



Student Rights

College of Arts



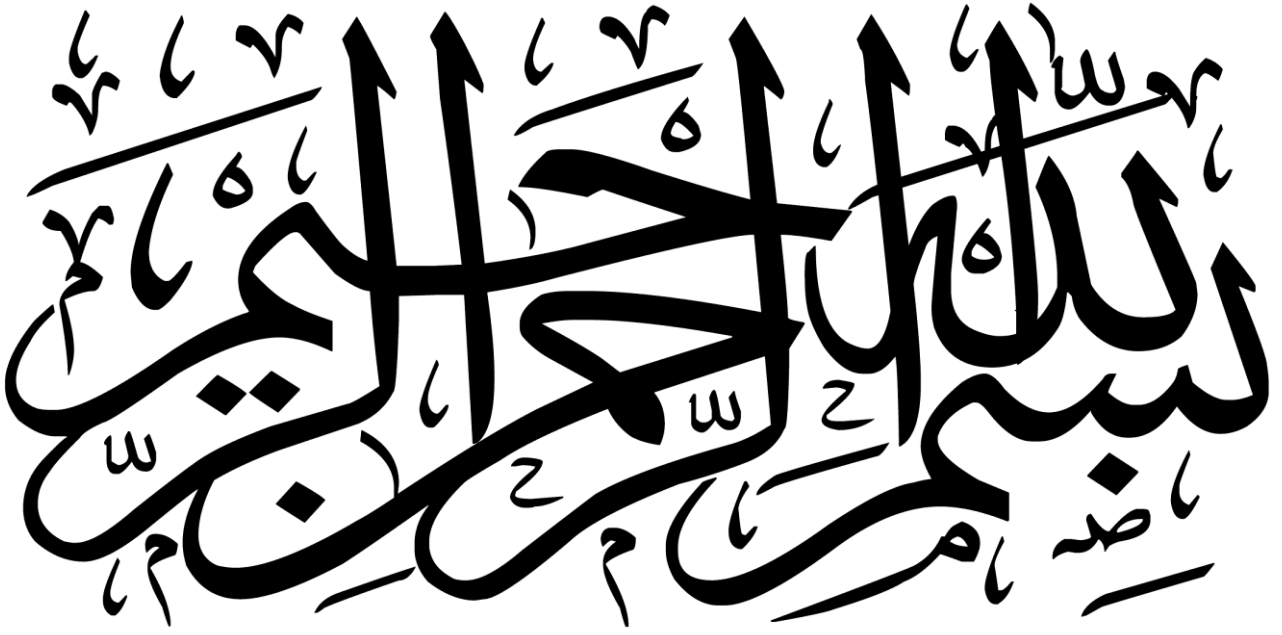


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Introduction

This document aims to enlighten the students with their academic and non- academic rights that are presented by the university according to its possibilities, and the manner

of practicing these rights and the body is concerned with, also, it aims to enlighten the students with their obligations towards the university, that's because the university is keen on the quality of the academic function and the associated matter of strong relation between the students and the university master, organization and units as another side, and the nature of this relation from clarity and transparency with the different university functions in its different fields.

The importance of Committee for Student Rights Protection

The importance of committees lies in the fact that they are an independent body that monitors students' rights, examines their administrative and academic observations and complaints in an impartial manner, and deals with them in a professional and codified manner, with a specific time frame that reflects positively on the university and its educational environment.

Responsibilities

1. Investigate and decide on students' complaints connected to the material errors in calculating the degrees of the final exams without having the right to interfere with the academic staff member's right of estimation.
2. Investigate and decide on students' complaints that are connected to arbitrariness or mistreatment of students by the members of the academic staff.
3. Investigate and decide on students' complaints connected to denying the student one of the established university services available to their counterparts.
4. Provide any necessary consultations to students with respect to the academic and nonacademic problems connected with the University.

5. Make students aware of their academic rights and the legitimate and official channels available to them in the University.
6. Support students' rights that conform with the rules and regulations in the University

Main Committee & Sub-committees

Main Committee for Student Rights Protection (at the university level)

It considers complaints against the university's administrative units, as well as students' objections against previous rulings of the subcommittee, in addition to complaints that were not decided by the subcommittee.

Sub-committees to protect the rights of students (at college level)

It is the first destination for the student, and it is the authority that deals with all students' complaints related to educational and administrative matters except for complaints related to the university's administrative units outside the college's framework.

University student rights in the academic field & non-academic field

The University Student Rights

First: In the academic field:

1-The right of the student to be provided with the adequate educational environment for comprehension and grasping easily by ensuring all the educational facilities to support this aim.

2-The right of the students to get the educational and acknowledgement related to the university curriculums that are studied in accordance with the university regulations and rules that control the academic function.

3-The right of the student to get the college and departments study plan, as well as the available specializations. Also to know the educational schedules before they begin to study and to know also the registration rules which enable them to register themselves in the available curriculums, also to consider the priorities arrangements according to fair standards when it is become not available to all students' desires.

4-The right of the student to eliminate or add any curriculums or even eliminate a whole semester in accordance with the study and registration rules within the limited period that is announced to the students.

5-The right of the student to abide the faculty members by the lectures timing, and fulfilling both scientific and practical fixed hours, not canceling lectures or changing its time, except when it is necessary, and it is very important to provide the students with substitute lectures instead of the missed lectures, thus all of this has to be accomplished in accordance with the coordination between students and specified department.

