



STUDENT MANUALS

"RIGHTS AND DUTIES"



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1. MESSAGE FROM THE HEAD OF THE DEPARTMENT:



Students must have all possible conditions to evolve harmoniously within the university. They, therefore have rights which are only meaningful if they are accompanied by a sense of responsibility which translates into duties. It's well-known that students' rights and duties are set out in the areas of education, tests and examinations, student facilities, participation, legal protection, etc. This handbook addresses students' rights and duties, and institutional responsibilities pertaining to academic and administrative matters. It also describes the procedure for the resolution of grievances relating to academic and administrative matters, including the areas of grading and academic dishonesty. Students' rights outside of the classroom are also addressed.

THE HEAD OF DEPARTMENT

DR. MAJAD AL-HARABI



2. COMMON TERMS:

1	University: The term “University” refers to Majmaah University (MU).
2	University Official: The term “University official” includes any person employed by the University performing assigned administrative or professional responsibilities.
3	Semester: A period not less than fifteen weeks, during which courses are taught. The period for registration and final examinations is not counted within this period.
4	Course: An educational material related to a specific level within the credit hours plan for each program. Each course has a number, code, name and specification that distinguishes it from other courses. Each course has also a special file that a department keeps for the purposes of follow-up, assessment, and development.
5	Academic Warning: Notification made to a student because of his /her low grade point average, from the minimum shown in this by-law.
6	Final Exam: A final examination administered once at the end of a semester.
7	Study Plan: It is a set of compulsories, elective, and free courses, whose units constitute the graduation requirements that the student must successfully pass in order to obtain the degree of the specified specialization. For preparatory year students, it is the set of courses that must be successfully passed for assignment to one of the targeted colleges after the preparatory year program
8	Faculty Member: The term “faculty member” means any person hired by the University on a full-time or part-time basis to conduct classroom or teaching activities or is otherwise considered by the University to be a member of its faculty.
9	Penalty: is a punishment or consequence for doing something wrong.

10	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.
11	Academic field: the educational process.
12	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.
13	Citizenship: the moral and social obligations of the student towards society.
14	University ID: This ID shows the academic year and the semester that the students start studying in addition to the serial number of the student in that year and the semester.

3. THE GOALS OF THE CHARTER:

1. Highlighting student rights and duties.
2. Educating students about their rights and duties.
3. Informing the university's employees and staff and all who interact with students within the university of the students' rights and duties.

4. STUDENT RIGHTS:

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

A. The student's academic rights are as follows:

1. Student enrollment in the college or scientific department according to his/her desire.



2. The student must obtain a University ID, 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 study plan and registration procedures in the decisions that the system brings to him/her 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 faculty members abide by the dates and times of the lectures, fulfil the hours, and do 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. 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 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/her.
17. Informing the student of academic warnings, or denying the student a final exam with the reasons.
18. Freedom to express opinion and debate on educational matters in 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 with 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 student's non-academic rights:

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/her.



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: 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 in still 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 the university sectors, on the other hand.

(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. Class 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/her.
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 University 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.

FORMS: UNIVERSITY STUDENT CHARTER
AGREEMENTS

English Language Department

Title: Rights and Duties



Version 2	Date: 1 / 11 / 2023
Recommended:	Dr. Vice Dean for Quality & Development
Approved by:	Head of the department Dr. Majad Alharbi



Program Profile

Program Name: Master of Arts in Applied Linguistics

Qualification Level: Master's Degree

Department: Department of English

College: College of Education

Institution: Majmaah University

Program Courses

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	ENGL 710	Applied Linguistics	Required	NA	3
	ENGL 711	Linguistics	Required	NA	3
	ENGL 712	Corpus Linguistics	Required	NA	3
	ENGL 713	Theories of Language Learning	Required	NA	2
					Total 11
Level 2	ENGL 720	Research Method and Experimental Design	Required	NA	3
	ENGL 721	Curriculum Development and Syllabus Design	Required	NA	3
	ENGL 722	Discourse and Classroom Interaction	Required	NA	3
					Total 9
Level 3		Elective course	Elective	NA	2
		Elective course	Elective	NA	2
		Elective course	Elective	NA	2
		Elective course	Elective	NA	2
					Total 8



Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 4		Elective course	Elective	NA	2
	ENGL 744	Thesis	Required	Completion of 26 credits	6
					Total 8
Electives	ENGL 730	Teaching Language Skills	Elective	NA	2
	ENGL 731	Second Language Writing	Elective	NA	2
	ENGL 732	Translation Studies	Elective	NA	2
	ENGL 733	Sociolinguistics	Elective	NA	2
	ENGL 734	Textbook and EFL Material Production	Elective	NA	2
	ENGL 735	Multi-media in TEFL	Elective	NA	2
	ENGL 736	Language Evaluation and Measurement	Elective	NA	2
	ENGL 740	Teaching Literature in TEFL Classroom	Elective	NA	2
	ENGL 741	CALL and internet Resources on TEFL	Elective	NA	2
		ENGL 742	English for Specific Purposes	Elective	NA
	ENGL 743	Topics in TEFL	Elective	NA	2



Rules and regulations of Saudi Higher Education

Chapter Six: Study Programs and Study System

Article Nine: Joint Graduate Programs

Joint graduate programs may be created within the university or in collaboration with institutions inside or outside the Kingdom, following University Council-approved rules.

Article Ten: Minimum Study Requirements

A graduate student must complete at least 50% of the required study units at the degree-awarding university. Graduation research or theses must be completed under university supervision, except for joint programs.

Article Eleven: Higher Diploma Study System

Higher diploma programs include coursework, fieldwork, and laboratory study. The University Council may extend the study duration by up to half of the prescribed period.

Article Twelve: Master's Study System

Master's study may involve coursework only, coursework and dissertation, coursework and comprehensive examination, or coursework and graduation research. The University Council may extend the study duration by up to half of the prescribed period.

Article Thirteen: Doctoral Study System

The University Council determines the doctoral study method, ensuring compliance with the classification framework. The study period may be extended by up to half of the prescribed period.

Article Fourteen: Period for Obtaining the Academic Degree

The period is calculated from the start of postgraduate courses until program completion or submission of a final thesis report.

Chapter Seven: Admissions

Article Fifteen: Admission Procedures

The Executive Administration is responsible for implementing academic procedures, including student acceptance and registration, per University Council-approved regulations.

Article Sixteen: Admission in a Different Field



Students may be accepted into fields outside their specialty upon recommendation of the department council and approval of the college council.

Article Seventeen: Supplementary Courses for Admission

Departments may require students to complete supplementary courses or pass specific tests before admission to master's or doctoral programs.

Article Eighteen: Dual Enrollment in Graduate Programs

Students may enroll in two graduate programs simultaneously, provided they are in the same or different stages, following University Council-approved regulations.

Article Nineteen: Course Equivalency

Courses completed at other institutions, inside or outside the Kingdom, may be equated based on the Department Council's recommendation and College Council approval.

Article Twenty: Admission Deferral

Students may defer admission once, with approval from the department council and college dean, following University Council-approved regulations.

Article Twenty-One: Tuition Fees and Financial Compensation

The university may charge tuition fees for accredited graduate programs and financial compensation for services related to graduate studies, per University Council regulations.

Chapter Eight: Academic Procedures

Article Twenty-Two: Study Postponement

Students may postpone their studies upon recommendation of the department council and approval of the college council, following University Council regulations.

Article Twenty-Three: Course Withdrawal

Students may withdraw from one or more courses after the registration period with approval from the department council and college dean.

Article Twenty-Four: Readmission After Withdrawal

Students who withdraw from the university may reapply under the admission conditions at the time of reapplication.

Article Twenty-Five: Enrollment Interruption



A student is considered to have dropped out if they fail to register within the specified period each semester.

Article Twenty-Six: Enrollment Cancellation

A student's enrollment may be canceled due to academic failure, fraudulent admission, non-completion of the program within the required time, or lack of seriousness in thesis work.

Article Twenty-Seven: Re-enrollment

Students whose enrollment was canceled may be re-enrolled if their circumstances meet Department and College Council requirements.

Article Twenty-Eight: Exceptional Opportunity to Raise GPA

Students may receive an exceptional opportunity to raise their GPA within the allowed period for obtaining the academic degree.

Article Twenty-Nine: Exceptional Study Extension

Students may be granted an exceptional study extension of up to one year, based on a supervisor's report and department and college approval.

Article Thirty: Student Transfers

Students may transfer from other universities if their institution is licensed by the relevant authority and they were not expelled.

