

**Student's Code of Conduct at the University of Tabuk**  
**(Students' Rights and Duties)**  
**Academic year (1434/1435 H)**

**Vice-Presidency for Academic Affairs**

**University of Tabuk**

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## **1. Preface:**

University education institutions are the most important educational institutions in societies because they have an active and distinctive role in creating trained and qualified generations. Such qualified generations have the ingredients for success and requirements to develop societies and provide them with modern scientific energies and knowledge that will enable them to develop projects. Universities are considered the start point through which the methods of development and progress in societies pass.

This code of conduct can be regarded as an attempt to clarify the positive rules of conduct for the main pillars of the educational process for both faculty and students. It aims to formulate a set of essential, academic, and non-academic rules that control the educational institution's conduct and behaviour. Failing to comply with any of its provisions is a behavioral violation that requires appropriate means and mechanisms to address its causes. The code must be adhered to and applied alongside the rest of the executive regulations in force in these institutions to access outstanding educational outcomes.

Since the university student is the main focus of the educational system at the University of Tabuk, it was necessary to pay attention to his/her rights and duties. This is achieved away from the traditional understanding that makes a student just a vessel for rights and obligations and between over these rights in such a way that the educational process is derailed.

## **2. Student's Code of Conduct Objectives:**

This code of conduct represents a code of correct behavior for students in their university life. The objective goals are the benefits that can be reached through its application. These objectives are as follows:

- 1- Transparency and clarity in highlighting all students' kinds of rights and duties.
- 2- Contribute to achieving desirable levels of student satisfaction.
- 3- Contributing to the social, health and psychological security of students.
- 4- Adjusting students' functional and ethical behaviors.
- 5- Contributing to promoting the values of integrity, honesty, belonging and good citizenship among students.

### **3. Scope of application:**

The application of this code of conduct includes all students from different disciplines in the various faculties of the University of Tabuk (scientific, literary and health tracks).

### **4. The role of students in the educational process:**

A student is the centre of the educational process, which requires the educational institution to use modern and advanced educational techniques to achieve the target goal. A university is the main source and the optimal production line to produce human capital with the efficiency and adequacy required to push the nation's institutions to work in various commodity economic projects and services to contribute to the future of their country and nation. Therefore, the human, material, and financial resources needed to prepare the advanced infrastructure must be harnessed to serve students. Here, the role of the student is limited to receiving and searching for the knowledge directed in different types and using all available and prepared capabilities in teaching and learning. The optimal learner can therefore be described as an active learner, participant, and effective in the educational situation, proficient in the practices of the educational process, committed to the ethical and behavioral controls that govern the proper and sound functioning of that process.

### **5. Student's code of conduct's main axes:**

This code of conduct contains three main axes, all of which constitute students' rights and academic and non-academic duties to control students' human and functional behaviors to create an educational environment to achieve the quality of educational outcomes from different disciplines.

#### **The first axis: Student academic and non-academic rights:**

##### **A) Academic Rights:**

- 1- Obtaining scientific material and knowledge associated with university courses in an appropriate study environment which achieves good achievement.
- 2- Providing the appropriate study environment to achieve better understanding by providing all the educational capabilities available for high-quality learning.
- 3- Obtaining the study plans and schedules in the college or department and reviewing the study schedules before starting the study. Also, academic rights include conducting registration in the courses offered by the system and registration rules, taking into account

the order of priorities in registration for students according to fair controls when it is not possible to achieve the students' wish list in registering a course.

4- Deleting any course, adding another or cancelling the entire semester as provided by the university's study and registration system within the specified period of that announced to students.

5- Obtaining the university card and benefiting from the services provided by the University in accordance with the regulations, decisions and university norms applicable in this regard.

6- The commitment of faculty members at the university to dates and times of lectures to meet the scientific and practical hours and not to cancel lectures or change their times unless necessary after the announcement, alternative lectures will be given to those who have been cancelled or absent by a faculty member. This is for the course to be completed with students and the relevant department.

