

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Kingdom of Saudi Arabia
Ministry of Education
College of Science
Department of Mathematics



المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية العلوم
رمزه (51/9/44)
قسم الرياضيات



Student Manual for Rights & Duties

DEPARTMENT OF MATHEMATICS

Bachelor in Mathematics Program

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Contents

First: General Rules.....	3
Second: The rights of the university student in academic field	3
Third: The rights of the university student in the non-academic field	5
Fourth: The obligations of the university student in the academic field	6
Fifth: The obligations of the university student in the non-academic field	7

First: General Rules

The texts contained in this document are a general framework for defining the rights and obligations of the two parties (students and the university). They also express the mutual understanding between the university and **its students** regarding their rights guaranteed to them by the university's regulations and the obligations they must respect in an attempt to eliminate. The wrong view considers the student as a vessel for obligations and duties without having the rights to ensure a stable and successful **university life**.

As the university expects its students and all its employees to accept and respect the principles contained in this document, it affirms that this document is not considered a law or an alternative system to the existing systems. This document aims to educate students about their academic and service rights provided by the university according to its capabilities, how to **obtain these** rights, and the competent authority. On the one hand, and the university professor, university devices, and units on the other hand, what should be the state of that relationship in terms of transparency and clarity with the various components of university work in its various fields?

In defining and interpreting the concepts, terms, and expressions **contained in** this document, the provisions and texts of the rules regulating the **Student Rights Protection Unit** shall be taken into consideration.

Second: The rights of the university student in the academic field

- ✚ The right of the student to be provided with the appropriate study environment to achieve assimilation and study easily and easily by providing all the educational possibilities available to serve this goal.
- ✚ The right of the student to obtain the scientific material and knowledge related to the university courses he studies, by the university rules and regulations that govern academic work.
- ✚ The right of the student to obtain study plans in the college or department and the specializations available to him, as well as to review the study schedules before the start of the study and to register him in the courses offered by the system and the 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

wishes of all students in Register a course.

- ✚ The right of the student 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 students.
- ✚ The student's right to have the university faculty members adhere to the dates and times of lectures and to fulfill the scientific and laboratory hours for them, and not to cancel lectures or change their times except in case of necessity and after announcing that, provided that alternative lectures are given to those that were canceled or absent by the faculty member to complete the course, after coordination with the students and the department concerned with completing it.
- ✚ The right of the student 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 office hours announced to meet the students.
- ✚ The student's right to have the exam questions included in the course, its contents, and the issues raised or referred to during the lectures, and the balanced and logical distribution of grades should be taken into account to achieve a fair assessment of the student's abilities.
- ✚ The right of the student to take all the tests held for the course unless there is a legal impediment preventing them from taking them by the relevant regulations and instructions, provided that the student is notified of his being denied entry to the test well in advance.
- ✚ The right of the student to know the typical answer to the questions of the semester exams and the distribution of grades to the parts of the answer, based on which the student's performance is evaluated before taking the final exam for the course.
- ✚ The right of the student to request a review of his answer in the final exam, by what is decided by the regulations and decisions issued by the university in organizing the mechanism of that review and its controls.
- ✚ The right of the student to know his results obtained in the tests he performed after completing

their correction and approval

Third: The rights of the university student in the non-academic field

- ✚ The right of the student to enjoy the aid and social care provided by the university and to participate in the activities held therein by the university regulations and instructions regulating that.
- ✚ The right of the student to obtain adequate health care through treatment in hospitals and health centers affiliated with the university.
- ✚ The right of the student to benefit from the services and facilities of the university (university book - university housing - central and branch libraries - sports stadiums - restaurants - car parks and others) by the rules and regulations in force at the university.
- ✚ The right of the student to obtain financial incentives and rewards legally established, especially for the outstanding student.
- ✚ The right of the student to nominate 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 voluntary work.
- ✚ The right of the student to complain or grievance about any matter that is affected by him in his relationship with members of the faculty, department, college, or any unit of the university responsible for it.
- ✚ The right of the student to enable him to defend himself before any party in the university in any disciplinary case brought against him, and the punishment is not issued against him until after hearing his statements unless it is proven that his non-attendance was for an unacceptable excuse after being summoned for the second time.
- ✚ The student's right to appeal against the disciplinary decision issued against him, by the rules established in this regard under the provisions on student discipline.
- ✚ The right of the student to preserve the contents of his file inside the university and the integrity of dealing with him, and not to hand any of them except to the student himself, his guardian, or whomever he officially authorizes to do so. Except in cases where it is required to hand over or

know the contents of that file by the investigation authorities, the judiciary, or another government agency. The contents of his file may not be disclosed or **published unless** such publication is the result of a disciplinary penalty **against the** student.

✚ The right of the student with special needs to obtain the **appropriate service** appropriate to his needs by the **regulations and** rules in force

Fourth: The obligations of the university student in the academic field

✚ 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, apology, deletion, and addition, by the provisions contained in the regulations and regulations in force at the university.

✚ The student's obligation to respect the faculty, staff, **workers from** the university, 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 harmed by words or actions in any way

✚ The student's obligation to respect the rules and arrangements related to the conduct of lectures and **theregularity** and order in them and not to be absent from **them except** with an acceptable excuse by the rules and regulations

✚ The student's commitment when preparing research **and other** study requirements for courses not to cheat in them **or participate** in them when preparing them in any way, attributing the 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

✚ The student's commitment to the rules and arrangements related to the tests and the order therein, and not to cheat or attempt or assist in committing it in any form or manner, or impersonation, or forgery, or the introduction of prohibited materials or devices in the examination hall or laboratories.

✚ The student's commitment to the instructions and instructions given by the official or the observer in the examination hall or laboratories and not to disturb the calm during the performance of the tests.

Fifth: The obligations of the university student in the non-academic field

- ✚ The student's commitment to the university's regulations, bylaws, instructions, and decisions issued in implementation thereof and not to circumvent or violate them or submit forged documents to obtain any right or advantage contrary to what is required by the relevant provisions
- ✚ The student's obligation to carry the university card while the student is at the university and submit it to the staff or faculty members upon request by them and upon the termination of any student transaction inside the university
- ✚ The student's commitment not to damage or tamper with the university's property, or disrupt it from work or participate in it, whether it is related to buildings or equipment
- ✚ The student's commitment to the instructions for 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 they wish to use them or make use of them other than what they were prepared for
- ✚ The student's commitment to dress and behavior appropriate to university and Islamic customs, and not to do any actions that violate Islamic morals or public morals observed within the university. The student's commitment to calmness and tranquility inside the university's facilities, refraining from smoking there, and not provoking disturbance, illegal gatherings, or legitimate gatherings in places other than those designated for that.

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