

Rights and Responsibilities of University Students

First: General Provisions

The provisions set forth herein constitute a general framework for defining the rights and responsibilities of both parties: the students and the university. These provisions embody the mutual understanding between the university and its students regarding the students' rights as stipulated in the university regulations, as well as the obligations students are required to observe. This document also aims to eliminate the misconception that a student is merely burdened with duties and obligations without having rights to ensure a stable and successful academic life.

While the university expects its members to acknowledge and respect the principles stated herein, it affirms that this document is not to be considered a law or a substitute for the official regulations in effect. In the event of any conflict between the provisions herein and the rules and regulations of the university or the state, the latter shall prevail.

The document aims to raise students' awareness of their academic and service-related rights in accordance with the university's resources, inform them of how to obtain these rights and which entities are responsible for realizing such rights, and clarify their obligations toward the university. This reflects the university's commitment to the quality of academic work, which depend on a transparent and cooperative relationship between students, faculty, departments, and across its various units.

Defining the terms, concepts, and definitions used in this document is to be interpreted in the light of the rules and regulations set by the Student Rights Protection Unit.

Second: Rights of the University Student

A. Student's Academic Rights

The student has the right to

1. a supportive and appropriate academic environment that facilitates understanding and effective learning, through the provision of all available educational resources.
2. access course materials and content relevant to the university courses in which they are enrolled, in accordance with the university's regulations and policies.
3. access study plans issued by the college or department, including the specializations they are eligible to choose from. They are also entitled to access course schedules before the start of the semester and register for courses available in the registration system and in accordance with the registration rules in effect. In cases where not all student preferences can be accommodated; course enrollment shall follow a fair prioritization system that takes into account students' registration preferences and ensures equitable procedures.
4. add or drop any course, or withdraw from the entire semester within the timeline announced by the university's academic and registration calendar.
5. the lecture schedules and the hours for both theoretical and laboratory sessions. Lectures should not be cancelled or rescheduled except in case of necessity and with prior notice. In such a case, make-up lectures must be coordinated with students and the relevant department to ensure the course completion.
6. inquire and engage in proper academic discussion with faculty members without undue restrictions or penalty, provided such discussions remain within public decency, decorum, and proper conduct, whether during lectures or office hours.

7. have exam questions based on the course content and topics presented or referenced during lectures. A balanced and logical distribution of marks should be maintained to ensure fair assessment of student performance.
8. take all course-related exams unless a legitimate impediment prevents him from participation in accordance with the rules and regulations. In such cases, the student must be informed well in advance of being denied the exam.
9. be informed of the model answers to the midterm questions, the distribution of marks and how marks are assigned to each part on which their performance is evaluated before sitting for the final examination in the course.
10. review their final exam paper, in accordance with the university's rules and regulations- the procedures and conditions for such a review.
11. access their exam results after grading is completed and results are officially approved.

B. Non-Academic Rights

The student has the right to:

1. access social care and welfare services provided by the university and to participate in extracurricular activities, in accordance with the university's rules and regulations.
2. access adequate healthcare services through the university hospital and health centres.
3. benefit from the university services and facilities, such as textbooks, dormitory, central and branch libraries, sports facilities, dining halls, parking lots, etc., in accordance with the regulations and procedures in effect at the university.
4. receive financial incentives and rewards as stipulated by the relevant rules and regulations, particularly for outstanding students.

5. be nominated for training courses, academic programs, internal and external trips, and to increase their participation in cultural activities, community service, and volunteer work.
6. file a complaint or grievance concerning any issue that affects their relationship with faculty members, departments, colleges, or any other university unit. The complaint or grievance must be submitted in accordance with the rules governing the Student Rights Protection Unit. The student has the right to be informed of the outcome of their complaint by the responsible authority.
7. defend themselves before any university authority in any disciplinary case brought against them, and no penalty shall be imposed without hearing the student's statements, unless it is proven that their absence was due to an unacceptable excuse, following a second summons.
8. file a grievance against any disciplinary decision taken against them, in accordance with the procedures outlined in the student discipline provisions.
9. the preservation and proper handling of their file maintained by the university. Its contents will remain confidential and shall not be released except to the student, their guardian, or any representative officially authorized by the student, unless required by investigative authorities and official or judicial entities. The file contents shall not be made public or disclosed unless based on an official disciplinary decision against the student.
10. The student with special needs has the right to receive appropriate services that meet their needs, in accordance with the university's rules and regulations.

Third: Student's Academic Responsibilities

A. Academic Responsibilities

The student must:

1. attend classes regularly and fulfil all academic requirements in accordance with the rules and timelines of the start and end of the semester as well as procedures related to transfer, registration, withdrawal, and add/drop, as stipulated by the university's rules and regulations.
2. respect faculty, staff, other university personnel, fellow students, and all guests or visitors, and refrain from causing them any harm, whether verbal, physical, or in any other form.
3. adhere to the rules and regulations governing classroom conduct, maintain regular attendance, and observe order during lectures. Absences are only permitted for valid and acceptable excuses, in accordance with the university's rules and regulations.
4. refrain from plagiarism or engaging in any form of plagiarism or in any form of academic dishonesty when preparing research papers or fulfilling course requirements. This includes engaging in illegal methods while preparing research, reports, studies, or any other required academic tasks.
5. comply with all the rules and procedures governing examinations, maintain order during their administration, must not cheat, attempt to cheat, or assist others in any way, whether through impersonation, forgery, or bringing prohibited materials or devices into exam halls or laboratories, which is strictly prohibited.
6. follow the instructions of the invigilators and refrain from causing any disruption during exams.

B. Non-Academic Responsibilities

The student must:

1. adhere to all university's rules, regulations, instructions, and decisions issued in implementation thereof. The student must not attempt to circumvent or violate these rules, nor submit forged documents to obtain any right or benefit contrary to what is stipulated in the university's rules and regulations.
2. carry their university ID card while on campus and present it upon request to university staff or faculty members or when carrying out any transaction in the University.
3. not damage, tamper with, or disable university property, or engage in such acts, whether caused to buildings or equipment.
4. adhere to the instructions related to the organization, arrangement, and use of university facilities and equipment for their designated purposes, and must obtain prior permission from the competent authority before using or benefiting from them for any purpose outside their stipulated use.
5. adhere to the dress code and observe conduct that are appropriate to Islamic values and university norms, and must refrain from engaging in any acts that violate Islamic morals or public decency within the university.
6. maintain a quiet and peaceful environment within university facilities, refrain from smoking on campus, causing disturbances, engaging in any unauthorized gatherings, or authorized gatherings held in undesignated areas.