

Policies:

Student Discipline Regulations

The Student Discipline Regulations at Prince Muqrin bin Abdulaziz University aim to control the behaviour of students and those in a similar position within the university or in one of its facilities. It also contributes to correcting the behaviour of students who violate the applicable rules and regulations by imposing penalties commensurate with the severity of the violation , in a manner that achieves the desired educational and behavioural goal.

Disciplinary Violation

Any violation of public morals, public law, university regulations, instructions and decisions by a student is considered a disciplinary violation and its perpetrator is subject to the disciplinary penalties stipulated in this system, including the following actions:

- Violation of Islamic law.
- Acts that affect national security or harm national unity.
- Use or distribution of prohibited substances or drugs within the university and its facilities.
- Participation in any organization of committees, meetings or associations within the university without prior permission from the relevant authorities at the university.
- Issuing or distributing publications such as: newspapers, magazines, bulletins and posters. Or collecting donations or signatures before obtaining prior permission from the relevant authorities at the university.
- Collecting money or signatures without obtaining prior authorization from the competent authorities at the university.
- Placing banners of various types, shapes and purposes on the walls of the university or its facilities without obtaining official approval for that.
- Carrying a licensed or unlicensed firearm, as well as carrying knives, or keeping flammable or explosive materials, or bringing any material that can be used for illegal purposes into the university and its facilities, or threatening to use any of them.
- Dress that violates Islamic morals, such as wearing tight and transparent clothing, or imitating the opposite sex.
- Smoking inside the university and its facilities.
- Theft, which includes the theft of personal or university property.

- Verbal or physical assault on students or any university staff.
- Students leaving the university or housing - if any - without official permission from the relevant authorities.
- Vandalism or misuse of university property, fixed and movable facilities, and all facilities such as classrooms, laboratories with all their tools and teaching aids, maps, and holdings of the central library, the branch library, laboratories, museums, exhibitions, playgrounds, gardens, wall newspapers, advertisements, and informational posters.
- Making any modification, change, or transfer of any internal furniture of the university or its contents without the approval of the relevant authorities
- Misuse of university property such as computers, such as: accessing and copying programs without permission, and breaching security
- Using mobile phones or cameras for the purpose of violating the privacy of others
- Using the university buildings for purposes other than those for which they were prepared for , or without obtaining prior written permission from the relevant authorities at the university, such as holding a special event
- Carrying out any activity that violates the organizational rules in force at the university, or inciting such activity
- Obstructing student activity programs directly or indirectly
- Acts that violate the university's systems, regulations, rules and other facilities
- Providing incorrect data or information to any media outlet, especially with regard to admissions and student affairs
- Forging official documents, certificates or documents or using them after forging them, whether issued from within the university or from outside, as long as this relates to the university's relationship with the student or its procedures
- Disturbing during lectures, scientific lessons or tests or inciting non-attendance
- Refusing to hand over papers to the relevant authorities upon request
- The student's failure to cooperate during the investigation or exceeding the limits of morality and public decency in his actions or in addressing committee members
- The student's failure to implement the ruling issued by the competent authorities
- Engaging in any behaviour that would distort the university's reputation or harm it internally or externally

- Any other violation that the university deems may constitute a breach of the issued decisions and regulations that are not provided for in the text.

In the event of misuse of a camera device such as a mobile phone or tablet inside the university, such as photographing people, watching clips that violate public morals or order, or recording videos, and all similar cases, the student will be punished with one of the following penalties:

- A written warning to the student not to repeat the violation
- Disciplinary dismissal for a semester with the removal of the device's contents, such as any pictures, and if this is not possible, the device will be confiscated and destroyed, with a statement of the subsequent penalty resulting from that. (First time)
- Disciplinary dismissal for a period of two semesters with the device being confiscated and destroyed, with a statement of the subsequent penalty for that (Second time)
- Final dismissal from the university (Third time)
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If the student commits the crime of damaging any of the university's property or the property of others at an event held by the university or in which he participated, the student is obligated to pay the value of what he damaged or caused to be damaged, and the damage will be estimated by a specific evaluation committee formed by the Disciplinary Committee.

