

Ministry of education
Jouf University
Business College
Department of
Business
Administration



Teaching Staff

Member and Student:

Rights and duties

Department Of Business Administration

Executive Master of Business

Administration (EMBA)

College Of Business

Jouf University, KSA

This guide is available on the program's website at this link.

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INTRODUCTION

There are many duties that a faculty member should adhere to (such as being away from academic or professional behavior that harm his university or actions that would waste property, and not use the university's name to serve his self-interest, and not work outside the university except with the university's knowledge and approval.

The laws and regulations governing universities also stipulate the existence of a set of rights that are supposed to be obtained by everyone who belongs to the field of faculty members.

This handbook intends to provide a clear and explicit reference of the rights and duties of students and faculty members within the College of Business.

First: Rights and duties of Staff Member

1. Values and moral principles

Islamic law is the main source of the code of ethics for the university teaching profession, in addition to the rules, regulations and administrative policies issued by the University Education Institution and Jouf University, and the most important of which are the following:

- **Justice:** It expresses the extent of the individual's commitment to the right in his various actions, his capacity for equality and non-discrimination, and his commitment to his rights and obligations.
- **Honesty:** It is a high Islamic and human ethic based on preserving what the individual is entrusted with and performing it in the proper manner required without negligence, and thus performing all educational and research tasks with accuracy, safety and sincerity.

- **Equality and non-discrimination:** these principles are related to the protection of human rights, that is, dealing in one way with all colleagues from the faculty and students, and everyone who a faculty member deals with, regardless of gender, social status, religion, ethnic origins, disability, or other things.
- **Mutual trust:** It is based on honesty, and it has a great role in regulating relations between members of society and is considered a fundamental pillar in the advancement and progress of the university.
- **Respect for privacy:** the confidentiality of information about the university or those working in it or with it must be preserved, and not disclosed, used or exploited in a personal context, and the privacy of faculty members inside or outside work must be respected.
- **Integrity and impartiality:** They are two essential pillars in the performance of the university professor in teaching or research, and all the work that is assigned to him/her at the university requires him/her to perform it without bias or prejudice, in order to ensure the preservation of mutual trust with the institution and not to undermine his/her integrity and neutrality.

2- Duties and Responsibilities:

The faculty member plays an important and major role in establishing the good ethics that the university employees must adhere to. Therefore, it is necessary to perform and adhere to a number of responsibilities and duties in the following areas:

2-1- Field of Teaching and Learning Leadership:

- Pride in the profession, and not consider it just a profession gained from it
- Mastering the scientific material entrusted with teaching it.

- Fluency in the language used in teaching.
- Follow up on everything new in his field of specialization.
- Commitment to quality standards in determining the scientific level of the subject that he/she teaches, so that it is not higher than what is required and creates unjustified difficulties, or is easier than what is required, and negatively affects the subsequent learning process, and then on the university's output in the labor market. .
- Determination of the primary and secondary references and sources of information.
- Optimal use of teaching time.
- Use of modern and appropriate teaching methods in presenting the scientific material in a way that suits the diversity of individual differences between students.
- Developing of students' higher levels of thinking and encouraging them to innovate and create.
- Allowing discussion and acceptance of criticism in accordance with the principles of constructive dialogue, and the generally accepted etiquette of conversation, and in a manner that creates better opportunities for learning.
- The application of justice, equality and integrity in dealing with students.
- Loyalty, honesty and perseverance in performing his work.
- Ensuring that students are cognitively, skilled, and ethical.
- Refrain from giving private lessons under any circumstances or any name, with or without pay.
- Commitment in dealing with students with the rules and regulations set by the university, as well as what is stated in the university student's regulation at Jouf University (Rights and Duties).

