



**Islamic Republic of Iran  
Ministry of Science, Research, and  
Technology**



**Islamic Republic of Iran  
Ministry of Health and Medical  
Education**

**Implementation Policy Manual of  
Disciplinary regulations for students approved by the 358th meeting  
of the Supreme Council of the Cultural Revolution**

**Approved by  
Ministry of Health and Medical Education;  
Ministry of Science, Research, and Technology**

**2024**

In the name of God

## Implementation Policy Manual of

### Disciplinary regulations for students approved on Sept. 5<sup>th</sup> 1995 by the Supreme Council of the Cultural Revolution

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## Introduction

The students' disciplinary council, as a sensitive institution in the university administration, is obliged not only to carry out its responsibility in addressing students' violations in behavior and transcendent morals, but also has to take the university fundamental tasks in line with the development of students' talents and strengthening their spirit of independence and self-confidence into consideration, and refrain from any behavior that causes humiliation and insult to the students. Although punishment is inevitable in some cases, but with the emphasis on avoiding any kind of surveillance and investigation, it is necessary that punishment should be along with preserving the reputation and the student's social status. Punishment should initially start from warning and guidance and provide a context of avoiding violations and creating the desire to correct one's behavior in the wrongdoer and the environment.

With the necessity of increasing the orientation of disciplinary councils towards legalism to regulate disciplinary judgements more precisely, based on the disciplinary regulations approved by the 358th meeting of the Supreme Council of the Cultural Revolution dated Sept. 5<sup>th</sup>, 1995 which is briefly called "regulations", the present "policy manual" has been compiled with the aim of separating the violations in more details and disambiguating interference and generality in them, matching and creating proportionality between violations and punishments, and consequently, creating more unity in the issued judgements and also determining competent authorities to detect the occurrence of some violations.

## Definitions:

- 1-1 Ministries:** Ministry of Health and Medical Education; Ministry of Science, Research, and Technology
- 1-2 Organization:** Students' Affairs Organization of Ministry of Science, Research, and Technology
- 1-3 University:** Any of the higher education institutions or research centers licensed by the Supreme Council of the Cultural Revolution or by the Ministries
- 1-4 Regulation manual:** Students' disciplinary regulations approved by the 358<sup>th</sup> meeting of the Supreme Council of the Cultural Revolution dated Sept. 5<sup>th</sup>, 1995
- 1-5 Policy manual:** The last implementation policy manual related to the students' disciplinary regulations approved by the 358th meeting of the Supreme Council of the Cultural Revolution dated Sept. 5<sup>th</sup>, 1995

- 1-6 Violation:** Doing any act in real or virtual environment that is contrary to the laws of the country, rules and regulations of the university, disciplinary regulations of students and the relevant implementation policy manual.
- 1-7 Realization of violation:** Explaining the committed action and the reasons for its attribution to the student in a face-to-face and comprehensible manner
- 1-8 Primary judgement:** Written judgement rendered by the primary disciplinary council
- 1-9 Appeals request:** Request for appeals in non-definite judgements
- 1-10 Definite judgement:** Written judgement rendered by each of the primary, appeals, or central councils which are unobjectionable based on the regularities of this policy manual, or have not been objected within the deadline.
- 1-11 Student Guidance and Dispute Resolution Council:** A council with the composition and regulations listed in the students' disciplinary implementation manual which attempts to create peace and reconciliation between the parties of the lawsuit.
- 1-12 Primary council:** The primary disciplinary council of university students with the composition and regulations listed in the students' disciplinary implementation manual, is in charge of the first stage of handling the student disciplinary violations in the university and making decisions about it.
- 1-13 Appeals council:** The appeals disciplinary council of university students deals with the cases based on the composition and regulations listed in the implementation policy manual of the students' disciplinary regulations.
- 1-14 Central council:** The central disciplinary council of students in any of the ministries which deals with the cases based on the composition and regulations listed in the implementation policy manual of the students' disciplinary regulations.

## **Principles governing dealing with students' violations**

### **1.The principle of legality of violations**

Those types of student behaviors are violations that are counted as violations in the disciplinary regulation or implementation policy manual; and in determining violations, it is mandatory to refer to the legal definitions of violations and match the subject with the definitions.

### **2. The principle of legality of punishments**

Those types of punishments that are listed in the students' disciplinary regulation and implementation policy manual can be applied to the student.

### **3. The principle of legality of proceeding methods**

Disciplinary councils deal with student violations according to the rules stipulated in the regulation and implementation policy manual.

### **4. The principle of acquittal**

The principle is based on the student's innocence, and the council pays attention to the following issues in the capacity of handling:

- a.** Any doubt regarding the violation of the committed behavior should be interpreted in favor of the student.
- b.** Any doubt regarding the attribution of a committed violation must be interpreted in favor of the student.
- c.** In case there is no evidence regarding the student's committing a violation, the student does not need to provide proof of his/her innocence.
- d.** The student has all the privileges of a student until the violation is proven and the disciplinary judgement is finalized, except for the items provided in this policy manual.

### **5. The principle of impartiality**

Councils must make decision impartially in the process of handling violations and refrain from rendering judgments based on personal, political, partisanship, or any topic unrelated to the attributed violation.

## **6. The principle of the right to defense**

If a violation is attributed to a student, that student has the right to defend him/herself.

## **7. The principle of the right to be heard**

The students can present their written or oral defenses to the members of the primary council.

## **8. The principle of confidentiality**

Any release of information related to the process of disciplinary investigation in all stages, including the formation of the case until the notification and execution of the finalized judgement is forbidden except in cases provided in the regulations and policy manual.

## **9. The principle of proportionality**

According to the regulations and policy manual, and within the limits of their jurisdiction, disciplinary councils should consider the severity of the violation, the student's educational and disciplinary records, the requirements of the student's environment, the appropriateness of the offense committed with the type and amount of punishment into account when rendering judgements. And the decision to punish disproportionately or incongruously is one of the examples of violation of the judgement in the appeal authorities.

## **10. The principle of equal treatment**

Disciplinary councils should follow the same procedure in handling similar violations.

## **11. The principle of equality**

All students are equal before the regulations and policy manual; Any discrimination based on gender, race, language, ethnicity, religion, citizenship, and the like are prohibited.

## **12. The principle of presenting the basis of the decision**

After reviewing and verifying the reports or complaints, councils should give reasons for their decision based on documentation, evidence, and valid proof in accordance with the guidelines in the issued judgement; just an announcement report from each of the real or legal sources that are not documented by certain evidence or are contradictory or inconsistent with other reasons and details cannot be considered as the basis of violation.

### **13. The principle of respect for rights and freedom and preservation of human dignity**

Preserving human dignity, complying with religious and moral principles, and respecting the rights and freedom stipulated in the students' rights charter is necessary.

### **14. The principle of transparency**

The councils are obliged to inform the students about the procedure of their disciplinary case.

### **15. The principle of non-surveillance**

It is mandatory to respect the students' privacy, and councils are not allowed to investigate the students' privacy in any case, or gather reasons and information and raise questions unrelated to the issue of the current violation; and investigation is only allowed in the case where violation is attributed to the student. Therefore, the evidence and proof that are gathered by violating the privacy of students or through other illegal methods (such as secretly preparing any video, audio and image, or spying on devices and students' personal social media pages, etc.) cannot be considered as document for the councils' decision, and the rendered judgements and rulings on these cases are not legally based.

### **16. The principle of the right to a fair trial**

The student has the right to benefit from a fair and just process within a reasonable period as follows:

- a.** The violation attributed to the student and all its evidence should be explained to him/her in a clear and simple manner in the shortest possible time.
- b.** It is possible to introduce a witness
- c.** The right to appeal against inconclusive decisions
- d.** The right to use an interpreter in the interview and explanation of the violation, translation of defenses and personal defense for free
- e.** The evidence presented and cited against the students should be far from any doubts and suspicions, and should be a proof of the alleged violation only with sensible and conventional interpretation, and harassing the students and forcing them to confess in any way and for any purpose is forbidden.

## **Part One: Format, composition, conditions and selection method of members for the student disciplinary councils**

**Article 1-** Based on the previous experiences of the performance of the disciplinary councils and the necessity of distinguishing between the members of the primary councils and the appeal councils, the composition of the members of the university disciplinary councils and central councils and their membership conditions are as follows: The president of the university should rectify and complete the members of the disciplinary councils of the university before taking any decision.

**Note 1:** Formation of disciplinary council in universities, colleges, institutes, or newly established higher education complexes (including non-profit non-governmental, vocational, comprehensive applied sciences, Payam Noor, satellite faculties, etc.) is subject to the approval of the central council of the relevant ministries, and if they do not meet the necessary approval conditions, the disciplinary council of one of the neighboring universities will be determined to deal with the disciplinary violations of their students.

**Note 2:** The start of the activities of the university disciplinary councils and centers which do not have a member from the determined members or do not comply with the conditions in this policy manual, is subject to obtaining the approval of the secretariat of the central council of ministries as the case may be. Submitting the notification of the members to the central council is mandatory before starting the activity.