Students' Rights and Duties

Behaviours, including:

- Insulting religion, the nation, or the university by any means
- Assaulting university employees or workers by word or deed
- Smoking inside university halls
- Inappropriate appearance in terms of clothing, hanging necklaces, bracelets, or long hair
- Tampering with devices and equipment inside university buildings and facilities or misusing them
- Theft or attempted theft
- Showing tribal fanaticism or racism towards students or university employees

- Forging university or deanship documents or attempting to do so or using them for illegal purposes

Traffic, including:

- Parking the car in places designated for others incorrectly
- Tampering with other people's cars or attempting to

Discipline, including:

- Holding or participating in any activities or events inside the university or issuing publications, bulletins, or posters or participating in distributing them or collecting money, donations, or signatures without the approval of the relevant authorities.
- Infringing on Islamic principles and the social foundations of the state, or infringing on national unity in word or deed, or calling for joining organizations hostile to the nation, or any political or regional ideas that contradict the state's system, or promoting organizations hostile to the nation within the university
- Any other violation that the university deems to constitute a breach of its regulations, instructions and decisions and for which there is no text in this system

Penalties:

A student at Prince Muqrin University enjoys excellent morals, behaviour and academic achievement, but in the event of violating any of the rules or regulations (God forbid), the university has the right to take appropriate disciplinary measures, as stated in the Code of Conduct document, which clarifies the penalties that must be read.

The following is a summary of the penalties that may be taken:

- Verbal warning
- Warning with a written commitment from the violating student
- Deduction of grades for one or more courses (referring to the Student Affairs Policy)
- Failure of the student in one or more courses (referring to the Student Affairs Policy)

Communication with the university, where the student is expected to:

- Communicate with the university through official channels in all matters related to academic and organizational affairs
- Follow up on what the university issues on its website, electronic screens, university mail, and electronic applications on smart phones, including study schedules, tests, assignments, activities, and programs.
- Ask about anything that was difficult to understand through official channels and try to identify those channels and work to provide constructive suggestions
- Participate in university activities and events in a positive and civilized manner

Rights and Duties of the University Student Document

The texts included in this document are considered a general framework that defines the rights and obligations of both parties (students and the university)

And expresses the mutual understanding between the university and its students regarding the rights guaranteed to them by the university regulations and the obligations that they must respect, in an attempt to remove any misunderstanding that students may have regarding obligations and duties, and to enhance awareness of the 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, and it also confirms that this document is not considered a law or an alternative system to the systems in force, and in the event of a conflict between a text issued by a specific party by the university and the text of the government (Ministry of Education), the text issued by the government is the one that is taken into consideration

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The rights and duties for the university student include the following:

In the academic field:

Rights

- Providing the appropriate educational environment to achieve understanding and study in a comfortable and effective manner by providing all available educational capabilities to serve the student and obtaining the scientific material and knowledge related to the university courses that the student is studying in accordance with the provisions of the university and the regulations governing academic work

- Obtaining the study plans in the college or department and the available specializations and reviewing the study schedules before starting the semester and registering in the courses provided by the system and the registration rules, taking into consideration organizing the registration priorities for students according to fair controls in the event that it is not possible to achieve the desires of all students in registering the course.

- Deleting any course or adding another or deleting the entire semester, according to the study and registration system at the university, during the specified period announced to the students

- Faculty members' commitment to the dates and durations of lectures and completing the scientific and laboratory hours and not cancelling lectures or changing their dates except in cases of necessity and after announcing that, provided that alternative lectures are given for the cancelled lectures or in the event of the absence of a faculty member in order to complete the course after coordination with the students and the relevant department

- Inquiry and appropriate scientific discussion with faculty members, without any supervision or punishment, unless the discussion exceeds what is required by public morals or the limits of behaviour in such cases, whether during the lecture or during the announced office hours for meeting students.

- The exam questions must be included in the course and its contents and the issues raised during the lectures or referred to, and the distribution of grades must be balanced and logical to achieve a fair assessment of the student's abilities

- Conducting all tests held for the course unless there is a legal impediment preventing them from being conducted in accordance with the regulations and instructions, provided that the student is notified in advance of being prevented from taking the test.

- Knowing the answer key for the semester exam questions and distributing the grades to the answer parts based on the student's performance evaluation; Before the final exam of the course

- Requesting a review of the student's answer in the final exam, according to what is specified by the university's regulations and decisions issued regarding the organization of the mechanism and controls of that review

- Knowing the results obtained by the student in the tests conducted after the completion of correction and approval

Duties

- Regularity in studying and fulfilling all academic requirements in light of the rules and dates regulating the beginning and end of study, transfer, registration, apology, deletion and

addition... according to the provisions contained in the laws and regulations in force at the university

- Respecting faculty members, employees and workers from the university's employees and other employees of companies contracted with the university, as well as students inside the university, guests and visitors, and not harming them verbally or physically in any way

- Respecting the rules and arrangements related to the progress of lectures and their regularity and not being absent except for an acceptable excuse in accordance with the laws and regulations

- Commitment when preparing research and other academic requirements for courses not to cheat or participate in any way or attribute the work of others to the student or resort to illegal means to prepare such research, reports, papers, studies or other basic requirements of the course

