



STUDENT AGREEMENT



الكلية التطبيقية



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Definition of the Charter

A set of agreed upon commitments, guidelines, standards and practices, emanating from Islamic Sharia, the education policy of the Kingdom of Saudi Arabia, the vision, mission, goals and values of Al Baha University, and the goals of the Applied College , which the university seeks to adhere to, and to direct its students to assume their responsibilities, and to adhere to the provisions of the Charter. Rights and duties .

Target group

The rules and standards contained in the Charter apply to all male and female students of the Applied College at Al-Baha University and all relevant regulatory bodies within the university . All university members are committed to these standards, whether they are faculty members, their assistants, administrators, technicians, male and female students, or workers. The university and the Applied College take the necessary measures to ensure that all their members are committed to the principles of this Charter, by applying what is in it, understanding it, and publishing it in a manner that achieves the required



Charter objectives

- Raising the level of awareness and culture of rights and duties, developing a sense of responsibility among male and female students of the college , and helping them to adhere to ethical standards to guarantee rights, and achieving a healthy work environment that allows for the improvement of the level of performance, and works to advance the university .
- Disseminating and promoting professional ethical values and principles among university students, and adhering to them in themselves and with others, in their dealings inside and outside the university .
- Informing students of their rights and their university duties, in accordance with the approved regulations and systems.
- Instilling the confidence of male and female university students in its services, at all levels, through academic and administrative performance among all university staff in a way that serves the student , by informing everyone who has a relationship with the student of their rights and duties .



Student rights

Student academic rights

١- The university shall provide the student with a suitable university study environment to achieve easy and .smooth absorption and study in a manner consistent with the university's mission

٢- Reviewing the study schedules before the start of the study and registering for the courses that the system and registration rules allow him, taking into account the priority arrangement in registration for students according to . fair controls when it is not possible to fulfill the desires of all students in registering for a course

٣- Deleting any- course, adding another, or deleting the entire semester, according to what is permitted by the university's study and registration system, during the period specified for that and announced to all male and . female students

٤- Carrying out an internal or external transfer, or transferring the study system, according to the regulations and .systems and the university's capabilities

٥- Obtaining scientific material and knowledge related to the university courses he studies, in accordance with the .university rules and regulations that govern academic work

٦- Obtaining the study plan upon the start of the study, **which includes** :

- Information about the course professor
- Course objectives and educational outcomes
- Timetable for implementation of the decision
- Student assessment methods and techniques
- Activities related to the subject matter
- Teaching Strategies Tests Practical Applications of the Subject
- Distribution of skills to be acquired
- References: Sources of knowledge and learning related to the course .

٧- The commitment of the university faculty members to the dates and times of lectures and to fulfilling their scientific and laboratory hours and not to cancel lectures or change their times except in cases of necessity and after announcing that, provided that alternative lectures are given for those that were cancelled, or absent from them by the faculty member to fulfill the course, after coordination with the students/female students and the department . concerned to complete that



8- Inquiry and appropriate scientific discussion with faculty members, without supervision or punishment for that, as long as the discussion does not exceed what is required by public morals and the limits of behavior in such circumstances, whether that is during the lecture or during the announced office hours for meeting students .

9- Providing opportunities for continuous communication with the faculty member through **various methods** :

Email •

And the blackboard •

And the announced office hours . •

10- Conducting the tests held for the course, unless there is a legal impediment preventing them from being conducted in accordance with the special regulations and instructions.

11- Notifying the student of being denied entry to the final exam and informing him/her of the reason for his/her denial well in advance of the final exam date .

12- That the test questions are within the curriculum, its contents, and the issues that were raised or referred to during the lectures, and that the balanced and logical distribution of grades is taken into account in order to achieve a fair assessment of the student's abilities .

13- Knowing the results he obtained in the tests he took after they were corrected and approved .

14- Review the evaluation of all the assignments he submitted during the semester, whether they were paper, electronic, or otherwise.

15- Obtaining a university card that proves his identity inside and outside the university .

16- Maintaining the confidentiality of information and complete privacy in everything related to it, and not his grade sheet) except for those - viewing or using personal information (academic record - personal file . authorized only

17- Obtaining university regulations and systems and their sources .

18- Obtaining a paper or electronic copy of the student's rights and duties document .

19- Notifying him before taking any decision against him, drawing his attention to any violations and notifying him in writing of the decisions taken against him, while giving him the right to defend himself in any decision that conflicts with his academic interest in accordance with the university's rules and regulations .

20- Providing an introductory guidance program for the university's colleges and departments, explaining the systems and regulations, and identifying the scientific specializations . And its academic fields , Scientific and functional .

21- Obtaining the graduation document upon completion of graduation requirements in accordance with the university's regulations and rules within the time period specified by the university for submitting the document .



٢٢- Obtaining guidance and direction through paper or electronic publications and informational brochures that
explain the university's systems and regulations , and publishing them on the university's official website

Non-academic rights of the student

١. Providing possible health care in the university's medical facilities
٢. The student has the right to benefit from the university's services and facilities: central and branch libraries, student activities, educational events, sports fields, and parking spaces designated for students, in accordance with the regulations and systems in effect at the university and according to the possibilities.
٣. Enjoy the assistance and social care provided by the university and participate in the activities held therein in accordance with the university regulations and instructions regulating this .
٤. Obtaining the incentives and material rewards stipulated by the system, especially for the outstanding student .
٥. Nominating for training courses, programs, and internal and external trips, increasing his participation in cultural activities, as well as participating in local community service activities and volunteer work .
٦. The right to file a complaint or grievance regarding any matter that harms him in his relationship with faculty members, the department , the college , or any unit of the university. The complaint or grievance shall be filed in accordance with the organizing rules, and the student shall be enabled to know the fate of his complaint by the party responsible for it.
٧. student with special needs has the right to receive appropriate services that meet his/her needs, in accordance with the regulations . And the rules .
٨. Students have the right to be nominated for membership in student committees, subject to the availability of conditions .
٩. Evaluating student services through questionnaires submitted to him.
١٠. Providing a specific entity at the university to care for and follow up on his rights .