### **Topic one-Composition of members of student disciplinary councils**

#### **Article 2- The composition of the members of the primary disciplinary council of the university:**

1. Vice-president for cultural and student affairs of the university as the chairman of the primary council.
2. One of the faculty members of the department of Islamic education, or the vice-president of the representative office of the Supreme Leader in the university (and in case of absence, the head of the provincial office of the representative of the Supreme Leader in universities of the province) by the proposal of head of the office and by the order of the university president.
3. One of the faculty members of the department of Law (in case of absence, from other universities), by the proposal of the vice-president for cultural and student affairs of the university and by the order of the university president.

4. Two faculty members of the university by the proposal of the vice-president for cultural and student affairs of the university and by the order of the university president.

5. Two students from the university (preferably from opposite sex) by the proposal of the vice-president for cultural and student affairs of the university and by the order of the university president.

6. The secretary of the primary disciplinary council by the proposal of the vice-president for cultural and student affairs of the university and by the order of the university president without having the right to vote.

**Note:** The primary disciplinary council takes legal authority by selecting and verifying verdict for all its members, and the meetings are considered legal by the attendance of the president, secretary, and at least three other members, and its decisions are valid with four positive votes.

**Article 3-** In each university, the secretariat of the disciplinary council as a unit consisting of the secretary of the primary council as the person in charge of the disciplinary council secretariat, and at least one disciplinary affairs expert (preferably a legal expert) is responsible for performing the tasks stipulated in the regulation and policy manual, and as the number of students in the university increase, the number of experts in the secretariat increase, accordingly.

**Article 4-** The presidents of the universities can, according to their discretion, take measures to establish a dispute resolution and student guidance council, consisting of the secretary of the primary council as the head of the council, the consulting office chief or his/her substitute, and one of the deputies of the representative office of the Supreme Leader in the university, after issuing the verdict of the members to resolve the disputes of the students on the private complaints if the violation lacks public aspect; in the case of the plaintiff's consent and at the discretion of the majority members of the said council, the minutes of the meeting are signed, sealed, and finalized.

#### **Article 5- The composition of the members of the appeal disciplinary council of university:**

1. The president of the university as the head of the appeal disciplinary council.
2. The head of the representative office of the Supreme Leader in the university (and in case of absence, the head of the provincial office of the representative of the Supreme Leader in universities of the province).

3. Two faculty members of the university by the proposal of the vice-president for cultural and student affairs of the university and by the decision of the university president.

4. One student of the university by the proposal of the vice-president for cultural and student affairs of the university and by the decision of the university president.

5. The vice-president for cultural and student affairs of the university as the secretary of the appeal council without having the right to vote.

**Note:** The appeal disciplinary council takes legal authority by selecting and verifying verdict for all its members, and the meetings are considered legal by the attendance of the president, secretary of the council, and at least two other members, and its verdicts are valid with three positive votes.

#### **Article 6- The composition of the members of the Central Council of Ministries:**

1. The head of the students' affairs organization of the Ministry of Science, Research, and Technology, or the vice-president for cultural and student affairs of the Ministry of Health and Medical Education, as the case may be, as the chairman of the council.

2. The head of the representative office of the Supreme Leader in one of the universities by the proposal of the head of the representative of the Supreme Leader in the universities, and the minister's verdict, as the case may be.

3. One jurist among the university faculty members by the proposal of the head of the central council and the minister's verdict, as the case may be.

4. The head of the central council secretariat without having the right to vote as the secretary of the council by the proposal of the head of the central council and the minister's verdict, as the case may be.

5. Two faculty members of the universities by the proposal of the head of the central council of ministries and the minister's verdict (In the Ministry of Science, Research and Technology, one of the members of the faculty will be the general director of the students inside the students' organization).

6. One student, preferably among the members of the disciplinary council of universities, by the proposal of the president of the central council and the minister's verdict, as the case may be.

7. Two of the vice-presidents for student affairs of the universities by the proposal of the president of the central council of the ministries and the minister's verdict, as the case may be.

8. The vice-president of students within the Ministry of Science, Research and Technology and the head of the educational services center of the Ministry of Health and Medical Education.

**Note 1:** The central council takes legal authority by selecting and verifying verdict for all its members, and the meetings are considered legal by the attendance of the president, secretary of the council, and five members with voting right, and the decisions of the meetings are valid with five positive votes.

**Note 2:** The membership of the selected members in the disciplinary councils of the university will be canceled with the notification of the membership verdict in the central council.

### **Topic two-Conditions for selection of members of student disciplinary councils**

**Article 7-** All the members of the disciplinary councils who are chosen in terms of their real character should have a good reputation in terms of being pious, trustworthy, independent, trustee, have no bad history, and be married.

#### **Article 8- Conditions of student membership:**

1. Preferably be married and if there are postgraduate courses in the university, from master's degree or Ph.D. students.
2. Preferably having completed half of their educational courses of their academic program or having completed one of the previous educational levels in the same university.
3. Have not been on academic probation during their studies.
4. Have no bad disciplinary record.

#### **Article 9-Conditions for primary and central council secretary:**

The secretary of the primary and central council of universities are selected from the staff of the students' affairs, preferably the disciplinary affairs of the university or the ministries who have an expert degree or higher organizational position or are selected from university faculty members or the ministries, if they are married and have a good reputation in dealing with students; In addition, sending individual qualification

documents and passing the required training courses for the newly employed teachers of the universities to start their job to the central council and obtaining their approval is required.

### **Topic three-Confirmation and announcement of members of student disciplinary council**

**Article 10-** Approval and notification of the membership verdicts of each member of the central council is signed by the minister, the primary council, the appeal council, and the president of the university, and is done for two years, and electing the same members is unimpeded.

**Note 1:** Dismissal and disapproval of members of the university councils is at the discretion of the president of the university, who can, under any of the following cases, replace the elected members, by observing the conditions for members selection:

1. Be absent for three subsequent sessions or six alternating sessions of unexcused absence.
2. Not being able to attend the disciplinary council meetings for one semester or more.
3. Loss of general or special conditions for membership in the council

**Note 2:** After appointing the members of the councils, introducing a substitute person to participate in the meetings as a representative, substitute, or any other title is impossible according to the rules, and will cause the issued votes to become invalid.

**Note 3:** If any member of the council lacks the conditions stipulated in this policy manual and the council is forced to use the afore-mentioned member, it is necessary for the head of the council to inquire about that person from the secretariat of the central council.

**Note 4:** If the vice-president for cultural and the vice-president for student affairs of the university are formed separately, the vice-president for student affairs is elected as the secretary of the appeals council and as the head of the primary council.

**Article 11-** The members of the primary, appeals, or central councils, have no right to vote in any of the issues in which they are a party, or in issues that they have already voted, or in cases where either the plaintiff or the offender (violator) has a blood relative or causal relationship with the council member, up to the third degree of inheritance levels. But there is no obstacle in providing an explanation or expressing an opinion in the formal aspect (format) of the case.

## Part Two: Violations and Punishments

### Topic one-Separation of punishments

**Article 12-** In order to refer to and comply with the disciplinary provisions more accurately, the punishments of Article 7 of the regulations are divided as follows:

**A-** Punishments that can be applied to students by the decision of the university or central disciplinary council:

1. Summons and verbal warning without inserting in the student's disciplinary file.
2. Written admonition without being inserted in the student's file.
3. Written warning without inserting in the student's file.
4. Written admonition and inserting in the student's file.
5. Written reprimand and inserting in the student's file.
6. Giving a score of "0.25" in courses related to violations.
7. Deprivation of the university welfare facilities such as: loans, dormitories, etc. from one month until the remained time of education.
8. Recovery of damages from the student in cases where the violation has caused losses.
9. Temporary ban from education for one semester, or between 1 to 6 months without counting the academic records.
10. Temporary ban from education for one semester, or between 1 to 6 months including the academic records.
11. Temporary ban from education for two semesters, or between 6 to 12 months without counting the academic records.
12. Temporary ban from education for two semesters, or between 6 to 12 months including the academic records.

**B-** Punishments that can be applied to students only by the decision of the central disciplinary council

13. Temporary ban from education for 3 semesters, or between 13 to 18 months without counting the academic records.
14. Temporary ban from education for 3 semesters, or between 13 to 18 months including the academic records.
15. Temporary ban from education for 4 semesters, or between 18 to 24 months without counting the academic records.

16. Temporary ban from education for 4 semesters, or between 18 to 24 months including the academic records.
17. Change in the student's place of study
18. Change the student's education course from public (without tuition) to tuition-paying.
19. Expulsion of the student from the university while maintaining the right to participate in the entrance exam again.
20. Expulsion of the student from the university with deprivation from studying in all universities for up to 5 years.

## **Topic two-General regulations of punishments**

**Article 13-** Issuance of combined judgements for one violation, is permitted only in the form of combination of the punishments of clauses 6, 7 and 8 with one other clause, as well as combination of the punishments of clauses 17 and 18 with each of the clauses 9 to 16, in case of compliance with the range of punishments determined for violations.

**Article 14-** Combining suspended judgements with other punishments listed in all the clauses, and suspending a part of final judgement is permitted, in case of compliance with Note 8, Clause B, Article 7 of the regulation.

