

KINGDOM OF SAUDI ARABIA

Ministry of Education

Najran University

Faculty of Dentistry



المملكة العربية السعودية

وزارة التعليم

جامعة نجران

كلية طب الأسنان

Manual of

Rights and Duties

Faculty of Dentistry

Student's Rights:

1. The student has the right to be the academic advisor to follow up on him from the beginning of joining the program until his graduation.
2. Obtaining a university card and benefiting from the services provided by the university in accordance with the applicable university regulations, decisions and customs in this regard.
3. Maintaining the confidentiality of the contents of his file within the college of dentistry with the integrity of dealing with him.
4. Obtaining the scientific material and knowledge associated with courses as course specifications which contains all data regarding the teaching and assessment methods in an appropriate study environment that enables him achieve understanding and progress easily.
5. Obtaining study plans and study schedules as well as his enrollment in the courses prescribed by the rules and regulations and the enrollment rules followed therein.
6. The seriousness of the faculty members of the college in adhering to the dates and times of the lectures and meeting the academic and office hours and not to cancel any of them except in the case of necessity and after announcing this in advance with giving alternative lectures in coordination with students
7. Asking his professors inside the class rooms , clinic and laboratories any questions related to their courses and discussing with them the appropriate scientific discussion and at the specified times in accordance with the academic schedule.
8. The examination questions shall be within the course and its contents and a student has the right to know his results and to request for a review of its answer in the final exam in accordance with the unified rules and regulations followed in the University.
9. Access to the social care provided by the university as well as participation in the activities established within it in accordance with the unified rules and regulations followed in the University.

Student's Duties:

1. Follow college rules and regulations, instructions and decisions issued in implementation thereof and not to carry out any actions that violate Islamic ethics or public morals.
2. Regular study and doing all the course requirements.
3. Holding the university card while inside the university and presenting it to specialists upon request, maintaining public hygiene and adhering to the appropriate attire that ensures proper respect for the university.
4. Follow the rules and arrangements related to the preparation of research, reports or tests, not to cheat, attempt or assist in committing fraud or breach of the examination system.
5. Not to be exposed to the property of the faculty by tampering with it or disabling it from work and he should be keen to maintaining it.
6. Follow the instructions inside the faculty library and university library. Calm and serenity within the faculty facilities and not to disturb or gather in places other than those designated.
7. Treating all employees of the faculty and the university and its guests with proper respect and not offending them or insulting them by word or deed.
8. Not to attend lectures in courses in which the student is not enrolled except with a special permission from the course professor, knowing that it is not considered in this course officially for the importance of enrollment in this course.
9. Eating food and beverages in their designated spaces.
10. Ensure the activation and follow-up of his official email approved by the college
11. Follow up on announcements placed on the official email or bulletin board inside the faculty building.

Regulations of general systems and behavior for all students within the college:

The students in the college of dentistry should be avoids the followings:

1. Every deviation from Islamic values and human morals, regulations, regulations, university instructions, government regulations, and what causes harm to others, and establishments, is a violation that requires punishment, especially the following: -
 2. Every act that violates honor and dignity or violates good conduct and behavior within the University.
 3. Breaching order during lectures, scientific lessons and tests or accompanying what causes it.
 4. Every fraud in the test, or attempting it, or an attempt to cheat, or accompanying anything related to the course, even if it did not benefit from it, and this is followed by fraud in reports, academic projects, and scientific research.
 5. To organize activities or associations that violate the regulations and instructions in force in the university.
 6. Any damage or attempt to destroy equipment, materials, books, or any of the college's holdings.
 7. Misuse of university facilities, attachments, or contents.
 8. Issuing or distributing flyers or collecting money or signatures without official approval from the competent authority.
 9. Impersonation and forgery in all its forms.
 10. Smoking and what is its rule inside the university buildings and courtyards.
 11. Abuse of the college or any of its faculty members, employees, and students, or assault on their property, as well as assaulting any individual inside the college.

Controls for the use of smart phones and the like on campus

1. The student has the right to use the mobile phone without using the cellphone as a violation of the rights of others. The student does not carry his phone raised vertically in a position that raises suspicion of photographing a passer-by and that the use be sensitive to the privacy of the place and not directed towards anyone.
2. It is prohibited to browse by phone by using it for self-portraying, or for photographing female colleagues, or using social networking applications such as Snapchat in photography, trading video clips from inside the campus
3. It is strictly forbidden to use the mobile phone in the lecture hall, and the laboratories during academic lectures, or practical lessons, and its use is restricted to public places only, taking into account the general ethics of using it.
4. It is strictly forbidden to bring the mobile phone to the exam room.
5. It is forbidden to use mobile phones and music players loudly that are not suitable for the campus, which leads to confusion among female students and the administrative and administrative staff and cause chaos on the campus.
6. Every action in which a mobile phone is used as a tool to defame others or explicitly violate their personal or work privacy is considered as using the mobile phone to photograph any official papers or documents that the student is not entitled to see, or the audio recording of faculty and employees or photographing them with intent to offend or defame or any A form of harm, even if the matter is related to family issues between them, it is an offense in which punishment is carried out inside the university and transferred to the judicial authorities to take the private and public right based on the fight against information crimes.
7. University employees, from administrations, members of the teaching staff, or bodyguards, have the authority to withdraw the violating device when needed from the student in the event of seizure without inspection, in one of the cases

8. Prior to that, he will be handed over to students affairs, which in turn will put him in the hands of the permanent committee to discipline students at the university to take the necessary action.
9. Any misuse of smart phones with the intent to material or moral extortion is considered a major crime that requires arrest according to Ministerial Decree No. 2000 and the date of 10/6/1435 AH. Poverty (20) the injured party is entitled to file a complaint of his own right with the relevant authorities. Stir up tribal, sectarian, or regional strife among students, and form student groups to fabricate quarrels and problems inside or outside the university.
10. Carrying dangerous or prohibited materials, weapons or drugs of all kinds inside the university buildings and facilities.
11. Violating university regulations for student housing.
12. Violating traffic regulations and regulations regulating it inside the University City or university facilities that need to be brought before the Main Committee.
13. Misuse of electronic programs, devices and applications inside the university, including photography for private tours.

Students Affair unit, college of dentistry