7- Conducting scientific discussions with faculty members inside the university and asking for further clarification of what he/she did not understand without being censored or punished unless the discussion goes beyond what public morals require and the limits of decency and behavior in such cases, whether it is during the lecture or office hours.

8- Test questions should be taken from the same materials students studied and the issues raised or the scientific and practical cases that were addressed and discussed during the lectures, taking into account the balanced and logical distribution of test questions and grades in order to achieve a fair assessment of students' performance.

9- Conducting all tests related to a course unless there is a systemic impediment to conducting them in accordance with the regulations and instructions for doing so. The student should be informed that he or she will be banned from taking the test in advance.

10- Knowing key answers to midterm exams and distributing the grades fairly to the answer parts on which the student's performance is assessed before the final test.

11- Requesting to review students' answers in the final test as determined by the regulations and decisions issued by the University, which are stated in the study and examination regulation accredited at the university.

12- Knowing the results students got in the tests they performed after the correction process, and the approval have been completed.

13. Obtaining the university's social welfare and academic guidance services to help students solve the problems faced during their scientific achievement through its social and academic mentors and researchers. They also have the right to receive material assistance in accordance with the regulations governing it.

14. Complaining or appealing to review his/her evaluation or any matter attributed to it, with the necessity to notify in writing any decision taken and grant the right to discuss the decision and its consequences if it conflicts with their personal or academic interest.

15. Knowing exams instructions which are summarized as follows:

15/1 Students must confirm the period and place of his/her exam and attend half an hour before its start.

15/2 Students who miss the test takes a zero score in that test, and his/her rating is calculated in that course based on the course work he/she received unless there is a compelling excuse.

15/3 Students must bring all the tools he/she needs, and the tools of others are not allowed to be used.

16- Using university's laboratories to prove his/her experiences to expand his/her scientific knowledge according to its systems.

17. Participating in establishing various activities adopted and sponsored by the university, such as sports, cultural or social activities.

18- Obtaining his/her documents granted by the university, including granting him/her a degree after completing graduation requirements from the University.

19- Obtaining an official receipt for all that he/she pays to the university. He/she has the right to recover all that they paid as insurance with the specialists of the University and in accordance with the regulations governing it.

20. Claiming his/her rights inside the university, adhering to the texts and regulations in force at the University, and all students are equal in rights and duties.

21 - Maintaining his/her files confidential inside the university fences in the safe and not allow any content, personal information and academic record and transcript) (only the student himself/herself or the one who is appointed) to be revealed unless it is the result of a penalty decision against the student. As it is the student right to maintain his/her personal photos within his/her file, and not show them or use what has been allocated, especially the photos of female students as these photos are mandatory documents in the university admission file, it is necessary to ensure their preservation and the integrity of dealing with them at the University.

22- The usage of the traditional and electronic libraries of references according to the consideration of the specific systems and use of the University's website and academic communication with the concerned faculty members through e-mail.

23– Students have the right to suspend enrolment, re-enrolment and withdrawal from the University and grievances related to exams' results.

24. Obtaining information leaflets and brochures on various methodological and extra-curricular activities and a copy of the course description.

25- Transferring from one department to another within the same faculty and from one faculty to another or modifying the study system from affiliation to regular or distance learning according to the university's regulations and executive regulations.

26- Submitting complaints within the approved controls against any of the university staff. If any personal risk or administrative or academic irregularities occurred, he/she reserves the right to maintain confidential information and data of the complaint.

27- Reviewing the grades in various courses and midterm tests: theoretical and practical results and paper and electronic duties retrieval.

**B) Non-Academic (humanitarian) rights:**

1. Receiving decent human treatment and not dealing with him/her with discrimination or bias in accordance with the rules of mutual respect for colleagues and employees of the University.

2-Participating in scientific gatherings, contributing to their formation and working within their activities according to the regulations.

3. Providing the necessary resources and tools to ensure access to theoretical and practical lecture venues.

4- Creating the appropriate scientific, social and health atmosphere for students in theoretical and practical lectures.