**Article 15- Starting to commit a violation:** In cases where the intention to commit a violation is clear and the student starts committing it, but the violation does not occur completely, if the actions taken are one of the violations specified in the policy manual, the student is sentenced to the punishment of the same violation. Otherwise, the minimum punishment prescribed for the violation is applied; The mere intention to commit a violation and the actions that are only a prelude to a violation and not directly related to committing a violation, are not considered as the start of the violation, and hence, they will not be handled.

**Article 16- Spiritual multiplicity of violation:** When a single act has multiple titles of violation, it will be handled only under the title of violation with a more severe punishment, and applying punishments related to other violations is not permitted.

**Article 17- Material multiplicity of violations:** If a student commits several violations with different titles, a separate judgement will be issued for each of the violations.

**Note 1:** If before the execution of the disciplinary judgement for student's expulsion from education is completed, another judgement of expulsion from education is issued, if the

mentioned expulsions are of different durations, they are only punishments and otherwise, one of the punishments will be implemented.

**Note 2:** If the sum of the violations has a specific violation title in the policy manual, while specifying the violation clearly according to the policy manual in the issued judgement, the offender is sentenced to the punishment prescribed in that clause.

**Note 3:** Groups A to D constitute the four titles of Article 6 violations in the regulation. The articles of each of these groups is called a main clause. And the subset violations of each of the articles are considered to be of the same type, and are not considered as an example of the material multiplicity of the violation. The appropriate punishment should be chosen only from the severe range.

**Article 18–Repetition of violation:** Committing a violation, if there is a record of conviction for committing the same violation in the same level of education, is considered repetition of violation.

**Note:** If the student commits the same violation again before the final judgement is issued, the council is obliged to issue the same judgement, and if multiple judgements are issued, the student can ask the higher authority to consolidate the votes and issue a single judgement.

**Article 19-** In each of the convictions involving academic deprivation, it is possible to take into account some semesters or months of temporary ban from education with considering the academic records and some without considering the academic records, provided that deprivation of education, including the academic records, would not lead to the educational expulsion of the student.

**Article 20-** The verdicts issued on clauses 9 to 18 regarding students who have passed all their academic courses is not relevant, and the punishments of clauses 9 to 16 are in the form of a temporary ban from awarding academic degrees by issuing a certificate or without issuing a certificate of passing the academic courses or prohibiting the issuance of academic degrees and certificate of passing the academic courses are issued and applied.

**Article 21-** For students who have been condemned to one of the punishments in clauses 9 to 16, the student's right to enter the university environment and use student services and facilities is subject to the discretion of the council who issued the judgement.

**Article 22-** Obtaining the counseling office's opinion for issuing and applying the punishment of expulsion from the dormitory is mandatory.

**Note:** In case the verdict including expulsion from the dormitory or education is finalized, the subject will be notified to the student's parents, supervisor, or spouse, by the discretion of the council.

**Article 23-** From the beginning to the end of handling disciplinary cases, obtaining a commitment, establishing peace and compromise, or obtaining the consent of the plaintiff, as the case may be, by the discretion of each of the councils, is permitted in order to reduce or suspend the punishment or close the case without inserting it in the disciplinary council records.

**Article 24-** Before a judgement is issued by a superior authority and before the students' graduation, the disciplinary councils issuing judgments can, by their discretion, take actions for the full or partial suspension of the judgement, according to note 8 of article 7 of the regulations (except for the excluded cases).

**Note 1:** If the disciplinary councils take actions to suspend the execution of the student's judgement, and the student commits another violation that leads to the issuance of a final disciplinary sentence during the period of the education, the previous suspended judgement will also be implemented; In any case, the validity of the suspended sentence is until the end of the student's current academic year.

**Note 2:** The subject of this article can only be used once during the student's education.

**Note 3:** This article covers all the issued judgements, except for violations: heinous acts (such as adultery and fornication), repeated theft, use of weapons, membership or activity in atheist, corrupt or militant groups, distribution of drugs and alcoholic beverages.

### **Topic three- Separation of violations and allocation of punishments**

Violations listed in Article 6 of the guideline and the appropriate punishments based on Article 12 of the policy manual are described as follows:

**A- Handling students' general violations (such as threat, bribe, insult, slander, assault, computer and telecommunication crimes, forgery, theft, bribery, embezzlement, murder, and etc.)**

**Article 25-** Threat, bribe, insult, use offensive language, defamation, slander, smear and publication of lies

The violator will be sentenced to one of the punishments in clauses 3 to 9 (except clause 6), and in case of repeated punishment, the violator can be punished up to clause 12.

**Note:** If the plaintiff is one of the faculty members, managers, academic staff, or managers of government agencies, the violator will be sentenced to one of the punishments in clauses 3 to 12 (except clause 6) and in case of repetition, the punishment can be aggravated up to clause 14 (except clause 6).

#### **Article 26- Assault**

The violator is sentenced to one of the punishments of clauses 4 to 9 (except clause 6).

**Note 1:** If the assaulted person is one of the faculty members, managers, or academic staff, or if the offense is repeated, the punishment can be increased up to clause 13 (except clause 6).

**Note 2:** In case of a group fight (more than three people), the offenders (violators) can be punished proportionately up to clause 12.

**Note 3:** In an assault that results in an injury, the offender is sentenced to one of the punishments in clauses 5 to 12 (except clause 6), and if the offense is repeated or the offense is very severe or collective, the punishment can be proportionately aggravated up to clause 16.

**Note 4:** Handling violations of articles 25 and 26 requires the plaintiff to file a private complaint with the secretariat of the disciplinary council.

#### **Article 27- Forging or presenting any forged documents, seals, signatures and titles or using them (in paper or soft version) in the university**

The violator will be sentenced to one of the punishments in clauses 1 to 8 (except clause 6) and in case of repetition, the punishment can be aggravated up to clause 9.

**Note 1:** If the committing act has led to any educational benefits such as passing university courses, certificate of passing university courses or studying or changing in the scores, the violator will be subject to the punishment of clause 6 and one of the punishments of clauses 1 to 10, and in case of repetition, the punishment can be aggravated up to clause 12.

**Note 2:** In case of forging a certificate of graduation, the offender will be sentenced to one of the punishments in clauses 5 to 12, and in case of taking advantage of the mentioned certificate, the punishment can be aggravated up to clause 18.

**Note 3:** In case the presentation of a forged document leads to the admission of a student or be part of the conditions for his admission to the university, in addition to reporting

the issue to the central board of student selection, the punishment can be aggravated up to clause 20.

### **Article 28- Theft**

The offender is sentenced to the punishment of clause 8 and one of the punishments of clauses 2 to 5, and in case of repetition, the punishment can be aggravated up to clause 12 (except clause 6).

**Note 1:** If the theft involves the cooperation of robbery gangs, the offender will be punished for clause 8 and one of the punishments of clauses 9 to 18, and in case of repetition, the punishment can be aggravated up to clause 20.

**Note 2:** Whoever conceals the information related to the criminal activity of the theft gang by collusion, in a way that facilitates committing criminal acts, will be punished with one of the punishments in clauses 1 to 9 (except clause 6) and in case of repetition of punishment, it can be aggravated to clause 12.

### **Article 29- Receiving or giving bribes or fraud, betrayal of trust or damage:**

In case of receiving or giving a bribe or fraud from or to one of the academics, or betrayal of trust, or causing damage to the public properties of the university (or personal property if there is a plaintiff), in addition to sentencing the offender to compensate for damages according to clause 8, the offender will be sentenced to one of the punishments of clauses 1 to 5, and in case of repetition, the punishment can be aggravated up to clause 9 (except clause 6).

**Note 1:** If the committing act has led to passing score of the violator student in one of the university courses, the violator will be sentenced to the punishment of clause 6 and one of the punishments of clauses 9 or 10, and in case of repetition, the punishment can be aggravated up to paragraph 12.

**Note 2:** In case of judicial conviction regarding the occurrence of a violation in connection with real or legal individuals outside of the university, the violator will be sentenced to one of the punishments of clauses 1 to 5, and in case of repetition, punishment up to clause 9 (except clause 6) can be aggravated.

**Note 3:** In case of judicial conviction based on embezzlement, the violator will be charged in proportion to the embezzled property and the amount of participation in it, to compensate according to clause 8, and also the violator will be sentenced to one of the

punishments in clauses 1 to 13 (except clause 6) and in case of repetition, the punishment can be aggravated up to clause 20.

**Note 4:** In case of doing activities in pyramid companies and the like, the offender will be punished with one of the punishments of clauses 7 to 12, and in case of repetition, the punishment can be aggravated up to clause 20.

#### **Article 30- Keeping, transporting, buying and selling or using weapons:**

In case of keeping, transporting, buying and selling illegal hot or cold weapons, spray guns and stun guns, according to the case, the offender will be sentenced to one of the punishments of clauses 5 to 14 (except clause 6) and in case of repetition, the punishment can be aggravated up to clause 16.