6- The right of the student to ask and participate in an adequate scientific discussions with faculty members, without any supervision or penalty unless the discussion goes too far beyond the general moral and the appropriate manners and etiquette, both during lectures and during the office hours allocated to meet students.

7- The right of the student to be questions within the curriculum components and within the discussed matters, the tests should consider the equal and logical distribution of the marks, thus to ensure the fair evaluation for the abilities of the students.

8- The right of the student to attend all tests unless there is a systematic obstacle, and the student has to be informed with deprivations from attending exams with enough time.

9- The right of the student to know the typical answers for the seasonal exams questions and the marks distribution to the answers parts which are considered the evaluation bases, in order to evaluate the student before the final exam.

10- The right of the student to revise his answers to the final exam according to the university regulations and rules that manage the system of revision and its terms.

11- The right of the student to know his results which he got in the monthly, sessional or final exams after evaluating and approving it.

Second: In the non-academic field

1- The right of the student to profit from social aid and care that are offered by the university, and participate activities that are carried out in accordance with the university regulations and rules.

2- The right of the student to get the proper medical care by treating him in the hospital and medical centers affiliated to the university

3- The right of the student to profit from the university services and utilities (university references, university residence central and subsidiary libraries, sporting playgrounds, restaurants, parking...etc) according to the regulations and rules applied in the university. 4- The right of the student to get the financial rewards and bonus according to the rules especially the outstanding students.

5- The right of the student to be nominated for the training courses, programs and inside and outside trips, and his right to increase his participation in cultural activities and to participate in local society service activities and voluntary contributions.

6-The right of the student to complain of any matter that he is suffering from in his relation to the teaching staff members, the department, the college or any of the university units. The student submits his complaint or petition according to the student' rights protection unit regulations and enabling him to follow his complaint path at the concerned unit.

7- The right of the student to defend himself before any unit in the university in any disciplinary case is sued against him, and his right to be not charged except after listening to his defense unless it is proved that his absence was because of u acceptable excuse and after recalling him for the second time.

8- The right of the student to complain from the disciplinary decision issued against him according to the stated rules in these cases by student discipline rules.

9- The right of the student to keep the contents of his university file, not to deliver any of the contents of his file except to the student himself or his guardian or to who is officially authorized, except when the investigation or judgment authority or any other governmental authority ask to disclose it. And it is not acceptable to disclose or spread the scores of the student exams for discipline or as a penalty.

10- The right of handicapped student to get the adequate service that is appropriated for his requirements according to the applied rules.

The obligations of the university student

First: in academic field:

1- The student is obligated to go on the study and undertake all the students' requirements in light of the rules and timing determining for the beginning and ending the session, transformation, registration, excuses, elimination, and addition according with the rules mentioned in the applied regulations in the university.

2- The student is obligated to respect the teaching staff members, employees, workers, from the university employees and others from the contracting companies with the university, the students in the university, the visitors, not to expose to them with hurt even by saying, doing or by any other action.

3- The student is obligated to respect the rules and arrangement related to the lectures running. Attend and not absent from the lecture except only with accepted excuse according to the rules and regulations.

4- The student is obligated to prepare the researches and the different studies requirements for the curriculums without cheating, not sharing with others in prepare them with any form, to ascribe others' efforts to himself, follows any of illegal tricks to prepare these researching, the reports, the papers, studies and other of the basic requirements for the curriculums.

5- The student is obligated to attend exams, discipline, not attempt to cheat attempting, assistance to commit it with any form, to pass off as, forgery or entering the forbidden materials or appliances to the examination sites or labs.

6- The student is obligated to the guidance and instructions that are delivered to them by the responsible or the observers in the examination sites or labs, not break the calmness during undertaking the examination.

Second: in the non-academic field.

1- The student is obligated to the university rules, regulations, instructions and the issued decision carrying out for it, not deceive over it, not infringe it, not use forger documents to get right or benefit other than what is mentioned in the related rules.

2- The student is obligated to carry the university ID during his presence in the university and submit it to the employee or to the teaching staff member when they request it and when perform any procedure for the student inside the university.

3- The student is obligated not to damage, trifle or breakdown the university properties (supplies or buildings) or by sharing with others.

4- The student is obligated by the related instructions with the university utilities and supplies arrangement, organization or using it in the specified purpose. The student is bounded by to get an advance permission from the concerned management to use the utilities and supplies in a purpose other than the specified purpose.

5- The student is obligated by the clothes and behavior that agreement with university and Islamic traditions. The student is bounded by not to commit any action against the Islamic common morals or the general morals considerate inside the university.

6- The student is obligated by calmness and tranquility inside the university utilities, abstaining from smoking inside it, not to make disturbance, illegal gathering, or legal gathering in other than the particular places.

General provisions

The mentioned texts in this document consider a general framework to determine rights and obligations of the two parties (the students and the university), also it express the mutual understanding between the university and its students regarding their rights that are guaranteed by the university rules, and the student obligations that they have to respect as an attempt to eliminate the wrong impression that consider the student as a vessel for the obligations and duties without any rights grantee that ensure a stable and successful university life.

The university expect from its students and all employees to accept and respect the mentioned principles in this document. The university confirm that this document do not consider a substitute law or rule for the applied rules, in case of inconsistency the mentioned texts in this document with any applied rules in the kingdom or the university, the last rules must be applied.