



## Handbook of Rights and Duties of King Khalid University Students 2019-2020

### **A word from his Excellency the University Rector:**

I am pleased to present the Guide to rights and duties for the university students, as an important addition to the university services provided to the students. This comes in line with the concerns of the Custodian of the two holy mosques King Salman Bin Abdulaziz Al-Saud may God protect him confirming that the education in the Kingdom is a distinct model and a major pillar for investment and development, future generations are the real wealth and caring for them is a primary goal.

In addition, this guide is also one of the steps that the university takes on its path towards excellence in proportion to the government's rational pursuit and continuous efforts to advance the nation and its growing interest in higher education and its development.

This guide expresses the university's interest in its students as it places them at the top of its priorities and is keen to provide for them a diverse and integrated set of academic and non-academic rights through programs, courses, educational activities, programs, academic advising, nutrition, university housing, sports, medical and social care.

The university has prepared this guide to adhere to the duties and ethics stated within. This provides clear guarantee for male and female students, colleagues, King Khalid University and the nation. The commitment to rights requires the existence of gradual disciplinary procedures for any recorded violations, this was taken in consideration while preparing this guide.

The guide concludes with the right of students' grievance and complaints about any rights derogation or harm. This is a great responsibility and I trust that my sons and daughters are responsible and represent the morals of the university students.

University Rector

Professor Falih Bin Ragaa ALSulami

## **First: The Rights of King Khalid University Students**

### **Students' Rights:**

#### **Academic Rights:**

The university should provide the students with the following:

1. The appropriate orientation guidelines which thoroughly clarify students' duties and rights, study regulations, examinations, discipline and complaints controls. This should be provided through all the means available at the university, from books, brochures, electronic links through the university's portal in addition to seminars and orientation meetings.
2. Guidance programs to familiarize students with the university's systems, facilities and services especially for new comers.
3. A suitable academic environment that enables the students to utilize their energies and to achieve the maximum level of achievement.
4. An effective students guidance system in the university colleges that guides the students academically and helps them solve uprising challenges.
5. Announcing the academic calendar at the beginning of each academic year.
6. Announcing the schedules before the beginning of the academic year ang giving the students the chance to make any suitable modifications.
7. Announcing the study plans for the academic programs in addition to the study plans, available majors and job opportunities for these programs.
8. Facilitating registration procedures taking in consideration fair control in the case of lack of possibility to fulfill the student's desires to register for the same course at the same time.
9. The possibility of adding, deleting or postponing a course, in addition to excusing an entire semester according to the university regulations while adhering to the university guidelines according to the academic calendar.
10. The possibility of transfer from one major to the other, or from KKU to another university according to the rules and regulations.
11. Introduce the students from the beginning of the academic year to the courses specifications, objectives, topics, requirements, evaluations methods, examinations timing and grade distribution.
12. The university's commitment to fulfill theoretical and practical hours, and not cancel lectures timings except for urgent situations and upon coordination with the department.
13. Presentation of the scientific content using educational techniques, activities, and facilitating strategies by the faculty members in a clear and sequential manner.
14. Giving the opportunity for polite enquiries and discussions with the faculty staff.
15. The student has the right to leave the lecture room in case the faculty member is twenty minutes late without being registered as 'absent'.
16. The right to perform all examinations unless there is a satisfactory excuse.

17. The student should be informed before the final exam in case of prohibition of entry to the exam according to the rules and regulations.
18. The university guarantees fair and credible evaluation procedures for the exam, research and work of the students.
19. The exam questions should be prepared from the course contents taking in consideration the clarity, balance and logical distribution of grades on the questions.
20. The students have the right to see results obtained during assignments or any educational activities during the semester within a period not exceeding two weeks.
21. Provide the students with feedbacks on their academic performance and obtain model answers of educational activities.
22. Obtaining all academic activities delivered throughout the semester whether electronic or hard copy after the end of the semester, these scientific productions should be kept for one year according to the regulations.
23. Students may request to review answer sheets in the final exams in accordance to complaints controls rules and regulations.
24. The obligation to inform the student about the registration cancellation, transfer from one program to the other, unless the matter is related to disciplinary offense or other legal matters.
25. Maintaining an electronic academic record that can be accessed by the authorities.
26. Preserving the contents of the students' files inside the university with the highest degree of confidentiality.
27. Providing students with safe and confidential opportunities to evaluate the academic program they are affiliated to.
28. The right of complaint and grievance about any harm from their faculty members, colleagues, department or university administration within the rules and regulations.
29. The student has the right to defend himself before any party in the university in any disciplinary case filed against him/her. He/she shall be punished only if he is absent and misses the statement twice without obvious excuse.
30. The right to complain against the disciplinary action in a period not exceeding fifteen days.
31. Obtaining a graduation certificate upon completion of the graduation requirements, including internship programs unless a disciplinary action was taken in regard to this.
32. Ensuring that the student is not subjected to any reaction resulting from submitting a complaint against a faculty member or a university administrative.

