

# Rights and Responsibilities Manual

## 1444

English Language Department



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## **1. Students' Rights**

### **1.1. Students' Rights in The Academic Field**

1. The university should provide the appropriate and proper study environment to achieve the objectives of university education.
2. The university should enable students to know about the college or department, and to be familiar with the majors for which admission is available.
3. The university should assign an academic advisor for each student during their university studies to guide students with regard to registering their courses and help them to solve the academic problems they face.
4. Students have the right to get the specified curriculum for the course in accordance with the approved description.
5. Students have the right to get scientific material and knowledge related to the university courses, in accordance with the university regulations.
6. Students have 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 registration system and its regulations.
7. Students have the right to get a university card.
8. Students have the right to make use of the services offered by the university, in accordance with the university regulations.
9. Students have 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 libraries systems.
10. Students must never defraud or resort to plagiarism.

### **1.2. Student Rights in the Field of Examinations**

1. Students have the right to get the questions of the midterms and final exams within the approved curriculum in the course description and its contents and issues discussed and referred to during the lectures.
2. Each student has the right to take all the tests held for the course unless there is a legal impediment in accordance with the relevant regulations and instructions preventing the students from taking the tests .
3. Students have the right to be informed of their denial of entry or the performance of the test in sufficient time, according to the Regulations of Study and Examinations at the university.
4. Students have the right to know the results they got in the midterms and final exams that they performed after completing their correction and approval in accordance with the regulations adopted by the university.

### 1.3. Students' Rights in Relation to University Administrations

1. Students have the right to be treated with respect by the University's Academic and Administrative Authorities.
2. Students may participate in the activities held inside or outside the university in accordance with the regulations used in the university.
3. Student may benefit from the university's services and facilities in accordance with the rules and regulations in force at the university.
4. Students' dealings and inquiries should be completed and answered in the appropriate and required manner.
5. Students have the right to join training and entertainment programs inside and outside the Kingdom if they are qualified for this, and to increase their participation in the cultural, social, athletic and scouting activities unless a disciplinary decision has been issued against one of them by the Permanent Committee for Disciplining Students at Shaqra University.
6. Students have the right to defend themselves before the disciplinary committees, which includes hearing their statements and those of his witnesses - if any - and their right to refute the evidence presented against them to the College Investigation Committee.
7. The university maintains the contents of the students' file inside the university and does not publish its contents unless this publication is the result of a decision imposing a disciplinary penalty against the student based on the regulations of "Disciplining Male and Female Students at the University of Shaqra". Moreover, it is not allowed to hand over any contents of student's file except to the students, his/her guardian, or whomever he officially authorizes to do so.

### 1.4. Students' Social and Health Rights

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

### 1.5. Student Financial Rights

1. Students have the right to get the statutory monthly stipend on the specified dates.
2. Students who excel in study and in student activities have the right to get incentives and rewards prescribed by the university system.

3. Students have the right to get loans and subsidies from the Student Fund Administration, in accordance with the established regulations.
4. Students have the right to get good and healthy nutrition in the university's restaurants at reasonable prices.
5. Students can be employed in accordance with the capabilities of the Student Fund and its organizing regulations.

## **2. Students' Responsibilities**

### **2.1. Students' Responsibilities in the Academic Field**

1. Students should follow university regulations, rules, instructions and decisions issued and implement them, and not to do any immoral acts that are against Islamic values and public morals.
2. Students should be regular at their study and accomplish all academic requirements for the courses.
3. Commitment to the rules and arrangements related to the preparation of research, reports, or exams.
4. Students are not allowed 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, and in case of errors, students must quickly review their registrar in the college during the addition period.

### **2.2. Students' Responsibilities in Relation to Faculty Members**

1. Students should reveal a 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 the faculty members.

### **2.3. Students' Responsibilities 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. Each student is obligated to carry the university card while they are inside the university, and to present it to the specialists upon request.

3. Commitment not to damage the university's property, materials, and books, or tamper with them, or disrupt them from work, along with preserving them, and return what they borrowed on time.
4. Maintaining calm and serenity inside the university facilities, and not causing riots, disturbances, or gathering in other places and not sitting or waiting 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.

### 2.4. Students' Financial Responsibilities

1. Students must pay 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. Students must pay 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.

### 2.5. 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

## Part 2: Lecturers' Rights and Responsibilities

### 1. Lecturers' Rights

1. Lecturers expect students to follow reasonable instructions given by lecturers in the performance of their responsibilities.

2. Lecturers expect that they will be able to teach in an orderly and cooperative environment.
3. Lecturers expect students to be punctual and regular in attendance to university and take all the required equipment.
4. Lecturers have the right to use discretion in the application of rules and be fair and consistent in their application.
5. Lecturers have the right to be informed, within Privacy requirements, about matters relating to students that will affect the teaching and learning program for that student.
6. Lecturers have the right to receive respect and support from the university community.
7. Lecturers expect that students observe all classroom and college rules and expectations as documented in the Student Code of Conduct.

## 2. Lecturers' responsibilities

Lecturers' have a responsibility to:

1. Fairly, reasonably, and consistently, implement the engagement policy.
2. Use positive reinforcement and encouragement to build self-esteem.
3. Build positive rapport with students and colleagues.
4. Know how students learn and how to teach them effectively.
5. Know the content they teach.
6. Plan and assess for effective learning.
7. Create and maintain safe and challenging learning environments.

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