**Note 1:** In case of threats, extortion, pretense or show of power with a weapon, the offender will be punished according to one of the punishments in clauses 9 to 12, and if the violation is repeated or the offender uses a weapon, the punishment can be proportionately aggravated up to clause 20.

**Note 2:** If extortion is carried out without a weapon and the committing act is involved in the title of fraud or acquiring property from illegal means, the extortion will be handled according to the provisions of Article 29 or related notes.

#### **Article 31- Committing intentional murder:**

In case of judicial conviction, the punishments of clauses 19 or 20 are valid for the murderer.

**Note 1:** In case of a judicial conviction based on supervision or participation or assistance in intentional murder, the murderer will be sentenced to one of the punishments of clauses 15 to 20.

**Note 2:** If a student has been convicted of involuntary murder, the appeals council can make a proposal to the central council to change the student's place of education.

#### **Article 32- Computer and telecommunications crimes:**

In case of committing any of the violations in cyber space such as hacking, inserting virus, computer sabotage (changing, erasing, stopping, etc.), destroying computers (software or hardware) through system intrusion, spying and unauthorized access to information, audio recordings or images without permission or publication, sale, disclosure or publication of documents, information, or data related to the university, intruding on individuals' privacy on the web, or instrumental use, or misuse of information, images or

audio and video products of personal pages of natural or legal individuals (including extortion, disclosure, publication, ... or threats to take actions in these or similar cases), illegal wiretapping, creating unethical and against national security websites and blogs, threats and insults to the dignity of individuals, insulting religious sanctities, intrusion into government websites, sending malicious emails, creating unauthorized access or disrupting people's access level, uploading, downloading or publishing immoral issues and all public crimes in the internet space, the offender will be punished according to the offense, to one of the punishments of paragraphs 4 to 10 (except paragraph 6).

**Note:** If the violation is repeated or has wide dimensions, according to the level of the violation, the punishment can be aggravated up to paragraph 20.

## **B-Handling educational and administrative violations**

### **Article 33- Cheating in exams or educational activities**

Cheating is a student's obvious use of information, equipment or facilities in a way that is not allowed, with a prior intention to present the result of an obligatory educational activity; the violator will be punished according to one of the clauses 1 to 5 and in case of repetition, in addition to the punishment in clause 6, the student will be condemned to one of the punishments in clauses 9 to 12.

**Note 1:** Records of cheating in the exam session with the report of the invigilators of the session, the instructor's explicit opinion that the student has benefited or the opinion of the education section representative along with the approval of the vice-president for student affairs be sent to the students' disciplinary council.

**Note 2:** An incorrect answer that is the result of the student's obvious cheating is also subject to the punishment of clause 6.

**Note 3:** Carrying unauthorized documents, equipment, and facilities in an exam in a way that their use cannot be ascertained, is considered as the student's violation, and the student will be sentenced to one of the punishments in clauses 1 to 5.

**Note 4:** Suspending the punishment of clause 6 for cheating is equal to removing the course or related assignments, along with the requirement to repeat it.

**Note 5:** If the student who commits cheating is sentenced to clause 6, the collaborator in that cheating will also be sentenced to one of the punishments of clauses 1 to 5 and the suspended clause 6.

**Note 6:** If a student cheats in national comprehensive exams, based on the type of cheating, the offender will be sentenced to one of the punishments in clauses 5 to 9, and in case of repetition, the punishment can be aggravated up to clause 12.

#### **Article 34- Cheating in research activities:**

In case of committing any kind of research violation such as theft, rental or scientific data creation, lack of commitment and responsibility towards the stakeholders of research affairs, failure to respect the rights of subjects, failure to use resources properly, unreal publication, reproduction, overlaps and partial overlaps such as introducing fake authors or referees, and creating and using fake e-mails for refereeing the untruthfulness of the articles by the student himself and ....., the offender will be sentenced to one of the punishments of articles 9 to 12, and in case of repetition or conviction in criminal cases, the punishment can be aggravated up to clause 20.

**Note 1:** If the violation is in the completion of a thesis in such a way as to prevent the attribution of the work to the student, or if the violation is in the compilation of an article which has led to acceptance in university courses or a change in the score, the violator, in addition to applying the punishments of the above article, is sentenced to the punishment of clause 6 in the relevant course or assignments.

**Note 2:** In cases where a student's research violation is confirmed after graduation, the opinion of the central council will be the basis of action.

**Note 3:** The collaborator in any of the research violations is sentenced to one of the punishments in clauses 5 to 9 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 12.

#### **Article 35- Sending someone else instead of you in the exam:**

The violator will be sentenced to the punishment of clause 6 in the relevant exam and one of the punishments of clauses 9 to 12, and in case of repetition, the punishment can be aggravated up to clause 14.

**Note 1:** If someone participates in the exam instead of someone else, the offender will be sentenced to one of the punishments in clauses 9 to 12, and in case of repetition, the punishment can be aggravated up to clause 14.

**Note 2:** All exams announced by the university as official exams to the students involve articles 33 and 35.

**Note 3:** Violation of the regulations of the exam session, without doing violation on the part of the offender or the presence of other evidence that does not constitute spiritual factor in the cheating violation, is not subject to articles 33 and 35.

**Article 36- Theft, purchase, sale or disclosure of questions or exam papers:**

In addition to being sentenced to clause 6, the offender will be sentenced to one of the punishments in clauses 9 to 12, and in case of repetition, the punishment can be aggravated up to clause 14.

**Article 37- Disturbing, interrupting or disrupting dormitory or university programs:**

The violator will be sentenced to one of the punishments in clauses 1 to 9, and if the violation leads to the educational benefit of the student, s/he will also be sentenced to clause 6.

**Note 1:** If the disruption in university or dormitory programs is repeated or leads to disturbances at the university or dormitory level, the punishment of the violator can be aggravated up to clause 10 (except clause 6).

**Note 2:** In case the disruption in university or dormitory programs leads to disturbance by inciting others or forming a group, the punishment of the offender can be aggravated up to clause 13.

**Note 3:** If the disruption leads to a disturbance and is accompanied by physical injury, the violator will face one of the punishments in clauses 7 to 15, and in case of repetition, the punishment can be aggravated up to clause 17.

**Note 4:** If the disruption in university or dormitory programs is by giving incorrect information to the university or concealing the facts, whether verbal or written, and leads to the student's profit, the violator will face one of the punishments of clauses 1 to 8 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 10.

**Note 5:** Gatherings that are peaceful and without damage to the university properties, conflicts, insults, offences, or actions to close the educational classes are not included in the above article.

**C-Handling political violations**

### **Article 38- Giving false information or intentionally concealing facts about oneself, militant (muhareb) groups, corruptors, or people related to them**

The violator will be sentenced to one of the punishments in clauses 1 to 5. If the violation is repeated or leads to profit of the afore-mentioned groups, the violator can be punished up to clause 14.

### **Article 39 - Membership in militant, corruptor, atheist or supporters' groups**

In case of membership or support of militants, corruptors, atheists, or disbanded illegal groups that have been found to be militant, corruptor, or atheist, according to judicial provisions, the offender will be sentenced to one of the punishments in clauses 1 to 5, depending on the offense.

**Note:** In case of doing actions in favor of militants, corruptors, atheists, or disbanded illegal groups, that have been found to be militant, corruptor, or atheist, according to judicial provisions, the offender will be sentenced to one of the punishments of clauses 8 to 12 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 14.

### **Article 40- Activities and propaganda in favor of atheistic groups and schools**

If the activity and propaganda is for the benefit of militant groups and opponents of the Islamic Republic of Iran or the disbanded illegal groups that have been found to be opponents of the Islamic Republic of Iran according to judicial provisions, the offender will be sentenced to one of the punishments of clauses 1 to 5, and in case of repetition, the punishment can be aggravated up to clause 12 (except clause 6), and if it leads to their benefit, the punishment can be increased up to clause 14.

### **Article 41- Insulting Islamic or national rites and rituals, official religions of the country or committing acts against the Islamic Republic of Iran (such as obscenity and use of offensive words, verbally or in writing, through writing slogans, spreading announcements)**

The violator will be sentenced to one of the punishments of clauses 1 to 8 (except clause 6).

**Note:** If the violation is committed collectively and with the intention of riot or chaos, or happens repeatedly and without attention to the previous punishments, the punishment can be aggravated up to clause 13.

#### **Article 42- Causing riot and chaos in the university campus:**

If the riot and chaos in the university campus are aimed at damaging the system, the violator will be sentenced to one of the punishments in clauses 3 to 13 (except clause 6), and if it is with prior coordination and planning or with the guidance of illegal groups outside the university, or if it is repeated, the punishment can be aggravated up to clause 20.

#### **D. Handling moral violations**

#### **Article 43- Using addictive substances (narcotics, hallucinogens, psychedelics) or using alcoholic beverages**

The violator will be sentenced to one of the punishments in clauses 4 to 10 (except clause 6), and if the violation is repeated, either in the university or places related to it, or have bad public effects, the punishment can be aggravated up to clause 12.