## **Non-Academic Rights**

The university should provide the students with the following:

1. Respect and psychological safety from academic and administrative staff.
2. Full utilization from the university facilities including libraries, housing, data bases, internet services, etc.

3. Regular obtaining of the designated financial rewards and support.
4. Full utilization of the social aid provided by the university according to the rules and regulations in addition to fair participation in the university activities.
5. Medical care within the university health care centers and hospitals.
6. Fair nomination for training courses and programs, internal trips, voluntary work, community services, according to the rules and regulations for each program without conflict with the students' academic duties.
7. Students with special needs have the right to receive appropriate and decent services for their needs in accordance with the university regulations within the Kingdom of Saudi Arabia.

## **Second: Students' Duties**

The students should fulfill and be fully responsible of the following:

### **Academic duties**

1. Adherence to the university regulations, laws and instructions without deceive or violations.
2. Students' compliance to the use, organization and arranging events within the university facilities and equipment and a permission should be obtained prior before any arrangement.
3. Striving to acquire, knowledge, science and self learning capabilities, in and outside the university.
4. Participation and positive interaction in the academic activities within the university.
5. Initiate developmental ideas and discuss it with the faculty staff members or administrative.
6. Preserving the students' official documents and not destroy them in any ways.
7. Respect the rules and arrangements related to the conduct of lectures and their regularity, no absence without excuse that is accepted within the rules and regulations.
8. Adherence to timeframes and deadlines specified for the academic programs and system in relation to academic transfer, deletion or excuse.
9. Electronic accounts should only be used exclusively for university academic purposes.
10. Optimal use of the university physical and electronic resources without any misuse.
11. Carrying out all educational requirements stated by the departments.
12. Commitment to scientific honesty, preserving intellectual property rights of others, correct citation and plagiarism is strictly prohibited.
13. Commitment to the rules and regulations of the examinations.

14. Adhere to the examination rules and regulations inside the exam rooms and laboratories.
15. Not to cheat, attempt or assist in committing it in any way during all educational activities.
16. Performing all scientific assignments and tasks assigned to him by the student himself.

## **Non-Academic Duties**

1. Affiliation to the university mission and values that may enhance the performance and reputation of the university.
2. Commitment to good behavior and conduct outside the university as this directly reflects on the university reputation.
3. Students' commitment to dress code and behavioral conduct that is appropriate to the Islamic values and academic norms inside the university.
4. Carrying and maintain the university card (I.D), with the obligation to give accurate information and reporting to authorities if the card is lost.
5. Not to impersonate identities, nor forge official documents to obtain or advantages.
6. Respect and no offence attitude to the university employees, colleagues at all levels.
7. Respect the freedom of all university employees at all levels, with no offend, slandering or interfering with their affairs.
8. Respect the privacy of others and not tamper with their papers, computers or electronic devices, accounts or secrets.
9. Preserving the university properties, building, facilities and equipment.
10. Maintaining calm quiet environment inside the university facilities with no disturbance in or outside lecture rooms.
11. Commitment to general and personal hygiene.
12. Not to own any printed, electronic, visual or audio possessions that is inconsistent with the Islamic values and public morals on the university morals.
13. Not to possess any prohibited materials and weapons inside the university building or facility.
14. Not to publish or distribute leaflets or collect funds or signatures without obtaining a license from the authorities inside the university and related government sections.
15. Not to use cameras in unauthorized places inside the university out of respect for the privacy of others.
16. Not to dine or drink in forbidden places e.g. laboratories and libraries.
17. Do not smoke inside the university campuses whether in open or closed areas, students are subjected to smoking regulation issued by the university.
18. Not to be absent from the university housing for more than two weeks without prior notification to the housing department.
19. No to host a visitor to the university residence without prior permission from the housing department.

