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Policy: **Student Discipline**

Code: **06ST13**

Reviewed/ Revised: **03/08/2023**

Date of Next Review: **February 2024**

Policy Owner: **Director of Operations**

Target audience: **All Students and All Staff and Faculty**

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### **PURPOSE:**

The purpose of this policy is to set out a framework for dealing with instances of non-academic misconduct, illegal and controlled substances, EAHM student and staff dress code and name badges.

### **SCOPE:**

This policy covers all non-academic offenses committed and alleged to have been committed by students and/or their guests on campus and on how to report and handle the misconduct. As well as address:

- Illegal and Controlled substances
- Dress Code
- Name Badges

### **DEFINITIONS:**

**Non-academic offenses** include anything that falls under the Student Code of Conduct (refer to pages 9 to 27 of the Student Handbook) and related policies.

**Controlled substance:** In the UAE, a controlled substance is one that an individual may only legally obtain and consume after acquiring a government-issued license or other official "permission" (e.g. a doctor's prescription). The examples relevant to this policy are alcoholic beverages and prescription drugs.

**Illegal substance:** a substance prohibited by law. In the UAE, all "recreational" or narcotic drugs (marijuana, cocaine, heroin, ecstasy, etc) are prohibited by law. This means that they may not be bought, sold, gifted, consumed, possessed, or created by anyone.

**Academy Premises:** all areas of the two academic buildings, including the reception areas, the courtyards, the library, Attibassi Café, and the lunch buffet café

**Weekdays:** Monday to Friday from 0800hrs till 1800hrs each day

**Holidays:** official holidays when classes are not held, as confirmed by the Administration Office

### **POLICY STATEMENT:**

Rules and regulations are enforced so an atmosphere conducive to learning and personal development for all can be maintained on campus. Alleged violations of the rules for non-academic conduct will be subject to prompt, consistent and fair disciplinary action.

No disciplinary sanctions will be imposed upon students or their guests without fair and due process being followed.

Each student has a duty to understand and follow the rules and regulations set forth by EAHM. Ignorance of a rule or regulation shall not be an acceptable defence. In terms of Illegal and controlled substances, please see below for each substance.

## **ALCOHOL**

**Precedence** - In all cases regarding the purchase, consumption, storage, and transport of alcoholic drinks, *current UAE Federal law* and *The Emirate of Dubai Law* **will take precedence** over local policies and/or regulations. Federal and local laws may change from time to time and individuals are responsible for updating themselves on current regulations.

### **United Arab Emirates – Law Regarding Alcohol**

*Dubai Alcoholic Drinks Law 1972 (and amendments to it)*

UAE Federal Law and the Emirate of Dubai Law forbid the selling of alcohol to or the consumption of alcohol by anyone without an Alcohol License. The legal age limit for the procurement of an Alcohol License is 21 years.

No Muslim can obtain an Alcohol License or be served alcoholic drinks.

No married woman can obtain an Alcohol License without the written permission of her husband.

Most international hotels in Dubai are licensed to sell alcoholic drinks to guests and to the residents of Dubai who hold a current alcohol license.

The purchase of alcoholic drinks for personal use can only be made from licensed retailers, such as African & Eastern (A&E) and Maritime & Mercantile Intl (MMI); purchases made from any other vendor are illegal. In order to purchase alcohol, a valid liquor license needs to be provided.

During religious holidays, the serving of alcoholic drinks is banned. Students will be informed of the dates and times the bans are enforced.

There is a zero-tolerance policy regarding drinking and driving.

### **EAHM Alcohol Regulations**

Studio Accommodation - Alcohol is not permitted in the studio apartments or any part of the accommodation blocks under any circumstances, irrespective of whether a student holds a valid Alcohol License. Students found in possession of alcoholic drinks in the accommodation blocks will be subject to disciplinary action. Possession of alcoholic drinks also includes reasonable evidence of alcoholic drinks being present, such as empty alcoholic drink containers, bottles, or glasses. Students judged to have been in possession of alcohol in the accommodation blocks will be subject to disciplinary action, even if the alcoholic drinks are no longer present, or the student was not found drinking alcohol.

EAHM Premises - Alcohol is not permitted in EAHM in any part of EAHM's buildings or grounds unless authorized by EAHM as part of an official event, function, or educational program and under the continual direct supervision of a member of the senior EAHM staff. Alcohol may not be stored in EAHM except immediately prior to and after an official event, function, or educational program where its use has been authorized and safe storage is provided.

Alcohol License - Students over the age of 21 years may be permitted to apply for an Alcohol License. Alcohol licenses are issued by the Office of the Director General, Department of Criminal Investigation, and a refusal to issue a license cannot be appealed.

