

## **College of applied medical sciences**

*Radiological Science and Medical Imaging Department*

# **Rights and Duties Manual for Students**

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### ***1.9.2. Rights and Responsibilities of Students and Authority:***

At Majmaah University, we must vigorously pursue an academic, work, and social environment that is civil, fair, and founded upon mutual respect and trust. All individuals within the broad University community should share this aspiration and its attendant responsibilities. As members of the Majmaah University community, its faculty, staff, and students are expected to deal with each other with respect and consideration. The University also expects students to follow kingdom laws. Within this framework, students have guaranteed rights, but the exercise of those rights may not interfere with the rights of others in the University community.

#### ***Student Rights:***

- a. The right to pursue academic and other goals without being subject to discrimination on the basis of race, color, religion, national origin, sex, parental status, marital status, age, disability, or citizenship
- b. Protection against unlawful searches and seizures
- c. Freedom to exercise the civil rights to which any citizen of the Kingdom of Saudi Arabia is entitled
- d. The right to a fair and impartial hearing, either through administrative procedures or through the University Hearing and Appeals System, regarding allegations of violations of institutional rules.

In the exercise of these rights, students may file reports of incidents with the University administration with the expectation that such reports will be investigated in a timely and thorough manner.

### ***1.9.3. Student Responsibilities***

- a. Compliance with University regulations as set forth in the Student Handbook, other official University publications, and Kingdom laws.
- b. Cooperation with University officials, acting in their official capacity within established guidelines.

While retaining their rights against self-incrimination, students are required to provide identification when asked and surrender, upon request, their University identification card until the incident under investigation is resolved.

The culture of the Majmaah University is characterized by a long-standing commitment to student learning and to excellence in teaching. This commitment has been established through the development of an open, ethical and caring community that promotes diversity, honesty, integrity, respect, fairness, trust and civility among its members. This community has created a culture based on core values that include intellectual vitality, intellectual and academic freedom, the well-being of its members and service to others.

In order to realize its commitments and values, all members of the university community must demonstrate academic integrity and ethical behavior and foster academic integrity and ethical behavior in others. Those who violate university's standards of academic ethics must be held responsible for their misconduct. Those who observe violations of academic ethics have a responsibility to address it.

It is the purpose of this document to describe the responsibilities, provide definitions and examples of conduct which violates academic ethics and recommend appropriate sanctions in the case of misconduct.

## Policy

**Responsibilities of Academic Administrators:** It is the responsibility of the Administration to foster and maintain the culture of the institution, including that of academic ethics and integrity. Ways of supporting this aspect of the University mission and culture may include:

- a. Collaborating with faculty in creation of procedures, policies, and tools for the education and enforcement of academic ethics and integrity.
- b. Assisting and supporting faculty in the investigation and appropriate correction of violations of academic ethics and integrity
- c. Discussing the importance of academic honesty and ethics with students.
- d. Addressing violations of the academic ethics policy by a student.
- e. Communicating with faculty and students actions taken to address violations of academic ethics.

**Responsibilities of Faculty Members:** Faculty members have responsibilities to model academic integrity and ethics for their students, to educate students about these qualities and behaviors and to promote compliance with the standards described in this policy. They may do so by:

- a. Describing in writing and distributing the objectives and requirements of the course they are teaching at the beginning of each semester and summer term;
- b. Including a reference to the Academic Ethics policy on each course syllabus every semester;
- c. Discussing the importance of academic honesty and ethics with students;
- d. Making clear on their syllabus their expectations regarding individual or collaborative work, the use of supplemental aids for examinations and assignments and other specific guidelines they want students to follow in completing assigned course work;
- e. Being available to answer students' questions about issues of academic honesty and proper procedures for course work;
- f. Addressing violations of the academic ethics policy by a student.

**Responsibilities of Students:** Students have responsibilities to become educated about the standards of ethics and behavior in the academic community and to adhere to those standards in all of their academic work. Students fulfill their responsibilities by:

- a. Reading and becoming familiar with the Academic Ethics policy;
- b. Understanding and avoiding actions that violate the Academic Ethics policy ;
- c. Undertaking a commitment to act with honesty and integrity in completing any and all academic work;
- d. Understanding and applying the proper methods of attribution and citation in all written, oral and electronic submissions;
- e. Making sure they understand the requirements and expectations for academic work of each of their professors and to seek clarification from the faculty member when they are unsure if their behavior will violate those expectations;
- f. Maintaining University standards by reporting acts of academic misconduct to the faculty member for the course or another academic administrator such as a department head or dean.

### ***3.1. Academic Ethics Violations***

#### ***3.1.1. Plagiarism***

- a. Copying information word for word from a source, including cutting and pasting information from an electronic text, without using quotation marks and giving proper acknowledgment of the source or providing a proper citation.
- b. Paraphrasing, or putting into one's own words, the text of a source without providing proper acknowledgment of the source or providing a proper citation. The paraphrasing leads the reader of the text to believe that the ideas and arguments presented are one's own.
- c. Paraphrasing extensive portions of another source, even with citation. The extensive paraphrasing leads the reader of one's own text to believe that the ideas and arguments presented are one's own or it results in one's own contribution to the work being minimal.
- d. Presenting any work or part of a work or assignment that has been prepared by someone else as one's own. This would include using unauthorized assistance in preparing the work or acquiring written work from another person, purchasing a paper or assignment from a commercial organization, using the work of another person or obtaining the answers or work from any other source.
- e. Reproducing, without proper citation, any other form of work of another person such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution, in full or in part.

**Student(s):** as pertaining to the Student Conduct Code, are defined as:

- a. Persons enrolled at the Majmaah University;
- b. Persons who are not enrolled for a particular academic term but who have a continuing educational relationship with the University;
- c. Persons who have been notified of their acceptance for admission;
- d. Persons who are participating in programs sponsored by the University and another college or university (e.g. community college partnership agreements), although not enrolled at this institution; or,
- e. Persons who were defined as a student at the time of their misconduct.

**Student Conduct Administrator:** A University official authorized by the Dean of Student Affairs to determine whether or not a respondent is responsible for violating policies within the Student Conduct Code and to impose sanctions upon the respondent for policies violated.

**University:** The Majmaah University.

**University Official:** Any person employed by the University, performing assigned administrative or professional responsibilities.

**University Premises:** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets or sidewalks).

**Witness:** Individual(s) who may offer information regarding an allegation of misconduct.

#### **4.6. Student Rights**

- a. A student has the right to be treated with dignity and respect by all persons involved in the student conduct process.
- b. A student has the right to a hearing that is conducted fairly.
- c. A student has the right to a hearing by an unbiased Student Conduct Administrator/Conduct Board.
- d. A student has the right to an advisor present at meetings or hearings regarding allegations of misconduct.
- e. A student has the right to written notice of the alleged violation(s).
- f. A student has the right to share as much information as desired; however, a decision will be made based on the information available or shared.
- g. A student has the right to present witnesses, share written or oral statements, and any other information pertaining to the incident.
- h. A student has the right to an appeal.
- i. A student has the right to see the contents of their student conduct file.

#### **4.7. Student Conduct Policies**

Any student found responsible for committing, attempting to commit, aiding in, and/or assisting others in committing any of the following prohibited conduct will be subject to disciplinary sanctions.