جامعة الأمير مساعد بن عبدالرحمن
Prince Musaid Bin Abdulrahman University
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University Students ’Rights and Obligations




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❖ Introduction

- In affirmation of Prince Musaid bin Abdulrahman University's commitment to the well-being of its students, and in recognition of the importance of providing an appropriate environment characterized by transparency, justice, fairness, and equality among its members, the University strives to enhance the quality of higher education and reinforce the values of educational practice.
- Given that students are the cornerstone of the educational system, Prince Musaid bin Abdulrahman University is committed to safeguarding students 'rights and raising their awareness of their rights and responsibilities toward others, thereby fostering a sense of belonging to the University.
- To achieve this, Prince Musaid bin Abdulrahman University expects all members of the University community to fulfill their duties and obligations. The University also works to establish Student Rights Protection Committees, which are independent bodies responsible for monitoring students 'rights and impartially reviewing their comments and complaints in this regard. These committees address such matters professionally, in accordance with established procedures and within a specified timeframe, thereby positively contributing to the University and its educational environment.
- This document covers the following:
- First: University Students 'Obligations.
- Second: University Students 'Rights.

❖ General Provisions

- The provisions contained in this document constitute a general framework defining the rights and obligations of both parties to the educational process (students and the University). They also establish an approach to understanding all matters relating to students 'rights, as guaranteed under the University's regulations, and the obligations and responsibilities that all students must respect and comply with.
- This document aims to raise students 'awareness of their academic rights and the services provided to them by the University, subject to available resources, while identifying the official procedures for obtaining such rights. It also seeks to inform and educate students about their obligations and duties toward the University, thereby reinforcing the principles of transparency and clarity among the various components of the University community. This reflects the University's commitment to the quality of academic work and the relationships associated with it, including those with faculty members and University units.
- The University expects its members to respect the principles set forth in this document. It emphasizes that this document is not intended to constitute a law or regulation replacing the regulations currently in force. In the event of any conflict with an applicable regulation, the relevant regulation shall prevail over the provisions of this document.
- In defining and interpreting the concepts, terms, and expressions used in this document, due regard shall be given to the provisions and wording of the rules governing the Student Rights Protection Committees. The University Council shall have the authority to interpret any provisions, terms, or expressions contained in this document.
- A central Student Rights Protection Committee shall be established at Prince Musaid bin Abdulrahman University pursuant to this document.
- Subcommittees for the Protection of Student Rights shall be established in the colleges of Prince Musaid bin Abdulrahman University pursuant to this document.
- The subcommittees shall report to the central Student Rights Protection Committee.
- Unless the context requires otherwise, the following terms and expressions shall have the meanings assigned to them below:
- **The University:** Prince Musaid bin Abdulrahman University.
- **Student/Students:** Male and female students of Prince Musaid bin Abdulrahman University, including scholarship students, students enrolled in the University's training programs, and visiting students.
- **The Document:** The University Students 'Rights and Obligations Document.
- **University Members:** All individuals working at or affiliated with the University, including male and female students, faculty members, employees, and administrative staff.
- The provisions of this document shall take effect as of the date of its approval.

First: University Students 'Obligations

A. University Students 'Obligations in the Academic Field

- Students are required to:
- Attend classes regularly from the first day of the academic year and fulfill all related academic requirements. Students must comply with all instructions governing the commencement and conclusion of studies, transfer, registration, withdrawal, course deletion, and course addition.
- Respect faculty members, employees, workers, and other University affiliates, as well as personnel of companies contracted by the University, fellow students both inside and outside the University (including on social media), and guests and visitors. Students must not cause them harm, verbally or physically, in any form.
- Comply with the rules and instructions governing lectures and refrain from being absent unless there is an acceptable excuse. Students must also comply with the rules governing the submission of excuses to the relevant authorities.
- Maintain academic integrity and refrain from attempting to cheat or participating in cheating when preparing research papers, assignments, and academic requirements, including reports, graduation projects, and academic theses, in any form.
- Comply with examination regulations and arrangements, as well as the instructions of the examination supervisor or invigilator. Students must not engage in or attempt cheating, assist others in cheating, impersonate another person, commit forgery, or bring prohibited materials or devices into examination halls or laboratories.
- Use the University's systems and websites only for their intended purposes. Students must not copy, translate, or modify electronic educational resources provided by the University in any form or for any reason.
- Participate actively in the University's quality assurance and academic accreditation activities and requirements. Students must also actively participate in surveys and other methods of gathering student feedback to support the development of the University's educational and administrative processes.
- Monitor the University's official communication channels and check their email and the Learning Management System (Blackboard) daily for updates.
- Follow announcements concerning academic and student affairs published on the University's website and on official notice boards within the University.
- Comply with the instructions governing communication procedures, whether in paper-based or electronic form, with the relevant University authorities.
- Be subject to referral to a Disciplinary Committee by the relevant authority if the student breaches any of the obligations stipulated in the applicable regulations.

