



جامعة الأمير مقرن بن عبد العزيز
University of Prince Mugrin

University of Prince Mugrin (UPM)

Students Rights and Duties

Academic Year 2020-2021

Deanship of Student Affairs



Document Control

Students Rights and Responsibilities

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Introduction:

The University of Prince Mugrin Bin Abdulaziz welcomes all new students and hopes for a year full of success and excellence.

A student's performance in morals, behavior and academic achievement is very important to the university. That is why the definition of the university student's rights and duties became a commitment contract between each student and the University of Prince Mugrin. This includes some of the university's rules and regulations and is not a substitute for reading all the bylaws. The student must sign his/her solemn commitment to the contract, and thereby be responsible for any violation, because it is considered as a guide to achieving discipline and strengthening the student's sense of responsibility.

Students must read all university guidelines and regulations that are on the university's website (Student Affairs) or visit the Deanship of Student Affairs at any time. In what follows is a list of the most important regulations that concern students, which must be read in detail:

University of Prince Mugrin Handbook - Objectives and Values

- Student Handbook at Prince Mugrin University
- Code of Conduct
- University Regulations for Studies and Exams
- Academic Advising List and its Guidelines
- Student Fund Regulations

This document consists of two sections: the first is the Rights and Duties of the University Student, and the second is the Rights and Duties document.

The Rights and Duties of the University Student

They include:

First: Academic behavior, in which it is expected that a student must:

Be honest in his/her studies, duties, tests, and educational achievement, and to refrain from adopting any deceptive methods or means with the intention of achieving academic benefits or privileges.

Second: Personal behavior, in which it is expected that a student will:

- Respect university rules and regulations
- Preserve university buildings and facilities
- Act in a civilized manner regarding the use of modern technologies

- Adhere to the national attire (for Saudi students), and to the dress appropriate for the public's taste of students (non-Saudis).

Third: My rights and duties as a student at the University of Prince Mugrin:

Please, see the document below (Rights and Duties of the University Student).

Fourth: Violations and penalties, which can be classified into the following:

The student must read the following documents and guidelines in detail:

- The University of Prince Mugrin Handbook: Objectives and Values
- The Student Handbook at the University of Prince Mugrin
- The Code of Conduct

The University Regulations for studies and exams can be summarized as follows:

1- Violations:

1.1 Academic, including:

- Exceeding the permissible percentage of absences set at 25%
- Obstructing the course of lectures, practical lessons, or exams
- Fraud or cheating by any means
- Impersonating another student in any way on tests or in discussion groups

1.2 Behavioral, including:

- Offending the religion, the nation, or the university, by any means
- Assault, by word or deed, against university employees or workers
- Smoking inside the university halls
- The inappropriate appearance in terms of dress, hanging necklaces, bracelets, or long hair
- Tampering with devices and equipment inside the university buildings and facilities or misusing them
 - Theft or attempted theft
 - Demonstrating tribal intolerance or racism towards students or university employees
 - Falsifying university or deanship documents, attempting to do so, or using them for illegal purposes

1.3 Traffic, including:

- Wrong parking in places designated for others
- Messing with other people's cars or trying to

1.4 Discipline, including:

- Conducting or participating in any activities or events within the university, issuing publications, pamphlets or posters, or participating in their distribution, or collecting funds, donations, or signatures without the approval of the concerned authorities
- Infringing on Islamic principles and the social foundations of the State, offending national unity in word or deed, calling for joining anti-national organizations, or any political or regional ideas that violate the State system, or promoting anti-national organizations within the university
- Every other violation that the university sees as a breach of its regulations, instructions, and decisions, about which there is no text in this Charter

2- Penalties:

The University of Prince Mugrin student has distinguished morals, behavior, and academic achievement. However, in the event of a violation of any of the rules or regulations (God forbid), the university has the right to take appropriate disciplinary actions, as denoted in the Code of Conduct document, which has detailed the penalties that must be read.

Here is a summary of what penalties can be taken:

- A verbal warning
- A warning with a written commitment from the violating student
- Deduction of grades for one or more academic courses
- The student's failure in one or more courses
- Deprivation of some university benefits

Fifth: Communicating with the university, in which it is expected that a student must:

- Communicate with the university through official channels for everything related to academic and regulatory affairs
- Follow what is issued by the university on its website, electronic screens, university mail, and electronic applications on smart phones, including academic schedules, tests, assignments, activities, and programs

- Ask about anything that was difficult to understand through the official channels and try to get to know those channels and work on presenting constructive suggestions
- Participate in the university's activities and events in a positive and civilized manner.

The Second Section: The rights and duties of the university student's document.

The included texts in this document are considered a general framework that defines the rights and obligations of the two parties (students and the university). It expresses the mutual understanding between the university and its students regarding the rights guaranteed to them by the university regulations and the obligations they have to respect in an attempt to eliminate any misunderstandings that students may have of obligations and duties, and to promote awareness of rights that guarantee a stable and successful university life.

The university expects all students and employees to accept and respect the principles contained in this document. It further affirms that this document is not considered a law or an alternative system to the applied regulations. Moreover, in the event that a text coming from a university appointed department contradicts with the state (The Ministry of Education), then the text that emanates from the state will prevail.

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

First: In the academic field.

