

King Abdulaziz University
Vice-Presidency for Development



University Student Regulations Rights and Responsibilities

Second Issue 1442 H (2020)



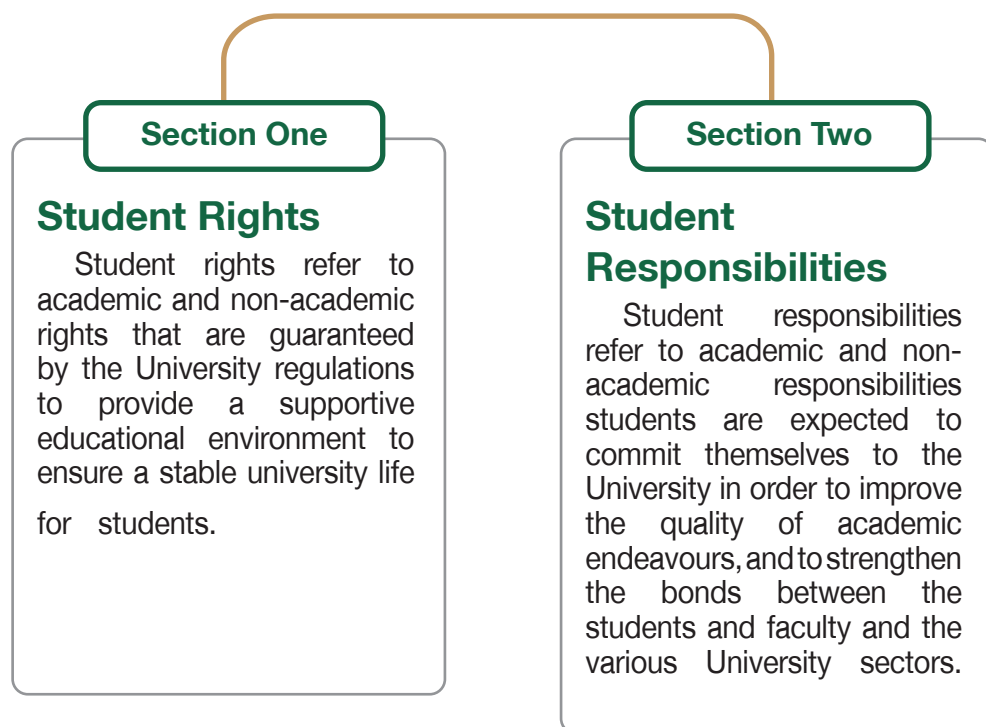
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Introduction

The university student represents one of the most important bases on which society depends for building the future by achieving student interaction with, and adaption to, intellectual, academic, cultural, economic and social changes, , and thus laying the foundations for revival and sustainable development. The regulations have been drafted to ensure students' rights, to raise their awareness of their responsibilities to adhere to Islamic and University best codes of conduct, and to develop their sense of belonging to their community and nation. The regulations are divided into two basic sections in relation to the academic and non-academic rights and responsibilities of University students, as shown below:



Defining Terms



are the rules and guidelines that explain to students their rights and responsibilities.



are male and female students enrolled at King Abdulaziz University.



are faculty members, all employees and staff.



is the college at which the student is enrolled.



means that students should not be subjected to any threat of physical or psychological harm, whether by being ignored, ridiculed in any way, unjustly reprimanded, or addressed with disrespectful language.



Defining Terms



Guidance Day

is a day that the University dedicates to orientate students concerning their rights and responsibilities and the University's academic and administrative regulations and its various academic and non-academic capacities that help facilitate their studies.



Student Advisory Committees

are committees formed by the Deanship of Student Affairs and working under its supervision, aiming to identify the problems students face during their university studies and to ensure their participation in developing proposals and coming up with appropriate solutions to these problems.



Violations

are all student acts and utterances that are against the Islamic Sharia, public order and morals, state regulations, university regulations and instructions. Attempting, conniving, assisting in or inciting such acts or utterances are also violations.



Penalty

is the action taken by the concerned authority in response to student violations.



