

إدارة الجودة Directorate of Quality  
وحدة توكيد الجودة والاعتماد Quality Assurance & Accreditation Unit

<b>DAU Quality System</b>	<b>Kingdom of Saudi Arabia</b>
<b>Dar Al-Uloom University</b>	<b>Ministry of Education - Higher Education</b>
<b>Policy Manual</b>	

**Policy Name: Student Rights and Responsibilities Policy**

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(\*This policy has been adopted from and is a result of a comprehensive analysis of the frameworks and policies of a numerous Higher Education Institutions like Qatar University, Abu Dhabi University, Manchester Community College and various others based on the congruency of academic infrastructures)

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**Content:**

By joining Dar Al Uloom University (DAU), DAU's students agree to abide by the expectations of its community. These are made known through the academic and behavioral regulations adopted by DAU, embraced by the campus community, and applied consistently.

DAU maintain learning that is maximized in a setting rich with opportunities for discourse and free expression of ideas and questions. At DAU, students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship.

DAU is a community of students and faculty committed to active engagement in teaching and learning. The University encourages free inquiry and free expression within the recognized boundaries of Islam. To ensure maximum realization of teaching and learning, DAU provides important educational rights to students.

It is the policy of DAU that its educational offerings be available to students without regard to the individual's race, color, religious creed, sex, age, or national origin.

**(A) General Rights:**

- An environment free from discrimination.
- An environment free from harassment.
- Participate in his/her own education.
- Engage in academic discourse with faculty and other students.
- Instruction from competent and qualified faculty.
- See all his/her evaluated, written work.
- Be treated in a civil manner by faculty, staff and other students.
- Reasonable privacy of his/her official records.
- Reasonable access to her official records.
- Freely interact with faculty and other students.
- The student with special needs has the right to equal access to all University facilities, learning resources and support services.

**(B) Student rights in the academic area**

1. Provide appropriate academic environment to achieve understanding and easy study by providing all available educational possibilities to serve this objective.
2. Obtain scientific material and knowledge associated with University courses he/she learns in accordance with the University rules and regulations governing the academic work.
3. Obtain lesson plans in college or department and specialties available for him/her.

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4. See the schedules before the beginning of the academic year and subscribe in the curriculums available by registration rules and regulations taking into account the priorities in the registry of students according to fair controls when can't meet the choices of all students in the registration in a certain curriculum.
5. Omit or add any course or semester, or postpone the entire semester according to the Saudi Ministry of Education (MOHE), University study system and regulations in the predefined dates according to the University calendar.
6. Obligation of board of teaching members of lecture dates, times and satisfy scientific and practical hours and not to cancel or change lectures times unless necessary, provided that they are offset by alternative lectures that the faculty member has been absent from in order to meet the curriculum and coordination with the competent section.
7. Enquiry and decent scientific discussion with faculty members, without censorship or punishment, unless the debate hasn't exceeded public manners and the limits of decency and behavior in such cases, both during the lecture or during official hours.
8. Exams questions to be within the curriculum and its contents, issues raised or referenced in the lectures, take into account the balanced and rational distribution of grades so as to achieve fair assessment of the capabilities of the student.
9. Enter all the exams made for the curriculum unless there is a regulatory objection, communicate deprivation cases from entering exam by an enough time according to regulations and instructions.
10. Request for review of his/her answer of the final exams as established by the regulations and resolutions issued by the University in organizing review mechanism and controls.
11. know his/her marks obtained in the researches, and monthly, semester and final exams performed after correction and approval.
12. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

**(C) University student Rights in the non-academic area**

1. Enjoy the benefits and social care of the University and participate in the activities performed in accordance with University regulations and instructions established in this regard.
2. Provide adequate health care, hospitalization and University health centers.
3. Use University services and facilities (University book —central libraries and sublibraries – playgrounds – restaurants - parking ... And others) in accordance with the applicable regulations of the university.
4. Get regulatory established material incentives and rewards especially for the best student.

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5. Candidacy for courses, programs, external and internal trips and participation in cultural activities and community service activities and voluntary work.
6. The complaint or grievance of any harm suffered due to his relationship with faculty members or Department or college or any University unit.
7. Student's right to defend himself before any entity in the university in any disciplinary case raised against him, and not to decide a punishment until after the hearing, unless his absence appeared to be due to an unacceptable excuse after being called for the second time and then his right of defense falls in this case
8. Grievance from disciplinary resolution issued against him/her in accordance with the rules established in this regard under the terms of disciplining students.
9. Maintain the contents of the student file within the University and fairly treat it and not to consign to any of them except to the student himself or his guardian or his representative so officially, except for cases seeking consigning the contents of that file or accessed by the investigatory or judicial or other governmental body.
10. The student may not disclose or publish the contents of his/her profile, unless such publication is a result of disciplinary punishment against the student.
11. Handicap students have the right to obtain the appropriate service for his/her needs in accordance with the regulations and rules.

**Student Responsibilities:**

- Following all University regulations and decisions, and adhering to Islamic values.
- Attending lectures consistently and completing assignments per University policy.
- Contribute to maintaining a safe and orderly University educational environment - Show respect to other individuals at DAU; students, staff and visitors.
- Be familiar with and abide by all students bylaws, policies and procedures.
- Work to the best of their ability in all academic pursuits.
- Behave in a responsible manner.
- Pursue knowledge.
- Dress appropriately and according to the University rules and regulations.
- Accept responsibility for their actions.

Regarding exams, the student must:

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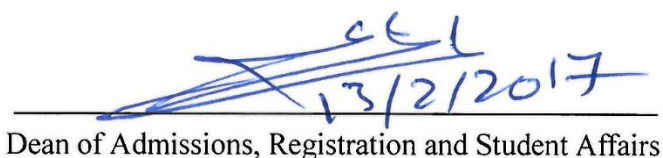
- Check exam timetables and be present at the exam venue 30 minutes ahead of time
- Understand that he/she will get a grade of zero if an exam is missed without an acceptable excuse
- Come prepared for his/her exams with proper stationery and writing implements (pens etc)
- He/she is forbidden to o Enter the exam room without showing University ID o Enter the exam room prior to invigilators doing so
  - o Leave the exam room within a half hour of starting the test, or before attendance has been taken
  - o Use cell phones while in the exam room
  - o Enter the final exam in a course in which he/she has been served a DN

### Exceptions

The Board of Trustees reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

### Authorization

This policy was authorized by:



Dean of Admissions, Registration and Student Affairs

Date: 2016-2017