

Students' Rights and Responsibilities Bylaws

Article One: – Definitions

- **University**: King Saud Bin Abdulaziz University for Health Sciences in Riyadh and its branches
 - **College**: any of the university colleges or Post-Graduate Deanship
 - **Student**: any person (male or female) who is admitted to and enrolled in any college of the university and its branches regardless of their educational level and their counterparts at the Post-graduate programs
 - **General Disciplinary Committee: (GDC)** the committee formed by the university president headed by the Dean of the Student Affairs to take action regarding students' violations and the penalties imposed on them in accordance to this Bylaws
 - **Disciplinary Sub-Committee**: the committee formed within the college by a decision of the respective university vice president
 - **Violations**: any verbal or physical behavior that violates the religion, country regulations or the university rules and regulations according to this Bylaws
 - **Exam**: any assigned exam in the syllabus or the curriculum
 - **Disciplinary Actions**: Any disciplinary decision made in accordance to this Bylaws.
- **Article Two- Bylaw Goals**
- These bylaws aim at:**
- Familiarizing the students with their rights and responsibilities that they have to comply with during their studies.
 - Creating a healthy environment that guarantees the quality of education and to encourage extracurricular activities in accordance with the university regulations and ethical standards.
 - Controlling the students' behavior within the university and hospital facilities and their amenities.
 - Guiding any offending students with the most recent educational methods.
 - Assigning the responsible committee to study any behavioral misconduct of the student.

- Enforcing the disciplinary actions for any violators of the University rules and regulations

Article Three:

All undergraduate and post-graduate enrolled students as well as enrolled students in other programs are obliged to adhere to these regulations without violating the rules and regulations issued by the Ministry of Higher Education.

Article Four:

These regulations and rules applied to all the alleged infractions that occur on-campus, its facilities and all its counterparts. Any off-campus infractions are within the responsibilities of the country-affiliated authorities unless it has been referred to the university. If there is a Criminal infraction, the GDC has to report all the investigations relating to the incident to university president to take an action with the government concerned authority that it deems necessary. The GDC can postpone all the disciplinary procedures until the final judgment has been made.

Article Five:

Lack of knowledge of a University policy and regulation will not be accepted as an excuse for failure to observe it. Student Affairs Deanship has to make it public in the university website.

Second: Students Rights and Obligations

Article Six – Students’ Academic Rights

- A. Getting the student handbook that provides information about the university, its policies and facilities including *the student right* bylaws
- B. Organizing an orientation program for the freshmen at the beginning of the academic year.
- C. Upon admission at any college, a student must be given a certified study plan that indicates the number of credits, levels, courses and the graduation requirements.
- D. Each faculty has to clarify for the students in the first lecture the course contents, objectives, topics and achievable skills, testing and assessment methods.

- E. Participating in the assessment of the provided education and using the feedback to improve the education quality at the university.
- F. Creating a suitable environment for a better understanding and achievement by providing all the available learning materials.
- G. Having access to the schedules before the beginning of the academic year and the registration procedures for the available courses.
- H. Faculty members have to adhere to the time of the lectures and exams and fulfill all the academic hours of the courses. If necessary, faculty may change the time of the lectures or cancel them provided that the students are familiar with that. Cancelled lectures as well as the lectures in which the faculty was absent have to be delivered again upon coordinating with the concerned department and students.
- I. Having the opportunity to discuss with the faculty all the student-related questions and performance during the lecture or office hours without penalizing the students.
- J. Exam questions have to be in accordance with the course objectives and are taken from the course syllabus or the topics that have been raised during the lectures. The marks of the exams have to be distributed logically to guarantee a fair assessment of the students' skills.
- K. Conducting all the exams unless there is a reason specified in the rules and regulations in this matter.
- L. Announcing the names of DN students five business days minimum before the exams and giving the students the right to appeal for five business days after that date of announcement.
- M. The student can get feedback about the midterm exams which assess his performance before the final exam.
- N. The students have the right to request a second revision of their exam after it has been submitted in accordance with Study and Examination bylaws
- O. Getting all the marks of the quizzes, midterms before the final exam upon completion of grading.
- P. Helping the students to get all their rights on campus by the administrative and academic authorities in accordance with the university rules and regulations.
- Q. All faculty and staff members have to respect the students and give them all their academic and moral rights.

