

University Student Code of  
Ethics and Charter

# University Student Code of Ethics and Charter

## ◆ The charter

In my capacity as student of Dammam University, because I strongly and unconditionally believe in my responsibility toward the university that I belong to, motivated by the dictates of our noble Shariah dictates, which is based on principles, morality and inherent goodness and traits, at the top of which are truthfulness, honesty, high moral values and respect for order and law, and out of my keen desire to apply and uphold the education ethics which require me to monitor my own self in my own best interest as well as the interest of my community and the country where I live, and

Hence, having now thoroughly read and clearly understood without the shadow of any doubt or confusion the contents of the above introduction, and having been informed of and acquainted with my rights, duties and obligations as stated and explained therein, I hereby pledge, undertake and accept with no strings attached to commit to the highest Islamic moral standards and attributes of a true Muslim, including the characteristic honesty, truthfulness, integrity and transparency. I further pledge to obey and respect all instructions and regulations applicable in the university, including, but not limited to, the following:

1. I shall comply with and commit to the university's study rules within the framework of the prescribed rights and duties.
2. I shall obey and respect all related and applicable university regulations, instructions and laws.
3. I shall comply with and apply the highest standards of politeness, good manners and courtesy in my dealings with the university administration, professors and colleagues.
4. I shall carry out and see through the duties and activities assigned to me.
5. I shall deal and cooperate with my colleagues in the spirit of a single team.
6. I shall be subject to and held accountable for all my actions and utterances.
7. I shall work hard to promote the good name and image of the university.
8. I shall serve in my best capacity the nation that I belong to and promote its image.

## ◆ Rights and duties of the university student

### ◆ First: the rights

#### ▸ A. The student's academic rights:

1. A university student must be provided with the appropriate study environment and academic climate to enable him/her to earn high quality education in keeping with the university's mission, to be achieved by offering all available educational resources in the service of this objective.
2. A university student has the right to be provided with the scientific material and knowledge associated with the university curricula in accordance with the university's rules and regulations which govern the academic work.
3. Have the administrative or academic entities facilitate for the student access to his/her entire rights inside the university in accordance with the university's rules and regulations.
4. A university student has the right to maintain and keep total confidentiality and privacy of the information related to him/ her and will disclose or otherwise use the personal information, academic record and grade transcripts only to authorized persons.
5. A university student has the right to be notified before any decision is taken against him/her, have his/ her attention drawn in case of any violations, be informed in writing of any decision taken

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and be given the right to object to any decision that runs contrary to his/her academic interest in accordance with the university's rules and regulations.

6. A university student has the right to freedom of expression of opinion and discussion of the educational issues of interest to him/her, subject to the condition that this be accomplished within the boundaries of appropriate behavior in accordance with the university rules and regulation.
7. A university student has the right to file grievance before the competent agencies in case of violation of his/her rights as set forth in the student's charter.
8. A university student has the right to require the faculty members to commit to the hours and dates of the lectures, office hours and break periods and recess between the lectures. The faculty should not cancel or otherwise change the timings of the lectures except in cases of dire need, subject to announcing such change and to giving substitute lectures for the ones which have been canceled or missed and on the proviso that such arrangements should not contravene the student's time and his or her ability to accommodate the substitute lectures.
9. A university student has the right to be informed on how and where to get the university rules and regulations (the university website, the Admission and Registration Deanship, the Students' Affairs Deanship, etc.)
10. A university student has the right to be given a hardcopy as well as a softcopy (CD) of the university Student's rights and duties document, or else the document will be posted on the university's website.
11. A university student has the right to be enrolled in the college or academic division of his/her choice in accordance with the admission and registration controls and conditions established by the university as well as with the constraints of the university's resources and capabilities.
12. A university student has the right to be issued the university's identification card to be used inside and outside the university.
13. A university student has the right to be informed of the orientation day intended to introduce and acquaint him or her with the university colleges and divisions so that he or she may determine which is the suitable one to enroll in subject to satisfaction of the admission conditions as may be determined by the responsible agency, namely the Admission and Registration Deanship.
14. A university student has the right to be offered guidance and orientation through distribution of publications of the university regulations, rules and introductory brochures on the college or academic division he or she belongs to in addition to the study plans and other student services. This information will be available in an electronic form (CD) or else posted on the university website by the responsible entity, namely the Students' Affairs Deanship and the Admission and Registration Deanship.
15. A university student has the right to access the study schedule before commencement of classes for completion of the registration of the courses available in the system in accordance with the terms and conditions of the admission and registration deanship of the university.
16. Deletion or addition of any curriculum or deletion of the entire study semester in accordance with the university calendar issued by the Admission and Registration Deanship.
17. A university student has the right to access the study curriculum plan before commencement of the study. Such plan will include and provide information on the professor(s) of the curriculum, the study curriculum, its objectives and outputs, the time table for execution of the curriculum, methods and procedures of the student's evaluation during the semester, the examinations, the material – related activities, the practical applications of the material, distribution of the skills to

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be acquired and the knowledge and learning references and sources related to the curriculum.