#### **Article 44- Convening a meeting and inviting others to use addictive substances or use alcoholic beverages (or participation or cooperation in this regard)**

The violator will be sentenced to one of the punishments in clauses 5 to 12 (except clause 6) and in case of using places related to the university, the violator is sentenced to one of the punishments in clauses 7 to 16, and in case of repetition, the punishment can be aggravated up to clause 18.

**Note:** Participation in these meetings along with the use of addictive substances or alcoholic beverages will result in punishments from clause 4 to 12 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 14.

#### **Article 45- Addiction to addictive substances or alcoholic beverages**

The violator will be sentenced to one of the punishments in clauses 3 to 5, and in case of not paying attention to the previous punishments, the punishment can be aggravated up to clause 20.

**Note 1:** Obtaining drug addiction test from suspicious people confidentially, with the written permission of the university's vice-president for cultural and student affairs is required before filing a case of addiction.

**Note 2:** Continuation of an addicted student's education is subject to the negative result of the mentioned test and cooperation in addiction treatment and continuous referral of the student to the counseling and psychiatrist center.

#### **Article 46- Keeping, buying and selling, producing or distributing addictive substances or alcoholic beverages**

The violator will be sentenced to one of the punishments in clauses 5 to 12 (except clause 6), and if the violation is repeated or the violator has used one of the university campuses for this purpose, the punishment can be aggravated up to clause 18.

#### **Article 47- Gambling and pretense to gamble**

Gambling means playing a game with a bet of winning and losing, in which the loser is obliged to pay the bet in favor of the winner; If this act is done repeatedly, openly and boldly, it is pretense to gamble; if the offender only commits gambling, s/he will face one of the punishments in clauses 1 to 4, and if it is pretense to gamble, the offender will face one of the punishments in clauses 4 to 9 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 12.

#### **Article 48- Buying and selling or distributing gambling tools**

If buying and selling is done with the knowledge of using the tools for gambling, the violator is sentenced to one of the punishments in clauses 5 to 12 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 14.

#### **Article 49- Use of any toys or unauthorized media products**

If the offender has used the university environment or facilities for this purpose, s/he will be punished with one of the punishments in clauses 1 to 5, and in case of repetition, the punishment can be increased up to clause 9.

#### **Article 50- Producing, buying and selling, duplicating, distributing or maintaining any toys or illegal media products**

The offender will be sentenced to one of the punishments in clauses 5 to 12 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 14.

#### **Article 51- Non-observance of Islamic clothing or clothing rules advised by the ministries**

The violator will be sentenced to one of the punishments in clauses 1 to 5, and in case of insistence and repetition, the punishment can be aggravated up to clause 9.

## **Article 52- Non-observance of student affairs**

In case of committing any behavior against certain values, dignity, and customs that the academicians consider them reprehensible, the offender will be sentenced to one of the punishments in clauses 1 to 5, and in case of repetition, the punishment can be aggravated up to clause 9 (except clause 6).

**Note 1:** In case of smoking in the university or related places, the violator will face one of the punishments in clauses 1 to 3, and in case of repetition, the punishment can be aggravated up to clause 9 (except clause 6).

**Note 2:** In case of harming the dignity and self-esteem of the academics, the violator will be sentenced to one of the punishments in clauses 5 to 9 (except clause 6), and in case of repetition, the punishment can be aggravated up to clause 12.

**Note 3:** If the student's behavior results in the disqualification of his/her profession in clinical fields, the violator will be sentenced to one of the punishments of clauses 7 to 12, and in case of repetition, the punishment can be aggravated up to clause 20. It is necessary to obtain the opinion of the specialized department and the relevant vice-president to handle this issue.

## **Article 53- Failure to comply with the clear standards of Shariah (religion) in connection with the non-mahram (strangers)**

The offender will be sentenced to one of the punishments in clauses 1 to 5, and if s/he has a private complaint or blemishes public chastity, or has evident and visible effects, or in case of repetition, the punishment can be aggravated up to clause 10 (except clause 6).

**Note:** If the student does not comply with the clear standards of Shariah in connection with the non-mahram who is under his/her control according to the educational-research duties, in case of a private plaintiff's complaint and confirmation of the violation, the violator will be punished to one of the clauses 9 to 12, and in case of repetition, the punishment can be aggravated up to clause 20.

## **Article 54- Having an illicit relationship (except for adultery)**

Illegal relationship means establishing repeated relationships that are not based on Shariah (Islam) or is without going through Shariah or legal procedures. If the violation leads to the issuance of a judicial sentence, the violator will be punished by one of the clauses 4 to 12 (except clause 6).

**Note:** If the violation occurs in multiple cases or is repeated, the punishment can be aggravated up to clause 20.

### **Article 55- Participation in an illegal meeting**

Illegal meeting is gathering of a group of people with the intention to perform actions that are forbidden and not permitted by the Islamic law. In case of judicial conviction, the violator will be sentenced to one of the punishments in clauses 1 to 9 (except clause 6) and in case of repetition, the punishment can be aggravated up to clause 17.

**Note:** In case of arranging or cooperating in organizing an illegal meeting and judicial conviction, the offender will be sentenced to one of the punishments in clauses 7 to 12, and in case of repetition, the punishment can be aggravated up to clause 17.

### **Article 56: Committing acts against chastity (adultery, fornication, or intercourse)**

If the crimes are proven in the judicial authorities, the violator will be sentenced to one of the punishments in clauses 9 to 20.

## **Part Three: The Primary Council**

### **Topic one-Start of the proceeding**

**Article 57-** Issuing disciplinary judgements regarding students is carried out only through disciplinary councils, and other institutions or officials of the university, except in the capacity of implementing the judgements issued by the disciplinary councils, are not authorized to issue or implement the provisions of any of the disciplinary punishments.

**Article 58-** Handling disciplinary violations of students starts in the following cases:

1. Complaint of the plaintiff (the person who suffers losses due to the occurrence of a violation and requests handling of his/her complaint).
2. Written report of officials and natural or legal persons and competent authorities inside or outside of the university (legal persons within the university only include the organizational structure of the university and other legal entities such as institutions, students' associations, professors, etc. can complain only as private plaintiffs).

**Article 59-** Complaints of the plaintiff and reports of natural persons along with evidence must be submitted to the disciplinary council and be registered in the secretariat of the council under the following conditions:

1. Full details of the complainant or the reporter (including the date, name and signature of the complainant or the signature and capacity of the reporter, and seal of the relevant department).

2. Full details of the defendant or the reported student

3. Accurate recording of the place and time (time and date) and the details of the matter along with its evidence (including a detailed description of the matter, the behavior of the student, the persons related to the subject, and mentioning the possible damages, etc.).

**Note:** If the testimony of witnesses is mentioned as the reason for the complaint, a written testimony with full details must be attached to the complaint in accordance with the above conditions.

**Article 60-** Written reports of legal entities are registered in the disciplinary council's secretariat under the following conditions:

1. Using the legal entity's official header

2. Detailed recording of student's details

3. Accurate recording of place and time (time and date) and details of the event (exact description of the alleged violation, the behavior of the student, persons involved in the matter and mentioning the possible damages according to the case and etc.).

- 4 The name, capacity, and signature of the reporting officer, dated and sealed by the relevant department

5. Evidence of the report

**Note:** If the testimony of witnesses is mentioned as the reason for the complaint, a written testimony with full details must be attached to the complaint.

**Article 61-** Handling the educational, research, administrative, and political violations (the subjects of Articles 33 to 42 of this policy manual), requires obtaining the opinion of the relevant vice-chancellor of the university, as the case may be.

**Note:** If the violation is committed by the members of organizations or publications, obtaining the opinion of the supervision board of the students' Islamic organization and the final vote of the committees overseeing academic publications is necessary, as the case may be.

**Article 62-** The disciplinary council of the university of the current level is not authorized to deal with the violations committed by the student in the previous level of education; in such cases, the opinion of the central council will prevail.

**Article 63-** The complaints and reports received will be adjusted to the standards of articles 59 and 60 of this policy manual. If they do not meet the mentioned conditions, the secretary of the council, before taking any action, is obliged to inform the complainant or the reporter of the formal deficiencies within a maximum of five days from the time of registration so that necessary actions could be taken to properly address the deficiencies of the complaint or the report. If no action is taken to fix the defect within the stipulated time, the complaint or report will be archived.

**Article 64-** According to note 4, paragraph b, article 7 of the regulations, the only authorized authority of the university to reflect the violation and introduce the violator student to the judicial and disciplinary authorities, is the disciplinary council of the university with the coordination and advice of the legal office of the university; it is obvious that any action by natural or legal persons of the university that is against this article is considered as an administrative violation and can be followed up in the competent authorities. The university president is obliged to share this matter with all sections of the university to inform them.

### **Topic two-Duties of the secretariat of the disciplinary council**

**Article 65-** The secretary of the primary disciplinary council is responsible for taking necessary actions to prepare the case and raise the issue in the disciplinary council meetings, according to the following procedure:

- a. Registration of complaint and report with inserting the date, number, and presentation of receipt to the complainant.
- b. Checking the compliance of received complaints and reports with the criteria listed in topic 1 of part three of this policy manual.
- c. Formal validation of the documents provided regarding the imputed violation.
- d. Inquiring from the relevant specialized authorities and responding to the inquiries made, as the case may be.
- e. Conducting research, as the case may be.
- f. Inviting the student.
- g. Informing students about their rights, and helping them to benefit from their rights.

