


Disciplinary Action Process

Process Definition



Rasha Alkabbanie
QMS COORDINATOR

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1. SUMMERY

- 1.1. This document defines the Process of Disciplinary Action in details.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM].

2. REVISION AND APPROVAL


This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Mehmet Ozdemir
2	01/11/2017	1	3 years	The format has been changed, other items has been added to the content	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

3. PROCESS DEFINITION

- 3.1. The purpose of this process is to avoid disciplinary violence cases within the university campus and to ensure that each student complies with all legal provisions and obligations imposed by the contract signed between the student and the university.

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4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the “Quality Objectives of Tishk International University” document.
- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.
- 4.3. The targets of each objective are determined in October of every academic year.
- 4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
Reduction in the number of disciplinary cases arise annually	Number of disciplinary cases per an academic year	None
Raising the students awareness about the disciplinary rules	Disciplinary actions rules are presented during the orientation program and during the academic advising or not?	Academic advising

5. PROCESS OWNERS AND RESPONSIBLE PARTIES


- 5.1. The owner of this process is the **Faculty Disciplinary Committee**
- 5.2. **Department Disciplinary Committees** will ensure proper fulfillment of the requirements of this process.
- 5.3. The **University** will ensure proper resources are provided for this process.

6. TYPICAL PROCESS INPUTS AND RESOURCES

- 6.1. Technical Information Needed:
 - Students Handbook.
 - Staff Handbook.
- 6.2. Resources/Facilities and Techniques needed:
 - In some cases, the ability to access the “Security Camera Records of the University” is needed.
- 6.3. Resources/Personnel needed:
 - Members of Disciplinary Committee.
- 6.4. Special training needed
 - None.

7. SUP-PROCESSES WITHIN THIS PROCESS:

- Complaining on Academic Staff
- Dealing with Student Misbehavior

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- Dealing with Cheating Incidents

8. TYPICAL PROCESS OUTPUTS

8.1. Service produced:

- Discipline is maintained.
- Disciplinary cases are solved.

8.2. Documents produces :

- None.

8.3. Records produced:

- Petition Form (IU.SA.FR.006)
- Defense Form (IU.FA.FR.085)
- Faculty Disciplinary Committee Meeting Minutes (IU.RC.FR.003)
- Student Informing Form (IU.FA.FR.033)
- Invigilators Incident Report Form (IU.FA.FR.002).


9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Evidences about the disciplinary action can't be found	Somewhat likely to occur	High	None	Making more thorough investigations about the cases

10. STEPS

10.1 For sub-process: Complaining on a Staff

1. The student submits Petition Form (IU.SA.FR.006) to Head of Department.
2. Head of Department sends the form to Faculty Secretary.
3. Secretary sends the form to the Dean
4. The dean discusses the issue with the staff subject of complaint.
5. In the case of not to reach the settlement, the dean may assign one of the academic staff as an investigator.

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6. According to result of investigation, dean may decide to finalize the process and inform the petitioner about the result of investigation or discuss the result on Executive Board of the Faculty.
7. According to decision of the Executive Board of Faculty, the petitioner may be informed about the decision of the Board or the complainee staff may be sued by the Executive Board of the Faculty.
8. This process has to end in one week, if the time limit exceeded the petitioner must be informed about the process.

10.2 For sub-process: Dealing with Student Misbehavior

1. If misconduct/misbehavior of the student is small, it will be handled within department.
2. The students' misbehavior is first to be noticed by concerned faculty member and escalate to the head of the department in severe cases.
3. The level of misbehavior is to be identified and escalated to the Department Disciplinary Committee.
4. Department Disciplinary Committee requests report from the student to defense his case using Defense Form (IU.FA.FR.085).
5. Department Disciplinary Committee will appoint a team for investigation and request a report from the committee.
6. Department Disciplinary Committee will submit all necessary documents and reports to Faculty Disciplinary Committee to make decision against the misbehavior of the student.
7. Head of the Department will announce the decision of Faculty Disciplinary Committee's decision written in the Faculty Disciplinary Committee Meeting Minutes (IU.RC.FR.003) to the student through Student Informing Form (IU.FA.FR.033)
8. The aim of Misconduct policy of Tishk International University is to change student's approach towards Misconduct/ Misbehavior so that he/she will be counseled.

10.3 For sub-process: Dealing with Cheating Incidents

1. If a student is suspected of cheating, the student will be asked to hand exam paper and leave the exam hall.
2. Invigilators report the cheating incident to their head of departments using Invigilators Incident Report Form (IU.FA.FR.002)
3. Department Disciplinary Committee requests report from the student to defense his case using Defence Form (IU.FA.FR.085).
4. Department Disciplinary Committee will appoint a team for investigation and request a report from the committee.
5. Department Disciplinary Committee will submit all necessary documents and reports to Faculty Disciplinary Committee to make decision against the misbehavior of the student.

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