Alcohol Consumption - The consumption of alcohol must remain within reasonable limits. Drinking to the point of intoxication is forbidden. EAHM will take disciplinary action against any student who is judged to have broken these regulations or the UAE law regarding alcohol.

## **DRUGS**

**Precedence** - In all cases regarding the purchase, consumption, selling, gifting, growing, or creating of narcotic drugs, *current UAE Federal law and The Emirate of Dubai Law will take precedence* over local policies and/or regulations. Federal and local laws may change from time to time and individuals are responsible for updating themselves on current regulations.

### **United Arab Emirates Law Regarding Drugs**

**United Arab Emirates.** Ministerial Decision No. 1686 of 1995 [on the regulation and control of substances frequently used in the illicit manufacture of narcotic drugs and psychotropic substances]. Dated 27 June 1995.

**United Arab Emirates.** Federal Law No. 14 of 1995 on the countermeasures against narcotic drugs and psychotropic substances. Dated 19 September 1995

### **EAHM Drug Regulations**

Drugs are forbidden by UAE national law with no distinction being made between “soft” and “hard” drugs. The consumption, possession, buying, selling, gifting, growing, or creating of any such substances, inside or outside EAHM, are strictly prohibited. This applies to the whole period of the programme, including internship. Students guilty of breaking this rule are subject to immediate expulsion from EAHM and may be subject to legal action by the authorities.

***Punishments for drug offences are extremely severe in the UAE.***

## **MEDICATION**

Medical substances must be taken with care. Several drugs normally taken under a doctor's supervision in some countries are classified as narcotics in the UAE. A doctor's prescription should be carried along with any medication that is brought into the country. Students are advised to keep prescription medication in its original packaging, with the pharmacy label attached.

Disciplinary action may be taken in cases of abuse of medication. Students are advised to consult the Student Support Officer for referrals to counsellors if they have a prescription drug dependence problem.

## **DRESS CODE**

Full- and part-time Undergraduate students and all Staff members attending EAHM must wear professional business attire and adhere to the general grooming guidelines while they are on EAHM premises during weekdays.

Postgraduate students are required to wear business attire to class while they are on EAHM premises during weekdays and business casual clothing after 1800hrs on weekdays or on weekends when they do not have classes. They are also expected to follow the general grooming guidelines as per the Grooming Guide catalogue. Emirati students may wear full national dress.

During evenings, on weekends, and on holidays, students may wear smart casual on EAHM premises.

The details and dress code guidance is covered in the Grooming Guide catalogue in Moodle.

### **RESPONSIBILITY:**

The Director of Operations is responsible for implementing the disciplinary procedures for non-academic offenses.

All students are responsible for knowing, understanding and complying with the current UAE/Dubai laws and EAHM's policy, dress code and grooming standards as well as name badge requirements..

All faculty and staff are responsible for:

- Disciplinary, code of conduct and Illegal and controlled substances: to uphold the regulations both personally and regarding students (e.g. by not serving alcohol to or procuring alcohol for students under 21/without an Alcohol License), and for promptly reporting instances or suspected instances of violation of the policy
- Dress Code: to model the standards advocated in the policy in their own dress and for monitoring student compliance with the policy. Faculty and staff are required to ask undergraduate students to leave a class, the library, the café, or other EAHM spaces if they are not dressed according to the code.

The Director of Operations is responsible for ensuring that the policy is up to date and reviewed according to the agreed schedule.

### **IMPLEMENTATION OF THE POLICY:**

#### **Alcohol offenses**

First Offence - Any student who is judged to have broken the above regulations will, on the first occasion, receive a formal written warning regarding their conduct. A record will be placed in their student file and will remain there for the duration of their enrolment. In cases judged to be gross misconduct, the student may be evicted from the student accommodation and/or expelled from EAHM; a record will be permanently held in their student file.

Second Offence - Any second offence relating to this policy may result in eviction from the accommodation and/or instant expulsion from EAHM. A record will be permanently held in their student file.

Further Offence - Any further offence WILL result in expulsion from EAHM. A record will be permanently held in their student file.

#### **Drug offenses**

Any student who violates the UAE laws on use of illegal substances is subject to immediate expulsion from EAHM and may face legal action by the UAE authorities.

### **1. How to report a violation**

- 1.1. Actions and behaviours that may constitute *crimes* must be reported immediately to the 24-hour security guards at the gatehouse. Such actions would include any behaviour that threatened the safety of other people or of the perpetrator him or herself, or that could cause serious damage to campus property. Also included would be anything that violated the laws of the UAE,

for example, use or selling of drugs, or use of alcohol in student accommodation.

