



Code of Ethics
University Student
Charter
Rights and duties

First Edition
1435-1436



In the name of Allah the Merciful

**We honored the children of Adam, carried them on land and sea,
provided them with good things, and preferred them to many of those
who created us,**

Isra, 70

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Dean's word

Praise be to God, Lord of the worlds, and prayers and peace be upon the most honorable of the prophets and messengers, our master Muhammad, after...

The university stage is considered one of the important stages, it is a turning point in the human career. Rather, it is a station that only takes some time, so a person draws plans for the coming years and ages to come. It is a stage in which many conditions and changes are taking place, and its formation attracts multiple parties, and that stage is when young people meet with his enthusiasm, aspirations, desires and feelings with the conditions surrounding a multicultural society and destinations with contact with an open environment from all sides and towards every man and thought, in addition to the hopes that are held on the youth at this stage by the family and society, everyone is watching and looking at what will be involved in civilization and culture, and what can be beneficial to his community from what God Almighty has brought in from the sciences, cultures and knowledge and watch, is it possible that today's student is tomorrow's leader?

I see that today's students are distinguished by the diligence, patience, and diligence in seeking knowledge with the availability of capabilities and the abundance of technical aids and the available ways for them to seek knowledge. The availability of means of applied, theoretical and technical laboratories, training means and services and various and multiple student activities with the latest techniques and high quality.

In light of the directives of His Excellency the President of the University, Dr. Khalid bin Saad Al-Muqrin, the necessity of caring for the university student, which represents the cornerstone of the educational process and the basis on which the university strives to provide all its services to him in an optimal manner

It was our duty to put in the hands of our students this charter to be a guide and a helper for them to create the appropriate environment that helps them to teach, learn and achieve outstanding achievement during the school years, ensuring their rights, raising awareness of their duties, and showing them proper Islamic and university behaviors, and working to develop their belonging values toward their religion and country.

**Dean of Student Affairs
Dr. Hamad bin Abdullah Al-Qumaizi**

Who is this charter for?

This charter is directed to all male and female students affiliated with Majmaah University and all university employees who have a direct relationship with male and female students.

The goals of the Charter

1. Students gain insight into their university rights and duties.
2. Informing the university's employee and staff and all who interact with students within the university of the students' rights and duties.

Axis of the Charter

The first axis: student rights

These are the rights guaranteed by the university's regulations in the academic and non-academic fields to provide a supportive educational environment for him that guarantees him a stable university life in accordance with its capabilities with the aim of creating a generation characterized by self-confidence, courage and good manners.

The second axis: the student's duties

These are the academic and non-academic duties that the student must adhere to towards the university in order to improve the quality of academic work and instill a spirit of belonging and citizenship among the student and work to document the relationship between the student on the one hand and members of the teaching staff and university sectors on the other hand.

Terms contained in the Charter

1. Charter:

A covenant concluded between the student and the university that includes the basic rules and principles of rights and duties agreed upon in order to practice university life.

2. University staff:

Faculty members and all employees, male and female students affiliated with it.

3. Academic field:

It means the educational process and what it includes in the student's interaction with the curricula, faculty members and who like them.

4. Nonacademic field:

Means the administrative and organizational process, and what it includes from the student's interaction with university employees and workers, and the activities and services provided to him.

5. Guidance day:

The university's specialization day to educate the student of his rights, duties, and what is prohibited, and the university's academic and administrative systems and their various academic and non-academic capabilities, which help him complete his studies fully.

6. Student advisory committees:

Committees formed by the Deanship of Student Affairs and working under its supervision with the aim of identifying problems and obstacles facing students in the course of their university studies and finding appropriate solutions for them while listening to students' proposals.

7. Affiliation:

It means the pride of the student with his university and the implantation inside him from joining it to completing his studies and extending with him throughout life.

8. Citizenship:

It includes the moral and social obligations of the student towards society, the nation, and the guardians.

