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Kingdom of Saudi Arabia
Ministry of Education
Majmaah University
Deanship of Student Affairs



Academic Student Charter Rights and Duties

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Who is this charter for?

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

Objectives of the Charter

- 1- Informing students about their academic rights and duties.
- 2- Informing the university faculty members and staff, as well as everyone who deals with students within the university campus, about student rights and duties.



Themes of the Charter

- The First Axis: Student Rights

The university systems in the academic and non-academic fields guarantee students' rights. Such rights provide a supportive learning and pedagogical environment for students, which guarantees a stable university life for them in accordance with the university's capabilities. Students' rights aim to promote self-confidence, courage, and noble morals among students.

- The Second Axis: Student Duties

Students' duties are the academic and non-academic duties that students must adhere to to improve the quality of their academic work, instill the spirit of belonging and citizenship, and strengthen the relationship between students, faculty members, and university sectors.



Charter Terms

- 1- The Charter:** A covenant concluded between the student and the university that includes the basic rules and principles of rights and duties agreed upon to practice university life.
- 2- University Employees:** Faculty members and all male and female employees and students affiliated with it.
- 3- The Academic Field:** It refers to the educational process, including the student's interaction with his/her academic courses, faculty members, and the like.
- 4- The Non-academic Field:** It refers to the administrative and organizational process, including the students' interaction with the university's employees and the activities and services provided to them.
- 5- Academic Advising Day:** A day assigned by the university to educate students about their rights, duties, and regulations, as well as the university's academic and administrative rules and its various academic and non-academic capabilities that can help students pursue their studies.



Charter Terms

- 6- Students Advising Committees:** Committees formed and supervised by the Deanship of Student Affairs to identify the problems and challenges faced by students during their university studies and find appropriate solutions to such problems considering students' suggestions.
- 7- Belonging:** It refers to the student's pride in the university to which he/she belongs and his/her feelings towards the university from the joining day till graduation and throughout life.
- 8- Citizenship:** It includes students' moral and social obligations towards society, the nation, and the Rulers.
- 9- Sensory and Psychological Security:** It is a state in which the student feels reassured and sensually and psychologically stable, away from the physical and moral threats to which he may be exposed within the university.



First: University Student Rights

(a) The Academic Field:

- 1- A student shall join a college or an academic department upon his/her desire, following the rules and regulations of the Deanship of Admission and Registration approved and announced by the university.
- 2- A student shall obtain a university card and benefit from the services provided by the university following the regulations, decisions, and university norms in force in this regard.
- 3- A student shall have an appropriate academic and scientific environment to obtain high-quality learning consistent with the university's vision and mission.
- 4- A student shall know the plans, course registration steps, and rules made available by the university's system.
- 5- A student may drop and add any available course following the Deanship of Admission and Registration regulations. A student may also drop the entire semester following the university calendar issued by the Deanship of Admission and Registration.



First: University Student Rights

- 6- A student may transfer from one college to another within the university, from one scientific department to another, or convert the study system from regular to distant learning, and vice versa, in accordance with the rules and regulations of transfer, and according to the capabilities available within the college.
- 7- A student shall obtain the scientific material and knowledge related to university courses in an appropriate study environment that ensures an easy comprehension and achievement process.
- 8- A student shall ask his/her professors on campus, and engage in appropriate and scientific discussions with them.
- 9- Faculty members must adhere to the dates and times of lectures, complete the “scientific and practical” hours, avoid unnecessary lecture cancellations, make announcements prior to any planned cancellations of lectures, and arrange alternative lectures to compensate for students.



First: University Student Rights

- 10- Ensuring the confidentiality of any student complaint against their faculty members.
- 11- Test questions must be part of the course and its contents. Students have the right to know their scores and request a review of their answer sheets in the final exam according to the applicable rules and regulations.
- 12- A student has the right to view his/her scores in the course and the results of the periodic and midterm exams that he/she has completed.
- 13- A student has the right to know the key answers to midterm exam questions after the exams.
- 14- A student has the right to retrieve all assignments submitted by him/her during the semester, whether they are hard copies or electronic copies.
- 15- Maintaining the confidentiality of the contents of the university students' files.



First: University Student Rights

- 16- A student has the right to be notified of any decision taken against him/her, to draw his/her attention when any violations occur, and to notify him/her in writing of the decisions taken against him/her. The student also has the right to plead any decision that conflicts with his/her academic interest following the university's regulations and rules.
- 17- A student has the right to be notified of any deprivation or warnings issued against him/her and the reasons behind it before the scheduled final exams.
- 18 – A student has the right to have the freedom to express his or her opinion and discuss educational and pedagogical matters related to him/her, provided that their opinions are appropriate following the university's rules and regulations.
- 19- A student can access the university's regulations and rules through the university's website, the Deanship of Admissions and Registration, the Deanship of Student Affairs, or any other sources.



First: University student rights

20- Providing guidance and advisory to students by distributing leaflets about the university's rules and regulations and introductory booklets about the college and the academic department to which they belong, study plans, and other student services. Such leaflets and booklets must be provided to students electronically and uploaded on the university's website.

21- The student has the right to obtain a graduation certificate upon his/her completion of the graduation requirements following the university's rules and regulations during the period specified by the university to issue the document.