- 1.2. In all cases where security is called, an incident report will automatically be filed with the Director of Operations and will be followed up. Students who are named in the report will be asked for further information as required. However, students who witness or are involved in an incident of misconduct are urged to submit a complaint even if security was called.
- 1.3. A student may file a complaint in writing to the Director of Operations as soon as possible after the incident, ideally within five (5) working days. Complaints will not be accepted if they are received more than 20 working days after the incident, unless there is a very compelling reason for the delay. However, all complaints will be logged, and may be referred to if the same thing happens again.

## **2. The process**

- 2.1. The Director of Operations or his designate will review the incident reports and complaints daily. There are three possible routes for handling Student Code of Conduct violations.
  - A negotiated solution between the Director of Operations or his designate and the student
  - A full Disciplinary Committee hearing
  - Criminal proceedings handled by the police and judicial system of the UAE, possibly followed by disciplinary proceedings at EAHM
- 2.2. The first option will be preferred for minor violations where the student is a first-time offender and has admitted guilt. Sanctions may include one or more of the following:
  - A verbal warning to the student
  - A warning letter to the student's file
  - Apologies as warranted, e.g. to neighbours who were disturbed by loud music
  - Restitution, for example, paying for repair of minor damages to campus property
- 2.3. For cases deemed to be more serious (e.g. when the accused is a repeat offender), but where the police have not been involved, a Disciplinary Committee will be convened by the Director of Operations. It will comprise one Faculty member, the Student Affairs Officer/Program Manager, the Director of Operations and a meeting minute taker. The Committee will be convened within five working days of receipt of the violation report and will tender its decision within 2 working days of the hearing.
- 2.4. The complainant will produce witnesses and evidence as required to be presented to the committee, with the right to be accompanied by an advisor from within EAHM community (friend, personal tutor) for emotional, non-participatory support. In cases where the complainant does not want to appear physically (for an example a bullying case where the complainant fears retribution), a virtual meeting via zoom or teams will be held. In cases where there is no complainant (the hearing is based on a report from security), the Committee will seek witnesses and evidence.

### 3. Rights of the accused

- 3.1. The student or students who have been accused have the right
  - To receive notice of the hearing at least 2 days in advance, to allow for preparation of a defence
  - To produce witnesses and evidence in their defence
  - To be accompanied to the hearing by an advisor from within EAHM community (friend, personal tutor) for emotional, non-participatory support
  - To receive a decision within two (2) working days of the hearing
  - To appeal the decision
  
- 3.2. Sanctions may include one or more of the following
  - A warning letter to the student's file
  - Probation status, meaning that subsequent misdemeanours will receive full sanctions
  - Restitution, for example, paying for repair of damages to campus property
  - "Community service", as specified by the Disciplinary Committee
  - Temporary loss of privileges, e.g. not allowed to have a car on campus; not allowed access to EAHM IT network
  - Exclusion from certain campus areas, e.g. the gymnasium, pool or clubhouse
  - A mandatory visit or visits to EAHM's student support officer and/or to a local mental health or addiction counsellor
  - Eviction from student accommodation
  - Suspension for a Trimester or a year
  - Expulsion
  
- 3.3. Sanctions will be assigned taking into consideration
  - Whether it is a first offense
  - Whether there was damage or injury (including psychological and financial injury)
  - The extent to which the student's behaviour was a real or potential threat to the safety and wellbeing of others and him or herself
  - The impact on EAHM's reputation and business, e.g. if a student has been running his or her own business using EAHM logo and name
  
- 3.4. When the police are involved, and criminal proceedings will be held, EAHM will postpone its disciplinary hearing until the verdict is in. If the student is found to be not guilty of the charge, EAHM will not proceed with a hearing. If, however, the student is found guilty, and if we are informed of this verdict, the Director of Operations will convene a Disciplinary Committee within 5 days of the verdict being announced. If the student is incarcerated, the hearing will be held without him or her.
  
- 3.5. Sanctions may include one or more of the following
  - Expulsion
  - Suspension for one or more trimesters
  - Eviction from student accommodation
  - Restitution
  - Probation status, meaning that subsequent misdemeanours will receive full sanctions

- 3.6. Sanctions will be assigned taking into consideration
- Whether the student was convicted
  - What the official sanctions were (e.g. incarceration followed by deportation would usually result in expulsion, although EAHM may opt not to expel in order to keep the student's record clear if he or she applies to universities elsewhere)
  - In rare cases a student will unintentionally commit a crime (e.g. running over a pedestrian with a car when the pedestrian ran out suddenly from the curb). In such a case, EAHM may waive sanctions.