20. Follow up on the university official announcements on the official website in addition to the official announcement boards.
21. Correct use of the right to complain without abuse and not to submit malicious complaints.
22. Strengthening ties with non Saudi international students enrolled in the university and providing them with any possible assistance.
23. Helping new students and transferring experiences to them.
24. Assisting students with special needs and helping them integrate into the university community.
25. Not to publish or promote news that is offensive to the university via social media or any other means.
26. Commitment to objectivity and politeness of dialogue when expressing opinions.
27. The obligation to attend with a committee if requested.
28. Providing truthful statements when conducting investigations, testifying in regard to religious and moral commitment.
29. The student who receives a violation penalty should comply to the university authority when requested.

## **Mechanisms of Activation of Students' Rights and Duties at King Khalid University**

1. Spreading the cultures of rights, duties, discipline and complains through educational meetings for students, faculty staff and university employees at all levels.
2. Approving and activation of the students' rights and duties guide/manual from the university council.
3. Announcing the students' rights duties disciplinary regulations for all students via various means.
4. A clear declaration of the students; rights, duties, and complaints regulations for the faculty members within the university academic and administrative units.
5. Formation of the necessity committees to activate the students' rights, duties and disciplinary and grievance regulations.
6. Conducting students' satisfaction surveys via various methods including questionnaires, interviews, etc
7. Announcing the means of direct communication with the university rector.
8. Developing the students' academic guidance system to include the rights, duties and grievance regulations within its system.
9. Announcing the penalties issued by the university against violators.
10. Documenting repeated violations and conducting scientific research related to behavioral modification.
11. Documenting the students' admission to the university by reviewing the rights and duties manual and signing it electronically.

## **Third: Disciplinary and Grievance regulations**

Purpose of the regulations:

1. Ensuring the quality of the educational process and its supporting activities.
2. Ensuring the rights of the students, faculty members, employees and beneficiaries.
3. Controlling the students' behavior within the university and its facilities.
4. Positively modifying the behavior of violating students via educational methods.
5. Preserving the university building, facilities, equipment and various units.
6. Adoption of disciplinary penalties.
7. Codification of penalties according to the circumstances of the violation.
8. Preparing the students to be good individuals within their communities.

### **Sections of the Regulations and their Articles:**

#### **Chapter One:**

##### Article 1:

This article explains the terminology contained within the regulations.

##### Article 2:

The university council is the body that has the exclusive right to decide on the penalties for the violations that were not mentioned within the articles.

##### Article 3:

The scope of the regulations, all affiliated students who are registered in King Khalid University, regularly or remotely, students affiliated to the bridging system, visiting students, e-learning students and students enrolled in training programs and courses are subjected to these regulations.

##### Article 4:

The area of Jurisdiction of the regulations: The regulation is concerned with the violations committed by the students in or outside the university in particular:

- A. Departing from Islamic morals and state's policy and system.
- B. Departing from university rules and regulations.
- c. Offending the university reputation in or outside the Kingdom of Saudi Arabia.
- D. Misuse of the university buildings, facilities, equipment or units.

- E. Offending any of the university employees.
- F. Affecting the regularity of lectures, examinations, etc.
- G. Cheating in exams and impersonations.
- H. Bringing in dangerous forbidden materials e.g. alcohol, weapons, fireworks, etc to the university or any of its facilities or units.
- I. Misuse of the university resources.
- J. Verbal or materialistic threats in all its forms.

Article 5:

The body responsible for implementing the provisions of these regulations are the the university deanships in collaboration with the colleges, deanship of registration, deanship of student affairs, in addition to the body authorized by the university rector.

Article 6:

The responsible deanship is obligated to coordinate with the necessary authorities within the university and to publish these regulations electronically and students should sign on them upon registration.

Article 7:

The provision of these regulations does not apply to violations committed outside the university if the violation does not affect the university.