- **B. Non-Academic Obligations of University Students**
- Students must:
- Follow university rules and decisions and refrain from violating them, evading them, or submitting forged documents to obtain unauthorized rights or benefits.
- Carry their university ID on campus and present it to university staff or faculty members upon request or when completing university transactions.
- Protect university property and refrain from damaging, misusing, or disrupting buildings, equipment, or facilities.
- Use university facilities and equipment responsibly, following applicable instructions and obtaining prior permission when required.
- Maintain appropriate appearance and conduct in accordance with Islamic values, university standards, and Saudi social customs.
- Refrain from smoking in university facilities and maintain a quiet environment.
- Obtain official approval before organizing or participating in unauthorized activities or events, publishing or distributing printed or electronic materials, or collecting money, donations, or signatures on campus.
- Use the university logo only with prior authorization from the relevant university department.
- Protect the university’s reputation both on and off campus.
- Keep their university account and password secure.
- Comply with disciplinary procedures: Students may be referred to the Disciplinary Committee if they violate any of these obligations.

- **Second: University Students 'Rights**
- **A. Academic Rights**
- **Students have the right to:**
- A suitable learning environment with the resources needed for effective learning and academic achievement.
- Confidentiality of personal information, accessible only to authorized individuals.
- Access to course materials and knowledge relevant to their enrolled courses.
- Access to study plans and schedules before the semester begins, and fair course registration when demand exceeds available places.
- Add or drop courses, or withdraw from a semester, in accordance with university regulations and announced deadlines.
- Academic advising and guidance.
- Punctual and complete classes: Faculty members must meet scheduled lecture times, fulfill required teaching and office hours, and announce necessary changes. Cancelled or missed lectures must be made up to cover course requirements.
- Ask questions and discuss course-related issues with faculty members freely and respectfully, within the bounds of proper conduct.

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- Fair examinations: Exam questions must cover course content, with balanced grading that fairly assesses student performance.
- Take all scheduled exams, unless legally prevented. Students barred from exams must be notified sufficiently in advance.
- Know the grading system and the weight of each assessment at the beginning of the semester.
- Review model answers to midterm exams when results are released.
- Request a final exam review in accordance with university procedures.
- Access their results for assignments, midterms, and final exams once officially graded and approved.
- Receive their graduation certificate after completing all graduation requirements.
- File a complaint with the Student Rights Protection Committee if any of their recognized rights are denied.

B. Non-Academic Rights of University Students

Students have the right to:

Access university services and social support and participate in student activities.
Receive healthcare through university health facilities.
Use university facilities and services, including the e-textbook system, library, sports facilities, restaurants, and parking.
Receive approved financial rewards and incentives, especially for academic excellence.
Apply for training programs, courses, and trips, and participate in cultural activities, community service, and volunteering.
Submit complaints and grievances regarding harm or unfair treatment involving faculty members, departments, colleges, or university units. Students must be able to track the status of their complaints.
Defend themselves in disciplinary proceedings before any penalty is imposed. Their statements must be heard and documented, unless they fail to attend a second summons without an acceptable excuse.
Appeal disciplinary decisions issued against them.
Maintain the confidentiality and integrity of their university records. Records may only be released to the student, their guardian, or an officially authorized representative, except when requested by investigative authorities, courts, or government agencies.
Receive appropriate services and accommodations according to their needs if they have a disability.
File a complaint with the Student Rights Protection Committee if any of their recognized rights are denied.


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