#### **4. Appeals**

- 4.1. A student may appeal the Disciplinary Committee's decision on one or more of these grounds only:
- Lack of substantial evidence to back up the sanctions imposed
  - Sanctions not commensurate with the offense
  - Unfairness or irregularities in the proceedings
  - Newly discovered significant evidence not known at the time of the hearing
- 4.2. An appeal should be filed in writing within 10 days of the announcement of the Disciplinary Committee's decision. All appeals should be addressed to the Dean and should include a detailed description of the grounds upon which the appeal is being made.
- 4.3. Either the Dean or the Managing Director will review the appeal and decide what action will be taken. Only written evidence will be considered at this point. The reviewer will determine whether:
- The decision and recommended sanctions from the original hearing should be upheld
  - The decision should be upheld but the sanctions reduced or changed
  - There should be another hearing (usually with at least 2 different committee members)
  - The case should be dropped, and no sanctions imposed
- 4.4. The reviewer will make a decision within 10 working days of the appeal being received. His decision will be final, and no further appeal will be possible.

#### **DRESS CODE**

Any student who is deemed to be inappropriately attired or groomed will be asked by a faculty or staff member to return home to make the required changes to their appearance. They will not be allowed to do this after a class or event is over; the dress and grooming standards are prerequisites for attending Undergraduate / EFL classes, and events at EAHM.

A Postgraduate student deemed to be inappropriately dressed or groomed will be warned but not asked to leave class; he or she will be expected to come to the next class in full compliance with the rules for post-graduate attire and grooming.

Consistent failure to meet with the dress code and/or the grooming standards will lead to the initiation of stronger disciplinary action and sanctions.

Students may be referred to their personal tutors if they have been found to be non-compliant with the dress code and/or grooming standards on several occasions. If they are persistent, in ignoring the code, a Disciplinary Committee will hear the case, as described above.

Sanctions may include:

- Barring the student from attending scheduled classes and other EAHM events. for a specified period
- A written warning in the student's file
- "Community service", as specified by the committee
- Compulsory counselling

### **NAME BADGE**

Students are required to wear The Emirates Academy name badge. Students & staff are to immediately report the loss or damage of their Name Badge to the Administration Office. In cases where a student has not reported loss of their name badge, the student will be responsible for all recurring consequences.

All name badges remain the property of The Emirates Academy and as such are to be returned to the Administration office on graduation or earlier completion/withdrawal from a programme.

### **How to replace a name badge:**

#### **1. Replacement Card Form**

Students must use the *Loss of Name Badge Form* available from the administration office or printed directly from the relevant Intranet folder. A student must:

- 1.1. Fully complete the form, Sign the form to accept that a fee of *AED 30* may be charged.
- 1.2. Submit the form to the administration office.
- 1.3. Only damaged name badges will be replaced with a new one without any charges upon returning the damaged name badge.

#### **2. Issue of new name badge**

- 2.1. A replacement name badge will normally be produced within one working day and issued to the Student. If payment is required, the student/staff must pay the fee before the replacement name badge can be issued.

A copy of the completed Loss of Name Badge Form is to be retained in the student/staff's personal file.

### **ASSOCIATED DOCUMENTS:**

- Table of indicative sanctions for non-academic offenses (See Appendix A)
- Offenses by category (See Appendix B)
- Student code of conduct violation report (See Appendix C)
- Bullying & Harassment Policy, 06ST27
- Student Rights and Responsibilities Policy, 06ST19

### **MENTIONS:**

- Catalogue
- Student handbook
- Faculty and Staff handbook
- Grooming Guide Catalogue

### **DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024**.



**POLICY APPROVALS RECORD**

Policy Name: **Student Discipline**  
 Policy Code: **06ST13** Formerly: EA/STU/002  
 Date of first approval: **10/2007**

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
27/072022	<ul style="list-style-type: none"> <li>- Change of Policy name to include a broader scope</li> <li>- Enhancements made to clause 2.4. and 3.1.</li> <li>- Addition of Illegal and control substances, Dress Code and Name Badge policies</li> </ul>
03/08/2023	<ul style="list-style-type: none"> <li>- Reviewed by Dina M. - Director of Operations</li> </ul>