- Adherence to the regulations of giving lectures in terms of time and place.
- Presenting himself/herself as a role model in society.
- Adherence to university traditions and its inherent values.
- Inculcating Islamic concepts and values in the minds of students and highlighting the reality of Islam that is based on moderation.
- Enhancing students' sense of belonging to their religion and country.
- Developing a culture of tolerance and positive interaction with other cultures.
- Consolidating the value of preserving public ownership and respecting private property, and intellectual property rights. Creating a learning environment that helps the student acquire lofty values.
- Encouraging the student lifetime continuous learning and leading the learning process professionally, starting from setting goals and ending with evaluation.
- Commitment to office hours to guide students and solve their personal and social academic problems.
- Use of modern technologies in the development of the educational process and e-learning and support the current trends of the university in education about distance.

2-2- Field of tests:

- Educating students about the necessary skills to answer the tests.
- Training students on electronic tests.
- Urging students to be scientifically honest, in exams or research preparation.
- Continuous evaluation of students and providing them immediate feedback.
- Allowing students to review their answer sheets, according to the rules in force at the university.

- Take all necessary precautions to maintain the confidentiality of tests.
- Check whether the questions are suitable for the scheduled time of the test.
- Check whether the test questions measure all aspects of learning (cognitive, emotional skills).
- Covering the questions with the course topics that have been taught.
- The questions measure all levels of thinking and are not limited to the lower levels.
- Clarity of test paper instructions.
- The accuracy of the test and the clarity of the questions.
- The distribution of scores for each question as well as the sub-questions.
- Commitment to attend during the course test.
- Accept students' notes and deal with them calmly and objectively.
- Collaborate with colleagues during the course of exams.
- Correcting students' answers according to a codified model.
- Organizing the monitoring process to achieve accuracy and complete impartiality.
- Raise the results according to the schedule specified for that.
- Personal receipt of students' answer sheets.
- Sign in front of the score for each question on the answer sheet.
- Writing the total score in numbers and letters and signing it.
- Commitment to correct his/her questions only if more than one faculty member is participating in the test.
- Submit test papers to the examination unit or the responsible official on time.
- Allowing the results to be reviewed in the event of any grievance, with the grievance being examined very seriously.

- Preserving the answer sheets from damage or loss according to the legal period specified for that.

2-3- The field of university services:

- Support the university in achieving its vision, mission and goals.
- Full knowledge of the strategic plan of the university and then the college in which he/she works, and the scientific department to which he/she belongs.
- Behaving in public and private life in a manner befitting the social and academic standing of a faculty member.
- Avoid using an academic or administrative position to obtain undue personal gain.
- Doing everything in his/her power to aid and develop his/her assisting staff of lecturers, teaching assistants, or lower-level faculty members.
- Belonging to the university in which he/she works, and not seeking merely for personal gain.
- Adherence to the regulations, laws, regulations and all the rules that are prescribed. If a law or rule does not satisfy it, the legal action shall be taken.
- To object or attempt to amend through active and organized participation.
- Participate in university, colleges and departments committees whenever requested to do so.
- Participation in social, cultural, intellectual, sports and scientific activities that the university offers.
- Ensure that he/she attends the various events held by the university.
- Commitment to attend department meetings and participate in the resulting decisions.

- If he/she assumed an administrative position, he/she trained himself/herself well or welcomed the available training to do his/her job to the fullest within the limits of his/her capabilities.
- Good and honorable representation of the university to which he/she belongs in appearance, words and kind deeds everywhere.
- Not engaging in any work outside the university that conflicts with the responsibilities and duties of a faculty member at the university.
- Not to provide scientific consultations in the name of the university except after obtaining official approval from the university and following the applicable formal procedures in this regard.
- Avoid hiring a family member in any project that the university oversees for financing, without the approval of a specialized committee.
- Avoid exploiting the equipment and laboratory facilities in his custody for his own purposes.
- Preserving the university's properties regarding the equipment, supplies and raw materials.
- Publicly disclosing the opinions, he/she adopts in all audio, visual and internet media channels (express about his/her person and does not express the university's point of view).
- Avoid directing criticism or blame in the various media outlets of the university or one of its employees and referring to the official authorities at the university.
- Avoid using the university's computer and network services for the following purposes:
 - ☒ Possessing passwords or using them for other users without formal approval.

