

Summary of University Student Charter: Rights and Responsibilities  
Prepared by the College of Engineering

This is a summary of  
“University Student Charter: Rights and Responsibilities”

ملخص  
"ميثاق الطالب الجامعي: الحقوق والواجبات"



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This is a summary of University Student Charter: Rights and Responsibilities

This charter is directed to Majmaah University and all university employees who have a direct relationship with the students

#### The goals of the charter

1. Enlightening students of their university rights and duties
2. Defining faculty members and staff at the university

#### Charter axes:

##### The first axis: Student Rights

These are the rights guaranteed by the university's regulations to provide an educational and supportive environment, that guarantees students a stable university life, with the aim of creating a generation characterized by self-worth, courage, and ethics.

##### The second axis: the duties of the student

These are the duties that the student must adhere towards the university to improve the quality of academic work, instill a spirit of citizenship among students, and work to strengthen the relationship between students and members of the faculty.

#### *Terms mentioned in the charter:*

1. The Charter: a covenant between the student and the university that includes the basic rules of the rights and duties agreed upon in order to practice the university life
2. University employees: faculty members, employees, and students belonging to it
3. Academic field: the educational process.
4. The non-academic field: the regulatory process and what it includes in terms of student interaction with university employees and the activities and services provided to him.
5. The indicative day: a day that the university specializes in educating the student about his rights, duties, and what is forbidden to him and so on.
6. Student Advisory Committees: Committees formed to identify the problems that students face in the course and find solutions to them.
7. Affiliation: It means the pride of the student at the university.
8. Citizenship: the moral and social obligations of the student towards society.
9. Sensory and psychological security: It is a state in which the student feels reassured and stability away from the threats that he may be exposed to inside the university

#### First: University student rights

##### (A) Academic field:

1. Student enrollment in the college or scientific department according to his desire.
2. The student must obtain a university card, and take advantage of the services provided.
3. Providing the appropriate environment for the student to obtain high-quality learning.

4. The student's knowledge of the plans and registration procedures in the decisions that the system brings to him and the registration rules followed.
5. The student removes or adds any available course or deletes the entire semester.
- 6- Transferring the student from one college to another within the university or from one scientific department to another, or converting the study system from enrollment to regularity, education or distance education and vice versa.
- 7- The student's access to the scientific material related to university decisions in a suitable study environment that achieves his comprehension and achievement easily.
8. The student asks his professors and their discussion of the appropriate scholarly discussion
9. The members of the university faculty abide by the dates and times of the lectures, fulfill the hours, and not cancel any of them except in case of necessity.
10. Ensure the confidentiality of the complaint of the student against the faculty member
11. That the exam questions are asked within the course and its contents, and the student has the right to know his results and request that his answers be reviewed.
12. Informing the student about his marks and the results of the tests that he performed.
13. The student's knowledge of the answers to the questions after the exams are completed
14. Retrieve all assignments submitted by the student during the semester
15. Maintain the confidentiality of the contents of the student file
16. Notify the student before making any decision against him
17. Informing the student of warnings, or denying the student a final exam with the reasons
18. Freedom to express opinion and debate on educational matters in an appropriate behavior
19. Familiarizing students with the sources of obtaining university bylaws and regulations
20. Providing instructions and guidance to the student
- 21 The student obtains the graduation document upon completion of the graduation requirements in accordance during the period specified to deliver the document
22. Providing permanent communication opportunities for the student with a faculty member.
23. Feeling of physical security so that the student is not exposed to physical or health dangers and moral or psychological security.

(B) The non-academic field:

1. The student's benefit from the university's services and facilities
2. Student access to adequate health care
3. The student receives the social care provided by the university
4. Participate in the activities established within it according to the regulations
- 5- Evaluating the student services through the questionnaires provided to him
- 6- Deciding who represents students to participate in student advisory committees
- 7- Obtaining the additional financial rewards prescribed in case he is a superior student
8. Obtaining financial aid after studying the financial condition of the student
9. Providing the student with the opportunity to attend programs and activities.
10. The Deanship of Student Affairs is concerned with looking after student rights
- 11- Providing support, assistance, and appropriate services to students with special needs.

## 12. Provide students with complete regulations


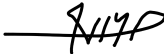
### Second: University student duties

#### (A) Academic field:

- 1- Commitment to university regulations and bylaws
2. Not to perform any work that is subject to Islamic morals and public morals
3. Not to falsify university records
4. School attendance
5. Adherence to the rules relating to the preparation of research, reports or tests
6. Not to be afraid of the student or to initiate him
7. Not hindering the course of lectures
8. Treating others with respect
9. The student's commitment not to attend lectures in courses not registered in it
10. There are no errors in the study schedule
11. Student commitment to the instructions and instructions directed by the official
12. The commitment of the student to implement the penalty imposed on him
13. Evaluating the student and the faculty member, taking into account the secretariat

#### (B) The non-academic field:

1. The student must hold the university card at all times
2. The student maintains general cleanliness inside the university
3. The student's commitment not to harm university property
4. Student commitment not to make noise inside the university facilities
5. The student should refrain from disturbing the designated places
6. The student does not do any destructive or life-threatening acts
7. Prohibiting the student from using the university property for any purpose not specified for it
8. The student exploited the Internet at the university for research and scientific material only
9. The student's commitment to good behavior appropriate to Islamic and university norms
10. The student paid the amounts prescribed for him
11. The student does not eat food and drinks except in the places designated for them
12. Not to preserve, consume or abuse any kind of alcoholic beverage or drug
13. The student is strictly prohibited from smoking on campus
14. The student should make sure that the official email address is working properly
- 15- Student follow-up on advertisements placed inside the university building
16. The student should give correct information to the designated authorities at the university
17. The student should not assign university employees to any work except with the approval
18. The student communicates with the university after he graduated

Task	Name	Signature	Date
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