



Civil Engineering Department  
College of Engineering



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# Student Rights and Duties Manual

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## 1 General Regulations

1. All students must follow the provisions of the Student's Rights and Duties guide. They should be familiar with its contents. Ignorance of any provision in the Student's Guide does not exempt any student from sanction for noncompliance.
2. Students should always carry their ID with them in case authorities ask for it. The ID is valid for the duration of the student's enrollment at the College and cannot be confiscated while the student is enrolled.
3. The College is aware of the health risks associated with smoking, and smoking is prohibited in all college and subordinate unit facilities.
4. Students should be courteous to everyone on the College premises.

Student rights and duties regulation at Shaqra University are available at the following barcode:



Student rights and duties regulation at  
Shaqra University

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## 2 Student Rights and Duties Regulations Goals

1. Familiarizing the students with the academic and extracurricular rights that the university offers them in accordance with the conventions of higher education and university regulations.
2. Enlightening students' awareness of university regulations in all aspects, including their academic duties, their interactions with classmates, their moral obligations, and instructions for students' exams.
3. Identifying the methods, procedures, and resources used by the university to educate students about their rights and responsibilities.
4. Creating a healthy environment that guarantees the quality of education and to encourage extracurricular activities in accordance with the university regulations and ethical standards.
5. Controlling the students' behavior within the university facilities and their amenities.
6. Guiding the offending students with the educational methods.
7. Assigning the responsible committee to study any behavioral misconduct of the student.

## 3 Student's Academic Rights

The academic rights of student as follows:

1. A student has the right to fair and equal treatment in all areas of academic concern.
2. A student has the right to a productive learning environment that provides educational opportunities that promote academic achievement and absorption capacity.
3. A student has the right to be familiar with the departments and majors that are available for admission.
4. A student has the right to fair and unbiased evaluation of their academic work.
5. A student has the right to clearly stated criteria for evaluation by the faculty.
6. Maintain the confidentiality of student records by allowing only strictly authorized personnel access to them.

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7. A student has the right to obtain study materials and knowledge while the student is enrolled in a course of study in accordance with the approved course description.
8. A student has the right to view study plans and available majors at the start of the semester, and if it is not possible to register all students in a particular course at the start of the semester, the registration policy requires student priorities and equality as determined by the competent authority.
9. Add, drop, or defer courses in accordance with the registration policy and within the time frame specified (Hijri Calendar).
10. Receive Academic Advising Services.
11. Lecturers must meet attendance and punctuality obligations, as well as teaching and office hours. Lectures shall not be cancelled or changed unless in an emergency, and students must be informed and compensated with alternative lectures after department coordination and approval.
12. A student has the right to an academic advisor during his university studies to help him register for courses and solve academic problems.
13. A student has the right to review the academic schedule and course registration procedures before the start of the study. That is in accordance with the system's approved academic calendar and registration rules in accordance with university regulations.
14. A student has the right to apologize for studying a course or add another, or to postpone the semester according to what is provided by the university's study and registration system and its regulations within the specified period and announced to students in advance.
15. A student has the right to a university ID.
16. A student has the right to use all of the university's services, subject to the university's regulations and decisions.
17. A student has the right to use the university's central library as well as the libraries of the colleges and departments, and to borrow books through those library systems.

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18. Student has the right to file a complaint to what he deems to be an injustice committed against him, or detracting from any of his academic or non-academic rights.

#### **4 Rights of Students Regarding Exams**

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.

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## 5 Student Rights in Relation to Teaching Staff 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.

## 6 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

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scouting activities unless a disciplinary decision has been issued against him by the Permanent Committee for Disciplining Students at Shaqra 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 Shaqra University". 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.

## **7 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.

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## 8 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.

## 9 Student's Academic Duties

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.

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## 10 Duties of Students Regarding Exams

1. Ensure the time and location of his exam, and come half an hour before the start time.
2. Bring all of the permitted tools he requires; it is not permitted to use other people's tools.
3. A student who is absent from the test receives a zero on that test, and his grade in that course is calculated solely on the basis of the semester work grades he obtained, unless an acceptable excuse is provided.
4. The student is not permitted to:
5. Except for the university card, admission to the examination hall
6. Entering the exam room before the observer arrives
7. Leaving the exam room 30 minutes early and completing attendance and absence monitoring
8. Communication devices are not permitted inside the examination room and must be kept closed at all times.
9. The student is denied entry to the exam for the course, and his final exam score in that course is zero.
10. Provide an acceptable excuse for missing one or more scheduled exams within two weeks of the exam's date.

## 11 Duties of the Student in Relation to Teaching 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.

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## **12 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.

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### **13 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.

### **14 Disciplinary Regulation for students**

1. Managing the behavior of regular, affiliated, and trainee students throughout the university and its facilities.
2. Adopting disciplinary sanctions for students who violate the university's rules and regulations.
3. Handling a student's conduct that is in violation of the normative administrative and educational practices made available by the university.

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## 15 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

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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.

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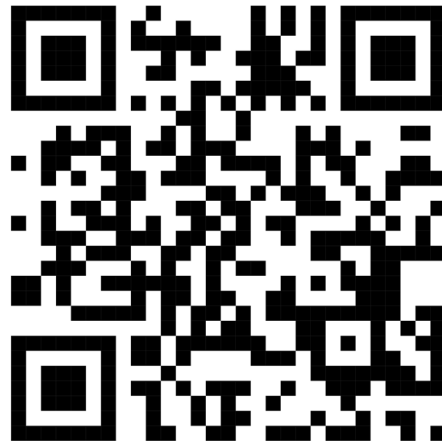
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## 16 Students' Discipline Regulations

Students' discipline regulations provided by the Deanship of Admission and Registration are available at the following website link or barcode:

<https://www.su.edu.sa/ar/vice-rectorates/university-agency-educational-affairs/regulations-and-directories>



Students' discipline regulations provided  
by the Deanship of Admission and  
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