- h.** Explaining cases of violations in face-to-face interviews in oral and written form and obtaining written defenses.
- i.** Inviting guests to attend the secretariat or council meetings.
- j.** Coordinating with members of the disciplinary councils to study and learn about the contents of the cases on the agenda of the council.
- k.** Bringing up the issue in the disciplinary council meeting after learning the reason.
- l.** Preparing the minutes of the disciplinary council.
- m.** Preservation, archiving, and trustworthiness toward all documents, correspondences, and papers of the disciplinary council cases and consecutive enumeration of cases.
- n.** Elaboration and notification of disciplinary councils' rulings to students and notification of finalized rulings to relevant departments of the university, as the case may be.
- o.** Sending a copy of finalized disciplinary council's rulings to the central council no later than one month after issuance of the rulings.
- p.** Receiving and registering students' objections to the issued disciplinary council's rulings and taking appropriate actions to be submitted to the appeals' authority.
- q.** Follow-up and implementation of students' rulings and application of disciplinary councils' approvals.
- r.** Erasing the effects of judgments and punishments inserted in the student's file, according to the rules of this policy manual.
- s.** Carrying out tasks assigned by the central council and heads of the university's disciplinary council according to the specified tasks and duties.

**Note 1:** The secretary of the primary disciplinary council can entrust the fulfillment of the mentioned duties to the experts of the disciplinary secretariat of the university; in any case, the responsibility for the actions of the secretariat and experts lies with the secretary of the primary disciplinary council.

**Note 2:** Carrying out the formalities of inviting all the invitees to attend the meetings of the council, like inviting members of the council, is mandatory.

### **Topic three- Invitation of students**

**Article 66-** The invitation of the student must be done after receiving the complaint or report and doing validation by the secretariat of the disciplinary council and after going through the legal procedures mentioned in this topic.

**Article 67-** The invitation must include the following matters:

1. Full details of the student
2. Subject or title of alleged offense
3. The reason for the invitation
4. Date and time of attendance and address of the secretariat of the disciplinary council
5. Name, position and signature of the caller

**Note 1:** Inviting the student to attend the secretariat of the disciplinary council in all stages of the proceedings (including explanation of the violation, defense in person, notification of the judgment, testifying or as an informant) through telephone notification and observing the minimum time period of five days, and the written invitation must be delivered in person, at the secretariat of the disciplinary council.

**Note 2:** In parallel with the telephone invitation, either successful or unsuccessful (call), and in compliance with the above criteria, the secretariat of the disciplinary council must, use the text message method to inform the student and archive the document of the sent text message in the student's file.

**Note 3:** In all the universities that use the telecommunications information system (such as Golestan comprehensive system or corresponding SMS system), inviting the student is done by sending a message to the important notifications section of the student's dedicated user account. In this case, the student is obliged to follow up the matter through his/her user account. In these circumstances, it is necessary to announce the student in written form about the method of notification by the telecommunication notification system and about the student's task to follow up the matter in the face-to-face interview session; otherwise, the notification by this method is invalid.

**Article 68-** In case the student does not attend the session to be clarified about the violation, up to five days after the appointed date in the invitation for any possible reason, only in this case, the secretariat of the disciplinary council, in addition to re-issuing and informing the second step, will send an invitation to the address of the student's residence.

**Note:** If a student is unable to attend the secretariat for clarification about the violation due to valid reasons (such as the death of a relative, illness), s/he can ask the council to set a new time to attend the disciplinary secretariat before the deadline by submitting a written request, and with the approval of the secretary of the primary council.

**Article 69-** A student's refusal or non-cooperation to attend the disciplinary council's secretariat to be clarified about the offense, or defend in person in the council's meeting, or his/her refusal to sign the invitation or the minutes of the interview, do not prevent the continuation of the proceeding (and after an explanation of the provisions of this article and its consequences for the student, including the time, date and place), the council can, in case of compliance with the principles of the notified proceedings, conduct the hearing and make a decision in absentia.

#### **Topic four-Explanation of the violation, face-to-face interview, and obtaining defenses**

**Article 70-** The secretary of the primary council must explain the student's rights (right to know the evidence of complaints and violations, benefit from students' counsellor, in-person defense, study the documents of the case) in accordance with the regulations and guidelines, at the beginning of the interview; and compile the meeting minutes in two identical copies, and deliver them to the student after being signed by the student and the teacher.

**Note:** The student's statement that he does not need to use any of the above rights does not prevent the student from announcing subsequent desire to use their rights, provided that its actions have not become irrelevant; In any case, it does not prevent delays in the processing.

**Article 71-** Explanation of the violation, by observing all the legal regulations, must be done in oral (comprehensible for the violator) and written form mentioning the subject of the violation (preferably documented by the relevant article of the policy manual), and various evidence (without recording voice and picture), and the meeting minutes be signed by the interviewee and interviewer(s).

**Article 72-** The student can present his/her signed written defense to the secretariat of the council starting from the face-to-face interview session up to the proceeding meeting session, and then read it in the primary council meeting.

**Note:** In case of not presenting written defenses, the secretariat of the primary council writes the student's comments in the face-to-face interview meeting as the student's defense in his/her file, and reads them in the council meeting.

**Article 73-** After understanding the violation, while keeping the confidentiality of legal authorities and irrelevant names about the student's defense, the student can study the case documents and make copies of them, and by the decision of the secretary of the disciplinary council, copying the documents will be possible.

**Note:** If any of the witnesses, plaintiffs or real reporters of the case, request not to disclose their identities to the offender student, with the approval of the head of the council, the said information will not be presented to the student, but the student's right to read the content of the said documents will be reserved for him/her. In this case, the afore-mentioned issues alone are not enough to notice the student's violation, and the council must verify the validity of the claim by examining the reasons, evidence, and other signs. If the only document of the disciplinary council's judgement or its most important document are the above-mentioned items, they are considered as the causes of violation of the judgement in the appeal and central councils.

### **Topic five-Proceeding in the primary council**

**Article 74-** The meetings of the primary council of the university are held once in every two weeks, as the case may be, to deal with the reports and complaints. In emergency cases, the chairman of the primary council takes action to organize extraordinary meetings.

**Note:** Convening the primary council sessions in emergency situations does not negate the student's rights and other criteria listed in the policy manual.

**Article 75-** The secretary is obliged to contact and invite all the members of the disciplinary council at least five working days before the meeting in writing, by phone, and SMS; If, due to non-compliance with this article, one of the members cannot attend the meeting, the meeting will have no legal basis.

**Article 76-** The secretary of the primary council is obliged to prepare the procedure of the student's case based on the complaint of the plaintiff or the violation report and the reasons of its attribution to the student based on the policy manual, and provide them to

the members, accompanied by the student's defense, including the face-to-face interview and the defense bill, at least three days before the meeting.

**Note:** Preparing and presenting the report of the procedure of the case does not prevent the members from studying the case.

**Article 77-** The secretary of the primary council is obliged to announce the trial meeting time of the primary council meeting to the student by a notification based on the regulations in topic three of part three for the defense in person. The interval time between the date of notification and the date of trial meeting should not be less than five days.

**Article 78-** If due to valid reasons (such as the death of a relative, illness), the student is unable to attend the meeting on the due date, s/he can, at the discretion of the chairman of the primary council, submit a written request to use the right to defense in person in the appeals council.

**Article 79-** In the event that a student or any member of the council raises a formal objection as to not complying with the regulations in the policy manual, the minutes of the meeting and the file will be returned to the secretariat for correction and completion.

**Article 80-** It is the responsibility of the secretary of the primary council to state the reasons for assigning a violation to the student by referring to the articles of the regulations and the policy manual.

**Article 81-** The student can be present in the primary council session from the beginning of introducing the issue in the trial session and presents his/her own defenses.

**Article 82-** After the end of the proceedings, the minutes of the meeting are prepared independently, with reasons, and in case of conviction, according to the rules of policy manual. All members of the disciplinary council present in the meeting are required to sign the minutes of the meeting by mentioning their name and position.

**Note:** Organizing the meeting in absentia or by telephone and obtaining the signatures of the members for the relevant meeting minutes is not permitted, and the rulings issued in this way are invalid.

**Article 83-** If other violations in addition to what are mentioned in the subject of the mentioned violation in the invitation and the student's current file are revealed during the proceedings, the disciplinary council is not authorized to deal with those violations at this stage, and it is necessary to go through the primary proceedings independently.

**Article 84-** After completion of the proceedings, if the primary council deems the student entitled to the punishments of clauses 13 or higher, while notifying the decision to the student, the council sends the case to the university appeals council for consideration.

**Article 85-** The rules of proceedings in the appeals and central councils, with the exception of the cases counted according to this policy manual, are in accordance with the rules of proceedings in the primary council.