- ☒ Attempting to access files and information that he/she is not authorized to access.
- ☒ Attempting to disable the university's network or computer system.
- ☒ Misuse of e-mail or other means of communication within the university.

2-4- Fellowship and Management:

University work raises the value of teamwork, and the progress and advancement of this work requires the availability of a healthy environment based on high-level collegial relations at the professional and ethical levels.

- Exercising high ethical Islamic behavior in dealing with management, colleagues and all university employees.
- Respecting and appreciating the university's administrative leaders and higher academic ranks.
- Pride in his specialization and respect for others' specialties.
- Doing everything in his power to assist lower-ranked faculty members.
- Maintaining social relations with colleagues based on mutual cooperation, whether on a personal or scientific level.
- Respecting the right of colleagues to express and academic freedom when dialogue and disagreement and avoiding any kind of intellectual conflict.
- Exerting efforts to serve colleagues honestly, sincerely and seriously, in a manner that does not violate the rules and regulations.
- Building bridges of communication, scientific cooperation and research with colleagues.
- Transferring experiences and abilities gained from working in teaching or in various positions in the college or university to colleagues.

- Exercising a spirit of fairness and objectivity when issuing any professional judgment, advisory evaluation, or public discussion of colleagues' work.
- Respecting the confidentiality of the personal information of the faculty members who advance their scientific output for promotion.
- Settlement of any disagreement that may arise between a faculty member and one of his colleagues in relation to the profession by friendly methods within the department or deanship; To settle the dispute before resorting to higher bodies inside or outside the university.
- Avoid diminishing the capabilities of colleagues, and if there is a need to criticize a colleague professionally, then it is in the recognized professional way.
- Avoid crowding out any colleague in an inappropriate way in any work related to the teaching profession.
- Avoid malicious complaints against colleagues.
- Belief in the spirit of teamwork and one team.
- Refrain from accepting gifts or donations from suspicious parties or disreputable people, or about whom ethical disputes are raised or affecting honor and integrity.
- Adherence to the principles and ethics associated with the charters of different colleges, such as medical schools and others.

2-5- The area of society:

The university is the locomotive of progress in society that graduates qualified cadres to work in all sectors of production and services in the country. Consequently, the progress of society and its advancement depends on the level of the graduates, and the extent of his/her ability to carry out the tasks entrusted to

him/her in light of competition and a new system that governs the mechanisms of work in the twenty-first century, and then the faculty members bear a great responsibility towards society, and the most important provisions of the Honor Charter of the relationship of the faculty member to society is as follows:

- Adherence to the ethical values and norms that prevail in society and respect the feelings of all citizens.
- Not to limit science to classrooms and laboratories, and to spread scientific culture to all members of society by facilitating science.
- Linking what he/she teaches students to the needs of society and dedicating a large part of his/her effort and knowledge to identify the problems that society suffers from and how to find quick practical solutions to them.
- Encouraging volunteer work among students to serve the environment and society.
- Creating a permanent and continuous link with university graduates, and encouraging mechanisms that achieve this, such as: links for graduates of different colleges.
- Ensuring the development of applied research and linking it to the realities of work in society.
- Attention to environmental issues from all angles.
- Preserving the status and reverence felt by the community towards faculty members by adhering to correct behavior in terms of form and subject.
- Avoid participating in research aimed at undermining the unity and social security of society.
- Providing expertise and advice to all state institutions in order to solve the problems they face in the correct scientific manner, in accordance with university laws and regulations.

- Avoid placing the personal interest over the public interest.
- Strengthening the ties with the various civil society institutions, in order to contribute to solving the problems facing these institutions.
- Feeling of responsibility towards the society to which he belongs, and ensuring that he is a responsible, productive member of society enthusiastic about the pioneering role played by the university professor.
- Participation in everything that would educate the community, such as participation in public lectures, press, visual and audio media within the limits of his specialization according to the system.
- Observing balance and moderation in addressing social and intellectual problems, while preserving the fundamentals of the Saudi Arabian society.
- Contributing to the development of human knowledge related to community service, in a way that enables the graduation of citizens who are more able to participate in society effectively.

