

## DAU 5-11 Students Rights and Responsibilities Policy

Policy Code	Policy Name		
DAU 5-11	Student Rights and Responsibilities Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
Deanship of Admission, Registration and Student Affairs	10/2023	10/2027	

### 1. Policy Purpose

Students at DAU have the right to an environment that promotes learning and fair treatment in all facets of staff-student interaction. Regardless of a student's race, country of origin, gender, age, or religious beliefs, DAU provides the same caliber of training. The University promotes freedom of thought and speech within the accepted bounds of Islam. Students at DAU have fundamental educational rights intended to maximize the realization of teaching and learning. Thus, this policy makes clear the rights and responsibilities of students at DAU.

### 2. Policy Scope

DAU applies this policy to all students in all colleges and programs.

### 3. Policy Statement

#### Students' rights

DAU Students have several rights either in academic or non-academic areas.

- *Student's Rights in the academic area, students will ensure having their rights in the academic area by:*
  - Providing an appropriate academic environment to DAU students by providing all available educational possibilities to serve this objective.
  - Obtaining his/ her ID at the beginning of the academic year.
  - Having an academic advisor from the beginning of the year.
  - Knowing how to access the Digital Library and the Central Library in DAU, as they shall be opened and organized for the students.
  - Obtaining the study plans of the college or department and the specializations available, to be able to review the study schedules before starting the study.
  - Obtaining the scientific material and knowledge associated with university courses he/she learns in accordance with the University rules and regulations governing academic work.
  - Omitting or adding any course or semester or postponing the entire semester according to the Saudi Ministry of Education (MOHE) and the University study system and regulations on the specified dates according to the University calendar.
  - Obligating the staff with lecture dates, times, and satisfying scientific and practical hours and not to cancel or change lecture times unless necessary. When a Faculty Member is absent, there is an offset by alternative lectures to meet the curriculum and coordination with the competent section.
  - Regular communication with the faculty members through different tools such as e-mails and office hours.
  - Requesting a 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.
  - Entering all the exams for the curriculum unless there is a regulatory objection, communicate deprivation cases from entering exams by enough time according to regulations and instructions.

- Ensuring that Exams and questions shall be within the curriculum and their contents, issues raised or referenced in the lectures, consider the balanced and rational distribution of grades to achieve fair assessment of the capabilities of the student.
  - Ensuring that the Evaluation must be based on academic performance only and not on matters irrelevant to that like personality, race, religion, degree of political activism, or personal beliefs.
  - knowing his marks obtained in the Final Exams after correction and approval and any other assessment and research.
  - Requesting for review of his/her answer to the final exams as established by the regulations and resolutions issued by the University in organizing review mechanisms and controls.
- *Students have the following Rights in the Non-Academic area:*
    - Enjoying the benefits and social care of the University and participating in the activities performed.
    - participating in external and internal trips, cultural activities, community service, and voluntary work within DAU.
    - Using University services and facilities (University books – playgrounds – restaurants - parking ... And others).
    - Visiting DAU clinic at any time when they face any unexpected health issue within DAU. Required and suitable medicines are available in the Clinic.
    - Students with Disabilities have the right to obtain the appropriate service for his/her needs in accordance with the regulations and rules.
    - Grievance from disciplinary resolution issued against him/her in accordance with the rules established in this regard under the terms of disciplining students, and not to issue a ruling against him except after hearing his/her statements, unless it is proven that his/her non-attendance was for an unacceptable excuse, after verifying it.
    - Assessing the students' services presented through different surveys.
    - Maintaining the students' records and his/ her file contents and keeping the confidentiality of these records within the University except for cases seeking to consign the contents of that file or accessed by the investigatory or judicial or other governmental body.

### Students' responsibilities in DAU

DAU Students have different responsibilities either in academic or non-academic areas.

- *Students' Academic responsibilities, DAU students shall:*
  - Be familiar with all DAU's students' bylaws, policies, and procedures and Follow all University rules and regulations.
  - Attend lectures consistently and complete assignments, students are permitted for absence by accepted excuses.
  - Complying with DAU rules and regulations - Each student is responsible for the consequences that follow the discovery that he/she used falsified document(s) for his/her admission or during his/her studies at the University.
  - Respect all DAU's faculty members and employees and do not insult them verbally or physically and maintain a safe and orderly University educational environment.
  - Complying with the scientific research ethics and code of conduct.
  - Not to engage in any behavior that is inconsistent with religion and morals and affects the academic and professional status and social responsibilities of the student.
  - Commitment to implementation of the imposed penalty in the event of a violation of the university's rules and regulations.
  - Ensure that his his/her official email address approved by the university is working properly and follow up daily to see what is sent to him/her.
  - Each student is responsible for the selection of his courses after consultation with his/her academic advisor.

- Each student is responsible for checking that registered courses were not canceled during the Add/Drop period by the College.
- *Students' Non-Academic responsibilities, DAU students shall:*
  - Carrying the university ID card while at the university and presenting it to employees or faculty members upon request and upon completion of any student transaction within the university.
  - Not damage the university's property or equipment, or to prevent it from working, or participate in that.
  - Comply with DAU's dress code and not commit any actions that violate Islamic morals or public morals within the university.
  - Commitment to the university's systems, rules, regulations, instructions, and decisions issued in DAU.
  - Do Not smoke on the DAU campus avoid any irresponsible actions in DAU and avoid crowds and stampedes in DAU.
  - Not owning or distributing any materials that violate university or the Kingdom rules and regulations.
  - Comply with the safety rules and regulations within DAU.
- *Students' responsibilities in the Exams, DAU students shall:*
  - 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 equipment (pens, etc.)
  - Not Enter the exam room without showing University ID
  - Do not Enter the exam room prior to invigilators doing so.
  - Do not Leave the exam room within half an hour of starting the test, or before attendance has been taken.
  - Do not Use cell phones in the exam room.
  - Not Enter the final exam in a course in which he/she has been served a Denial (DN).

#### 4. Related Policies/ Documents/ Forms

DAU 5-9 Student Academic Appeal, Grievance and student complain Policy

#### 5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of changes
1	2017	1 <sup>st</sup> issue of the policy
2	10/2023	Some new students' academic and non- academic rights and responsibilities are added.