## **Part Four: The Appeals Council**

### **Topic one-Duties and power limits of the appeals council**

**Article 86-** The duties of the university appeals council are as follows:

1. Dealing with the student's appeal request from the initial rulings
2. Dealing with the rulings of the primary council, which have not been protested within the prescribed deadline, with the proposal of the president of the university
3. Dealing with cases involving one of clauses 13 to 20 referred from the primary council
4. Referral of the violation case to the central council regarding the rulings including punishments in clause 13 and above, and cases involving re-applying punishments of clause 9 to 12 in order to obtain approval or proceedings, as the case may be.

### **Topic two-Proceedings in the appeals council**

**Article 87-** All rulings issued by the primary council can be appealed to the university's appeals council.

**Note:** The deadline for the student's protest is within 10 days from the date of notification of the ruling by the primary council.

**Article 88-** In case of protest, the student must personally submit his/her written request for appeals against the primary ruling, in addition to the defense bill and the appeal documents to the disciplinary secretariat of the university and receive a receipt after registration.

**Note:** If necessary, at the discretion of the secretary or the head of the appeals council, the student can attend the meeting for self-defense.

**Article 89-** The appeals council must handle and make a decision within one month after receiving the objection or referring the case.

**Note 1:** The duties and formalities of presenting the case in the appeal council meeting are the responsibility of the secretary of the primary council.

**Note 2:** If the issuance of the appeals council decision is suspended until obtaining documents or conducting an investigation, the minutes of the meeting will be recorded so that the secretariat takes necessary steps to complete the file within two months.

**Note 3:** If the student does not object to the rulings issued by the primary disciplinary council to the university appeals council, the student will not be allowed to protest to the central council.

**Article 90-** The authorities in the appeals council cannot intensify the initial judgments, if after issuing the initial judgment and before issuing the appeals judgement, new evidence and documents have been obtained about the proposed violation. It is necessary to return the violator's case to the primary council to be handled according to the rules, and give the violator another chance for objection, after issuing a new primary judgement.

**Article 91-** The university appeals council is the only authorized authority to send the student's violation cases to the central council for proceeding, and it is necessary that the appeals council has all the records and documents of the case in the form and order that the central council has determined as a procedure, and send them by saving a copy.

**Article 92-** If, in any case, the appeals council decides to refer the student's case to the central council, it is necessary that the subject be communicated to the student in written form, in order to inform the student and for follow-up reasons.

## **Part Five: The Central Council**

### **Topic one-Duties and power limits of the central council**

**Article 93-** The duties and power limits of the central council are as follows:

- a. Planning, management, creation of unity, supervision of the good performance of the disciplinary council of universities, and review of the reports about the legal discrepancies in the process of handling disciplinary cases.
- b. Dealing with the student's objection to the disciplinary provisions of clauses 9 to 12 issued by the universities' appeals councils.

- c. Dealing with the cases referred from the universities appeals council to reapply the punishments of clauses 9 to 12 and issuing rulings including punishments in clauses 13 to 20 of the punishments section of the policy manual.
- d. Dealing with the university president's request to discount the university's definitive rulings.
- e. Dealing with the written requests of the security or judicial authorities to check the qualification or ineligibility of the student's education, according to article 12 of the disciplinary regulations.
- f. Preliminary handling of students' violations in the central council, according to the diagnosis.
- g. Examining the request for the establishment of a disciplinary council in the newly established higher education complexes, affiliated schools to the comprehensive universities, subsidiary colleges of other universities, non-governmental, non-profit higher education institutions.
- h. Examining and confirming the qualifications of the teachers of the disciplinary council of the students in the universities all over the country by the central council of the ministries, as the case may be.
- i. The interpretation of the current regulations and policy manual is carried out by the central council of the ministries, as the only competent authority.

### **Topic two-Proceedings in the central council**

**Article 94-** If the judgement issued by the appeals council includes one of the punishments in clauses 9 to 12 of the policy manual punishments, it can be protested in the central council.

**Note 1:** The judgements including punishments in clauses 1 to 8, the primary and suspension judgements of the universities cannot be protested in the central council.

**Note 2:** The deadline for the student's protest is within 10 days from the date of notification of the decision of the appeals council.

**Article 95-** The student personally submits his/her written request to protest the ruling issued by the appeals council (attached to the defense bill and a copy of the primary and appeals council rulings) to the secretariat of the university disciplinary council or central council, and receives a receipt after registration.

**Note:** The secretariat of the university disciplinary council is obliged to keep the original disciplinary case of the student and a copy of it, and along with the student's request to protest and other related attachments, send it to the central council within five days.

**Article 96-** After receiving the original case from the relevant university, the secretary of the central council initially examines the case in terms of form formalities, including the notification of the judgement and the appeal, and respect of student's rights; If the case has a problem in terms of its form, the subject will be returned to the disciplinary council of the university so that it would be sent to the secretariat of the council after fixing the problem; If the case is complete, it will be involved in the agenda of the central council meeting.

**Article 97-** The central council must handle and make a decision within one month after receiving the objection or referring the case.

**Note:** If the issuance of the appeals council decision is suspended until obtaining documents or conducting an investigation, the minutes of the meeting will be recorded so that the secretariat takes necessary steps to complete the file within two months.

**Article 98-** The secretary of the central council invites the student whose request is on the agenda of the central council, if necessary, to attend the secretariat or the meeting of the central council and receive his/her last statements and defenses.

**Article 99-** The disciplinary council of the university is obliged to implement the provisions and orders of the central council, and must announce the result of its actions in the shortest possible time. If the university neglects or issues a ruling not complying with the standards of fair trial, and the student is harmed, the issued ruling lacks legal authority, and the university is obliged to do compensation; The president of the university, in line with the application of article 10 of the regulations, is obliged to supervise the good performance of the disciplinary council, comply the disciplinary process in the secretariat with the standards in the regulations and policy manual, and accountability to the authorities.

## **Part Six: Issuance, announcement, and enforcement of disciplinary judgements**

### **Topic one-Issuance and announcement of disciplinary council judgements**

**Article 100-** In issuing a disciplinary ruling, observing the following points is mandatory:

- 1) Issuance date and number of the ruling
- 2) Student's details

3) Reasons for assigning the violation

4) The title of the violation attributed to the student with reference to the legal document according to the policy manual

5) The determined punishment with reference to the legal document according to the policy manual

6) Determining whether the issued ruling is determined or can be objected, and the appeal authority and its deadline from the date of notification

7) Determining the time of carrying out the university rulings (7 to 12) by observing the time period of at least twenty days after the date of issue, and in provisions of the central council, according to the minutes of the meeting, as the case may be.

**Note 1:** The rulings issued by the disciplinary councils will be notified to the student within ten days from the date of issuance, through the secretariat with a signature of the head or secretary of the councils.

**Note 2:** In case of the student's written request and the approval of the disciplinary council (inserted in the meeting minutes), the implementation time of the judgment can be determined before the date of issuance of the judgment.

**Note 3:** The minutes of the meeting and a copy of the judgment communicated to the student must be kept in his/her file.

**Note 4:** Sending a copy of the disciplinary rulings or disclosing them, except for the central council (up to one month after issuance) is forbidden.

**Article 101:** In the event that the student, for unjustified reasons (at the discretion of the ruling council) refuses to declare seeing of the rulings of the disciplinary council that can be objected, this is a notification of the ruling and based on note 3 of article 8 of the regulations, the student will be deprived of the right to protest.

**Note:** If the head of the council issuing the judgment determines the student's absence in the secretariat of the disciplinary council for notification of the ruling or objection towards it as reasonable, he can submit the case to the appeals council or to the central council, as the case may be.

## **Topic two- Finalization and enforcement of judgements**

**Article 102-** The rulings issued by the disciplinary council are finalized and mandatory as follows:

- 1) The rulings containing the punishments of clauses 1 to 12 issued by the primary council of the university in case of no objection
- 2) The rulings containing suspension rulings or one of the punishments of clauses 1 to 8 issued by the university appeals council
- 3) The rulings containing the punishments of clauses 9 to 12 issued by the university appeals council in case of no objection
- 4) The rulings issued by the central council in the capacity of appeals of the rulings containing punishments in clauses 9 to 12 of the university appeal council
- 5) The rulings containing punishments of clauses 13 to 20 of the central council in the capacity of handling cases referred from the appeal council

**Article 103-** If the finalized ruling is based on one of the clauses 9 to 18 of the punishments section of the policy manual at the end of the semester and before the beginning of the final exams of the academic semester, the enforcement time of the ruling will be postponed to the next academic semester, provided that it is not the last semester of the student's academic year.

**Article 104-** In case of student's disobedience to the enforcement of the finalized rulings or the orders issued by the disciplinary council in accordance with the regulations or policy manual, the university president can issue an order to stop all educational operations of the student.

**Article 105-** The secretariat of the university disciplinary council is responsible for following up on the enforcement of the finalized rulings issued by each of the disciplinary councils of the university or the central council.

**Article 106-** If a student is sentenced to change the place of study according to the discretion of the central council, the university of destination is obliged to accept the student, and provide the opportunity for the student to continue his/her education appropriately in a way that it does not harm the student's education.

