

Al-Baha University Faculty of Pharmacy Doctor of Pharmacy (Pharm. D) Program

Rights and Duties of Students Manual

This manual was developed and approved
by the Student Affairs Unit at the Faculty of Pharmacy

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1. Students Affairs Unit at the Faculty of Pharmacy

Unit Objectives

- Achieving quality in all students and community services and activities provided by the unit.
- Enhancing the values of loyalty and belonging to the homeland among male and female students.
- Develop and strengthen team spirit and teamwork among male and female students in a manner that serves the community.
- Stimulating innovation, excellence, and creativity among male and female students and actively contributing to the development of talents.
- Investing students' time outside the classroom in programs and activities that develop their personalities and provide them with different life skills for the benefit of society.
- Encourage cooperation between the students themselves and between different clubs and organizations, inside and outside the faculty.
- Improving the quality of academic and general life for students.
- Familiarize students with rights and duties, and the legitimate ways to obtain them, and organize awareness campaigns for students.

Unit Tasks:

- Communicate with the Deanship of Student Affairs to inquire about everything related to students.
- Supervising all student activities in the faculty and activating the participation of male and female students in decision-making.
- Paying attention to students' time outside the classroom and investing it in programs that develop the integration of their personalities and provide them with life skills that help them serve themselves, their community, and their country.
- Receiving and studying student requests submitted to the unit.
- Increase health awareness, sports culture, and health education among students.
- Preparing awareness programs, and lectures for new students.
- Informing students of their University rights and duties.



2. Introduction

- **Terms Contained in the Charter:** Terms contained in the Charter indicate the meanings clarified opposite them, except where the context otherwise requires:
- **University:** Al-Baha University.
- **Faculty:** the Faculty of Pharmacy.
- **Students:** they constitute students that are enrolled in the academic records of the Faculty of Pharmacy, Pharm. D program.
- **Faculty Affiliates:** they are all staff members and students, including administrative staff members, teaching staff members, administrative and academic leaders, and individuals that are affiliated to the authorities contracting with the Faculty for any purpose whatsoever.
- **Standing Committee:** it constitutes a permanent Committee established by a decision issued by the Dean.
- **Sub-Committee:** a committee established by a decision issued by the Faculty Council.
- **Offense:** it constitutes all acts and sayings that do not comply with the provisions of the Islamic Law “Provisions of Islamic Sharia”, Public Law, Public Morality, State Rules and Regulation, or University Rules and Regulation. Furthermore, offense includes committing, assisting in committing, or inciting any kind of violations.
- **False Accusation:** it is the accusation intended to offend other parties without reasonable reasons.
- **Discipline:** it constitutes any punishment or disciplinary measures issues against students that breach applicable rules and regulations; the punishment or disciplinary measures can be tangible, intangible, administrative, or academic for the contravention of the applicable rules and regulations.
- **Sanction:** it indicates sanctions issues against students that breach applicable rules and regulations by the concerned authority.
- **Disciplinary Decision:** it is the decision issued upon the approval of the official in charge of signing any sanctions set forth in this University Charter or University Regulations.



- **Competent Authority:** it indicates the University President, University Vice-Presidents, Dean, Vice-Dean, or Heads of Departments according to their respective competencies, and depending on the context.

3. Rights of Students:

Rights of Students outlined in Al-Baha University Regulations indicate students' rights and duties concerning the academic programs developed by the Ministry of Education and Al-Baha University towards the University officials in charge, and how to demand these rights in case they are breached. Furthermore, these rights or regulations make students acquainted with their academic rights and duties, and sanctions are issued for any breach of these rights and duties.

3.1 Academic Rights:

- Providing students with the appropriate academic environment for helping them to conveniently fulfill more enhanced academic achievement by supplying all academic capabilities for achieving this purpose. The data and information contained in students' academic files shall be confidential.
- Providing students with appropriate Academic Guidance Manuals through which they can identify their rights and duties, study and test regulations, discipline, and grievance regulations; thus, they can use all the available University instruments that include books, leaflets, and the links of the University Electronic Gate as well as forums and induction briefings.
- Developing Academic Guidance Programs to make students acquainted with the applicable University Regulations, and University Facilities and Services, especially for freshman students.
- Facilitating the implementation of the registration procedures for all curricula provided by the applicable Academic Program in compliance with the fair registration controls in case of failure to fulfill all students' prospects concerning registration for the same curricula at the same time.



