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**STUDENT MANUALS**

**"RIGHTS AND DUTIES"**

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**1. MESSAGE FROM THE HEAD OF THE DEPARTMENT:**

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Students must have all possible conditions to evolve harmoniously within the university. They, therefore have rights which are only meaningful if they are accompanied by a sense of responsibility which translates into duties. It's well-known that students’ rights and duties are set out in the areas of education, tests and examinations, student facilities, participation, legal protection, etc. This handbook addresses students' rights and duties, and institutional responsibilities pertaining to academic and administrative matters. It also describes the procedure for the resolution of grievances relating to academic and administrative matters, including the areas of grading and academic dishonesty. Students' rights outside of the classroom are also addressed.

**THE HEAD OF DEPARTMENT**

**DR. MAJAD AL-HARABI**

**2. COMMON TERMS:**

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| **1** | **University:** The term “University” refers to Majmaah University (MU).  |
| **2** | **University Official:** The term “University official” includes any person employed by the University performing assigned administrative or professional responsibilities. |
| **3** | **Semester:** A period not less than fifteen weeks, during which courses are taught. The period for registration and final examinations is not counted within this period.  |
| **4** | **Course:** An educational material related to a specific level within the credit hours plan for each program. Each course has a number, code, name and specification that distinguishes it from other courses. Each course has also a special file that a department keeps for the purposes of follow-up, assessment, and development. |
| **5** | **Academic Warning:** Notification made to a student because of his /her low grade point average, from the minimum shown in this by-law. |
| **6** | **Final Exam:** A final examination administered once at the end of a semester. |
| **7** | **Study Plan:** It is a set of compulsories, elective, and free courses, whose units constitute the graduation requirements that the student must successfully pass in order to obtain the degree of the specified specialization. For preparatory year students, it is the set of courses that must be successfully passed for assignment to one of the targeted colleges after the preparatory year program |
| **8** | **Faculty Member:** The term “faculty member” means any person hired by the University on a full-time or part-time basis to conduct classroom or teaching activities or is otherwise considered by the University to be a member of its faculty. |
| **9** | **Penalty:** is a punishment or consequence for doing something wrong.  |
| **10** | **The Charter:** a covenant between the student and the university that includes the basic rules of the rights and duties agreed upon in order to practice the university life**.**  |
| **11** | **Academic field:** the educational process. |
| **12** | **The non-academic field:** the regulatory process and what it includes in terms of student interaction with university employees and the activities and services provided to him. |
| **13** | **Citizenship:** the moral and social obligations of the student towards society. |
| **14** | **University ID:** This ID shows the academic year and the semester that the students start studying in addition to the serial number of the student in that year and the semester. |

**3. THE GOALS OF THE CHARTER:**

1. Highlighting student rights and duties.
2. Educating students about their rights and duties.
3. Informing the university’s employees and staff and all who interact with students within the university of the students ’rights and duties.

**4. STUDENT RIGHTS:**

Every student has rights. The following are the rights guaranteed by the university’s regulations in the academic and non-academic fields to provide a supportive educational environment for students that guarantees a stable university life in accordance with its capabilities with the aim of creating a generation characterized by self-confidence, courage and good manners.

1. **The student’s academic rights are as follows:**

1. Student enrollment in the college or scientific department according to his/her desire.

2. The student must obtain a University ID, and take advantage of the services provided.

3. Providing the appropriate environment for the student to obtain high-quality learning.

4. The student’s knowledge of the study plan and registration procedures in the decisions that the system brings to him/her and the registration rules followed.

5. The student removes or adds any available course or deletes the entire semester.

6. Transferring the student from one college to another within the university or from one scientific department to another, or converting the study system from enrollment to regularity, education or distance education and vice versa.

7. The student's access to the scientific material related to university decisions in a suitable study environment that achieves his comprehension and achievement easily.

8. The student asks his professors and their discussion of the appropriate scholarly discussion

9. The faculty members abide by the dates and times of the lectures, fulfil the hours, and do not cancel any of them except in case of necessity.