5- Providing all public services to students, such as catering places, libraries to provide photography services, sales stationery, and parking.

6- Providing entertainment places to practice sports activities as diverse as sports halls equipped with modern and diverse devices and different courts for table tennis, hand, plane and other types, large green areas in the courtyard of the University, a theatre to display some purposeful activities, and a large hall to apply extracurricular activities.

7. Providing quality buildings to ensure the safety of students and the educational process as widely within school buildings, provision of maps indicative of the contents of the building, and the provision of whiteboards inside of the classroom and other supplies such as pens

and erasers. Also, providing proper lighting will help see the whiteboard and provide good ventilation inside the school buildings.

8- Maintaining hygiene, ensuring ventilation, adaptation and lighting of the classrooms, providing corridors inside the classrooms that facilitate movement, providing emergency and survival ladders, providing indoor fire extinguishers, and providing electric elevators in a manner commensurate with special needs.

9- Providing health services such as public clinics and specialized doctors in all specialties, providing appropriate treatment, and transforming health clinics and hospitals.

10- Providing quality psychological and social student care services to various students in accordance with the approved regulations, regulations and executive rules.

11- Providing opportunities to participate in extra-curricular activities organized and implemented by the Deanship of Student Affairs such as cultural, sports and social volunteer activities.

12- Ensuring eligible students receive incentives, bonuses, loans, material and financial subsidies, and hourly work allowances during the years of study when mandated to do so in accordance with the regulations and executive regulations in force at the University.

13. Providing opportunities to participate in specialized training programs and courses, each according to his or her interest.

14- Self-esteem and appreciation of scientific and practical discussions without departing from the educational framework.

15. Enrolment in the assets of the flexible, good worker, which considers the multiplicity of students' social and cultural backgrounds.

16- Providing physical, moral and psychological security and maintaining it from any threats of harm, intimidation, being insulted or ridiculed by any of the university staff, students, harassment by nodding, inflammatory references, commenting on body parts with unwanted touch, writing and graffiti to arouse or rumour about some abnormal behaviour or committing any act contrary to the qualities of or imaging devices. This is whether it is used in the students ' residence at the university and university housing or doing an act or saying that affects honour and dignity or scratches modesty, or violates the university's good conduct and public morals.

17- Providing appropriate and suitable services to those with special needs as available from the possibilities available to the University.

## **Axis II: student's academic and non-academic duties:**

### **1) Academic Duties:**

- 1- Familiarizing yourself with the applicable regulations and executive rules directed at the University concerning the student and abide by what is contained therein.
- 2- The obligation to attend the study and to carry out all the study requirements of the decisions in the light of the rules and dates governing the start and end of the study, transfer, registration, apology, deletion and addition, in accordance with the provisions of the regulations and regulations in force at the University.
- 3- Compliance with the rules and suspensions by preparing research, reports or tests and not cheating or initiating it or assisting in the commission or violation of the examination system.
- 4- Commitment not to cheat and not participate in it in any way whatsoever when the tests of all kinds and when preparing research and other study requirements for the decisions, and not to resort to any means or proportion of illegal work to prepare such research, reports, papers, studies or other basic requirements of the course.
- 5 - Commitment to the respect of faculty, staff and workers of the university employees and other companies contracting with the University and other students within the university and guests and visitors and never abuse them by word or deed.
- 6 - Commitment not to attend lectures in courses other than the registered one; if the student wants to attend any other classes, he must get permission from the professor.
- 7- Ensuring that the official e-mail approved by the university works correctly and read the e-mail daily to follow up on what may be sent through the announcements.
- 8-Follow up the announcements placed on the official bulletin board inside the university building.
- 9- Speed review of the university portal during the period of deletion and addition in case of errors in the schedule.
10. Commitment to respect the rules and arrangements relating to the conduct and regularity of lectures and not to miss them except as an acceptable excuse in accordance with the regulations.
11. Commitment by the rules and arrangements regarding the tests and the system therein and do not cheat, attempt, or assist in the commission of any form, conduct, impersonation, forgery, or the introduction of prohibited materials or devices in the test hall or laboratories.