- Getting access to the required scientific and knowledge materials associated with the curricula that students studied according to the applicable University Rules and Regulations that govern academic work.
- Students shall have the right of access to the applicable study plans at the Faculty or departments so that students can get access to information concerning their specialization or field of study. Furthermore, students shall have the right to get access to study schedules before the start of the new academic year, and conduct registration in the curricula provided by the applicable academic program according to the applicable University Registration Regulations, taking into account registration priorities for students in line with fair rules in case of failure to fulfill all students' prospects concerning registration in any curricula.
- Omitting or adding any curricula, or omitting the whole semester according to University Study Rules and Regulations, and in accordance with the applicable University time framework in the University Calendar.
- Students shall have the right to transfer from one specialty to another, or from a University to another according to the applicable University Rules and Regulations issued for this purpose, in a way that does not violate the objectives of the learning process, and attending academic study at faculty according to their accumulative rates and University Study and Test Rules and Regulations.
- University Teaching Staff Members shall attend sessions at their appropriate times and fulfill the required teaching hours. Furthermore, University Teaching Staff Members shall not cancel or change the time of any sessions unless absolutely necessary provided that students shall attend additional sessions as compensation for the sessions that they failed to attend upon the approval of teaching staff for meeting the curriculum requirements. Teaching staff members shall coordinate with students and concerned departments to meet University requirements.
- Students may leave the classroom in case the concerned staff members fail to attend the ongoing sessions on time provided that the delay in this attendance shall not exceed 20 minutes starting from the time of the session; in such a case, students shall not be deemed absent with sending a notice to the concerned authority.



- Test questions shall be from the curriculum content or points raised within sessions. The logical and balanced distribution of marks shall be conducted in a way that fulfills the fair evaluation of students' capabilities.
- Attending all curriculum tests unless there is a regular impediment. All cases of students who were prohibited from attending tests shall be announced within a reasonable period before the start of conducting these tests according to the applicable University Rules and Regulations.
- Students shall have the right to demand a review of their final test sheets according to the applicable University Rules and Regulations that govern and control University test review mechanisms.
- Students shall have the right to be acquainted with their grades concerning academic research, and monthly, semester, and final tests that they conducted after these research and test sheets are reviewed and approved with a notice of this to be sent to students to make them acquainted with their grades before they start conducting other tests.
- Students may complain or aggrieve from any harm incurred on them as aggrieved parties by any teaching staff members, departments, and University Administration, provided that grievance procedures are conducted according to the applicable University Rules and Regulations that govern grievance procedures.
- Students may apply a grievance against any disciplinary acts made against them according to the applicable University Rules and Regulations that govern discipline procedures, provided that grievance procedures are implemented within 15 days starting from the date of the implementation of the relevant disciplinary acts.

3.2 Second: Rights of Non-Academic University Students:

- Students shall have the right to get benefits from the University Services and Facilities, such as university accommodation, central and affiliated libraries, student activities, educational events, playgrounds, restaurants, parking area for students, and so on according to the applicable University Rules and Regulations, and depending on the available capabilities.
- Students have the right to be recommended for participating in educational programs, training courses, domestic and foreign trips, cultural activities, community and voluntary activities and



services according to the University Rules and Regulations that govern recommendations, giving students equal opportunities in a way that does not violate students' academic duties.

- Ensuring that all the requirements and needs of students with special needs are available within the context of the available university means and resources, including academic, consulting, health, academic, and even pecuniary payments if required, which contributes to the facilitation of their academic affairs during their academic study at faculty.
- Students shall have the right to the applicable incentives, financial rewards, allowance, or financial loans. Students shall be given operational rewards in case they do additional work according to the applicable implementing University Rules and Regulations.
- Students shall have the right to defend themselves before a competent University body concerning any disciplinary case filed against them, and no punishment shall be imposed on students unless they are not interrogated. If students fail to attend the hearing without submitting a reasonable excuse, their right to defend themselves shall be forfeited, provided that a written or electronic notice is sent to students to notify them of any decision made concerning them; thus, students may be granted the right to object to such decisions according to the applicable implementing University Rules and Regulations.