2-6- Field of scientific research:

- Avoid exposure to what contradicts Islamic principles and principles in scientific research and intellectual production.
- Work to promote scientific research and ensure its freedom in the university and scientific research centers.
- Achieving international standards that support confidence in university education and scientific research institutions and ensure their respect.
- Commitment to the ethics of scientific research and its organizing rules, the most important of which are:

- Scientific honesty in carrying out his/her research and writings, and only his/her own thought and work are attributed to himself/herself, and everyone must be credited for his/her contribution.
- The research of the faculty member agrees with the research plan in the department, college and university.
- Directing his research to benefit knowledge, society, and humanity as a fundamental moral obligation to rule his job.
- Respecting the intellectual property of others, accuracy in conveying ideas, and an indication of the sources from which the researcher drew the information that he/she used in his research according to the principles and methodology followed in that.
- Exercise accuracy and objectivity in presenting the scientific views of others.
- Not to cut the transmitted texts in a way that violates the intention of their owner, whether with intent or not.
- Clarifying the roles of participants in the case of joint research accurately and avoiding putting names to courtesy or assistance.
- Be honest and accurate in collecting data without any bias on the part of the researcher.
- Taking into account accuracy, honesty and honesty, while avoiding suggesting to the respondents of them an answer when collecting field data.
- Maintaining the confidentiality of data, especially if it is related to personal matters or financial or behavioral issues.
- The researcher is responsible for analyzing and interpreting the data and not attributing it to others.

- Presenting the information in a clear form and writing the research in sufficient detail to enable researchers to replicate the results obtained.
- Update the scientific material in the literature prescribed for students so that they are informed of everything that is recent.
- Commitment to accuracy, integrity and scientific honesty when producing research, authoring or publishing.
- Avoid directing the goals of scientific research to any kind of courtesy, or to serve special purposes or publicity.
- The amount of citation from the source must be clearly defined and understood without any ambiguity with writing the complete reference.
- Writing references accurately to be able to refer to them and not writing unused references except as an additional reading list.
- Avoiding inappropriate dealing with the researcher's capabilities, either when conducting research or in public discussion sessions for messages.
- Avoid participating in the supervision or judgment of scientific dissertations that do not fall within the framework of his general specialization.
- Avoid using the authorities, the moral or administrative influence to pressure subordinates to push them to participate in the research or continue it if they wish not to participate or to stop continuing it.
- Protecting the right of persons participating in the research from any harm suffered by them, whether this harm is material or intangible.
- The conclusion of an agreement between researchers participating in the research, in which the responsibilities and duties of each of them are determined before conducting the research.

- Respect the freedom of colleagues and participating persons, whether in their consent to participate in the research, their refusal to participate in it, or when they withdraw from it at any time they specify.
- Detecting negative or unwanted effects and working to correct them in a scientific way to avoid any long-term effects, and not to experiment, promote or circulate research outcomes except after approval of the competent authorities according to the nature of the product.
- Follow the rules of safety, security and prevention to protect researchers, technicians and other users and make them aware of the dangers that may harm their health.
- Taking into account depositing copies of books in public libraries to facilitate researchers, as well as putting abstracts on the international information network.
- The translator may be free to act by introducing some amendments in the original text and it is necessary to refer to the areas of deletion and amendment and a commitment not to prejudice the author's reputation and scholarly standing in relation to works published in a foreign language.

2-7- The field of supervision or arbitration of scientific theses:

- Providing scientific advice in the process of selecting a research topic.
- Directing and providing the researcher with sufficient information on how to conduct the research and guiding him towards the latest published references and periodicals on the subject of his research and how to search for them in databases and the Internet.

