

University Regulations on Student Rights and Duties

University Vice Presidency for Academic Affairs
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Introduction

The University of Hafr Al-Batin is committed to fostering a culture of collaboration and communication among its students as well as fostering relationships between them and the university's staff, which includes faculty members and other staff members. The university has published this bylaw in order to safeguard this collaboration within its legal boundaries, realizing the significance of creating a proclaimed bylaw in which students are aware of their rights and obligations. This knowledge is based on a mutual understanding between the university and its students, who are eligible to bear responsibility for their behavior and actions within the parameters of the applicable regulations because they are aware of their academic and service rights and how to obtain them on the one hand, and of their obligations towards the university on the other.

First: The student's legal rights in each of the following categories:

Academic Field

1. Creating the right atmosphere for learning is the first step in ensuring that students can learn and retain information with ease. To this end, all instructional resources are made available.
2. Acquiring the scientific and academic resources necessary for the university courses he is taking, in accordance with the guidelines and policies established by the institution that control the academic process.
3. Before beginning the registration processes for the courses provided by the system, obtaining the study plans in the college or department for the specialties accessible to him and evaluating the study schedules. In the event that it is not feasible to accommodate all students' requests to register for a course, this takes into consideration the order of priority when enrolling students in accordance with fair rules.
- 4- Modifying or adding to any course within the time frame set and communicated to students by the university's study and registration system, or canceling the entire summer semester.
5. A postponement or apologies for continuing your education with a valid justification recognized by the appropriate authority.
6. The dedication of university faculty to the lecture times, fulfilling the theoretical and practical hours of the course, and not postponing or modifying the times of the lectures unless the instructors have announced that they would do so. As long as substitute lectures are offered for those that were postponed by the professor in order to fulfill the study plan's course requirements.
7. Without censorship or penalty, appropriate scientific investigation and conversation with faculty members, unless the discussion goes beyond what is required by public morality, the bounds of decency, and appropriate behavior. This is applicable in these situations during the lecture or during the office hours that were made known to the students. With the professor's

dedication to following cultural customs and conventions while speaking with both male and female pupils.

8. In order to obtain a fair assessment of the student's skills, the test questions should be within the boundaries of the academic course that has been authorized, as well as its contents and connected topics. They should also take into mind a balanced and logical distribution of scores.

9. Unless there is a legal obstacle that prohibits them from being done in line with the pertinent regulations and instructions, administer all examinations that are held for the course. As long as the student is informed sufficiently in advance of the exam's date that he has been denied entry.

10- A request for the university to organize the system and controls for reviewing his final test response, among other requests, in accordance with the rules and decisions made by the institution.

11- After finishing their rectification and approval, he knew the outcomes of his major, midterm, and final tests.

Non-Academic (Extracurricular) Field

- 1) Taking use of the assistance and social support offered by the university and taking part in the events organized there in compliance with the rules and directives of the university arranging this.
- 2) Receiving proper medical care by receiving treatment in clinics and hospitals connected to the university.
- 3) Making use of the university's resources (such as its bookstore, central and branch libraries, sports arenas, dining facilities, parking lots, Internet, etc.) in line with the policies and procedures that are in place there.
- 4) Acquiring the monetary incentives and rewards that the law mandates.
- 5) Nomination for training programs, visits both inside and outside the institution, assistance for his involvement in cultural events, and participation in volunteer work and community service projects in line with the policies and procedures in place at the university.
- 6) Making a complaint or filing a grievance regarding any issue that negatively affects students in their interactions with members of the faculty, department, college, or any other unit of the university; doing so in accordance with the regulations currently in effect at the university; and allowing the student to follow the progress of his complaint by the appropriate authority.
- 7) Allowing him to represent himself in front of any university official in a disciplinary case brought against him, and not imposing a punishment before hearing his statements, unless it can be established that his absence was due to an unacceptably lame excuse after being called twice.
- 8) Making a complaint regarding the disciplinary action taken against him in accordance with the set guidelines.
- 9) Maintaining his file inside the institution, handling it honestly, and only allowing the student, his guardian, or other individuals he has formally authorized to have access to it. With the

exception of situations when the investigation authorities, judicial bodies, or a government body accountable for the contents of the file demand disclosure of or knowledge of the contents of such file. The contents of the student's file may not be revealed or disseminated unless doing so is required by a decision to impose a disciplinary sanction on him.