Article 8:

These regulations apply to the university students who commit any violations within the premises affiliated to the university in means of collaboration i.e. summer training programs, field trips, institutions cooperating with the university, and the penalty for the violation is increased.

Article 9:

The university has the right to refer violations related to legal boundaries and criminal violations to specialized entities while preserving the university's right to impose its own penalties as they were committed inside the university.

Article 10:

The student will not be exempted from disciplinary penalty for claiming lack of knowledge of rules and regulations.



#### Article 11:

It is prohibited to issue any disciplinary penalty unless the student is physically present and given the right to defend himself and the committee listens to any witnesses, an exception is made if he refuses to attend after being informed.

#### Article 12:

Disciplinary decisions are final, as they are not made unless the student attends, and listening statements are done, the student has fifteen days for grievance according to the rules and regulations.

### **Chapter Two:**

#### Article 13:

The university rector forms a two years permanent high disciplinary committee by an administrative decision; it will be renewable, with some amendments. This committee consists of eight members.

#### Article 14:

Disciplinary subcommittees consist of three members, and such committees have the right to seek assistance from the legal department to participate in the investigation.

#### Article 15:

The committees meet at the invitation of their chairmen, decisions are considered valid upon the approval of two thirds of the members.

#### Article 16:

Any member that has a relative relationship with the student involved should avoid participating to avoid conflict of interest.

#### Article 17:

A detailed report (incidence report) should be signed by the authorized body that captured the violation.

#### Article 18:

In case the involved student failed to attend the assigned meeting with the committee twice and upon confirmation of his knowledge of the time, date and place of the meeting, the committee has the right to impose the maximum penalty for the committed violation.

#### Article 19:

In imposing disciplinary penalties, the committee should observe the principle of gradual punishment in light of the circumstances of the incidence.

#### Article 20:

In addition to the disciplinary penalties, the student bears the expenses of any damages to the university facilities if involved.

#### Article 21:

Disciplinary penalties do not become effective unless approved by the university rector, and the final termination penalty does not become effective unless approved by the university council.

#### Article 22:

If the student commits legal violations, his official papers shall be transferred to the specialized authority upon the approval of the university rector.

### **Chapter Three:**

#### **Disciplinary Offenses:**

#### Article 23:

- A. Departing from Islamic morals and state's policy and system.
- B. Bringing in or distribution of dangerous forbidden materials e.g. alcohol, weapons, fireworks, etc to the university or any of its facilities or units.
- C. Smoking inside the university premises.
- D. Introducing all kinds of imaging devices, phones or computers with cameras in the females sections.
- E. Impersonation, e.g. student taking the exam for another, or living in his allocated housing. Both students are responsible and shall be accounted.
- F. Carrying out any amendment, change or fraud in official documents issued inside the university.
- G. Making false statements in any matter related to the educational process.
- H. Providing financial or any kind of bribes to any of the university employees.
- I. Traffic violations inside the university premises.
- J. Verbal or physical assault to any of the university employees.
- K. Theft or attempted theft.
- L. Destruction to any of the university facilities, equipment, units, laboratories, lecture rooms, etc.
- M. Stirring up or inciting tribal strife by any means.

- N. Organizing committees, fund raising, social gatherings, distribution of brochures without permission from the administration.
- O. Disturbing order during lectures or practical sessions.
- P. Disrupting student activity programs, housing units directly or indirectly.
- Q. Recording or photographing lectures, before taking consent from the lecturers.
- R. Violating the intellectual rights of others.
- S. Breaching the examination system.
- T. Cheating during examinations.
- U. Violating the rules and regulations of the housing department.
- V. Disruption and misuse of the university housing contents.
- W. Providing incorrect or confidential data to any media (internet, visual, audio).
- X. Refraining from presenting the ID when requested.
- Y. Refraining from attending the investigation if the student was involved upon request.
- Z. Refraining from carrying out the penalty imposed against a violation from the disciplinary committee.

## **Chapter Four:**

### **Procedures for controlling the violator:**

Controlling the violator should be carried out by:

- A. Employees affiliated to the security and safety unit.
- B. Faculty staff members and administrative of the department where the violation was committed.