### **Part Seven: Other Matters**

**Article 107-** Based on Islamic teachings and legal principles of security and immunity of citizens and prohibition of surveillance (principles 22 and 25 of the constitution), members of the council and staff of the disciplinary council's secretariat, are not allowed to investigate the private lives of students, and they are obliged to treat all information

related to the student's violation as confidential and prevent its disclosure (except for the spouse, parents, or the supervisor of the student at the discretion of the council).

**Article 108-** Dealing with dropout, guest, transfer or settlement requests of students whose violation cases are in the process of proceeding in the disciplinary or central council of the university, or the issued disciplinary rulings about them has not been enforced yet, depends on the agreement and declaration of the final opinion of those councils.

**Article 109-** After coordination with the head of the disciplinary council, the secretary of the council can invite informed persons to participate in the disciplinary council meetings, without having the right to vote.

**Note:** In necessary cases or at the request of the student, benefiting from the advices of the university's student consulting center and observing all the necessary sensitivities regarding individual morale and family and social issues and various consequences of the issued rulings is mandatory.

**Article 110-** A copy of the rulings of the central council, which includes deprivation of the student from studying up to five years, must be sent to the Central Board of Students' Selection and the National Organization of Educational Testing, and the said board and organization are obliged to apply the above deprivation.

**Article 111-** After going through the process of appeal and issuing a ruling, in case of punishment and correction of the violent student behavior, or the plaintiff's consent, the president of the university can, by discretion, request a reduction in the issued ruling from the central council.

**Article 112-** If the student is deprived of studying or participating in exams for any reason and the disciplinary ruling issued contains a punishment less than one semester deprivation, the student's absence is declared justified and he/she is given an exam again and in case of conviction, the imposed deprivation will be taken into account in convening the punishment.

**Article 113-** Dealing with any of the violations or crimes committed by students inside or outside the university or its affiliated environments in the judicial courts, will not prevent the disciplinary proceedings of the university.

**Note:** In case of prosecution or definitive judicial conviction that leads to temporary detention or imprisonment, the period of detention or imprisonment is not considered as part of the student's academic years, and the student can continue education after the end of the sentence period, and the university supports the student to continue his/her

education in an appropriate manner; If the term of conviction exceeds the allowed period of the academic grade, the university adapts the student's method of continuing education to the new educational situation.

**Article 114-** All correspondence of the university's disciplinary council with the central council and with other authorities outside the university are merely issued by the signature of president of the councils. The judgements and correspondence of the central council are only issued with the signature of the president, the deputy of the organization, or the general director of students' affairs of the ministry of science or the secretary of the council.

**Note:** In calculating deadlines and dates, the criterion is working days and non-holidays, and the date of notification and action is not considered as part of the deadline.

**Article 115-** If the stages related to the proceeding process, including summoning, holding an interview session, the proceeding, and notification of the rulings coincides with the days of final semester exams, or the days before the final semester exams, or summer vacation, the stages should be postponed to the time after the mentioned days.

**Note 1:** In case of a student's written request to start and continue the proceeding process in the above days, carrying out the process is unimpeded.

**Note 2:** If a student takes a course in the summer semester or in necessary cases, summoning the student during the above days is unimpeded, with a written order of the head of the council.

**Note 3:** In the case of educational violations that are committed in the above days, doing the proceeding process is unimpeded after the end of the exams, complying with the rules of this policy manual.

**Article 116-** In the implementation of Note 2, Article 6 of the disciplinary regulations, if the university president orders to prevent the student from entering the university, the implementation of this order requires a written notification to the student specifying the start and end time of the ban.

**Note 1:** In case of discretion of the disciplinary council, the suspension period for the student according to the aforementioned article will be deducted from the suspension period of carrying out the student's disciplinary ruling.

**Note 2:** If the days of preventing the student from entering the university coincide with the final semester exams, the university is required to inform the student to participate in the final semester exams.

**Article 117-** The secretariat of the university disciplinary council (apart from the authority issuing the ruling) is obliged to remove the consequences of the issued disciplinary rulings as follows:

For the punishments in clauses 4 to 8 of the policy manual, one year after graduation;

For the punishments in clauses 9 to 12 of the policy manual, two years after graduation;

For the punishments in clauses 13 and above of the policy manual, five years after graduation.

**Note 1:** The rulings corresponding to the punishments of clauses 1 to 3 and their consequences, as well as suspension rulings, are removed at the end of education period.

**Note 2:** The consequences of definitive punishments for disciplinary violations that are proven by the issuance of a judicial verdict, can be dismissed after the removal of the judicial effect from the violation, according to the provisions of the said article.

**Note 3:** In response to inquiries from the disciplinary councils, a person with a suspended, removed, or convicted ruling based on clauses 1 to 3 will be announced only as "No record", and otherwise, "Having a record".

**Note 4:** Erasing the effects of the rulings whose suspension is prohibited in the regulation is done with the opinion of the central council.

**Note 5:** In the implementation of the provisions of this article regarding a student who has more than one disciplinary sentence in one academic grade, one year will be added to the set dates.

**Note 6:** Removal of the effects for a definite ruling of the score of 0.25 is done only from the student's disciplinary case, but the effect will not be erased from the student's educational case.

**Note 7:** How to remove the original documents and disciplinary violation files or how to convert them to microfilm or microfiche and the like, will be according to the instructions that are approved by the central council of each of the ministries and will be announced as an implementation procedure.

**Article 118-** Responding to competent inquiring authorities such as judicial authorities, selection organizations, and the like regarding the disciplinary records of students and graduates in the university, is done only by the secretariat of the university's disciplinary council or the central council as the only competent authority, and its method is subject to the instruction that the central council has specified as a procedure.

**Article 119-** Students of all universities, colleges, and higher education centers and institutions under the Ministry of Science, Research and Technology and the Ministry of Health and Medical Education, including governmental, Payam Noor, non-profit, applied sciences universities, and also, scholarship students from non-ministerial institutions, such as other ministries, armed forces, and religious sciences fields studying at these universities, are subject to the current regulations and policy manual, and the aforementioned universities are required to implement its provisions.

**Note 1:** By recognizing and delegating the authority of the central council, protesting against the rulings of the primary councils of higher education complexes of each province, in the disciplinary council of one of the largest universities of that province or neighboring province as a reference authority, is possible; The method will be according to the instruction approved by the central council of each of the ministries and will be announced as an implementation procedure.

**Note 2:** Scholarship students in universities, colleges and educational centers affiliated with institutions outside the ministries, such as other ministries, armed forces, and religious sciences fields are subject to the current regulations and policy manual; and if there is a conflict between the internal regulations of the mentioned universities and the present regulations, the issue, as the case may be, will be referred to the central council of each of the ministries for final decision, and the issued ruling will be enforced.

**Note 3:** Dealing with violations of independent students studying in universities affiliated with institutions outside of the ministries, like other ministries, armed forces, and religious sciences fields are also subject to the current regulations and policy manual.

**Article 120-** The central council of ministers, as the highest authority for dealing with disciplinary violations of students, is not only monitoring the performance and correct implementation of regulations and policy manual in the areas of dealing with students' disciplinary violations in the universities and subordinate higher education complexes, but it is also responsible for planning, management, and issuing unanimity votes. It is obvious that the opinion and judgment of the central council regarding all the rulings issued by the disciplinary council of the university is mandatory.

**Note 1:** The instructions for holding training courses for the members of the disciplinary councils of the university and the secretariat are prepared and notified by the central disciplinary council.

**Note 2:** Sending the report of the activities and performance of the disciplinary council of the universities to the secretariat of the central council by the method that it determines and notifies, is mandatory.

**Article 121-** The central council, at its discretion, and in necessary times, is responsible for establishing special committees to monitor the good implementation of regulations and policy manual, and sending them to universities and affiliated higher education institutions throughout the country, as the case may be, and take practical measures in order to guarantee the implementation of legal standards; The disciplinary council of universities are obliged to fully cooperate with the aforementioned committees.

**Article 122-** All regulations, approvals, and internal directives of each of the ministries that were issued before or are contrary to the regulation approved in the 358<sup>th</sup> meeting dated Sept. 5<sup>th</sup> 1995 by the Supreme Council of the Cultural Revolution and the present policy manual, are discredited, and the rulings and decisions of the disciplinary council is mandatory for all parts of the university.

**Article 123-** According to the approvals numbers 429 and 430 dated Oct. 13<sup>th</sup> 1998 and Oct. 27<sup>th</sup> 1998 of the Supreme Council of the Cultural Revolution, the provisions of the proceedings and determination of the composition and conditions of the members of the disciplinary councils, the implementation policy manual of the students' disciplinary regulations approved in the 358<sup>th</sup> meeting dated Sept. 5<sup>th</sup> 1995 by the Supreme Council of the Cultural Revolution was amended in 7 sections including 123 articles, and 113 notes, and was approved by the Ministry of Health and Medical Education, and Ministry of Sciences, Research and Technology on ...and is effective from the date of notification.

**Dr. mohammad zafarghandi**

**Minister of Health and Medical Education**

**Dr. Hossein simayie saraf**

**Minister of Sciences, Research and Technology**