- Ensure that the researcher is able to do his research under the supervision of the professor.
- Developing the researcher's capabilities to assume the responsibilities of his research and analyzes of his results and prepare to defend them.
- Commitment to confidentiality, objectivity and total impartiality when judging production and scientific activity.
- Avoid participating in evaluating or judging the results of his research, his scientific activity, or what he supervised in terms of research or other activities.
- Accuracy and comprehensiveness in presenting his observations, opinions, criticisms and directions regarding the research under arbitration to the requesting party.
- Avoid underestimating the student or his abilities during research or in scholarly discussion sessions for theses in commitment to his moral responsibility towards contributing to the student's moral and cognitive growth.
- Continuous emphasis on the scientific integrity, confidentiality and ethics of scientific research.
- Developing the researcher's capabilities for thinking and creativity in the fields of research and developing his scientific research ethics.
- Adherence to the applicable laws and regulations and generally accepted rules in the field of research and scientific dissertations.
- Sincere and faithful guidance to the research student in selecting and approving his research topic.

- Providing scientific aid to the researcher, so it is neither more nor less than what is necessary to achieve the maximum desired benefit in his scientific preparation.
- Respecting the researcher's freedom of opinion and his freedom of method and encouraging him to highlight his scholarly personality in the research on a scientific basis.
- Ensure to attend to discuss research in different universities to get acquainted with everything new in scientific research.
- Refrain from supervising or judging research or scientific messages that are not within his competence.

2-8- The field of scientific consultations:

- Avoid providing scientific advice except in his field of specialization and professional experience.
- Prepare advisory scientific reports with objectivity and transparency.
- Maintaining the confidentiality of information while providing the advice and not using any of it without prior permission from the owner of the consultation.
- Avoid exploiting the information received or resulting from the consultation to achieve personal interests for himself or others.
- Refrain from undertaking or participating in the preparation of any consultations related to personal reconciliation.

3- Faculty Members Rights:

The faculty members at the university enjoy many advantages that serve the faculty member in performing his/her duties in the best possible way, whether those advantages are in the field of work or benefits related to living, and that is through the Deanship of Human Resources, which generally aims to provide services to faculty members

Second: Rights and duties of student:

1- right and obligation of student:

University student rights and obligations include the following:

1. The right of the student to provide him/her with the appropriate study environment to achieve comprehension and study easily and easily by providing the available educational capabilities.
2. The right of the student to obtain the scientific material and knowledge related to the university courses he/she studies in accordance with the university provisions and regulations that govern academic work.
3. The student's right to obtain study plans in the college or department and the specializations available to him, as well as to see the study schedules before the start of the study and to conduct his/her registration in the courses provided by the system and the registration rules, taking into account the order of priorities in registration for the student.
4. The student's right to delete any course, add another, or delete the entire semester, according to what is provided by the study and registration system at the university, in the period specified for that and announced to the student.
5. The university faculty members' are committed to the dates and times of the lectures and the fulfillment of the scientific and laboratory hours and to

not cancel the lectures or change their times except in the case of necessity and after announcing that, provided that alternative lectures are given to those that were canceled for any reason by the faculty member, and after coordination with the students and the concerned.

6. The student's right to inquire and appropriate scientific discussion with faculty members, without censorship or punishment for that, unless the discussion goes beyond what is required by public morals and the limits of decency and behavior in such cases, whether during the lecture or during the stated office hours to meet the student.
7. The right of the student to have exam questions within the course, its contents, and the issues raised or referred to during the lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's abilities.
8. The right of the student to take all the tests that are held for the course unless there is a statutory obstacle preventing them from taking them in accordance with the relevant regulations and instructions. Provided that the student is notified that he/she is denied from taking the test well in advance.
9. The student's right to know the typical answer of quarterly exam questions and the distribution of scores on the parts of the answer, on the basis of which the student's performance is evaluated before the final examination of the course.
10. The student has the right to request a review of his/her answer in the final exam, in accordance with what is decided by the regulations and decisions issued by the university in organizing the mechanism of that review and its controls.

11. The student's right to know his results obtained in the tests he/she took after completing their correction and approval.

