



Rights and Duties Manual

جامعة شقرا
Shaqra University

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Objectives of the Student Rights and Duties Regulations

- Raising awareness of students about their academic and non-academic rights offered to them by the university based on higher education systems and university regulations in accordance with the conventions.
- Raising awareness of students about their duties towards the university, as well as towards themselves, their colleagues, and university employees.
- Determining the means, procedures and tools carried out by the university to inform students about their rights and duties.
- Confirmation of the university's interest in its students. Therefore, this list was highlighted, which shows the extent of the university's relationship with its students and their association with it.

Students' rights in the academic field

The student has the following rights:

1. The university should provide the appropriate and proper study environment to achieve the objectives of university education.
2. Enabling the student to attend the advising week.
3. Enabling the student to know about the college or department, and to be familiar with the majors for which admission is available.
4. The right of the student to obtain the scientific material and knowledge related to the university courses, in accordance with the university regulations, and fulfilling the specified curriculum for the course in accordance with the approved description.
5. Reviewing the academic scheduling before the start of the study, and the procedures for registration in courses. That is according to the approved academic calendar provided by the system and registration rules in accordance with the university's regulations.

6. The student has the right to apologize for studying a course or add another, or to apologize or postpone the semester according to what is provided by the system of study and registration and its regulations at the university within the specified period and announced to the students in advance.
7. Designating an academic advisor for each student during his university studies to guide the student with regard to registering his courses and help him to solve the academic problems he faces.
8. Obtaining a university card.
9. Making use of the services offered by the university, in accordance with the university regulations and decisions in force in that matter.
10. The student has the right to benefit from the central library in the university and the libraries of the colleges and departments, and to borrow books according to those library systems.

Student rights in the field of examinations

1. The right of the student to have the questions of the monthly and final exams within the approved curriculum in the course description and its contents and issues discussed and referred to during the lectures.
2. The right of the student to take all the tests held for the course unless there is a legal impediment preventing him from taking them in accordance with the relevant regulations and instructions.
3. The right of the student to be informed of his denial of entry or the performance of the test in sufficient time, according to the regulations of study and examinations at the university.
4. The student's knowledge of the typical answer to the questions of the monthly and final exams by the course professor and the distribution of grades on the parts of the answer on the basis of which the student's performance is evaluated before taking the monthly or final exam for the course.

5. The student has the right to know the results he obtained in the monthly and final tests that he performed after completing their correction and its approval in accordance with the mechanism adopted by the university.
6. The student may review his answer in the final exam as determined by the regulations and decisions issued by the university in regulating the mechanism of that review and its controls, provided that it does not exceed one course per semester.

Student rights in relation to faculty members

1. The commitment of university faculty members to the dates and times of lectures and the fulfillment of the academic and practical hours prescribed in the study plan, office hours and academic advising hours.
2. The right of the student to be informed of the cancellation of scientific and practical lectures if necessary to cancel such lectures.
3. Giving the student alternative lectures to the canceled lectures in order to complete the course after coordination with the competent authorities in the college and department in accordance with the established system.
4. The student may benefit from the question of his professors inside the university and their appropriate scientific discussion, provided that the discussion is at the appropriate times and it does not exceed what is required by public morals and the limits of decency and good behavior in such cases during the lecture, or during the office hours specified and announced to students.

Student rights in relation to university administrations

1. The student's right to be treated with respect by the university's academic and administrative authorities.
2. The student may participate in the activities held inside or outside the university in accordance with the mechanism used in the university.
3. The student may benefit from the university's services and facilities in accordance with the rules and regulations in force at the university.
4. Confirming the completion of the student's dealings and responding to his inquiries in the appropriate and required manner.
5. The right to run for training and entertainment programs inside and outside the Kingdom if he is qualified for this, and to increase his participation in the cultural, social, athletic and scouting activities unless a disciplinary decision has been issued against him by the Permanent Committee for Disciplining Students at Shaqla University.
6. The student's right to enable him to defend himself before the disciplinary committees, which includes hearing his statements and those of his witnesses - if any - and his right to refute the evidence presented against him to the college investigation committee.
7. The university maintains the contents of the student's file inside the university and the integrity of dealing with it, and does not publish its contents unless this publication is the result of a decision to impose a disciplinary penalty against the student based on the regulations of "Disciplining male and female students at the University of Shaqla". Moreover, it is not allowed to hand over any of them except to the student himself, his guardian, or whomever he officially authorizes to do so, except in cases where it is requested to hand over or know the contents of the file from the official authorities in the Kingdom.

Student social and health rights

1. The right to obtain care and counseling, educational and psychological guidance provided by the university, as well as the right to participate in educational and entertaining programs.
2. The right of the student, especially those with special needs, to obtain the appropriate and proper service for their needs in accordance with the relevant regulations and rules.
3. Enabling the student to obtain adequate health care through treatment within hospitals, health centers and units affiliated with the University.
4. Confirmation of the student's right to obtain housing services affiliated with the university according to its capabilities.
5. Enabling the student to participate in community service programs and voluntary activities organized or supervised by the university.