The procedures that should be carried out are:

- A. The authorized person writes an incidence report on the incident at the time the violation was caught.
- B. If the violator was caught red handed then the authorized person has the right to search him.
- C. Seizing all evidence.
- D. The incidence report in addition to the evidence if any should be brought in to the dean of the college within five working days from the date of the violation.

## **Chapter Five:**

### **Disciplinary Penalties:**

Any male or female students who commits a violation that was stipulated in article three and its penalty was not mentioned in an independent article is subjected to the following disciplinary penalties:

1. Verbal warning.
2. Written warning.
3. Written warning with signing a pledge and informing the guardian if needed.
4. Deprivation from some university benefits i.e. accommodation, participation in activities, for a period not exceeding one academic year.
5. Participation in some voluntary activities that are determined by the disciplinary committee according to the nature of the violation.
6. The student shall bear the financial cost of any damage that he has caused to the university facilities, equipment or properties.
7. Deprivation from all university benefits i.e. accommodation, participation in activities.
8. Depriving the student from taking the exam in one or more courses and a (failing) grade is given.
9. Cancellation of the student's examination in one or more courses and a (failing) grade is given.
10. Suspension from any academic activity for one semester.
11. Suspension from any academic activity for two or more semesters.
12. Delaying the graduation of the student for one semester if the violation was committed in the graduation semester.
13. Final dismissal from the university and the student's documents to be stamped as (disciplinary dismissal).

#### **Article 25**

The disciplinary penalties shall be kept in the student's academic record or file, and the guardian shall be notified if needed.

#### **Article 26**

The final dismissal from the university prohibits the student from future re-enrollment in all the colleges of the university.

#### **Article 27**

The disciplinary decision is to be conducted to the concerned authorities within the university especially the deanship or registration, deanship of students' affairs, colleges, safety and security unit, in addition to announcing the penalty anonymously.

#### Article 28

The university rector may request the university council to reconsider the final dismissal decision issued in the final semester of the university after at least one year of the decision date.

#### Article 29

The university vice rector may reconsider the disciplinary decision regarding deprivation from university benefits i.e. housing etc after at least one year of the decision date.

#### Article 30

The student has the right to file a grievance against any of the disciplinary penalties issued against him in accordance to the rules and regulations.

#### Article 31

In regard to article 21, two disciplinary penalties are not to be imposed for the same offence or violation, and that no penalty should cause harm not mentioned in article 21 e.g. denial from entrance of an exam or completion of a semester that results in final dismissal due to exceeding the legally specified period for graduation.

#### Article 32

This article thoroughly specifies the exact penalties for each violation.

## **Fourth: Students' Grievance Regulations**

Regulation, chapters and related articles:

**Chapter One:** In this chapter, the purposes of these regulations are discussed.

#### Article 1: Terminologies.

- University: King Khalid University
- Students: All male and female students officially registered at King Khalid University
- Grievance Regulations: Regulations controlling the grievance process for KKU students.
- Students' Rights Committees: A higher committee to be formed by the University Rector
- Sub-committees: To be formed by the colleges' boards
- Grievance: The student's (male/female) objection to the decision issued against him
- Malicious Complaint: The complaint that is meant to offend the other party without evidence
- The figure in charge: University rector, University vice rector, Dean of the faculty or Head of Department.

Article 2: Every student has the right to file a grievance for any penalty issued against him if he believes that he was injustice.

## **Chapter Two: Formation of the committees**

Article 3: Supreme Grievance Committee (Students' Rights Committee):

- This committee is formed by the decision of the university Rector, with a minimum of five members, two members should be specialized in the university system and regulations and this committee should be directly linked to the university rector. The committee has the full right to ask the help or assistance of whoever it sees suitable or needed, either for direct inquiries or for attending an investigation session if needed, yet, this invitee has no right to vote.

Article 4: Objectives of the Committee:

1. Adoption of the principle of justice among the university students.
2. Supporting students' rights in accordance to rules and regulations.

Article 5: Tasks of the Committee:

1. Proposing the regulations related to the students' rights, amending them if needed and raising them to the university rector for approval by the university council.
2. Preparing the official forms used for grievance application.
3. Taking decisions on the filed cases.
4. Considering the objectives to the appeal cases against the recommendations of the subcommittees, and raising them to the university rector for approval.

