



Kingdom of Saudi Arabia
The ministry of higher
king Saud University
Student affairs deanery

The Student Rights Protection Unit

University Student Rights
and Obligations document
of king Saud University



The Student
Rights Protection Unit

The higher education ministry
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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.

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.

In determination and explanation the mentioned concepts, terms and words in this document, take into consideration what mentioned in the regulations of the student rights protection unit.

The university student's rights and obligations include the following:-

The University Student Rights **first: in the academic field :**

- 1-The right of the student to provide them 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 student to get the educational and acknowledgement related to the university curriculums that are studied 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 an 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 with the teaching staff members, the department, the college or any of the university units. The student submit 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 responsables 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.

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Regulations

of the Student Rights & Obligations Unit in King Saud University

General Provisions

Article 1

Under these rules a unit to protect student rights should be established in King Saud university.

Article 2

The following words and phrases have the stated meanings unless otherwise stated.

❖ The university: king Saud university.

- ❖ Student – Students: King Saud university students (males or females) who affiliate to the university including non-sauides students, scholarship students, graduate students and university training program trainees.
- ❖ The unit: student rights protection unit and what included as an organized structure.
- ❖ The document rights and obligations document of the university student.
- ❖ Employees of administrative units in the university: everyone who works in the headquarter university or in one of the affiliated units without being listed among the job structure of any faculty or institute is legally

affiliated to the university.

- ❖ University employees: all employees in the university and who belongs to it from students, teaching staffs, administrative employees and service workers in the affiliated institutes and centers.

Article 3

The university aims from establishing this unit to achieve a university harmonious society which has the spirit of mutual cooperation among its employees and adopting the principles of justice and fairness as a mainstay in creating an ideal society inside the university and supporting the students rights upon that basis which consistent with the applied systems and regulations in the university and not consistent with. The role of the unit is no considered as a substitute for these systems and regulations or circumvention around them, but the unit performs its role according to the current rules without canceling or disrupting any of its provision into effect.

Article 4

In order to achieve the aims mentioned in article 3 of these rules , the unit develops the culture of justice and equity among students, presenting the needful advices for them, telling them about their university rights and how to obtain it by resorting to legal and official channels inside the university in the extent of these rules and regulations in forced in the university.

Article 5

In order to create a harmonious community college, the unit gives a priority to solve the student problems with good friendly manner to provide an adequate atmosphere of cooperation among the university employees to be the base for granting everyone his right away from the spirit of defiance and arrogance.

Article 6

These rules will be applied from the date of its final approving , in all cases, the student can present his complaint or his petition after thirty days of the incident date, the student can't present a complaint or petition about the same incident more than one time .

Article 7

The unit includes a number of subcommittees so it will be for each college or institute a special subcommittee, also, the administrative unites in the university should have a subcommittee at the same level and permanent committee process the daily tasks which will be located in deanship of the student affairs in the university headquarter and a supreme committee to supervise on each affairs unit as mentioned in these rules.

The Subcommittees

Article 8

A subcommittee will be established in every affiliated college or institute, and must have a decision from his Excellency the dean of the specified college or institute at the beginning of each academic year. The subcommittee is formed according to the following form:

- 1- One of the college or institute deputy Chairman.
- 2- Two of teaching staff members in the college or the institute. Members.
- 3- Two students from the college or the institute who have a Distinct note Members.
- 4- A secretary.

Article 9

A subcommittee will be established for male students and another one for female students by a decision from his Excellency the university deputy. The subcommittee is located at the university headquarter to adjudicate in complaints which submitted against anyone of the administrative unit employee in the university, it is formed according to the following form:

- 1- Deputy of teaching staff affairs and employees dean Chairman.
- 2- Two of teaching staff members in the university. Members.

- 3- Two of the students who have a distinct note.
Members .
- 4- A secretary.