**APPENDIX A: TABLE OF INDICATIVE PENALTIES FOR NON-ACADEMIC OFFENSES**

OFFENSE	SANCTIONS		
	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
Categories 10 to 14	Warning to student's file	2 <sup>nd</sup> warning to student's file	3 <sup>rd</sup> warning to student's file
	Restitution if relevant, e.g. pay for damaged library book, lost ID card	Restitution if relevant, e.g. pay for damaged library book, lost ID card	Restitution if relevant, e.g. pay for damaged library book, lost ID card
		Loss of privileges for a period of time, e.g. borrowing from the library, use of laptop and Academy network	Possible permanent loss of privileges, e.g. use of laptop and Academy network
Categories 5 to 9	Warning to student's file	2 <sup>nd</sup> warning to student's file	Suspension for the trimester, with the possibility of returning under strictly controlled conditions (no privileges, learning contract, regular meetings with tutor, etc.)
	"Probation" status for the trimester	Suspension for the trimester	Expulsion
	Restitution if relevant, e.g. payment for damaged or stolen property	Restitution if relevant, e.g. payment for damaged or stolen property	Restitution if relevant, e.g. payment for damaged or stolen property
	Community service, as assigned by the Disciplinary Committee	If no suspension, loss of privileges, e.g. may not use clubhouse; evicted from accommodation	
	Possible referral to a counselor or mental health professional	Referral to a counselor or mental health professional	

OFFENSE		SANCTIONS		
	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	
Categories 1 to 4* *except drug-related offenses	Suspension for the trimester, with the possibility of returning under strictly controlled conditions (no privileges, conduct contract, regular meetings with tutor, etc.)	Immediate expulsion		
Category 1, drug-related offenses	Immediate expulsion			
(Sanctions depend on the criminal charges levied, if any)	Expulsion			
	Restitution			

## **APPENDIX B: OFFENSES BY CATEGORY**

### **Offenses that are eligible for criminal proceedings in the UAE justice system**

1. Alcohol & drug-related offenses
  - Possession, use, dealing in drugs
  - Possession, use of alcohol in student accommodation, making alcohol available to others with or without license
2. Assault
  - Sexual assault
  - Assault causing injury
  - Use or threatened use of weapons
3. Property damage
  - Substantive damage incurred while driving on campus
  - Substantive damage to campus buildings, equipment, furniture or fittings, caused intentionally or unintentionally
  - Vandalism
  - Theft of The Emirates Academy of Hospitality Management (EAHM) property or personal property of members of the EAHM community
4. Security violations
  - Negligence causing a fire or other serious hazard to community safety and wellbeing

### **Offenses that *may* be handled internally**

5. Incidents involving violence to people
  - Assault
  - Shoving, pushing, hitting
  - Fighting
  - Restraining someone or preventing them physically from going somewhere; forcing someone to go somewhere
6. Bullying & harassment
7. Disorderly & disruptive behaviour
  - Drunkenness
  - Loud, crude, uncontrolled behaviour
  - Excessive noise outside permitted times
  - Inappropriate behaviour outside EAHM (reported)
8. Property misuse/damage (minor or limited)
  - Vandalism
  - Littering
  - Theft
  - Damage
  - Unauthorized use of EAHM property including logo or name
9. Security violations
  - Fire safety
  - Reckless driving
  - Obstructions
  - Unauthorized or unreported visitors

10. Copyright infringement
  - Photocopying
  - Unauthorized downloading of video, music, images, text, using EAHM equipment and/or network
11. Violation of IT regulations
  - Acceptable use
  - Misuse of hardware or EAHM network/software
12. Library offenses
  - Overdues, damaged items, lost items
  - Third-party loans
  - Disruptive behaviour, non-compliance with staff directives
  - Misuse of mobile phones, noise
  - Drinking, eating
  - Littering, spilling, damaging furniture or equipment
  - Misuse of licensed resources
13. Administrative offenses
  - Name tags, ID cards
  - Using classrooms or other campus spaces without permission
  - Posting
  - Parking
  - Smoking
14. "Demeanour" offenses
  - Dress code
  - Behaviour outside EAHM
15. Failure to comply

**Appendix C – Student Code of Conduct Violation Report**



**STUDENT CODE OF CONDUCT VIOLATION REPORT**

**PERSON MAKING THE COMPLAINT:**

**MOBILE NUMBER:** \_\_\_\_\_

**NAME/S OF ACCUSED:** \_\_\_\_\_

**NAME/S OF WITNESSES:** \_\_\_\_\_

**DATE OF INCIDENT:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**LOCATION OF INCIDENT:** \_\_\_\_\_

**DESCRIBE WHAT HAPPENED:**

**(continue on back if necessary)**

**LIST EVIDENCE & WITNESS:**

**STATEMENTS YOU WILL  
PROVIDE:**

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**COMPLAINANT'S  
SIGNATURE:**

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**DATE:**

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**HEARING DATE:**

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**COMMITTEE MEMBERS:**

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**DECISION:**

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**SANCTIONS:**

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**COMMITTEE  
SIGNATURES:**

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