

Bachelor of Nursing Program

Rights and Duties of University Student Guide



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Overview

Introduction

General Provisions

The terms mentioned: The expressions mentioned in these regulations have the meanings shown next to them, unless the context requires otherwise:

University: Al Baha University.

Faculty: Faculty of Applied Medical Sciences

Department: Nursing Department

University units:

Unit: Any of the units affiliated to the university, whether academic units such as: faculty, deanships, or administrative units. Such as administrative units, warehouses, and their facilities in general, as well as moving university properties such as: student transport cars, and university-owned cars.

Student: All male and female students registered in the records of Al Baha University.

Faculty Affiliates: All faculty employees, including students, administrative staff, faculty members, the like, administrative and academic leaders, service workers, and employees of the contracting agencies with the faculty for any purpose whatsoever.

University employees: all university employees and affiliates, students, administrative staff, faculty members, administrative and academic leaders, service workers, and employees of the contracting agencies with the college for any purpose whatsoever.

Permanent Committee: A permanent committee formed by a decision of the university president

Sub-Committee: The committee formed by a decision of the College Council

Related Terms

Violation: All actions and words that are issued in contravention of Islamic law, public order, public morals, state regulations, or university regulations and instructions, as well as attempting, collusion, aiding, or inciting to commit any violation

Malicious Complaint: It is a complaint that is intended to offend the other party without having a real fact.

Disciplinary: Imposing a specific penalty on the student, whether moral, material, administrative or academic, as a penalty for violating the rules and regulations.

Punishment: The penalty imposed on the violating student by the competent authority.

Introduction to Nursing Program Students' Rights and Duties:

The list of student's rights and duties comes as a definition of the student with his/her rights and duties in accordance with the regulations of the Ministry of Education and the university and its regulations towards Faculty officials, as well as to clarify the way of dealing in the event of a breach of any of these regulations, and also informing him of his duties and consequences in case breaching it.

First Category : Nursing Program Students' Rights:

- **First: Academic Rights:**

1-Providing an appropriate study environment to achieve comprehension and study easily and the educational capabilities available to serve this goal, while maintaining the confidentiality of information and privacy of the complete academic file for students.

- 2- Providing them with appropriate guidelines through which they learn about their rights and duties, as well as the study regulations examinations, discipline, and grievance controls through all available means at the university, whether by books, pamphlets or electronic links through the university's electronic portal, in addition to seminars and introductory meetings.
- 3- Offering guidance programs to familiarize students with the university's systems, facilities, and services, especially newcomers.
- 4- Facilitating the registration procedures for the courses provided by the system, subject to fair controls for registration.
- 5- A student has the right to obtain study plans in the faculty or department and the majors available to him, as well as review the study schedules before starting the course where the those students can registering their courses electronically via the system. Moreover, the rules of registration, take into account the order of priorities in registration for students in accordance with fair controls when it is impossible to fulfill the desires of all students regarding registering for a course.
- 6- Deleting any course, adding another, or deleting the entire semester according to established regulations on the dates specified according to the university calendar.
- 7- A student has the right to transfer from one major to another or from one university to another, according to the laws and regulations. This can be achieved without prejudice to the educational process and the regularity of studies for the general performance average of their academic achievement in accordance with the study and examination regulations.
- 8- The university's faculty members commit to the dates and times of the lectures, to fulfill the educational hours that assigned for them and not to cancel lectures or change their times except in cases of necessity, with necessity to compensate with lectures. This procedure and maneuver taken to cover their absence and to complete the course with coordination with the students and the administrative board of the department.

9-The right for students to leave the classroom if a faculty member is late and start the lecture after 20 minutes. In this circumstance, the students' not considered absent with the notification of the relevant department.

10- The test questions should be derived from the course, its contents, and the issues raised or referred to in the lectures, and take into account the balanced and logical distribution of grades in order to achieve fair evaluation of the students' capabilities.

11- Students must take all of the tests associated with the course unless there is a systemic impediment and announcing their deprivation of taking the exam early enough in accordance with the regulations and instructions.

12- Students can request for his answer sheet in the final exams to be reviewed, as determined by the regulations and decisions issued by the university as part of the review mechanism and its controls.

13- Students will be informed of their results obtained in the monthly, quarterly and final research and tests performed after completion of the correction and approval, with notification of their total grades, semester and practical before taking the final exam.

14- Students have a right to complain or state a grievance about any harm that befalls them in their relationship with the faculty members. Their judgment, the department, the faculty, any of the departments of the university, or their colleagues, with due regards being given in accordance and considering the following:

1. Rules and controls that mentioned in grievance controls.
2. The students must commit to honesty, to not attributing the work of others themselves, and to avoid cheating in any way.
3. A copy of the exams or/and research proposal and other academic requirements.
4. The students shall abide by the rules and arrangements related to the tests and the order in them and not to cheat or attempt use any image, impersonation, forgery, insertion of materials, or prohibited devices in the testing room or labs.
5. The students commit to the given by the superintendent in the exam hall.

6. Students have a right to complain about a disciplinary decision issued against them, in accordance with the rules established in the disciplinary regulation grievance controls within a period not exceeding 15 days.

• **Second Non-Academic Rights**

1- The students have a right to benefit from the university's services and facilities, such as university housing and central libraries and any subsidiary services as student activities and educational events, sports grounds, restaurants, and parking lots allocated to students, and others, according to the rules and regulations in force at the university, and according to the capacity available.