9. Sensory and psychological security:

It is a situation in which the student feels tranquility and sensory and psychological stability, away from the physical and moral threats that he might be exposed to inside the university.

First: University student rights

A. Academic field:

1. The student joins the college or the scientific department according to his desire on the basis of the admission and registration conditions approved by the university and announced by it.
2. The student obtains the university card and benefits from the services provided by the university in accordance with the requirements of university regulations, decisions and norms in force in this regard.
3. Providing the study environment and the appropriate scientific climate for the student to obtain high-quality learning commensurate with the vision and mission of the university.
4. The student's knowledge of plans and registration procedures in the courses provided by the system and the rules for registration followed.

5. The student shall delete or add any available course according to the regulations of the Deanship of Admission and Registration and study plans or delete the entire semester according to the university calendar issued by the Deanship of Admission and Registration.
6. Transferring the student from one college to another within the university or from a scientific department to another or transferring the study system from enrollment to regularity or distance education and vice versa according to the regulations for transfer and according to the capabilities available within the college.
7. The student's obtaining the academic material and knowledge related to university courses in an appropriate study environment that achieves easy achievement.
8. Asking of the student for his professors on campus and discuss the specific, appropriate scientific discussion.
9. The commitment of the university faculty members to the dates and times of the lectures and the fulfillment of scientific and practical hours and not to cancel any of them except in the case of necessity and after announcing that in advance with giving alternative lectures on them in coordination with students.
10. Ensuring the confidentiality of the student's complaint against the faculty member.
11. The questions of the tests should be within the course and its contents, and the student has the right to know his results and request a review of his answer in the final exam according to the rules and regulations followed.
12. Informing the student of his grades in the course and the results of periodic and quarterly exams that he performed after completing their correction.
13. Student knowledge of the typical answer to quarterly test questions after the tests are finished.

14. Recovering all the home works that the student submits during the semester, whether it is a hard copy, an electronic copy, or otherwise.
15. Keeping the contents of the university student file confidential.
16. Notify the student before making any decision against him, draw his attention when there are any violations, and notify him in writing of the decisions taken against him, while giving him the right to criticize any decision that conflicts with his academic interest in accordance with the university's rules and regulations.
17. Informing the student of warnings or denial of warnings issued against him, and informing him about any deprivation from exam attendance and the reason for the deprivation, well in advance of the final test date.
18. Freedom of expression of opinion and discussion on educational matters pertaining to the student, provided that this is within the limits of appropriate behavior and in accordance with the university's rules and regulations.
19. Acquainting the student with the sources of obtaining university regulations and systems through the university's website, the Deanship of Admission and Registration, the Deanship of Student Affairs, and others
20. Providing guidance to the student by distributing publications on the university's systems and regulations and informative brochures on the college and the scientific department to which he belongs and other academic plans and student services and providing them in an electronic form CD and placing them on the university's website.
21. The student obtains the graduation document upon completion of the graduation requirements in accordance with the university's rules and regulations within the time period determined by the university to deliver the document.

22. Providing opportunities for permanent communication for the student with the faculty member in various ways, such as e-mail, office hours, and others.

23. Feeling of physical security so that the student is not exposed to physical or health hazards and moral or psychological security so that the student does not feel any moral threat such as intimidation of the punishment or exposure to insult or ridicule by the administrative and academic authorities.

B. Non-academic Field:

1. Student benefit from university services and facilities such as (university housing, central library, counseling center for psychological and social assistance, sports fields, student activities, educational activities, restaurants, parking lots, etc.).
2. The student's obtaining adequate health care by providing examination and treatment in the medical administration and transferring it to the university's hospitals and health centers when necessary in accordance with university regulations.
3. The student gets the social care provided by the university.
4. Participate in activities established within the university in accordance with the regulations.
5. Evaluating student services provided to the student through the questionnaires provided to him.
6. Choose who represents students to participate in student advisory committees.
7. Obtaining the additional incentives and financial rewards set by law in the event that he is a superior student.