Grievance

is a complaint submitted by a student objecting to a decision issued against him/her, and requesting his/her right to be upheld or to clear his/her name, academically or otherwise.



Who is Concerned with the Regulations?

These regulations are directed at all students (regular, external, and distance education) who study at King Abdul-Aziz University, and all University faculty and staff who have a direct relationship with students.



Goals of the Regulations

- 1 Familiarizing students with their university rights and responsibilities.
- 2 Informing individuals who deal with students within the University of student rights and responsibilities.
- 3 Achieving social, psychological, and health security to establish an environment for student learning, research, and creativity.
- 4 Raising awareness of the general university regulations that motivate students to conduct themselves in a way that is consistent with the University distinguished standards.
- 5 Supporting the values of fairness, integrity, honesty, belonging, and citizenship among the University students.



Concerned Bodies referred to in the Items of the Regulations

1 Deanship of Student Affairs

3 Academic Department

5 Deanship of Information Technology

7 Deanship of Library Affairs

9 Administration of Security and Safety

2 Deanship of Admission & Registration

4 College Administration

6 Deanship of e-Learning and Distance Education

8 Deanship of Community Services

10 Medical and Service Facilities

First: Academic Rights



Section One Student Rights

Students are entitled to the following

- 1 Provision of an appropriate academic environment and an atmosphere for students to benefit from high-quality learning consistent with the University's mission.
- 2 Complete privacy and confidentiality of their personal information, academic records, personal files, and grade sheets; except for authorized personnel.
- 3 Prior notification of any decisions against them and being informed when any violation has occurred, and informed in writing of any decisions taken against them. Students also have the right to defend themselves against and contend any decision that conflicts with their academic interest, in accordance with the University's rules and regulations.
- 4 Prior notification of the necessity to attend disciplinary council sessions relating to alleged violations, prior to any decisions being made concerning them.
- 5 Freedom to respectfully express their opinions and discuss academic and educational matters concerning them in accordance with the University's rules and regulations.

1	Deanship of Student Affairs	2	Deanship of Admission & Registration	3	Academic Department	4	College Administration	5	Deanship of Information Technology Education
6	Deanship of e-Learning and Distance	7	Deanship of Library Affairs	8	Deanship of Community Services	9	Administration of Security and Safety	10	Medical and Service Facilities

First: Academic Rights



Section One Student Rights

Students are entitled to the following

- 6 Grievances directed to the appropriate concerned party in the event of failing to obtain their rights outlined in these regulations. (1)
- 7 University faculty members' commitment to the dates and times of lectures, office hours, and breaks between lectures. Faculty members are not allowed to cancel lectures, change their times, merge lectures scheduled at different times, merge more than one section at the same time, or cancel a scheduled time throughout the entire semester except in emergency cases. Such changes must be announced in advance to students, and alternative lectures arranged to make up for the missed or cancelled ones. Alternative lectures must not clash with students' scheduled University timetables or negatively impact their learning. (3)
- 8 Provision of the necessary facilities for students with special needs enabling them to enjoy equal opportunities with their peers.
- 9 Familiarization with the sources for accessing these regulations and implementation rules for them and all university regulations, using the University's website. (1), (2)

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First: Academic Rights



Section One Student Rights

Students are entitled to the following

- 10** Easy access to a paper or electronic copy of the University Student Rights and Responsibilities Regulations via the website or through the electronic systems of the parties providing the service. (1), (2), (4), (5)
- 11** Entry to their chosen college or academic department in accordance with the rules and conditions of the Statute of Undergraduate Study and Testing and its implementation rules adopted and announced by the University according to the University capacity. (2)
- 12** The University ID card that proves their identity inside and outside the University. (2)
- 13** Guidance Day notification and information to introduce the University's colleges and departments to students and to identify which ones are suitable for them. (1), (2)
- 14** Provision of student guidance and directions by means of brochures, containing the University rules and regulations, handbooks about the college and academic department the student is enrolled at, study plans and other student services, and electronic access to them via the website or the electronic systems. (1), (2), (3), (5)