2- Non-Academic Student Rights:

1. Enjoying the subsidy provided by the university and participating in the activities established therein in accordance with the university's regulations and instructions.
2. Take advantage of the university's services and facilities (university book - library - sports fields - car parks and others) in accordance with the university's regulations and systems.
3. Obtaining the regularly prescribed incentives and rewards, especially for the outstanding student.
4. Nomination for training courses, programs, and internal and external trips and increase his participation in cultural activities, as well as participation in local community service activities and volunteer work.
5. A complaint or grievance about any matter that affects him in his relationship with members of the faculty, department, college, or any unit of the university, and the submission of the complaint or grievance is in accordance with the rules of the document of rights and obligations of students, and enabling the student to know the fate of his complaint by the responsible party about her.
6. Enabling him to defend himself before any party in the university in any disciplinary case brought against him, and not to be punished against him except after hearing his statements, unless it is proven that his non-attendance was an unacceptable excuse for two consecutive times.
7. Grievance against the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions

for disciplining students.

8. Preserving the contents of his file inside the university, and the integrity of dealing with him, and not handing any of them over except to the student himself, his guardian or whoever he is officially authorized to do. With the exception of cases where the delivery or knowledge of the contents of that file is required by the investigation authorities, the judiciary bodies, or another government agency. It is not permissible to divulge or publish the contents of his file unless that publication is the result of a decision of disciplinary punishment against the applicant.
9. The right of students with special needs to receive decent service appropriate to their needs in accordance with the regulations and rules in force and according to the university's capabilities.

3- The student's academic duties and obligations:

- 1- The student's commitment to study regularly and to fulfill all academic requirements in light of the rules and dates regulating the start and end of the study, transfer, registration, excuse, deletion and addition. in accordance with the provisions contained in the rules and regulations in force at the university.
- 2- The student's commitment to respect the members of the faculty, employees and workers from the university's employees and other employees of the companies contracting with the university, and other students inside the university, as well as the guests and visitors to it, and not to be hurt by word or deed in any way.
- 3- The student's commitment to respect the rules and arrangements related to the conduct of lectures, their regularity, and not to be absent from them

except with an acceptable excuse in accordance with the rules and regulations.

- 4- The commitment of the student when preparing research and other academic requirements for the courses not to cheat in them or participate in them when preparing them in any way or the percentage of work of others to the student or resort to any illegal means to prepare those research, reports, papers, studies or other basic requirements of the course.
- 5- The student shall abide by the rules and arrangements related to the tests and the system therein, and not to cheat, attempt, or assist in his commission in any form, behavior, impersonation, forgery, or the introduction of prohibited materials or devices in the exam hall or laboratories.
- 6- The student's commitment to the instructions and instructions directed by the official or the superintendent in the examination hall or laboratories, and not to disturb the calm during the performance of the tests.

4- The non-academic duties and obligations of the student:

- (1) Abide by the university's regulations, bylaws, instructions, and decisions issued in implementation thereof, and not to circumvent or violate them or present forged documents to obtain any right or advantage contrary to what is required by the relevant provisions.
- (2) The obligation to carry the university card while he is at the university and present it to the employees or faculty members when requested by them and upon termination of any student transaction inside the university.
- (3) Commitment not to violate, tamper with, disrupt university property, or

take part in that, whether it is related to buildings or equipment.

- (4) Abide by the instructions related to arranging, organizing and using the university's facilities and equipment for the purposes assigned to them, and the necessity of obtaining prior permission from the competent authority to use those facilities or equipment when wanting to use them or benefit from them in other than what they were prepared for.
- (5) Commitment to dress and behave appropriately to university and Islamic norms, and not to carry out any actions that violate Islamic morals or public morals observed within the university.
- (6) Commitment to peace and tranquility inside the university facilities and to refrain from smoking in them and not to cause disturbance or unlawful gathering or lawful gathering in places other than those designated for this.
- (7) Adherence to the rules of hygiene and not to throw waste in the hallways and squares of the university, and to use the places designated for it.