Article 10

The person who issued the decision of subcommittee formation- according to conditions – may have the right to replace anyone of the subcommittee members who has a logical excuse towards the presented complaint precludes his participation as a member during the investigation of this complaint. Also, the committee chairman may have the right to be resorted to the opinion of the specified department chairman without having the right to vote on the decision which will be issued by the subcommittee.

Article 11

The subcommittee in each college or institute is concerned with receiving the presented complaints from students concerning with any of academic or no academic problems that encounter the student in his college or institute even if the complaint is against one of the assigned teaching member staff who work in college or institute.

Article 12

The complaint will submitted from the students in the subcommittee site according to a form that is prepared for this purpose, the form should be filled with the necessary clarity and exactitude to determine the matter

of the complaint and evidences that prove the student's right. A receipt will be delivered to the student from the subcommittee for his complaint. The subcommittee has the right to request from the complained to provide it with his response about the complaint contents that was written within a week from the date of informing his direct supervisor. The complained is not obliged to attend personally before the committee.

Article 13

The subcommittee will be met at least once every fifteen days due to an invitation of its chairman. The meeting will be legal by the presence of the majority of the subcommittee members provided that the chairman is one of the attendants. All the discussions and decisions are recorded in the meeting report that should be signed from the attendant members. The subcommittee issues its decisions according to the majority of the attendants members, in case of equity of votes; the chairman side has the preponderance.

Article 14

The complaints will be decided within maximum thirty days from the date of submitting the complaint, the decision of the subcommittee is not effective unless having the date of approval it from who has the validity to approve the decisions according to the current regulations and rules.

Article 15

The issued decision from subcommittee will be announced to whom is concerned after approve it. The decision is subjected to impugn within fifty days from the date of announcing with it , the impugn is submitted to the permanent committee in the university.

Article 16

If the presented complaint has a special importance or there are moral excuse upon the subcommittee members precludes taking the right decision whereof make the subcommittee not decides in it, the subcommittee must transfer the complaint as it to the permanent committee in the university to undertake its competence towards the matter.

Article 17

If the subcommittee did not take a decision concerning with the complaint within the determined period in the article 14 , the complainant may have the right to submit to the permanent committee by a petition to investigate in his complaint by filling the prepared form for this purpose.

The permanent committee

Article 18

A permanent committee is established by a decision from his Excellency the university manager, which located in the student affairs deanery, in the university headquarters. The committee is formed from one of the committee members as a chairman and membership of enough number of legists provided that to be among the permanent committee members female members who are concerned with the legal field. The female members location is in university studies center for girls, they undertake the same tasks with the same procedures, under the supervision of the chairman, towards the complaints that submitted from the female students. To his Excellency, the university manager has the right to increase the number of members which be in agreement with the work requirements in the committee.

Article 19

The permanent committee is met continuously everyday to undertake the administrative and technical tasks that include in its extent by follow the same procedures and rules mentioned in article 12 from these regulations. The permanent committee is concerned with studying and investigating the following matters:

First: The petitions that are submitted from the student against the decisions issued from the subcommittees.

Second: The complaints that are not decided by the subcommittees within the determined period (thirty days) or the complaints that were transferred from the subcommittees to the permanent committee according to the article 16 from these rules.

Third: The complaints that are transferred from his Excellency the manager of the university due to the features of having privacy, secrecy and the exceptional conditions.

Article 20

The permanent committee may seek the help from any to the university employees' opinion in written in any of the presented cases. It has the right to seek the help from any of the experts, also it has the right to ask from the complained to submit his response in written about the events mentioned in the complaint or the petition within a week from the date of notification his direct supervisor officially without being obligated to attend personally before the committee.

Article 21

If the permanent committee decided to reject the complaint or the petition due to seriousness lack or lack of evidences that prove that events had taken place by the complained, in this case , the committee issue a causative decision by ignoring the complaint or the

petition. The decision becomes absolute and incapable of repetition after approving it from his Excellency the dean of student affairs.