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First: Academic Rights



Section One Student Rights

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Access to study schedules and other course information, such as the course instructor, its location, and its scheduled time prior to course commencement, in order to complete the course registration procedures made available to students by the system in accordance with the Statute of Undergraduate Study and Testing and its rules of implementation. (3), (4)

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Being able to drop or add any available course according to the regulations of the Deanship of Admission and Registration and study plans, or postpone an entire semester in accordance with the Statute of Undergraduate Study and Testing, its implementation rules, and the approved study plans. (2), (4)

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Access to the study plans at the start of courses, which include information about the course, the course instructor(s), course objectives and its educational outcomes, the schedule for administering the course, student assessment criteria during the semester (tests, activities related to the subject, practical applications on the subject), grade distribution, item task- types, and the division of grades on the assignments and assessments during the semester in accordance with the University Testing Policy, policies to be adhered to, skills to be acquired, references, and sources of knowledge and learning related to the course. (3), (4)

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First: Academic Rights



Section One Student Rights

- 18** Transfer from one college to another within the University or from one academic department to another, or alternating the study mode from external to regular or distance learning and vice-versa, according to the rules and regulations for transfer and according to the college capacity. (2)
- 19** A graduation diploma after completing the graduation requirements and clearance from all related parties and fulfillment of all academic and non-academic commitments and obligations in accordance with the University's rules and regulations during the time period determined by the University to deliver the document to concerned students or whomever they authorize through University electronic systems. (2)
- 20** Continuous communication opportunities at appropriate and announced times by the course instructors, academic advisors, departments, colleges and all parties concerned with serving students by various means, such as e-mail, office hours, etc. (3), (4), (5)
- 21** Effective scholarly discussion and freedom to ask questions to faculty members without embarrassment while adhering established protocols of polite discourse. (3)

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First: Academic Rights



Section One Student Rights

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Complete confidentiality of any complaint submitted by students against faculty members, provided the complaint is justified, and the student allegation verified. (3), (4)

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Guaranteed physical security so that students are not exposed to physical or health risks, and moral or psychological security so that they do not experience any moral trepidation caused by intimidation or fear of punishment or exposure to insult or ridicule by any members of the academic and administrative bodies.

24

Knowledge of their grades in the course and the results of the periodical and semester assessments after grading, as well as review of final exam answers and the answer sheet if necessary, according to the rules and regulations approved by the University. (3)

25

Notification of warnings of or being denied entry to the final exam and explanation of the reason for their denial, which has to be done well in advance of the date of the final exam. (3)

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Test items that must be within the framework of the curriculum and its contents, and must, as well, take into account the balanced and logical distribution of grades within this framework.

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First: Academic Rights



Section One Student Rights

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- 27** The right to know their mistakes on tests for correction purposes if necessary. (3)
-
- 28** Results of evaluations for the purpose of review and evaluation of performance. (3)
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- 29** Agreed financial compensation for assignment of work hours during the term of their study and outside their duties, in arrangement with the assigning authority, and in accordance with the University's rules and regulations. (1)
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- 30** Enjoyment of all rights within the University, granted by the administrative or academic authorities in accordance with the University's rules and regulations. (1), (10)
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First: Academic Rights



Second: Non-Academic Rights

Students are entitled to the following

- 1 Use of all the social services provided by the University, in accordance with the University's rules and regulations. (1), (10)
- 2 Adequate health care according to the University regulations, such as medical treatment offered by the Medical Administration, or transfer to the University's hospitals or medical centers, if necessary. (1), (10)
- 3 Participation in University activities according to resource availability. (1)
- 4 Use of University services and facilities such as University housing, the Central Library, the Counseling Center of Psychological and Social Assistance, sports facilities, student activities and educational events, restaurants, parking lots, etc. all in accordance with the University's rules and regulations and resource availability. (1), (7), (9), (10)
- 5 Receipt of incentives and additional financial rewards for academically distinguished students, as stated in the University Handbook. (1)