Article Seven – Students’ Non- Academic Rights

- A. Students have the right to be treated fairly and with dignity and creating a peaceful and safe learning environment. Protect students from discrimination or threatening.
- B. Issuing an Identification card to have access to all the services provided by the university in accordance with the policies.
- C. Students have the right to protection against improper disclosure of their education records and personal information.
- D. Participating in all campus activities according to the university rules and regulations.
- E. Students have the right to medical care in all university-related hospitals and clinics.
- F. Having access to all the university services and facilities in accordance with the university rules and regulations.
- G. Students have the right to get all the legal financial rewards and stipend.
- H. Students have the right to participate in workshops, domestic and abroad programs and trips as well as the cultural activities, local community services and voluntary works.
- I. Students have the right to file a complaint regarding any matter against any faculty, department, college or any of the university units in accordance with the rules and regulations specified in this Bylaws. Students should be enabled to follow up with their complaints with the concerned department in the university.
- J. Enable the student to defend himself before any department against any violation of which he has been accused as listed in Article four of these Bylaws_A student’s right to defend himself will be waived if he fails without excuse to show up twice for an investigation appointment of which he had already been informed. The disciplinary decision in this case will be made in absentia.
- K. A student can complain about a disciplinary action to be taken against him as per the provisions of this Bylaw.
- L. A student’s file and its contents must be kept within the university and must be handled with integrity. No file contents will be handed except to the student, his parents or any government authority whose regulations stipulate that. None of the file contents should be exposed

or published unless this is part of the disciplinary action taken against the student.

M. Providing disabled students with accessible amenities and proper services according to the rules and policies in this regard.

N. Student Affairs Deanship has to attend to the rights of the students stipulated in this article and follow up their fulfillment.

Article Eight – Students’ Academic Duties

A. Attending classes regularly and fulfilling all the instructors’ academic requirements.

B. Respecting faculty members, employees as well as all the staff at the university and hospital and their amenities.

C. Respecting all the rules governing the lectures.

D. Complying with the academic integrity when writing researches and other academic duties.

E. Adhering to the rules and academic integrity governing exams.

F. Adhering to all the rules and instructions given by the invigilators in exam venues and laboratories.

G. Respecting patients’ privacy and the confidentiality of their information and adhering to the health professions ethics.

Article Nine – Students’ Non-Academic Duties

A. Adhering to the university and its facilities policies, rules and regulations and resolutions.

B. Carrying the university Identification Card/ Badge when on campus and in all the university facilities.

C. Students must not misuse or damage any of the university properties.

D. Students should organize and use all the university properties properly.

E. Students should wear the university uniform.

F. Showing respect and commitment to the public morals within the university.

G. Smoking is prohibited in all university amenities.

H. Responding to any call from the conduct committee for a hearing regarding any matter.

I. Respecting the sanctions when violating the university rules and regulations in accordance with this Conduct.

Third: Disciplinary Committees and their Specialties

Article Ten – General Disciplinary Committee (GDC)

- A. Forming a GDC by a resolution from the University President for two years based on the nomination of the Students Affairs Dean as follows:
- Student Affairs Dean
Chairman
 - Admission and Registration Dean
Member
 - Any participating dean in the Student Affairs Deanship
Member
 - Two faculties from the male side (one is from Jeddah and the other one from Al-Ahsa) Members
 - Two faculties from the female side (one is from Jeddah and the other one from Al-Ahsa) Members
 - Any consultant from the Legal Department of the university
Member
 - Counseling and Disciplinary Director at the Student Affairs Deanship
Committee Secretary
- B. The committee Chairman calls the College Dean –or his representative- at which the violated students study to hear the findings of the college. If more than one student (from different colleges) are accused with the same violation, only one of the college dean- or associate dean- at which the violated students study at is called. The committee chairman has the right to call any person to discuss the alleged violation.
- C. The GDC meetings are held upon a call from the chairman of the committee. The attendance of two thirds of the committee members is necessary to complete the quorum to hold the meeting. The decisions of the committee are made upon the approval of the majority of the attended members. When equal votes are made, the decision made by the committee chairman and some of the members is prevailed.
- D. The GDC considers all the violations referred to it by the university president, any of the vice deans, assistant vice deans, student affairs dean, sub-conduct committees of any college or medical services at the hospital and their counterparts.