10) A student with special needs has the right to receive the services that are suitable for their requirements in accordance with the policies and guidelines currently in effect at the institution.

Second: The student's legal duties in each of the following categories:

Academic Field

- 1) Regular study and completion of all academic obligations in accordance with the policies of the policies and mechanisms in place at the institution, including those governing the start and conclusion of study, transfer, registration, apologies, delay, deletion, and addition. Additionally, utilize the university's academic advising program to its fullest potential.
- 2) Respecting faculty members, staff members from the university, other staff members of the businesses that deal with the institution, other students inside the university, as well as visitors and guests, and not to hurt them in any manner, either verbally or physically.
- 3) Adhering to the norms and processes governing the conduct of lectures, attending them on a regular basis, and abstaining from them unless a valid excuse is provided.
- 4) To refrain from engaging in any form of cheating when completing coursework, research projects for graduation, or other study-related obligations. He also promises not to claim credit for the work of others.

- 5) The student's adherence to the regulations and procedures pertaining to the exams, including their promise not to fake, impersonate, cheat, bring illegal items into the testing area, or aid in the commission of any of these offenses.
- 6) The student's commitment to following the rules and guidelines laid forth by the official or observer in the testing facilities and to refrain from disturbing the drug during the administration of the exams.
- 7) Using the Blackboard e-learning platform, taking use of its capabilities, and collaborating with instructors to complete activities and assignments that are posted on the platform. To enhance the process of interacting with the system, students should download the Blackboard application to their smartphones.
- 8) Check the university's website and message boards for news, alerts, and announcements aimed at students on a regular basis.
- 9) Adding a cellphone number to the system of student records and updating it as needed.
- 10) The student's promise to regularly monitor the information in the email account that has been assigned to him on the school's network. Thanks to the student connecting his phone to his email account, he can read messages right away.
11. The student's dedication to monitoring his academic course attendance, as well as the warnings and exclusions that result from attending lectures, practical sessions, and final tests. Additionally, you should check up on whether the institution has approved any submitted absence justifications. Make sure the concerned instructors are aware of the accepted justifications and that they are used.
12. The student's promise to monitor his academic progress in the system of student records. and the ensuing academic warnings, study suspensions, and so on.

Non-Academic (Extracurricular) Field

- 1) The student's adherence to all applicable rules, bylaws, guidelines, and judgments of the institution and a promise not to lie, disobey, or submit falsified papers to achieve any right or advantage not permitted by the applicable rules.
- 2) Keep your university ID with you at all times and show it to staff or faculty members who ask for it.
3. You must not interfere with, tamper with, alter, or render useless any property or machinery owned by the university, nor should you take part in such activity.
- 4) Not to shield anybody who has engaged in behavior that would tamper with, damage, or deform university property.
- 5) The student's dedication to following the guidelines for setting up, organizing, and utilizing the university's resources for the tasks given to them.
- 6) The student agrees to adhere to Saudi culture, Islamic principles, and university clothing and conduct guidelines. They also promise not to engage in any activity that is against Islamic or campus morals.
- 7) Maintaining peace and quiet when utilizing university facilities, abstaining from smoking, and avoiding any disturbance or gatherings that are not authorized.
- 8) Not forming organizations inside the institution, creating or disseminating brochures, or gathering donations or signatures before receiving permission from the appropriate authorities.
- 9) Non-collective absences without a valid justification, or encouraging a student to skip lectures, exercises, science classes, or other regularly scheduled events as required by the rules.
- 10) Not having or disseminating media content that contravenes governmental or university policies.
- 11) Adhering to traffic regulations and security policies within the campus.