- Commitment to the relevant systems and regulations In exams, and not to cheat or attempt to cheat or help commit it in any way or behaviour or impersonation or forgery or bringing prohibited materials or devices into the examination hall or laboratories

- Adherence to the instructions and guidelines given by the supervisor or monitor inside the examination hall or laboratory, and not disturbing the calmness during the performance of the tests

In the non-academic field:

Rights

- Enjoying the social care services provided by the university in accordance with the rules and regulations

- Benefiting from the university's services and facilities such as: (the central library, the guidance and counselling unit for psychological and social assistance, sports fields, student activities and educational events, restaurants, parking lots, etc.) in accordance with the university's laws and regulations according to the available capabilities.

- Providing the opportunity to attend training courses, programs, trips, activities and volunteer work that does not conflict with the student's academic duties.

- Electing a representative of the student from among his colleagues to participate in the student advisory committees that discuss his issues

- Evaluating the services provided to students through the submitted questionnaires

- Allocating a special section in the university to care for and follow up on students' rights
- Providing the student with complete regulations, including the Code of Conduct

Duties

- Commitment to implementing the university's systems, regulations, instructions and decisions issued by it, and not to circumvent or violate them or submit forged documents to obtain any right or advantage in exchange for the rulings issued pursuant to them
- Carrying the university card while the student is at the university and presenting it to employees or faculty members upon request or in the event of completing any transaction for the student within the university
- Not attempting to damage, tamper with or disrupt the university's property or participate in that, especially with regard to buildings or equipment
- Commitment to the instructions for arranging, organizing and using the university's facilities as well as its designated equipment, after obtaining prior permission from the competent authority to use those facilities or equipment when wishing to use them or benefit from them for a purpose other than what they were prepared for .
- Commitment to the appropriate dress code And the appropriate behaviour at the university and Islamic customs, and not to engage in any behaviour that violates Islamic morals or public ethics at the university
- Calm and tranquillity within the university facilities, and refrain from smoking therein, and not to cause riots or illegal or unlawful gatherings in places other than those designated for that .

With our great confidence in our sons and daughters, we will not be lenient in dealing with those who violate discipline, and students must be careful and not put themselves in a circle of suspicion, and whoever is proven to have committed any of the aforementioned violations will be directed to the appropriate penalty according to the disciplinary system at the university

Student Signature on the Declaration and Undertaking

I hereby acknowledge that I have reviewed the University Student Document and the attached Rights and Duties Document, and signed them.

Student Name:.....

University ID Number:.....

College:.....

Signature:.....

Date:.....

Student Complaints and Appeals

Policy Statement:

- A student has the right to file a complaint if he or she has been discriminated against on the basis of authority, age, religion, race, color, or disability
- The student should consult with the person concerned, the academic advisor, the department chair, and the Dean of Student Affairs
- The student has the right to first attempt to resolve the issue informally. If the issue is not resolved, the student has the right to file a formal complaint/appeal by completing the “Student Complaint Form.” The form can be obtained from the Office of the Head of Department, the Office of the Dean of the College, or the Office of Student Affairs
- A student who intends to file a complaint/appeal to resolve any issue must do so within four (4) weeks of the date of the dispute or issue
- Students must adhere to the deadlines specified in this policy

Non-Academic Grievances/Appeals

A student may file a grievance with Student Affairs for the following reasons:

- University Facilities
- University Services
- Dispute between students
- Dispute between students and faculty
- Dispute between students and staff
- The Dean of Student Affairs is responsible for determining whether the complaint/appeal will be investigated further

- The Office of the Dean of Student Affairs is responsible for contacting the student within two weeks to inform him/her of the status of his/her grievance/appeal
- The Office of the Dean of Student Affairs is responsible for contacting the Student Affairs Grievance Committee
- To schedule a meeting regarding the student's complaint/appeal

The Chair of the Appeals Committee is responsible for:

- Reviewing the complaint/appeal and communicating it to the members of the Appeals Committee for their recommendations
- Notifying the complainant, the respondent, and the head of his/her department of the actions taken regarding Complainant/Appeal
- If a student is not satisfied with the decision of the Admissions and Registration Committee, he/she has the right to refer the matter to the University Council
- Prince Mugrin University treats student complaints and appeals as a confidential documents at all stages of the process; only individuals involved in the decision-making process will have access to the documents. However, when needed, the student will remain anonymous to protect his/her well-being
- Any student who submits a false complaint/appeal based on incorrect evidence will be subject to disciplinary action
- Any student, faculty member or staff member who provides any false information related to any complaint/appeal during the investigation process will be subject to disciplinary action.