22- Ensuring permanent communication for students with their faculty members via emails or face-to-face meetings during office hours.

23- The student has the right to feel secure so that he/she is not exposed to any physical or health risks and to feel psychologically secure so that he/she does not feel any moral threat, such as the fear of punishment or humiliation by academic and administrative authorities.



First: University student rights

(b) Non-academic Field:

- 1- Ensuring that students have full advantage of the university's services and facilities, such as (university housing, the central library, the counseling center for psychological and social assistance, sports fields, student activities and educational events, restaurants, parking lots, etc.), in accordance with the rules and regulations of the university and its available capabilities.
- 2- Ensuring that students have adequate health care by providing them with medical examinations and treatments in the medical department, and transferring them, when needed, to the university's hospitals and health centers in accordance with the university's regulations.
- 3- Ensuring that students receive the social care provided by the university.



First: University student rights

- 4- Participating in the university's activities following the university's rules and regulations.
- 5- Evaluating the student services provided to all students by filling out questionnaires and surveys.
- 6- Choosing a student representative to participate in Student Advisory Committees.
- 7- Obtaining the additional financial incentives and rewards the law prescribes for outstanding students.
- 8- Obtaining financial aid or loans after considering students' financial conditions and proving they are in need according to the university's rules and regulations.
- 9- Providing students the opportunity to attend training workshops, programs, trips, activities, and volunteer work that do not conflict with their academic duties.



First: University student rights

- 10- The Deanship of Student Affairs at the university is responsible for caring for and following up on students' rights.
- 11- Providing adequate and appropriate support, assistance, and services for students with special needs according to the university's capabilities.
- 12- Providing students with complete regulations including the disciplinary regulations, the sanctions regulations, and the university student charter.



Second: University Student Duties

(a) In The Academic Field:

- 1- Adhere to the university's systems, regulations, instructions, and decisions issued for their implementation.
- 2- Avoid any violations of Islamic morals and public laws.
- 3- Avoid any forgery, tampering, or misusing of the university records, including official papers, academic certificates, etc.
- 4- Commit to study and fulfill all academic requirements.
- 5- Adhere to the rules and arrangements related to the preparation of research, reports, or exams.
- 6- Avoid cheating, attempting to cheat, assisting in committing it, or disrupting exams.



Second: University Student Duties

- 7- Avoid obstructing the course of lectures, such as speaking, chanting, or entering or leaving the hall without instructors' permission.
- 8- Treat all university employees and guests with respect and avoid any verbal or non-verbal insults.
- 9- Obtain the required permissions from course instructors to attend lectures for unregistered courses,
- 10- Ensure the appropriateness of schedules and avoid any possible problems such as time conflicts of lectures or registering in a previous course already completed by the student. If any problems are encountered, students must report to the registrar's office within the specified period of adding/dropping courses.



Second: University student duties

- 11- Commit to the guidelines and instructions from officials and observers in the examination hall on laboratories, and avoid disturbing others while taking the exam.
- 12- Commit to the implementation of the imposed penalties if found guilty.
- 13- Fill out the faculty member evaluation forms Equitably.



Second: University student duties

(b) Non-academic Field:

- 1- Students shall carry the university card at the university and present it upon request.
- 2- Students are required to keep the university tidy.
- 3- Students are required not to destroy, tamper with, or damage the university's property. Instead, They are required to preserve it and return any borrowed books or materials on time.
- 4- Students shall remain calm inside the university facilities.
- 5- Students shall refrain from causing disturbance or gathering in designated places, classes, or restaurants at prayer time.



Second: University student duties

- 6- Students shall not carry out any acts of sabotage or acts that pose a threat to lives and property and might affect the course of study or work, such as sit-in marches, incitement, assistance in, agreement, or contribution to any of these acts or possessing, carrying or using any weapons or skewers, sticks, or any tool that is considered in itself a weapon, or any incendiary or flammable materials, projectiles, ammunition, or any materials that expose students, university employees, and university facilities to danger.
- 7- Students are prohibited from using or exploiting university property for any purpose not intended for it except with permission from the competent authorities.
- 8- Students are encouraged to use the university's network (the Internet) for research and academic and scientific purposes only, and they are prohibited from accessing pornographic and prohibited websites.



Second: University student duties

- 9- Students must commit to good behavior and appearance appropriate for Islamic and university norms and avoid any behavior that violates Islamic morals or public laws within the university.
- 10- Students are required to pay the due amounts, whether for student services, fines, or otherwise.
- 11- Students shall not consume food and drinks inside classrooms, laboratories, or university libraries.
- 12- Students must not keep, make, possess, consume, or abuse any Alcohol or narcotic substances.



Second: University student duties

- 13- Students are prohibited from using tobacco and smoking inside the university campus or other places affiliated with the university.
- 14- Students shall ensure that their official e-mail addresses, approved by the university, are working properly. Students shall also check their inbox regularly to follow up on any announcements sent to them.
- 15- Students shall follow up on the announcements on the official bulletin board inside the university building.
- 16- Students are required to provide accurate information and data to the relevant authorities at the university.
- 17- Students shall not assign any work to university employees except with the approval of the competent authorities.
- 18- Students are encouraged to contact the university after graduation through the Alumni Association on the university's website.