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- E. The GDC starts its work upon a call from its chairman if there is any case that has been referred to within ten business days starting from the referral of the case. The committee has the right to question relevant witnesses – whether colleagues, administrative staff or any faculty who make statements at disciplinary hearings.
- F. The GDC announces the disciplinary decisions – if approved- made by the Disciplinary Sub-Committee or reviews the alleged violations and takes the appropriate procedures.
- G. Safety and security department can refer the violations seized to the Student Affairs Deanship.
- H. The university president or his representative- can form a special committee for the cases that need confidentiality. When the investigations are over, the director of the special committee sends all the recommendations and documents confidentially to the university president to take the appropriate procedures.
- I. The party authorized to carry out the disciplinary action is the party entrusted to implement these actions according to the recommendations of the GDC.
- J. All the sanctions taken should be mentioned in the sanctions chapter in this Bylaws. The GDC has the right to lessen the sanctions as appropriate.
- K. The GDC shall send all the recommendations regarding the new cases to the University Chairman of Standing Committees Bylaws, Policies and Procedures to make any necessary amendments. These amendments are passed upon the approval of the university president.
- L. The GDC is concerned with the legal measures pertaining to the violations committed by people from outside the university or in which these outsiders are involved. These violations can be referred to the concerned authorities by the university President when deemed necessary and their employer can be informed of these violations.

Article Eleven – Disciplinary Sub-Committee

- A- Disciplinary subcommittees are formed inside colleges for two years upon the University Vice President for Educational Affairs' approval. Members are nominated by each college dean in coordination with the chairman of the GDC. The Deanship of Student Affairs is informed of the structures of these committees which are to be as follows:

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- Male Associate Dean - **Chairman**
- Female Associate or Assistant Dean from the female division - **Vice Chairman**
- Four faculty members, Two males from the male division and two females from female division - **Members**
- Director of Student Affairs - **Secretary General**

B- A disciplinary subcommittee for postgraduate students is formed for two years upon the Vice President of Higher Studies' approval. Members are nominated by each college dean in coordination with the chairman of the GDC. The Deanship of Student Affairs is informed of the structures of these committees which are to be as follows:

- An Associate Dean - **Chairman**
- Four faculty members - **Members**
- Director of Student Affairs - **Secretary General**

C- In colleges with a female division, the chairman of the disciplinary subcommittee reserves the right to form a special committee headed by the female division's associate or assistant dean and the membership of the female division's faculty to study cases involving the female division's students. These special female committees shall send their reports and recommendations to the chairman of the disciplinary subcommittee to take necessary action, provided that the coordinator of the special female committee is the director of female student affairs or her representative.

D- Disciplinary subcommittees convene to investigate and address student violations from within their colleges. The committee's findings, deliberation, and recommended penalty are to be delineated in a report to be approved by the college's dean. The recommended penalty is to be in accordance with the Penalties Chapter of this statute with the exclusion of violation categories 4-9 listed in the Violations and Misconduct Chapter of this bylaws which are to be exclusively determined by the college's disciplinary subcommittee. The approved report is then sent to the GDC for approval and appropriate action.

E- Subcommittees are responsible for the execution of the penalties related to violation categories from 4 to 9 listed in the Violations and Misconduct Chapter of this Bylaws, after the breaching student's college dean's deliberation and approval. The GDC will be provided with a delineated report of the investigation and proceeding in compliance with the following procedures:

1. If a student commits the violation of cheating in research, projects or reports, the curriculum instructor related to the research and project delineates a report of the incident and refers it to the college's Associate Dean of Academic Affairs.
2. If a student cheats during an exam with undeniable physical evidence, the invigilator substantiates the case, delineates a report supported by the material evidence, and refers it to the college's associate dean of academic affairs. Meanwhile, the student will be allowed to complete the exam. The student's exam result will not be released until the investigation is concluded.
3. The accused student's college disciplinary subcommittee commences its investigation and documentation of the incident at the request of its chairman. The subcommittee shall complete all procedures related to the violation within twenty (20) working days from the initial report of the violation.
4. The disciplinary subcommittee determines a penalty from those listed in this Penalties Chapter of this bylaws and issues a written verdict signed by the breaching student's college dean.
5. The subcommittee shall hold its meetings with a minimum of two-thirds of its members present including the chairman or the vice-chairman. Recommendations are decided by the majority, and in deadlock cases, the side voted for by the chairman is upheld.
6. The committee refers its recommendation to the college's dean within five (5) days of its issuance. The dean is required to either approve or request a revision within five (5) working days from the date of receipt.
7. The GDC shall be supplied with a copy of the committee's report and outcome within five (5) working days from the report's issuance date.

Fourth: Violations and Misconduct

Article Twelve:

A violation is any verbal or physical behavior that violates religion, country's constitution or university policies and rules which entitles an action from the concerned disciplinary committee such as:

- 1- Any verbal or physical act that contradicts with honor and dignity or modesty.