Student financial rights

1. The right of the student to get the statutory monthly stipend on the specified dates.
2. Confirmation of the right of the student who excels in study and excels in student activities to obtain incentives and rewards prescribed by the university system.
3. The student's right to obtain loans and subsidies from the Student Fund Administration, in accordance with the established mechanism.
4. The right of the student to obtain good and healthy nutrition in the university's restaurants at reasonable prices.
5. The possibility of employing students in accordance with the capabilities of the Student Fund and its organizing regulations.

Student duties in the academic field

1. Following university regulations, rules, instructions and decisions issued and implementing them, and not to do any immoral acts that are against Islamic values and public morals.
2. Regularity of study and accomplishing all academic requirements for the courses.
3. Commitment to the rules and arrangements related to the preparation of research, reports, or exams.
4. Not to cheat in exams, or to attempt or assist in its commission, or to violate the examination system.
5. The student must track the announcements that are placed on the official aid board inside the university building or the website of the university or college, as well as the university's monthly newspaper.
6. Students are obligated not to have errors in the study schedule such as discrepancies in lecture times, or registration in a course that the student has already succeeded in it, and in case of errors in the table, the student must quickly review the student's registrar in the college during the addition period.

Duties of the student in relation to faculty members

1. The student's commitment to respect the faculty members, be polite with them, and not offend or insult them by word or deed.
2. Adherence to the office hours allotted to a faculty member.

The duties of the student in relation to the university administration

1. Adherence to the appropriate outfit for students, or the uniform approved by the university, and the commitment of female students to the headscarf when leaving, and a commitment to the appropriate wear in the university's lecture halls.
2. The student is obligated to carry the university card while he is inside the university, and to present it to the specialists upon request.
3. Commitment not to damage the university's property, tamper with it, or disrupt it from work, along with preserving it, university materials and books and return what was borrowed from them on time.
4. Maintaining calm and serenity inside the university facilities, and not causing riots, disturbances, or gathering in other places and not to sit or wait in halls, corridors or restaurants during prayer times.
5. Refraining from smoking in the university and its facilities.
6. Treating university employees and guests with due respect, and not offending or insulting them by word or deed.
7. Refraining from gathering and staying away from demonstrations.
8. Maintaining the cleanliness of classrooms and public university facilities, and ensuring the safety of their facilities and equipment.
9. Commitment to the rules and instructions for security and safety inside the university campus.

Student financial duties

1. Payment of the prescribed amounts, whether it is the value of student services, printing a replacement for the original certificate, printing academic records, certifying documents, extracting a replacement for a lost university card or other things that are approved by the competent authorities at the university.
2. Paying the charges resulting from violating the university's smoking regulations or violating the university's security, safety and traffic instructions, or any other fines approved by the university's competent authorities.

Disciplinary Regulation for students

1. Controlling the behavior of regular, affiliated and trainee students within the university and in all its facilities.
2. Handling the behavior of male and female students in violation of the educational and regular methods available at the university.
3. Approving disciplinary penalties for male and female students who violate the rules and regulations in force at the university.

Anti-smoking regulation

This regulation seeks to achieve the following objectives:

1. Protecting students, university employees and visitors from the dangers of forced smoking.
2. Raising awareness of university employees about the harms resulting from smoking and encouraging behavioral patterns against it.
3. Spreading the anti-smoking culture among students.
4. Achieving a healthy environment at work and education, away from the troubles of smoking.
5. Providing treatment for those wishing to quit smoking through the anti-smoking clinics that the university administration will establish inside the university campus.

Smoking is strictly prohibited inside the closed facilities of the university dormitory and its affiliated units, Including:

1. Faculties, administrative offices, libraries, examination halls, university hospitals, workshops, laboratories, commercial stores and locations of gas cylinders inside the university, as well as companies and institutions contracting with the university.
2. Housing for male and female students and housing facilities for faculty and staff members.
3. Places and spaces surrounding mosques in the vicinity of the university or its affiliated facilities.
4. Sports, cultural and entertainment halls.
5. Public transportation owned by the university or the tenant thereof.
6. Places of food and beverage preparation, processing and packaging.
7. Warehouses, elevators and toilets.
8. Banquet halls, lecture halls, exhibition halls, meeting rooms, clubs and university lobby.
9. Any public places not mentioned in the previous paragraphs.

It is prohibited to sell children's toys and candy manufactured in the form of cigarettes or any other product that promotes smoking in all markets and commercial centers at the university and its affiliated facilities. The sale of tobacco and its derivatives is prohibited in all markets and commercial centers of the university and its affiliated facilities.

The responsibility of directing university employees to abstain from smoking rests with their administrative authority at work, such as deans, agents, heads of departments, and directors of departments, each according to its jurisdiction.

The University's Security and Safety Department is responsible for administrative control in all university facilities, applying the rules and procedures issued by the Supreme Committee for Tobacco Control, and imposing penalties stipulated in the regulations.

The Department of Public Relations and Media shall prepare, draft and print posters, flyers, warning and awareness panels about the dangers of smoking, provided that the Department of Security and Safety distributes and circulates them to the various units of the university.

Within the framework of awareness and guidance campaigns about the dangers of tobacco and its negative effects on humans and the environment, programs, courses, workshops and awareness weeks are intensified in the various departments and deanships of the university, as well as benefiting from the university's media platforms for guidance and counseling. The Anti-Smoking Supreme Committee is the body authorized to set up these programs, and other departments must coordinate with it in terms of combating.