12- Compliance with the general and special rules of the tests, the student who misses the test has a zero score in that test, and an estimate in that course is calculated based on the grades of the course work obtained only unless there is an acceptable excuse. The student should:

12/1- recognize the period and place of the test at least half an hour before the start of the test.

12/2. bring all the permitted tools, and the use of other people tools are not permitted.

12/3- not enter the examination hall without the University card.

12/4 not enter the examination hall before the exam date or before the invigilator attends.

12/5- not leave the examination hall before half the time set for the exam.

12/6 not use communication devices inside the test room and should be completely closed.

12/7. not enter the test if he/she is banned, and the final test grade for him/her shall be zero.

13. Adhering to the instructions given by officials or invigilators in the test hall or laboratories and do not disturb students during the conduct of the tests.

14. Filling out forms that assess the relevant faculty members behaviorally and academically and assess the quality of academic services provided by the various departments concerned objectively.

### **B: Non-academic Duties**

1. Adherence to the university's regulations, instructions and decisions issued in order to be implemented and not to circumvent or violate them, or to submit forged documents to obtain any right or advantage contrary to what is required by the relevant provisions, and not to do any actions that violate Islamic and public morals.

2. Commitment to maintaining public cleanliness and adherence to appropriate dress and body, ensuring proper respect for the university.

3. Do not consume food and drinks in the classrooms, laboratories or university libraries.

4. Not to do any improper act or statement that would harm the university's reputation or any of its faculty members or employees.

5. Treat all university employees and guests with due respect and do not offend or insult them by word or deed.
6. Pay all the due financial amounts, whether the value of student services, fines, or the like.
7. Commitment to calmness and tranquility inside the university facilities, abstaining from smoking there, not causing a disturbance or gathering in places other than those designated, and not being present in the classrooms, corridors or restaurant at the time of prayer.
8. Commitment not to damage, tamper with, or disrupt the university's property and maintain them and other university materials and books, returning borrowed ones on time.
9. Adherence to the instructions of the university in arranging, organizing and using the university's facilities and equipment for the purposes for which it is intended, and the necessity of obtaining prior permission from the competent authority to use those facilities and equipment when desiring to use them or make use of them at an untimely date.
10. Taking the initiative to submit creative proposals and discuss them with specialists and take what is necessary for this area when assigned.
11. Obligation to provide correct personal and academic information and data about students and inform the concerned departments of any change to such information and data. The university has the right to take deterrent measures against him/her.

**The third axis: the student's academic and non-academic violations:**

**A: Academic Violations:**

Academic violations are all actions and behaviors of the student that violate the regulations, executive rules, instructions and enforceable decisions issued regarding the organization of the educational process. These violations include the following:

1. Non-compliance with studying, dropping out of the study, or fulfilling all academic requirements for courses in accordance with the provisions contained in the applicable university bylaws and regulations, as represented in the student's absence of 25% or more of the total scientific, practical and training lectures in one course during the semester for literary and scientific disciplines, which are represented in the following: 10% of the total scientific, practical and training lectures for one course during the semester in specializations of medicine, applied medical sciences, and engineering.
2. Disrupting the study and inciting it and orchestrating abstinence and incitement not to attend lectures, exercises, practical and clinical lessons, and other things that the university regulations require. Violations also include refraining from attending lectures or other university activities stipulated by the regulations and executive rules.