- 2- Violating the Islamic and social principles and values or the national unity verbally or physically. Promoting for the organizations that work against the country, political or regional ideas or promoting them within the university.
- 3- Publishing or distributing brochures or organizing online seminars, conferences and forums. Organizing and participating in activities and festivals or attending them. Collecting money and signatures without getting the approvals from the entitled authorities at the university administration and the concerned country sectors.
- 4- Not respecting the Islamic values and Saudi traditions as well as the university rules concerning the dress code. Some instructions in this regard include:
 - A. Male students must wear blue scrub and white lab coat at laboratories and training centers.
 - B. Female students must wear blue scrub and white lab coat that should be 3 cm below the knee. It should have the university logo in the left side of the lab coat. Female students should also comply with the Islamic values and Saudi traditions regarding their dress as detailed in the code (KSAU-HS-APP_018)
 - C. In addition to the abovementioned instructions, when male and female students go to the hospital, their dress code should match the rules and regulations of the hospitals.
- 5- Refusing to attend classes and stopping practical and clinical lessons or inciting to do so.
- 6- Failure to comply to the exam policies such as attending the exam late, cheating, trying to or participating in cheating, trying to get the exam questions unlawfully, causing chaos or noise during exams or using the new technological means during exams without permission.
- 7- One student replacing the other in exams.
- 8- Breach of the regulations of lectures and other educational activities or distracting faculties during their work.
- 9- Cheating or fraud in the reports, graduation projects, training or scientific researches.
- 10- Breach of the rules and policies of the security on campus, hospitals and training centers or creating chaos at these places to stop lectures,

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exams, seminars, workshops or any other activities or festivals held on campus or on its amenities.

- 11- Destroying, trying to damage or misusing any University building, facility or property or displacing them without the approval of the concerned authority.
- 12- The possession or threat of using any firearms - even if they are licensed- explosive substances or cold weapons.
- 13- Extortion or verbal or physical assault on any staff, employees, students, faculty, patients or anyone who accompanies the patients on campus or at the hospital or its amenities.
- 14- Smoking in any facility on campus, hospitals or training centers.
- 15- Possession of movies, DVDs, newspapers, magazines or any other materials that include contents which contradict with the Islamic values, country's constitution or university policies.
- 16- Misusing the new technology means or photographing on campus or at the hospitals by any means that violates the privacy of others or to abuse them or the university.
- 17- Impersonating others in any university-related matters and giving university documents for illegal purposes or to be a spokesman for the university without getting the permission from the entitled authority.
- 18- Forgery of any documents, diplomas or certificates or including false information whether these documents are from the university or not as long as it is university-related.
- 19- Accessing university confidential information, distributing it and guiding others to get it without getting permission.
- 20- Reckless driving, drifting, parking violations or endangering others by any means.
- 21- Using or distributing any drugs or prescription drugs that altered state.
- 22- Crimes against honor that affect the future of the student especially if they are criminal convictions.
- 23- Failure to adhere to the rules during investigation or violating the honor and conduct values toward any of the disciplinary committee
- 24- Illegal access or hacking of the university, colleges, deanship or scientific centers websites or privacy breach of all university staff including faculties, employees and students.

- 25- Assaulting or failure to adhere to the ethics of medical profession when dealing with the patients in an abusive manner to the reputation of the university, training centers or hospitals.

Fifth: Disciplinary Actions

Article Thirteen:

The GDC reserves the right to carry out any of the disciplinary actions listed hereafter, as deemed necessary:

1. A verbal warning with documentation of the warning instated in the student's record.
2. A written warning, with a written pledge signed by the offender vowing not to repeat the offense again.
3. Mandatory community service to be performed by the student, or enrollment in extracurricular programs not exceeding a period of one (1) month.
4. The confiscation of all devices used to commit the offense and to be returned to the student only through a college's administration or the University administration.
5. The restrictions of student privileges.
6. A temporary bar (not exceeding two semesters) from University extracurricular activities.
7. The suspension of the student's stipends for a period not exceeding two (2) months.
8. Barring the student from entering the examination hall of one or more courses during one (1) semester.
9. A suspension for a period not exceeding two (2) semesters, in accordance with the Study and Examination Bylaws
10. Graduation deferment for one (1) semester.
11. A fine equaling the cost of property replacement to be paid in full before the release of the offender's educational record and graduation clearance.
12. In fraud or forgery cases, the offender may be permanently barred from obtaining his/her certification.

13. In cases where a student is caught cheating on an exam, he/she may be denied passing the exam's course for that semester.

14. Dismissal

Article Fourteen:

If a student has committed more than one offense at a time, it is possible to impose more than one penalty, taking into account the magnitude of the offense committed, as well as the circumstances surrounding the offense and previous records where applicable.

Article Fifteen:

The chairman of the GDC reserves the right to adjudicate aforementioned penalties (1, 2, 3, 4, 5) of Article Thirteen, after summoning the student and without convening committee members on the conditions that it would be efficient to the offender, and the penalty is proportionate to the offense.