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First: Academic Rights



Second: Non-Academic Rights

- 6 Receipt of financial aid or loans after consideration of their financial status and their eligibility for such financial support, according to the University's rules and regulations. (1)
- 7 Opportunities to take training courses, programs, trips, and take part in activities and volunteer work, provided that they do not conflict with their academic obligations. (1)
- 8 Selection of colleagues to represent them in student advisory committees to discuss matters of relevance to them. (1)
- 9 Receipt of proper and appropriate support and services that match the requirements of special needs students and full-awareness of such available support according to resources availability. (1), (3), (10)
- 10 Evaluation of student services through University surveys. (1), (5)
- 11 Assignment of a specific University body to protect and follow up on their rights. (1)
- 12 Provision of the complete set of regulations, including the Disciplinary Penal Code. (1), (4)
- 13 The University has the right to disclose students' information to a third party when required without risking the student's privacy or inflicting any harm on them.

Section Two: Student Responsibilities



First: Academic Responsibilities

Students are responsible for the following

- 1 Familiarizing themselves with the University's rules and regulations and adhering to them at all times. (1), (2), (3)
- 2 Committing themselves to the highest standards of academic conduct.
- 3 Attending the University Guidance Day to get to know the University's colleges and their academic departments. (2), (4)
- 4 Attending classes on a regular basis, completing their academic assignments during the academic year, and avoiding absences unless with a valid excuse; according to the provisions stated in the University's rules and regulations.
- 5 Taking initiatives in proposing ideas and discussing them with others, and conducting assigned academic research appropriately.
- 6 Showing respect to all faculty members, colleagues, and all employees of the academic and administrative sectors of the University, while respecting each and everyone's privacy in all public events and in electronic communications through the University's electronic systems and social media accounts.

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Section Two: Student Responsibilities



First: Academic Responsibilities

Students are responsible for the following

- 7 Observing the chain of command in communicating complaints or requests starting with the course instructor, academic advisor, Department Head, College Administration, moving forward to concerned parties and the University Administration.
- 8 Abiding by the University's rules and regulations related to exams, i.e. (not to cheat, not to try to help colleagues to cheat, or to impersonate another student in any way). (2), (3)
- 9 Observing the ethics of academic research and professional integrity when participating in research. (3)
- 10 Following instructions and directions given by invigilators or test room or laboratory supervisors and maintaining silence during the exams.
- 11 Avoiding all forms of conduct that are contrary to religion and ethics or affect the academic and professional status and social responsibilities of students in or outside the University campus, including all public events and electronic communications through the University's electronic systems and social media accounts.

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Section Two: Student Responsibilities



Second: Non-Academic Responsibilities

Students are responsible for the following

- 12 Committing to implementing penalties imposed for violation of the University's rules and regulations.
- 13 Evaluating the performance of faculty members using the forms prepared for this purpose, taking into account the importance of honesty and truthfulness when filling in these forms. (3)

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Section Two: Student Responsibilities



Second: Non-Academic Responsibilities

Students are responsible for the following

- 1 Fear of Allah both in private and in public when using the University's facilities and properties, and preserving them in a way that achieves benefit for the students and all their colleagues, and refraining from damaging University properties by tampering with, or disrupting them in any way, or taking part in any actions that degrade the state of University buildings, equipment, and laboratories.
- 2 Accessing University facilities during official working hours in a quiet and organized manner; avoiding smoking, making excessive noise or disturbance; and avoiding gatherings in places other than those officially designated for such purposes.
- 3 Commitment to conduct and general appearance that are befitting to the Islamic and University norms, and avoiding any behavior that violates the Islamic or public values observed within the University.
- 4 Keeping the university ID card while on campus and presenting it to University staff or faculty members upon request and upon performing any student transactions on campus.

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Section Two: Student Responsibilities



Second: Non-Academic Responsibilities

Students are responsible for the following

- 5 Securing the University ID card at all times and preventing others from impersonating them.
- 6 Observing the rules and regulations of the various University sectors (University Housing, Administration of Security and Safety, Medical Administration.). (1), (9), (10)
- 7 Providing correct and accurate personal information to the University and reporting any changes to the personal information provided
- 8 Preserving the University reputation by avoiding any improper behavior inside or outside the University, including all public events, electronic communication through the University's electronic systems, and social media accounts. The University reserves the right to take appropriate actions against any student involved in any violation.

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