3. Violation of order and discipline in the university and all its facilities and violation of those rules followed during lectures, exams or seminars, and non-curricular activities inside the university or activities held outside the university or under its supervision.
4. Carrying out any form of cheating, attempting to participate in and assisting in exams, or obtaining any questions from any of the scientific and practical exams in an illegal way before they are held.
5. Carrying out any form of cheating or attempting and participating in it and assisting in exams by entering the student as a substitute for him or entering as a substitute for another.
6. Carrying out any form of fraud, or attempting to participate in, or assisting in, reports, scientific research, graduation projects, masters and doctoral theses.
7. Impersonating others in matters related to the university and its affairs and giving university documents and identities to others to use them illegally or speak on behalf of universities without an official capacity.
8. Attempting or forging official documents or academic certificates, whether issued by the university or outside it, or attempting to use those official documents or forged scientific certificates in the university student's affairs or study procedures, or following illegal ways to obtain official documents and academic certificates, or deliberately destroying all or some or some of them.
9. Commencement and using any modern electronic technological means to harm the university or any of its faculty members, employees, or facilities.
10. Attempting or committing any other violation that the university or the committee considers constitutes a breach of the university's regulations, instructions, and decisions.

**B: Non- academic Violations:**

1. Working to cause chaos in any university facilities and incite it by any means or form.
2. Doing a violation by the student who violates the rules and deviates from the limits of public morals and ethics in addressing members of the Standing Committee for the Disciplinary of Students during the investigation with him/her.
3. Non-compliance with common sense in dress, clothing, general appearance or body in a manner inconsistent with Islamic values, customs, traditions and customs of Saudi society and the instructions issued by the university in this regard.
4. Attempting or stealing any of the university's equipment and facilities, laboratories, or helping to do so, or stealing from others inside the university or in any of its facilities.

5. Refraining from submitting official documents to the relevant authorities when requested.
6. Possessing electronic devices, films, pictures, tapes, newspapers and magazines that contain what is contrary to public morals inside the university or any of its facilities.
7. Carrying a firearm, even if it is licensed, a white weapon, keeping flammable and explosive materials, bringing in any materials that can be used for illegal purposes inside the university or any of its facilities, or threatening to use any of that.
8. Illegal access to confidential information of any of the university's members of the teaching staff or the employees, unauthorized access to it, publishing it, or instructing others on how to obtain it.
9. Carrying out or participating in any illegal activities or events inside the university, or issuing publications, posters, or participating in distributing them in any form.
10. Collecting money or donations without the university's relevant authorities' approval and supervision or collecting signatures.
11. Violating the Islamic and social principles and foundations of the Kingdom or the observed customs and traditions.
12. Attempting or carrying out any act or statement that would harm the national unity or joining anti-national organizations, or an invitation to join them, or calling for political, regional or international events that violate the Kingdom's system, or promoting it within the university.
13. All actions and behaviors of words and actions that touch on any belief or honor and dignity of others or ruin good behavior and public morals or disgrace in good moral character or anything that would offend the reputation of others or the university's reputation.
14. Verbal or physical assault on any university's faculty members, employees, or companies' employees that work for the university under contracts and supervision.
15. Attempting to deliberately abuse, damage or sabotage and attempt to do so of the university's facilities, equipment and property, or work to modify or transfer them without the approval of the relevant authorities.
16. Non-compliance with public cleanliness and general safety of the university or any of its facilities.
17. Joining any of the illegal organizations, committees, conferences, associations, issuing and distributing pamphlets, newspapers or magazines, or collecting funds or signatures in violation of the regulations in the Kingdom.

18. Informing the visual, audio and print media of information and data related to admission, registration and student affairs, whether true or false, before obtaining a license and prior authorization from the relevant authorities at the university.

19. Smoking inside the university or any of its facilities or acquiring prohibited substances to use, distribute or trading in them.

20. Wrong traffic behaviors inside the university or any of its facilities, which may cause harm to the lives of others, their private property, or the public property of the university and its facilities.

21. Doing any act or saying that threatens to harm, intimidate, insult, ridicule any of the university's staff, employees or students, or harassing by making gestures or real erotic gestures, or commenting on body parts by unwanted touch, or writing and drawings on the walls in order to provoke or rumor about some abnormal behavior. Violations also include committing any act that contradicts the characteristics of public behavior, such as imitating the opposite gender, lengthening nails, doing inappropriate haircuts, or using mobile devices equipped with cameras inside the university's female student campus and residential units as well as misusing them in the male campus, or doing an act or saying that affects honor and dignity, or ruins good conduct, behavior and public morals observed inside the university.