

ADMINISTRATIVE INVESTIGATION MINUTES

FULL NAME		National ID	
COLLEGE		DEPARTMENT	
UNIVERSITY ID		Mobile Phone Number	
E-mail			

These minutes were recorded on (day)..... /...../143.....H at:.....O'clock.

Name of the investigator:.....member of the student disciplinary committee at College ofto prove the appearance of the student :.....in the investigation.

Q: What is your name, university ID, level and department?

A:.....(signature).....

Q: How would you respond to these documents? Investigator shows students the documents. (the student was presented with the deeds and facts attributed to them detailed in the Infraction Minutes).

A:.....(Signature).....

Q: How would you respond to the allegations of the invigilator.....that you infringed the regulations mentioned in the Infraction Report. (Investigator confronts the student with the sayings of the invigilator).

A:.....(Signature).....

Q:.....?

A:.....(Signature).....

Q:.....(Signature).....

A:.....?

Q: In case there is a witness what do you think of their(name of the witness)..... Testimony that you infringed the regulations mentioned in the Infraction Report. (Investigator confronts the student with the sayings of the witness).

A:.....?

Q:.....?

A:.....(Signature).....

Q:.....(Signature).....

A:.....?

Q: You are accused of violating Islamic traditions as well as the academic laws and regulations as you infringed the stipulations of paragraph.....article (12) of Majmaah University Student Disciplinary Chart.

A:.....(Signature).....

Q: Do you want to add something?

A:.....(Signature).....

These minutes were closed upon the approval of the aforementioned at(time).

Adoption of the minutes:

Committee Chair:..... Signautre.....

Committee Member:..... Signautre.....

Committee Member:..... Signautre.....

Committee Trustee:..... Signautre.....