Article 22

The permanent committee may issue its recommendation in case of the complaint is proved that it is deception to transfer the complainer to the concerned student discipline committee according to the university regulations and rules

Article 23

The permanent committee, after finishing investigations, issues its recommendations regarding serious complaints and petitions within thirty days from its submitting date or from transferring date. These recommendations are presented with a statement to his Excellency the university manager to approve them or take the proper decision regarding the incident in the light of the investigations around it, his Excellency may present the decision to the university board to approve it, that in mentioned cases systemically, the decision of university manager or the university council is absolute and incapable of complaint about and the meant people must be informed with this decision.

Article 24

His Excellency the dean of student affairs , and before transferring the investigation file to his Excellency university manager may present it to the supreme



committee in some cases that he decide informing the supreme committee with it due to the reoccurrences or its features in order that the supreme committee could study the case to conclude and firm up the principles that control the specified case and the similar cases.

The Supreme committee

Article 25

The supreme committee is established by a decision from his Excellency the university manager and it is located in the university headquarter, the supreme committee is formed according to the following form:

- 1- His Excellency the deputy of the University for the academic and educational affairs. Chairman.
- 2- His Excellency the dean of student affairs Vice chairman.
- 3- His Excellency the dean of admission and registration affairs. Member.
- 4- His Excellency the chairman of the permanent committee
or his representative from the permanent committee members. Member.
- 5- One of the college deans (alternation) Member.
- 6- One of the female college deans Member.

7- One of the university student who is distinguished in an academic moral way Member.

8 – A Secretary.

Article 26

His Excellency the university manager , may have the right to replace any of the supreme committee members who has a logical excuse towards one of the presented complaints or petitions preclude his participation during the investigating that complaint or that petition.

Article 27

The supreme committee is concerned with the following tasks:

First: knowledge with the unit development and suggesting recommendations that grantee its development.

Second: issuing the decisions that co-ordinate among the units, the other university units and the university employees in order to avail and control the work in the unit.

Third: issuing the required recommendations to support the culture of justice and equity within the university students.

Fourth: explaining and recommending with amendments to any article of this regulation or any of rights and obligations of the university student document provided that the recommendation with the amendments is

presented to the university board to approve it in accordance with the regulations.

Fifth: establishing the basic principles that are followed by the permanent committees and the subcommittees.

Sixth: investigating and taking the required procedures towards the complaints and petitions that are transferred to the supreme committee from his Excellency the dean of student affairs due to the reoccurrence of its features in accordance with the article 24 from this rules.

Article 28

The supreme committee may to recall any of the university employees in order to listen to his opinion in any of the presented cases, it has the right to seek the help of any of the experts. The expert may present his opinion in written before the committee meeting with enough time and should be mentioned that in the meeting report.

Article 29

The supreme committee is held due to its chairman invitation; the meeting is legal by the presence of the majority of its members provided that the chairman or his deputy is one of the attendants. All discussions and recommendations are recorded in the meeting report. The report is signed from the attendant's members.

Article 30

The supreme committee issues its recommendations according with the majority of the attendants members, in case of the equity of votes, the chairman side which has voted from has the preponderance. The recommendations which are presented to his Excellency the university manager to approve them and take the required procedures to carry it out in accordance with the rules.

Quiz about the Student Rights Procedures

Question 1:

What are the goals that the university seeks to achieve in establishing a unit to protect the student's rights?

Answer:

University aims to create a unit to protect the rights of students to:

- (1) Achieve a harmonious university community by fostering spirit of mutual cooperation among its employees.
- (2) Adoption of the principles of justice and equity as a backbone in building an ideal community within the university.
- (3) Supporting the rights of students on the basis consistent with the rules and regulations applicable in the university.

Question 2:

How can the unit achieve its goals?

Answer:

The unit undertakes number of tasks that will achieve the goals set for it, and these tasks are:

- (1) Investigates and adjudicate in complaints and grievances filed by students.
- (2) Develop a culture of justice and equity among students.
- (3) Provide counseling for students regarding academic and non-academic problems associated with university.
- (4) Inform students of their rights and how to obtain them by resorting to legal and official channels within the University in accordance with the framework of rules and regulations in force.