2- The students have a right to be nominated for programs and training courses, and internal and external trips, and to participate in cultural activities, voluntary work, and community service activities, according to the nomination controls, and the balance of justice.

The students have a right to equal opportunities, in a manner that does not conflict with the academic duties of the student.

3- Account will be taken of the availability of the necessary necessities for the category of people with special abilities, according to the capabilities available at the university, from advising, health, academic and financial services if needed, in a way that contributes to the facilitation of all the students' affairs related to their academic career.

4- The students have a right to receive incentives and material rewards as prescribed by the system, and to receive aid or subsidies.

5- The right of the student to defend himself in front of the competent authority at the university in any disciplinary case brought against him, and that no penalty is issued except after hearing his statements. Or electronically when any decisions was taken against him, and grant him the right to object to any decision issued against him; According to the rules, regulations, rules and executive rules in force at the university.

Second Category : Nursing Program Students' Duties:

• **First: Academic Duties**

- 1- The students commit to regular study and fulfilling all of the academic requirements.
- 2- The students commit to reviewing their academic schedule, and ensuring that there are no errors in it like lecture clashes or registration on a previously completed course. In case of error, they must review the academic and department guidance.
- 3 - The students commit to respecting the faculty members and other university employees and not expose them to harm, by word or deed, in any way.
- 4 - The students commit to honesty, not attributing the work of others to themselves, and to avoid cheating in any way.
- 5- The commitment of the male and female student to respect the rules and arrangements related to the conduct of lectures and attendance of lectures and not to be late without an excuse.
6. The male and female student must abide by the rules and arrangements related to the examinations and the order there in, and not cheat or attempt to help commit any form of identity, impersonation, forgery, or the introduction of prohibited materials or devices into the examination hall or laboratories.
7. The student's commitment to the instructions and instructions given by the official or the observer in the examination hall or laboratories.
8. The student's obligation to use the university e-mail and to follow up on the advertisements available on the university, college and department website on a permanent basis; applying for available academic services; Such as deletion, addition, transfer request, apology or postponement; According to the rules, regulations, executive rules and instructions in force at the university.

9. The student's commitment not to falsify or misrepresent any information on the university's official documents or its website, and not to submit forged documents.

• **Second: Non-Academic Duties:**

1. Belonging to the university, faculty, and department, and committing to everything that would enhance the reputation of the university, college, and department, and improve their performance, and not to destroy, tamper with, disable them from work, move them from their places, and use them to misuse them. University facilities, maintaining the system of classrooms and the university campus in general, and its annexes and contents; Not writing and drawing on the walls and classroom chairs and tables; With his commitment not to issue or paste bulletins or any other papers or sign them.

2. The student's commitment not to collect money or financial or in-kind donations, whether inside the university, college and department, or outside in the name and logo of the university, such as activities, meetings, or establishing associations without the written approval of the university.

3. The obligation of the male and female student to prevent filming inside the university campus except after obtaining permission from the competent authority determined by the person with the authority at the university. Photographing people is prohibited, and the student exposes himself to the penalties stipulated in these regulations in case of violation.

4. The obligation of the male and female student to hold the university card while he/her is at the university and submit it to the staff or faculty members upon request.

5. The student's commitment not to impersonate others, or forge official documents to obtain any right or advantage.

6. The student's commitment to dress and behavior appropriate to Islamic values and university norms, and not to do any actions that violate Islamic morals or public morals within the university, college and department.

7. Respect for university employees at all levels, and not to insult them in word or deed.
8. Respect the privacy of others and not tamper with their papers, computers, or electronic accounts.
9. Not to bring dangerous and prohibited materials and weapons of all kinds inside the university buildings and facilities.
10. Not consuming food or drinks in places where this is prohibited, such as laboratories, libraries, classrooms, and the like.
11. Not to smoke inside the university campus, whether in open or closed spaces. The student is subject to the smoking regulations issued by the university.
12. Not to be absent from university housing for more than two weeks without prior notification to the housing administration.
13. Not to enter or host any visitor in the university dormitory without prior permission from the competent authority of the university.
14. Working on strengthening ties with non-Saudi students enrolled in the university, and providing them with assistance. Making them aware that they are in their home countries, and creating strong rapport with them.
15. Obligation to appear before any committee if requested to do so, and the student shall be held accountable for everything that falls from him. Violations, whether he is an original actor, partner, or instigator, with a commitment to objectivity and politeness of dialogue when expressing an opinion, and making statements when conducting investigations or giving testimony in accordance with the truth, and considering this a religious, moral and legal obligation.
16. If the student's behavior results in a criminal offence, the university shall inform the competent authorities, and without impacting of this on the university's right to take disciplinary measures against the student according to the penalties stipulated in these regulations.

The Nursing Department's Mechanism to Activate Students' Rights and Duties

- 1- Spreading the culture of rights, duties and disciplinary regulations through seminars and educational meetings for students and members of the teaching staff, and those of similar rank and all employees of the university.
- 2- Declaring students' rights and duties by various means.
- 3- Forming the necessary central and subsidiary committees to activate the students' rights and duties as well as the disciplinary and grievance regulations.
- 4- Surveying students' opinions and level of satisfaction with issues related to rights, duties, discipline and grievances through multiple means, such as interviews and open discussions.
- 5- Developing the academic advice system to include issues of rights, duties, discipline and grievances.
- 6- Announcing the penalties issued by the university against violators.
- 7- Documenting the violations committed by some students, and making use of them to conduct scientific studies and research relevant to disciplining behavior.