Article Thirty-One: Program Transfers Within the University

Students may transfer to another graduate program within the university, subject to department and college approval.

Article Thirty-Two: Studying Courses Outside the University

Students may take some courses at other institutions, inside or outside the Kingdom, subject to University Council approval.

Article Thirty-Three: Foreign Graduate Students in Saudi Universities

Non-Saudi graduate students may study courses at Saudi universities under University Council-approved regulations.

Chapter Nine: Evaluation Mechanism

Article Thirty-Four: Grading System



Exams are conducted following undergraduate exam regulations, with modifications for postgraduate programs.

Article Thirty-Five: Comprehensive Examination

The University Council sets rules for comprehensive exams at the master's and doctoral levels.

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	<i>Participation</i>	During term	(10%)
2.	<i>Presentations</i>	During term	(20%).
3.	<i>Assignments and reflections</i>	During term	(20%).
4.	<i>Quiz</i>	7 th week	(10 %).
5.	<i>Writing a final project:</i>	14 th week	(30%).
6.	<i>Final project presentation</i>	15 th week	(10%).

Chapter Ten: Scientific Dissertations, Supervision, and Discussion

Article Thirty-Six: Thesis Registration and Supervision

The University Council determines the framework for thesis registration and supervision.

Article Thirty-Seven: Thesis Language

Master's and doctoral theses are written in the language approved for the program, with a summary in Arabic if written in another language.

Article Thirty-Eight: Thesis Supervision Requirements

Professors and associate professors supervise theses, while assistant professors may supervise under certain conditions.

Article Thirty-Nine: External Supervisors

Experienced supervisors from outside the university may be approved to supervise theses.

Article Forty: Assistant Supervisors

The University Council sets regulations for assistant supervisors.

Article Forty-One: External Supervision



Faculty members may supervise theses outside their university following University Council-approved rules.

Article Forty-Two: Student Progress Reports

Supervisors evaluate students' progress each semester.

Article Forty-Three: Graduation Research Projects

Graduate research courses must have at least five students, with exceptions determined by the College Council.

Article Forty-Four: Lack of Progress in Thesis Work

Students who fail to make progress in their thesis work may be dismissed.

Article Forty-Five: Supervision Limits

Each supervisor may oversee a maximum of seven theses simultaneously, with possible exceptions.

Article Forty-Six: Supervision Load Calculation

Supervision hours are counted within faculty teaching loads.

Article Forty-Seven: Thesis Completion Report

Supervisors submit a completion report before thesis discussion.

Article Forty-Eight: Thesis Discussion Committee Formation

The College Council approves thesis discussion committees.

Article Forty-Nine: Discussion Committee Selection

The University Council sets selection rules for thesis discussion committees.

Article Fifty: Thesis Discussion Report

The discussion committee submits a report recommending acceptance, modification, re-discussion, or rejection.

Chapter Eleven: Graduation and Degree Awarding

Article Fifty-Three: Submission of Discussion Committee Report

The discussion report must be submitted within two weeks of the discussion.



Article Fifty-Four: Graduation Requirements

Students graduate upon fulfilling program requirements and achieving a minimum cumulative GPA of "Very Good."

Article Fifty-Five: Posthumous Degree Awarding

Degrees may be awarded posthumously under University Council-approved regulations.

Article Fifty-Six: Degree Approval Process

The University Council approves the awarding of academic degrees.

Chapter Twelve: General Provisions

Article Fifty-Seven: Awarding Diplomas for Partial Completion

Students may be awarded a diploma or master's degree for partial completion of a program.

Article Fifty-Eight: Joint Graduation Documents

Graduates of joint programs may receive either joint or separate diplomas from participating institutions.

Article Fifty-Nine: Health Diplomas and Fellowships

Health-related postgraduate programs follow separate regulations.

Article Sixty: University Council Approval

Each university approves its executive rules for these regulations.

Article Sixty-One: Legal Reference

University regulations align with Saudi higher education laws.

Article Sixty-Two: Repeal of Previous Regulations

This regulation replaces the unified postgraduate regulations issued in 1417 AH.

Article Sixty-Three: Interpretation Authority

The University Affairs Council interprets these regulations.

Article Sixty-Four: Effective Date

These regulations take effect from the beginning of the academic year 1444 AH.