Question 3:

What are the procedures and rules that student must abide by when making his complaint to the Sub-Committee of the student rights in college?

Answer:

The student must follow a number of procedures and rules when submitting his complaint which are:

- (1) Make his complaint to the subcommittee within the college or institute.
- (2) The complaint must be submitted within thirty days from the date of the incident, whatever the incident (for example: Declaration of test result – a violence against a student by word or action - prevent the student from taking his rights guaranteed to him by the rules and regulations of the university..... etc.).
- (3) The student should not submit more than one complaint for the same incident.
- (4) Filling out the form prepared for the complaint (Form No. 1) with the most precision, clarity and brief which does not affect the content.
- (5) Submit the complaint to the Secretary of the Committee and receive a receipt stating its deliverance.
- (6) The student should follow-up his complaint for thirty days from the date of submission.

Question 4:

What are the guarantees of neutrality and objectivity in the work of the unit?

Answer:

There are many guarantees that have been taken into account in the formation of terms, reference and sections of the unit. These guarantees are:

- (1) Provide the utmost possible balance between the number of faculty members and students in the formation of sub-committees membership.
- (2) Take into account the neutrality in the formation of the Permanent Committee of the Student Rights' membership by nominating legal advisers as members from outside the faculty members which will guarantee full independence.
- (3) To ensure that any vulnerability factors or pressures from outside the committee will not affect the neutrality of its decisions, the committee will replace any member who shall have a literary mind prevents his participation in making the right decision in a case before the committee.
- (4) Fix the dates and procedures for sub-committees, as well as the Permanent Committee to ensure that the neglect or procrastination shall not affect solving the problems of students, and specify the duration of (30) days as a maximum period to adjudicate the complaint or grievance.
- (5) Complaints of students shall be heard and determine in two phases: The first stage of litigation shall be before the Sub-Committee in college, to give him the right to appeal the decision of the sub-committee. The second stage of litigation shall be before the permanent committee, in case the complaining student's refused the decision of the sub-committee.

(6) Formation of a supreme committee to design the overall strategy for the Unit's work and to discuss issues of particular interest, is another guarantee meant to control the work of the unit and find the required balance within the University between students and staff.

Question 5:

When the Sub-Committee is meeting and how it makes decisions?

Answer:

The Sub-committee shall meet once at least every fifteen days at the invitation of its Chairman, and shall be convened quorum majority of its members including the President. All discussions and decisions should be sited in the minutes of the meetings and signed by the members present, the committee issues its decisions by a majority of the members present. In the case of an equality of votes the president's voice shall count.

Question 6:

What is the procedure that a student may take in the absence of the Sub-Commission resolution on the subject of the complaint within the period specified thirty days?

Answer:

In the absence of Sub-Commission resolution on the subject of the complaint within the period specified thirty days, a complainant may apply to the Standing

Committee request for the consideration and investigation on the subject of complaint and that on the form prepared for this purpose at the Deanship of Student Affairs, the status of the university.

Question 7:

What are the cases where the Sub-Commission not to separate in the complaint?

Answer:

Sub-Committee may not be separated in the complaint filed before it in two cases:

- (1) whether the present case has special significance, and importance, the Committee appreciates as the situation demands.
- (2) the existence of a moral objection to the Commission in particular complaint preclude the taking of appropriate decision.

The Sub-Commission in these cases refer to subject his state of the Standing Committee of competence to proceed with it.

Question 8:

Who should lead to the caller Ptzlmh of decisions of the committees sub- Will be done during the time limit set?

Answer:

Have recourse to the Standing Committee, based in

Deanship of Student Affairs the status of the university, within fifteen days from the date of signature of the student of science and see the decision of the Subcommittee and the complaint shall be submitted to the student fill out and complete the form prepared for this purpose at the headquarters of the Standing Committee and hand over the secretary of this Committee a receipt stating delivery.