Article Sixteen:

Gradualness and proportionality are to be considered in GDC case deliberations

Article Seventeen:

A penalty cannot be adjudicated until the alleged student offender is summoned, questioned and allowed to make a statement. This right is abdicated if the alleged offender is absent for two consecutive hearing appointments without an acceptable excuse, on the condition that the student has been notified of both hearings via the student E-mail, a phone call to the contact number listed in his/her file, whereby the student is responsible for changing his personal information on the University Web-Portal. Once the notification process is completed, the penalty can be imposed in the student's absence.

Article Eighteen:

With the exception of expulsion, the penalty should not result in the termination of the offender's University enrolment. Furthermore, the GDC reserves the right to exclude the suspension period from the offender's University enrolment period.

Article Nineteen:

In the case of expulsion due to violations and/or misconduct, the offender is denied exam entry and/or reenrollment in any colleges of the University. All concerned internal and external authorities must be notified of this adjudication within ten (10) working days of its issuance.

Article Twenty:

Any subcommittee of the GDC that adjudicates any of the abovementioned penalties in article thirteen, shall report it to the GDC within five (5) working days of issuance for execution or reconsideration. **Article Twenty one:**

Penalties (5-14) stated in the fifth chapter, article thirteen of this bylaws cannot be executed if two (2) years pass since the offense's occurrence without investigation.

Sixth: Final Provisions

Article Twenty two:

The counseling division at the Deanship of Student Affairs and/or its equivalent on the female campus is responsible for the procedures consigned to them by the GDC chairman. This consignment includes viewing all the necessary documents, maintaining a record, and following up penalty implementation. The division and/or its equivalent will submit a report to the Dean of Student Affairs for further guidance, or to be reviewed and revised by the GDC.

Article Twenty three:

The GDC chairman is responsible for submitting each case report and related documents to the University President for approval.

Article Twenty four:

Deans, department directors, faculty, and administration heads staff regulate student conduct in compliance with the University rules and regulations and report any misconduct in any of the colleges to the appointed subcommittee. However, if the misconduct occurs at any of the University's other facilities on-campus, then it shall be reported to the GDC.

Article Twenty five:

If the misconduct involves a member of the GDC or its subcommittees, the party involved in the misconduct shall be excluded from the committee investigation and deliberation. Moreover, any committee member may request to be excluded in cases of interest conflict. In both the aforementioned situations, the GDC chairman reserves the right to appoint an appropriate replacement for the excluded committee member.

Article Twenty six:

In the case of a committee member's withdrawal from the GDC or any of its subcommittees, a new member is appointed by the same procedures of forming a committee, and terminated by the termination of the committee.

Article Twenty seven:

Adjudications are executed upon the University President's approval. The student reserves the right to appeal to the University President within one (1) month of being informed of the penalty. The University President reserves the right to request a reconsideration of the penalty.

Article Twenty eight:

Any student who is under investigation by the disciplinary committee is barred from withdrawing from the University before the investigation, and all related procedures are concluded. Hence, it is the committee's responsibility to notify the Deanship of Admission and Registration to halt any withdrawal or graduation process until a verdict has been reached.

Article Twenty nine:

If a subcommittee's investigation results in that the student's violation or misconduct were due to a medical or psychological condition diagnosed by any of the hospitals of the Ministry of the National Guards, then the subcommittee will refer its report and recommendations to the GDC who in turn will submit their recommendation to the University President for a final decision.

Article Thirty:

Subcommittees may publicize a reached penalty without the mention of the offender's name, ID number, or affiliated college if deemed necessary and in

the interest of the public good, and only after the University President's approval.

Article Thirty one:

Disciplinary adjudications shall be instated in the offender's student record.

Article Thirty two:

The Deanship of Student Affairs shall notify the student and his/her guardians of the offense and the final verdict within ten (10) working days of the verdict's approval.

Article Thirty three:

If the GDC or any of its subcommittees' term ends before a new committee is formed, then the existing committee will remain active until the new committee is formed.

Article Thirty four:

The University President reserves the right to act in the capacity of the GDC during official academic breaks, in case of any student violation or misconduct.

Article Thirty five:

This statute is enacted from the date of the University President's approval and in accordance with the recommendations of the Permanent Committee for Executive and Procedural Policies and Regulations and thus nullifying all previous inconsistencies.

Article Thirty six:

The Deanship of Student Affairs drafts the rules and regulations for this statute to be presented to the University Standing Committees Bylaws, Policies and Procedures for approval. Any resulting disagreement shall be resolved by the University council.