18. A university student has the right to transfer from one college to another or from one division to another within the university or otherwise migrate from distance to regular learning system or vice versa in accordance with the applicable rules and regulations and the available resources and space in the college.
19. A university student has the right to be awarded the graduation document within the duration prescribed by the university and upon satisfaction of the graduation requirements in accordance with the applicable rules and regulations of the university.
20. A university student has the right to avail of constant communication opportunities with the faculty members in different ways and means, such as email or during office hours, etc.
21. A university student has the right to avail of the opportunity for effective scientific discourse and discussion and the freedom to pose questions to the faculty without embarrassment or trepidation while being committed to the ethics of debate and the dictates of public decency and respect.
22. A university student has the right to ensure the confidentiality of the complaint filed against his/her professor.
23. A university student has the right to avail of a fine sense of security and the right to avoid being exposed to physical harm or health hazards as well as the moral and emotional security so that the student does not feel to be exposed to any moral threats, such as intimidation by penalty, or else exposure to insults, ridicule or sarcasm by the academic or administrative entities.
24. A university student has the right to have access to his/ her grades in the study curriculum and the results of periodic and semester tests after correction. Have the right to review his or her results in the finals and to have access to and review his or her answer sheet, if need be, in accordance with the university- approved rules and regulations.
25. A university student has the right to be informed of the warnings, alerts or disqualification and deprivation from sitting for the finals and the causes thereof adequately in advance of the dates of the finals.
26. The examination questions must be derived from the study curriculum and its contents, while paying due attention to the balanced and logical distribution of the grades within this framework.
27. A university student has the right to know the model answers to the questions of the semester tests.
28. A university student has the right to recover all home works submitted during the study semester, whether they are in hardcopies, electronic softcopies or other forms.
29. A university student has the right to earn monetary consideration against assignment to work hours during the study years beyond his or her normal duties in agreement with the entity which has tasked him or her with the work in accordance with the university rules and regulations.

### ▀ **B.The student's non- academic rights:**

1. A university student has the right to avail of the social care services offered by the university in accordance with the applicable rules and regulations.
2. A university student has the right to access and receive adequate health care as provided for in the university rules and regulations, including treatment in hospitals and health centers attached to the university.
3. A university student has the right to participate in the activities offered by the university depending on available resources.

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4. A university student has the right to avail of the university services and facilities, such as (university housing, the central library, the psychological and social assistance consultation centers, the sports playgrounds, the students' educational activities and functions, the restaurants, the car parks, etc.). Such utilization will be in accordance with the university's applicable rules and regulations and available resources and facilities.
5. A university student has the right to avail of the additional material incentives and rewards as provided for in the statutory regulations, if he or she is a top performer student.
6. A university student has the right to avail of financial subsidies or loans after review of his or her financial condition and substantiation of his or her need for such subsidies in accordance with the university' rules and regulations.
7. A university student has the opportunity to attend training courses and programs, academic trips and volunteering activities and operations in a way that should not conflict with his or her academic duties.
8. A university student has the right to select his / her representative of his or her colleagues on the students' consulting committees to discuss the issues of interest to him/her.
9. A university student has the right to secure the appropriate and correct services for his /her needs. If the student is one of the people with special needs, he or she must be informed of such services based on available resources.
10. A university student has the right to evaluate the student service rendered to him/her using the ad hoc questionnaire forms.
11. A university student has the right to access a specific entity in the university to take care of and follow up on his/her rights.
12. A university student has the right to be provided with complete list of the rules and regulations, including the disciplinary and penalty rules
13. A university student has the right to be formally informed of the mistakes attributed to him/her. The penalties meted out will be based on the university- approved disciplinary and penalty rules. The penalties may go as high as final dismissal from the university

### ◆ Second: the student's duties

1. The student is expected to respect the applicable systems of the university.
2. The student is required to respect the dignity and safety of the university family and personnel.
3. The student must present accurate and precise information at the time of registration and meet his/her administrative commitments to the institution.
4. The student must demonstrate good morals and behavior.
5. The student must respect the right of the university family members to freedom of expression as long as within the limits allowed in the university regulation, academic norms and community values in the Kingdom of Saudi Arabia.
6. The student must never resort to cheating or stealing the works of others.
7. The student must preserve and protect the study locations and devices provided for his or her services in the educational process. He or she must preserve all properties of the university and avoid tampering therewith for destruction and pilferage purposes
8. The student must respect the university's security rules, public security controls, and maintain the university and its facilities in a clean and tidy state.