Student duties

Student's academic duties

- ١- The student is committed to reviewing and becoming familiar with the university's systems, regulations, instructions and decisions issued in implementation thereof, and not to defraud, violate or submit forged documents to obtain any right or advantage contrary to what is stipulated in the relevant provisions .
- ٢- Commitment to the standards of distinguished academic conduct committed to Islamic ethics, and avoiding any behavior that contradicts religion and ethics and affects the academic status .
- ٣- The student must adhere to the instructions for arranging, organizing, and using the university's facilities and equipment for the purposes for which they are intended, and must obtain prior permission from the competent authority to use those facilities or equipment when wishing to use or benefit from them for purposes other than those for which they were intended .
- ٤- The student must be committed to remaining calm within the university facilities, refrain from smoking, cause disturbance, or gather illegally, or gather illegally in places other than those designated for that purpose .
- ٥- The student's commitment to a sense of belonging to the place and good citizenship by reporting anything that harms the university and the country .
- ٦- Regular attendance and fulfillment of all academic requirements (attendance, participation, taking In light of the rules and (tests, assignments, duties, scientific research, practical training, field training dates regulating the start and end of studies, transfer, registration, apology, deletion and addition, in accordance with the provisions contained in the regulations and systems in force at the university .
- ٧- Respect the rules and arrangements related to the conduct of lectures, regularity and order therein, and not to be absent from them except with an acceptable excuse in accordance with the university's regulations and systems.
- ٨- The student's commitment, when preparing research and other study requirements for the courses, is to not to cheat or participate in cheating in any way, or to attribute the work of others to the student, or resort to any illegal means to prepare such research, reports, papers, studies, or other basic requirements for the course .
- ٩- The student must adhere to the rules and arrangements related to the examinations and their system, and not cheat, attempt to cheat, or assist in committing it in any way, form , or by any actions , impersonation , forgery, or introducing prohibited materials or devices into examination halls or laboratories .



- ١٠ - The student must adhere to the instructions and guidelines given by the supervisor or invigilator in the examination hall or laboratory and must not disturb the peace during the examinations .
- ١١ - Maintain calm inside lecture halls, stay away from examination committee areas, and do not make any noise near them .
- ١٢ - Ensure accuracy and honesty when evaluating faculty members according to the forms prepared for this purpose .
- ١٣ - Commitment to attend the orientation day to introduce the university's colleges and academic departments .
- ١٤ - Commitment to implementing the penalty imposed on the student in the event of a breach of the university's regulations and systems .
- ١٥ - Using modern technology, such as tablets, computers, and other personal property, for academic purposes only. If proven otherwise, the regulations will be applied to him .
- ١٦ - Regular communication with the student advisor, and ensuring accurate recording of data .
- ١٧ - Commitment to carrying the university card while the student is at the university and presenting it to employees or faculty members when requested by them, and when completing any transaction for the student within the university .

Non- academic duties of the student

- 1- The student's commitment not to damage or tamper with university property, or disrupt its operation, or participate in that, whether it is related to buildings or equipment .
- 2- The student must adhere to the recognized and approved university uniform according to the regulations and not violate it .
- 3- Not to enter the university with an appearance that contradicts the rules of Islamic law, societal customs, or university regulations, including wearing inappropriate accessories such as face earrings, strange haircuts, and the like .
- 4- Not to photograph the university facilities , students , male or female , or university staff , including faculty members, administrators, male and female, and technicians, male and female, for any purpose .
- ٥ - No private parties are held inside university facilities .
- ٦ - Not to issue publications, contribute to their distribution, or collect funds or signatures for any purpose. Without a university license
- ٧ - Not to hold any activities outside the university in the name of Al Baha University without a license from the university .
- ٨ - Do not bring children and pets inside the university .
- ٩ - Reporting any health, social or economic situation that may hinder the progress of studies by informing the administration of the applied college or the academic advisor .



١٠ - Student commitment to behavior Good and appropriate to university and Islamic customs, and not

to do any acts that violate Islamic morals or public decency within the university .

١١ - Adherence to university traffic instructions

١٢ - Respecting faculty members, employees, workers, and others affiliated with the university,

including students, guests, and visitors, and not harming them by word or deed in any way .

١٣ - Staying away from extremist and deviant ideas, and not circulating, spreading, encouraging, or

sympathizing with them, inside or outside the university environment .



Committee Awareness of students' rights

Cooperation in the field of raising students' awareness of their rights and explaining the ways to obtain them

Committee tasks

- ١- Educating and raising awareness among students about their rights and duties within the university
- ٢- Supporting students' rights in accordance with the university's rules and regulations.
- ٣- Developing the student's initiative in knowing his rights and making him aware of how to obtain them
- ٤- Evaluating the academic and non-academic aspects provided to the student and seeking to improve them