1- Rights:

- Providing the appropriate study environment to achieve comprehension and study conveniently and efficiently by providing all available educational capabilities to serve the student.

- Attaining the scientific material and knowledge related to the university courses the student is studying. This is in accordance with the university provisions and regulations governing academic work.
- Gaining the study plans in the college or in the department, as well as the available specializations. Accessing the study schedules before the start of the study and registering in the courses provided by the system and the registration rules, considering the organizing priorities for registration for students according to fair restraints. This is if it is not possible to fulfill the wishes of all students in registering a course.
- Delete any course, add another, or delete the entire semester, according to the study and registration system at the university; within the specified period announced to students.
- Comply members of the teaching staff to the times and durations of the lectures, the fulfillment of the scientific and laboratory hours, and not to cancel lectures or change their times except in the event of necessity and after announcing that, provided that substituted lectures are given for those that have been canceled or in case the faculty member is absent. This is to complete the course after coordination with the students and the concerned department.
- Inquiry and appropriate academic discussion with members of the teaching staff, without entailing any control or punishment, unless the discussion goes beyond what is required by public morals and the limits of behavior in such cases, whether that is during the lecture or during the announced office hours for interviewing students.
- The examination questions must be included in the course, its contents, and the issues raised during the lectures or those to which they were referred to. Further, grades

distribution is balanced and logical in order to achieve the fair evaluation of the student's abilities.

- Conducting all the tests that are held for the course, unless there is a systemic impediment to conducting them in accordance with the regulations and instructions. Provided that the student is notified that he is denied entry to the test in advance.
- Knowing the answer key to the semester examination questions and distributing the grades on the parts of the answer based on the student's performance evaluation; and that is before taking the final exam of the course.
- Request to review the student's answer in the final exam; this is in accordance with what the university's regulations and decisions issued in organizing the mechanism and controls for that review.
- Knowing the achieved results of the student in the tests taken after completion of the correction and approval.

2- Duties

- Regularity in the study and fulfillment of all academic requirements in light of the rules and dates regulating the start and end of the study, transfer, registration, excuse, deletion, addition ... in accordance with the provisions contained in the university's active laws and regulations.
- Respect for faculty members, employees, workers from the university's employees and other employees from companies contracting with the university, as well as students inside the university, guests, and visitors, and not to harm whether orally or physically in any way.

- Respect the rules and arrangements related to conducting lectures, regularity, and not be absent except with an acceptable excuse in accordance with the laws and regulations.
- Commitment when preparing researches and other academic requirements for the courses without cheating, nor participating in any way, or to attribute the work of others to the student, or to resort to illegal means to prepare those researches, reports, papers, studies, or other basic requirements of the course.
- Commitment to the rules and regulations related to the exams and not to cheat, attempt or assist in committing cheating in any form or behavior, or impersonation or forgery, or the entry of prohibited materials or devices into the testing room or laboratories.
- Adherence to the instructions and instructions directed by the supervisor or invigilator in the examination hall or laboratory, and not to disturb the quietness during the performance of the tests.

Second: In the non-academic field:

1- Rights:

- Enjoy the social care services provided by the university in accordance with the rules and regulations.
- Participate in the activities set up at the university according to the available capabilities.
- Benefit from the university's services and facilities, such as: (the central library, the guidance and advising unit for psychological and social assistance, sports stadiums, student activities and educational events, restaurants, parking, etc.). This is based on the university's laws and regulations according to the available capabilities.
- Provide the opportunity to attend training courses, programs, trips, activities and voluntary work, in a manner that does not conflict with the student's academic duties.

- Elect whoever represents the student among his colleagues to participate in the student advisory committees that discuss his/her issues.
- Evaluate the provided student services through the provided questionnaires.
- Provide a specific part at the university to take care of and follow up student's rights.
- Provide the student with the complete regulations, including the Code of Conduct.

2- Duties:

- Commitment to implementing the university's rules, regulations, instructions, and decisions issued by it, and not to circumvent or violate them, or to present forged documents to obtain any right or advantage against the relevant provisions.
- Carrying the university card while the student is at the university and presenting it to the staff or members of the teaching staff upon request, or in the event of terminating any transaction of the student within the university.
- Never attempt to destroy university property, tamper with it, disrupt it from operating, or participate in that, especially to what is related to buildings or equipment.
- Adherence to the instructions related to arranging, organizing and using the university's facilities, as well as its designated equipment; after obtaining prior permission from the concerned authority to use those facilities or equipment when willing to use them or benefit from them in other than what they have been prepared for.
- Commitment to the appropriate dress code and behavior appropriate to the university and Islamic norms, and not to perform any actions that violate Islamic morals or public morals in the university.

- Silence and tranquility inside the university facilities, and refrain from smoking in them, and not to cause disturbance or unlawful gathering or legitimate gathering in places other than those designated for that.
- As much as we trust our sons and daughters, we will not tolerate dealing with those who violate the discipline, and students must be cautious and not put themselves in the circle of doubt. Whoever is proven to have committed any of the mentioned violations, then the appropriate penalty will be applied against him/her according to the university's penalty system.

Student's signature of the declaration and commitment

Acknowledgment and commitment

I hereby declare that I have read the university student's document, and the rights and duties document attached, and on that I sign.

Student's name:

University ID:

College:

Signature:

Date: