



Students' Rights and Responsibilities



First :Students' Rights in the Academic Field:

- (1) A student shall have the right to have an appropriate learning and educational environment provided to him.
- (2) A student shall have the right to maintain the confidentiality of his personal and academic information.
- (3) A student shall have the right to be notified of any decision taken against him and given the opportunity to defend himself.
- (4) A student shall have the right to engage in appropriate and scientific inquiry and discussion with faculty members, whether during lectures or during office hours for faculty members.
- (5) The commitment of the faculty members of the College/Institute to the dates and times of the lectures, and to complete the scientific, laboratory and office hours, and notify the student when any change occurs.
- (6) A student shall have the right to be introduced to the sources of University Codes and Regulations.
- (7) Each student shall have the right to get a student card to prove his identity inside and outside the College/Institute.
- (8) Each student shall have the right to Obtain a car permit to enter his private vehicle in the lots reserved for students in the College/Institute according to the Laws and Regulations.
- (9) Each student shall have the right to have access to his study schedule before the start of study; to complete the registration for courses offered by the system in accordance with the regulations and codes of the Unit of Admission and Registration of the College/Institute
- (10) A student shall have the right to have access to the plans, syllabuses and schedules, and learn about the content of any course for which they are enrolled. (11) A student shall have the right to transfer from one specialization to another according to the rules related to the transfer.

- (12) A student shall have the right to delete or add any available course of academic evaluation or cancel the whole semester according to regulations, and within the period specified.
- (13) A student has the right to obtain a graduation document after graduation requirements are completed accordingly to the rules and regulations of the College/Institute.
- (14) A student has the right to ensure the confidentiality of the complaint submitted by him against a faculty member after verifying all evidence and satisfying them.
- (15) A student shall have the right to review the results of the academic achievement according to the relevant regulations of the College/Institute and its executive rules and the rules and procedures of petition.
- (16) It should be taken into consideration that the examination questions are within the framework of the curriculum and its contents and the subjects raised or referred to during lectures, taking into account the balanced and logical distribution of grades within this framework.
- (17) A student has the right to obtain the regularly prescribed incentives and material rewards, in case of academic excellence.
- (18) Each student shall have the right to benefit from academic guidance services.
- (19) Persons with special needs shall have access to facilities that enable them to attain educational achievement.

Second: The Students' Rights in the Non-Academic Field:

Each student shall have the right to:

1. Benefit from social welfare and psychological services provided by the College/Institute according to the rules and regulations.
2. Provide adequate health care for him in the clinics and hospital of the Royal Commission for Jubail.
3. Benefit from College/Institute services and facilities (Accommodation, Learning Resources, Recreation Halls and Sports Playgrounds, Student Activities, Cafeteria and

Restaurant, Parking and other ...), according to regulations of the College/Institute and available resources.

4. Obtain incentives, rewards, subsidies, and additional financial advances prescribed for him.
5. The right to vote to nominate members of the Student Council to communicate the student's voice.
6. Obtain support, assistance and adequate and appropriate service.
7. Evaluation of student services provided to him through questionnaires or any other means of information-gathering.
8. To have access to new regulations and instructions.

Students' Responsibilities

First: Students' Responsibilities in the Academic Field:

1. Access and adhere to the rules and regulations of the College/Institute.
2. Compliance with academic standards of conduct (self-compliance with the academic honesty and all instructions for the educational process).
3. Attending the day of Introduction to the College/Institute and Scientific Departments.
4. Attend courses and respect the rules concerning the good conduct of lectures according to the rules and regulations of the College/Institute.
5. Dealing with all employees of the College/Institute with respect, whether they be academics, administrators, employees, students, visitors or non-employees and not abuse them by word or deed in any form.
6. To have respect for Examination Code, refrain from cheating or illegal assistance, and keep the calm during the examinations.
7. Not to conduct any behavior contrary to religion and morality, as well as the good social norms and traditions.
8. Commitment to the execution of the penalty imposed on him in case of violation of the rules and regulations of the College/Institute.
9. Evaluation of the faculty members according to the models prepared for this, taking into account abiding to honesty when filling out these forms.
10. Commitment to the completion of all academic procedures required according to the dates approved by the College/Institute.
11. Take into consideration the ethics of taking advantage of lectures and conserving time.
12. Follow-up academic announcements on the College/Institute website and on the official bulletin boards inside the College/Institute.

Second: Students' Responsibilities in the Non-Academic Field:

1. Preserve the facilities and properties of the College/Institute and utilize them for the purpose for which they are allocated.
2. Refrain from smoking inside the College/Institute except for the authorized places.
3. Not to cause concern, inconvenience or participate in illegal gatherings.
4. Long hair is not allowed nor any improper haircuts.
5. Adherence to the rules and regulations of the various other units (Accommodation, Security, Safety, etc.).
6. Rigor and credibility in providing information and personal data to the College/Institute and reporting the change, if this occurs.
7. Not to offend the reputation of the College/Institute by any improper act conducted by him inside and outside the College/Institute campus, the College/Institute shall have the right to take the appropriate action in the event of any violation.
8. When completing clearance procedures, all the objects in his custody shall be delivered such as: vehicle entry permit, Student ID Card, Books, etc.).
9. Maintaining the cleanliness of the College/Institute facilities.