

## Students' Rights and Duties

### **Firstly: General Provisions:**

- The texts contained in this document are considered a general framework for determining the rights and obligations of both parties (the students and the university). It also expresses the mutual understanding between the university and its students regarding the rights that the university systems guarantee them. They have university regulations and obligations that they must respect to eradicate the wrong view that considers the student as a container of obligations and duties without having the rights to guarantee the student stable and prosperous university life.

- As it expects its students and employees to accept and respect the principles stated in this document, the university emphasizes that this document is not considered a law or an alternative system to the laws in force. In the event of a conflict with any system issued by the university or the government systems, the university and the government system prevails.

- This document aims to acknowledge students' academic and service rights provided by the university according to its capabilities, how to obtain these rights and the competent authority. It also aims to raise students' awareness of their obligations towards the university in order to ensure the quality of academic work and the strong connection between the students, on the one hand, and the university faculty members and its units on the other hand, and the transparency and clarity this relationship should be with the various components of university work in its various fields.

- Defining and interpreting the concepts, terms and expressions contained in this document, and the provisions shall be considered, and the texts of the rules governing the Student Rights Protection Unit.

- The rights and obligations of the university student include the following:

## **Secondly: The Rights of the University Student:**

### **a) In the academic field:**

1. Students have the right to be provided with the appropriate academic environment to ease studying and understanding available educational capacities that serve this goal.
2. Students have the right to obtain the scientific material and knowledge associated with the university courses that the student studies according to the university rules and regulations that govern the academic work.
3. Students have the right to obtain study plans in the college/department, the specialties available to them, and the academic schedules before starting the study. Also, students have the right to have students' registration available for the courses provided by the system and the rules of registration, considering the order of priorities in the students' registration according to fair rules when the demands of all students to enroll in a course cannot be fulfilled.
4. Students have the right to drop any course, add another, or drop the entire academic section in accordance with the academic and registration system within the specified period announced for students.
5. Students have the right that university faculty members adhere to the dates and times of lectures and to complete their scientific and laboratory hours, not to cancel the lectures or change their times, except in urgent cases and after announcing that, and give alternative classes in case of cancelling any class after coordination with students and the concerned department.

6. Students have the right to participate in appropriate scientific discussions and discussions with members of the teaching staff, without censorship or a penalty upon the student unless the discussion does not go beyond what is required by public morals and the limits of decency whether during the lecturer or the declared office hours dedicated for students
7. Students have the right to have tests' questions available in the course content and the issues discussed during the lectures. A balanced distribution and logical grading shall be considered to achieve a fair assessment of the student's abilities.
8. Students have the right to take all the exams held for the course unless a regulatory impediment prohibits the students from taking the tests or the exams based on the rules and regulations. The student shall be notified within a suitable period before the exam.
9. Students have the right to know the model answers to the exam questions, the distribution of midterm exams, and the grades on which the students' performance is evaluated before the final exam is conducted.
10. Students have the right to ask for a review of their answers in the final exam in accordance with the regulations and the decisions issued by the university in regulating the mechanism of that review and its controls.
11. Students have the right to know the results obtained in the tests performed after completing and correcting the exam.

**b) In the non-academic field:**

1. Students have the right to enjoy the aid and social care provided by the university and participate in the activities held according to the university regulations and instructions regulating this.
2. Students have the right to benefit from the health care in the hospitals and the health services centers that belong to the university.
3. Students have the right to benefit from the university services and facilities (university books- the university housing- central and branch libraries - sports grounds - restaurants – parking lots, etc.) according to the rules and regulations of the university.
4. Students have the right to obtain financial incentives and rewards according to the university rules and regulations, especially for distinguished students.
5. Students have the right to be nominated for training courses, programs, internal and external trips, participating in cultural activities, and participating in local community service activities and voluntary works.
6. Students have the right to complain about any harmful issue in their relationship with faculty members, the department, the college or any unit at the university. Presenting the complaint or the grievance shall be in accordance with the rules regulating the Student Rights Protection Unit. This is to enable students to know the result of their complaints by the responsible entity.
7. Students have the right to defend themselves before any entity at the university in any disciplinary procedures. The penalty shall not be imposed on them until after their statements have been heard unless their absence is for an invalid excuse after being summoned for the second time.

8. Students have the right to appeal against the disciplinary decision issued against them in accordance with the rules established in this concern under the provisions of student discipline.
9. Students have the right to preserve the contents of their files inside the university, not handing over any of them except to the student in person, their guardians, or whomever they officially authorize to do so, except for cases in which investigations or other judicial or official authorities request the file. It is not permissible to divulge or publish the contents of the student file unless this is done due to a disciplinary penalty against the student.
10. Students with special needs have the right to receive appropriate services suitable to his/her needs according to the rules and regulations.

**Thirdly: The Obligations of the University Student:**

**a) In the academic field:**

1. The student should commit to regular attendance and fulfill all academic requirements in light of the rules and the dates organized for the start and end of study, transfer, and drop or add a course according to the provisions stated in the rules and regulations in force.
2. Students have an obligation to respect faculty members, employees, and other contracting institution's staff, the students within the university, the university guests and not to show any verbal aggression or harm of any form.
3. Students have an obligation to respect lectures' rules and regulations, attend regularly, and not be absent without valid excuses.

4. Students' commitment to do the required research or other academic requirements without plagiarism or participate in such act by any means or using any illegal means to prepare those researches or studies or any other course requirements.
5. Students' commitment is to adhere to the rules and arrangements related to exams and their administration, and not to cheat or attempt to cheat or assist in cheating in any means, whether by images, actions, impersonation, or forgery, or entering prohibited materials or devices into the exam room or laboratories.
6. Students' commitment is to adhere to the instructions given by the official or the invigilator in the exam room or laboratories and not disturb the tests' processes.

**b) In the non-academic field:**

1. Students' commitment to the university's regulations, laws, instructions, and administrative decisions in its implementation and do not defraud, violate or submit false documents to claim any right or advantage other than the relevant provisions governing it.
2. Students' obligation to carry the university card while the student is at the university and present it to the staff or faculty members when requested and upon completing any transaction for the student within the university.
3. Students' commitment is not to damage or disrupt the university's property function or participate in such an act, whether it is related to buildings or equipment.
4. Students' commitment is to adhere to the special instructions in arranging, organizing and using the university's facilities and equipment for the purposes assigned. It is necessary to obtain prior permission from the competent when required to be used for something other than that assigned.

5. Students' commitment is to adhere to appropriate dress that fits the university and the Islamic customs and not to commit any acts contrary to the Islamic morals or public morals observed within the university.
6. Students' commitment to good behavior inside the university facilities, not to smoke inside the university, avoid disturbing, unlawful gathering, or lawful gathering in places other than the dedicated places.