8. Obtaining financial aid or loans after studying the student's financial condition and proving his need for it according to the university's regulations.
9. Providing the student with the opportunity to attend training courses, programs, trips, activities and volunteer work in a manner that does not conflict with his academic duties.
10. The Deanship of Student Affairs at the University is responsible for caring for and following up on student rights.
11. Providing support and appropriate services for students with special needs, according to the capabilities of the university.
12. Providing students with complete regulations, including disciplinary regulations, penalties regulations, and university student charter.

Second: The duties of the university student

A. Academic field:

1. Commitment to university regulations, instructions and decisions issued to implement them.
2. Not to perform any act that violates Islamic morals and public morals.
3. Not to commit forgery, tampering, or misuse of university records, including official papers, university degrees, etc.
4. Regular study and fulfill all the academic requirements for the courses.
5. Adhere to the rules and arrangements for preparing research, reports or tests.
6. Not to cheat, initiate, assist in committing it, or breach the examination system.

7. Not to hinder the conduct of lectures, whether by speaking, cheering, or entering and leaving the hall without the permission of the faculty member.
8. The treatment of the student to all members of the university and its guests with decent respect and not to offend them or insult them by word or deed.
9. The commitment of the student not to attend lectures in courses that are not registered therein except with special permission from the course professor.
10. The absence of errors in the academic schedule, such as inconsistency in the times of lectures or registration in a course in which the student previously passed, and the student must, in the event of errors in the schedule, quickly review the university's recorder during the addition period only.
11. The student's commitment to the instructions directed by the official or the supervisor in the testing room or laboratory and not to disturb the calm during the performance of the tests.
12. The commitment of the student to implement the penalty imposed on him if he violates the university's rules and regulations.
13. The student's evaluation of the faculty member according to the forms prepared for that, taking into account the trust.

B. Non-academic field:

1. The student must carry the university card while he is inside the university and present it to the specialists upon request
2. The student maintains general hygiene inside the university
3. The student's commitment not to damage the university's property by damaging, tampering with or disrupting the work and preserving it

and on university materials and books and returning what was borrowed from them at the specified time

4. The student's commitment to calm and quiet and not to make noise inside the university facilities
5. The student refrains from disturbing or gathering in other than the designated places and not being present in the classes, walkways or restaurant at the time of prayer.
6. The students mustn't perform any subversive or dangerous activities on the lives or properties that affect the discipline, course of study or work at the university, such as a sit-in, marches, incitement, assistance, agreement, or contribution to any of these actions, possession, carrying, or use of any firearm or White, skewer, sticks, or any other device is a weapon in itself or any incendiary materials, projectiles or ammunition, or any materials that endanger students, university employees, and university facilities.
7. It is prohibited for the student to use or exploit the university's property for any purpose not assigned to it except with the permission of the competent authorities
8. The student exploits the university's internet network for research and scientific material and does not enter pornographic or banned sites
9. The student's commitment to the correct behavior and good body appropriate to Islamic and university customs and not to perform any behavior that violates Islamic morals or public morals organized within the university
10. The student has to pay the sums prescribed to him, whether the value of the student services, fines or otherwise
11. The student should not eat food or drinks in the study halls, laboratories or university libraries

12. The student must not save, manufacture, possess, consume, or use any type of alcoholic beverage or any intoxicating or narcotic substance.
13. The student is prohibited from smoking permanently on the university campus or any other places affiliated with the university
14. The student should make sure that his official email approved by the university is working properly and he should also read his email on a daily basis to follow up on any announcements that may be sent to him.
15. Student following up on advertisements that are placed on the official bulletin board within the university building
16. The student's commitment to give the correct information and data to the concerned authorities of the university
17. The student should not be assigned to university employees for any work except with the approval of the competent authorities
18. The student communicated with the university after graduation via the alumni association through the university's website