10. Ensure the confidentiality of the complaint of the student against the faculty member

11. The exam questions are asked within the course and its contents, and the student has the right to know his results and request that his answers be reviewed.

12. Informing student about his marks and the results of the tests that he performed.

13. The student's knowledge of the answers to the questions after the exams are completed.

14. Retrieve all assignments submitted by the student during the semester.

15. Maintain the confidentiality of the contents of the student file.

16. Notify the student before making any decision against him/her.

17. Informing the student of academic warnings, or denying the student a final exam with the reasons.

18. Freedom to express opinion and debate on educational matters in appropriate behavior.

19. Familiarizing students with the sources of obtaining university bylaws and regulations.

20. Providing instructions and guidance to the student.

21 The student obtains the graduation document upon completion of the graduation requirements in accordance with the period specified to deliver the document.

22. Providing permanent communication opportunities for the student with a faculty member.

23. Feeling of physical security so that the student is not exposed to physical or health dangers and moral or psychological security.

1. **The student’s non-academic rights:**
2. The student's benefit from the university's services and facilities.
3. Student access to adequate health care.
4. The student receives the social care provided by the university.
5. Participate in the activities established within it according to the regulations.
6. Evaluating the student services through the questionnaires provided to him/her.
7. Deciding who represents students to participate in student advisory committees.
8. Obtaining the additional financial rewards prescribed in case he is a superior student.
9. Obtaining financial aid after studying the financial condition of the student.
10. Providing the student with the opportunity to attend programs and activities.
11. The Deanship of Student Affairs is concerned with looking after student rights.
12. Providing support, assistance, and appropriate services to students with special needs.
13. Provide students with complete regulations.

**SECOND: THE STUDENT’S DUTIES:**

These are the academic and non-academic duties that the student must adhere to towards the university in order to improve the quality of academic work and in still a spirit of belonging and citizenship among the student and work to document the relationship between the student on the one hand and members of the teaching staff and the university sectors, on the other hand.

**(A) Academic field:**

1. Commitment to university regulations and bylaws.
2. Not to perform any work that is subject to Islamic morals and public morals.
3. Not to falsify university records.
4. Class attendance.
5. Adherence to the rules relating to the preparation of research, reports or tests.
6. Not to be afraid of the student or to initiate him/her.
7. Not hindering the course of lectures.
8. Treating others with respect.
9. The student's commitment not to attend lectures in courses not registered in it.
10. There are no errors in the study schedule.
11. Student commitment to the instructions and instructions directed by the University Official.
12. The commitment of the student to implement the penalty imposed on him.
13. Evaluating the student and the faculty member, taking into account the secretariat.

**(B) The non-academic field:**

1. The student must hold the university card at all times.

2. The student maintains general cleanliness inside the university.

3. The student's commitment not to harm university property.

4. Student commitment not to make noise inside the university facilities.

5. The student should refrain from disturbing the designated places.

6. The student does not do any destructive or life-threatening acts.

7. Prohibiting the student from using the university property for any purpose not specified for it.

8. The student exploited the Internet at the university for research and scientific material only.

9. The student’s commitment to good behavior appropriate to Islamic and university norms.

10. The student paid the amounts prescribed for him.

11. The student does not eat food and drinks except in the places designated for them.

12. Not to preserve, consume or abuse any kind of alcoholic beverage or drug.

13. The student is strictly prohibited from smoking on campus.

14. The student should make sure that the official email address is working properly.

15- Student follow-up on advertisements placed inside the university building.

16. The student should give correct information to the designated authorities at the university.

17. The student should not assign university employees to any work except with the approval.

18. The student communicates with the university after he graduated.

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| English Language Department  |
| Title: Rights and Duties |
| Date: 1 / 11 / 2023 | Version 2 |
| Dr. Vice Dean for Quality & Development | Recommended:  |
| Head of the departmentDr. Majad Alharbi | Approved by: |