Article 6: The committee meetings:

The committee is held upon request of its chairman, with the presence of minimum two thirds of its members, decisions shall be made upon voting and in case of tie the side of the chairman should be approved.

Article 7: Subcommittee for students' rights and obligations

1. This committee is held at the college level upon the decision of the college board, with a minimum of three members and the committee has the right to ask for assistance from whoever it requires.
2. This committee should have a minimum of one meeting in the semester, either for direct inquiries or for attending an investigation session if needed, yet, this invitee has no right to vote.

Article 8: Tasks of the sub-committee:

1. Educating and raising the awareness of the students about their rights and the legal channels for obtaining them within the university system.

2. Considering the cases related to the specified college and raising the cases to the figure in charge for approval.
3. Accepting the grievance requests submitted by the students, and it is to be stated that the subcommittee's opinions are considered preliminary and will not be considered final unless approved by the supreme committee.

## Chapter Three: Grievance Regulations and Procedures:

### Article 9: Grievance regulations:

1. All grievance applications are considered highly confidential documents.
2. The student has the right to object on his/her marks or degrees to the college dean or the subcommittee's chairman via (form number 1) and then the request shall be directed to the subcommittee.
3. The grievance application should not exceed 15 days after the incident and shall not be accepted beyond the mentioned period.
4. The academic record of the student should be attached to form 1.
5. The grievance application shall be accepted in the following cases: A. In cases of marked and significant difference between the student's marks in the specified course and the rest of the courses. B. In case 50% of the students complained about a communal grievance in regard to the specified course.
6. The committee has the right to reject the grievance application if proven to be invalid or incorrect. Or in case of previous rejected grievance cases for the same student. The rejection decision has to be justified as well.
7. In case of rejection, the subcommittee admits to inform the student about the rejection justifications electronically.
8. In case the grievance application is approved, the subcommittee admits to inform the course coordinator to reconsider the student's marks.
9. The course coordinator should admit to reply back regarding the grievance application he received in a period of maximum one week upon receiving.
10. The subcommittee has the right to ask three faculty members from the same specialty and take in consideration the average of their evaluation in the following cases: A. A suspicion of conflict of interest between the student and the course coordinator. B. The course coordinator fails to reply within the specified period. C. Failure to reach or contact the course coordinator for any reason. D. If the course coordinator refuses to reconsider the student's marks without reasonable justifications.
11. The student has the right to apply for removal of any academic or academic penalties he/she believed occurred to him unfairly via form number 1.
12. The subcommittee has the right to impose penalties on the student if it is proven that the complaint is malicious.

13. The subcommittee admits to inform the student about his grievance application in maximum 30 days upon his application and he should be informed about his right to appeal to the supreme committee.
14. Appeals should be applied via form number 2.
15. Appeals to the supreme committee should be applied for in maximum 15 days upon receiving the decision of the subcommittee and the student has no right if the period exceeds the mentioned period.
16. In case an appeal request was raised by the student to the supreme committee, the decision of the subcommittee will be considered pending till the supreme committee decides on the appeal.
17. Official holidays are not counted within the mentioned periods.
18. The person complained against is not allowed to attend any of the decisive meetings.

**Article 10: Grievance procedures:**

1. The student should submit the grievance application to the figure in charge to receive such applications, e.g. college level or deanship level.
2. In case the grievance application is against the figure in charge himself, the application should be submitted to the unit's chairman.
3. The grievance application should be officially documented, and the student should be informed about the reply date.
4. The figure in charge should then submit the application to the specified college, deanship or related party according to the rules and regulations specified above.
5. The procedures stated in form 3 should then be followed accordingly.
6. The student should be informed in a written form about the result his/her grievance application and he/she should sign upon receiving the result.

**Article 11:** The university council approves these regulations and related articles.

**Article 12:** In cases not specified in these regulations, the regulations of the higher education and universities system shall be applied

**Article 13:** These regulations are considered active from the date of approval by the university council.

**Article 14:** The university council has the right to thoroughly explain the articles of these regulations.

The official forms that shall be used by the students are attached below in the original document.