4. Duties of Academic Students

4.1 Duties in the Academic Field:

- Students shall regularly attend academic study at faculty and fulfill all study requirements.
- Students shall review their study schedules and ensure that these study schedules are free from errors, such as session scheduling conflicts concerning, and registration in curricula that students have already studied. If students find out any errors, they are required to seek the Academic Advisor or the concerned Department for handling such errors.
- Students shall respect University Teaching Staff members and University personnel. Students shall not inflict harm on them either through words or actions or in any other form.
- Students shall comply with the University Rules and Regulations that govern sessions, attendance, and delay without submitting a reasonable excuse. If students fail to attend any



required sessions or attend the lecture within a period of more than 10 minutes before the start of sessions, they shall be deemed (absent) concerning these sessions.

- Students shall comply with University Rules and Regulations that govern plagiarism. Furthermore, students shall not conduct cheating or fraudulent acts concerning conducting tests, research, or any other University Study Requirements. Furthermore, they shall not cheat in all matters concerning the University, or participate in any fraudulent acts, such as identity theft, forgery, or importing prohibited substances and devices to the testing rooms or labs.
- Students shall comply with University Rules and Regulations addressed to them by testing observers at either the testing room or labs.
- Students shall use the University Email, regularly follow up on the required notifications on the University or Faculty's website, and apply for the available academic services, such as omission or addition of curricula, transfer from one Faculty to another, an apology for not attending study or tests at faculty according to the applicable University Implementing Rules and Regulations.
- Students shall not forge or distort any data or information concerning the University Official Documents and University Website, or submit any forged or fake documents.

4.2 Duties in the non-Academic Field:

- Students shall be affiliated with the University in which they are enrolled, and do their best to enhance the reputation and performance of this University. Furthermore, students shall not harm, impair or move any University properties or facilities, or misuse University Facilities. Students shall maintain order and quietness in classes and other University Facilities in general. They shall not write or draw on University walls, or desks, or issue any false leaflets or any other documents concerning the University.
- Students shall not raise funds or accept tangible or intangible contributions on campus and beyond using the University Logo for developing any activities or meetings or establishing committees without getting written approval from the University.
- Students shall not take photos on campus unless they get approval from the concerned authority specified by the University competent persons. Furthermore, students shall not take



photos of persons on campus; students shall be subject to the sanctions contained herein in case they violate the University Rules and Regulations issued for this purpose.

- Students shall hold their University IDs at faculty, and submit these IDs to University Officials or University Teaching Staff members if required.
- Students shall not impersonate another person, or forge official documents to get any additional rights or privileges.
- Students shall be committed to the appropriate uniform and conduct that does not violate Islamic Values and University Norms. They shall not conduct any acts that breach Islamic morals or public morality during their attendance at faculty.
- Students shall respect all University Staff and Personnel. Furthermore, students shall not harm any University Staff and Personnel by words or actions.
- Students shall respect other people's privacy. Furthermore, students shall not have access to other people's documents, computers, or accounts.

5. Al-Baha University Mechanism for the Actualization of Students' Rights and Duties:

- Fostering a culture of Student's rights and duties, and disciplinary procedures by developing forums and educational meetings for University Students, University Teaching Staff members, and all University personnel and affiliates.
- Making students aware of their rights and duties using various means.
- Establishing the required central committees and sub-committees for giving effect to students' rights and duties, and issuing the rules and regulations concerning grievance and discipline.
- Conducting questionnaires for students to speak up about their views on the affairs concerning rights and duties, discipline, and grievance through multiple means, including meetings and open discussion.
- Enhancing the Academic Guidance Program to include rights and duties, discipline, and grievance.
- Announcing the disciplinary acts or sanctions issued against students that violate the applicable University Rules and Regulations.



- Documenting cases of violations that are committed by students, and getting benefits from such cases for conducting academic research on behavior correction.

References:

- ❖ Student Charter of Rights and Duties:

<https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.1+%282%29.pdf/d1172621-033e-8c0d-81ca-ca8ee44bf359?t=1599755458381>

- ❖ University Disciplinary regulations:

<https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.7+%283%29.pdf/3a85d148-f1a9-edac-7294-f4d6c0347170?t=1599755505042>

- ❖ Organizational Guide at the Deanship of Student Affairs:

<https://bu.edu.sa/documents/20127/0/Ref.+4.6.1.1++%282%29.pdf/e28eeaa9-c4e9-336e-2459-760b8ec707d0?t=1599755573852>

