

## **Integrity and student code of conduct**

### **Student Rights and Duties**

#### **Student Rights**

According to rules and regulations, the student is entitled to:

1. Amicable learning environment and quality education in view of Jazan University vision 2020.
2. University ID card to use on and outside campus.
3. Graduation Certificate.
4. Care, safety, social security, and health care.
5. Use of facilities and services including accommodation, library, activities centers, restaurants, and parking.
6. Security and privacy of information and academic record.
7. Access to academic and administrative departments.
8. Free thinking within Islamic teachings and traditions.
9. Academic counselling with professional academic adviser.
10. Information of study plans, curricula, and time tables.
11. Easy access to course registration and learning resources.
12. Clear exam regulations, time tables, and model answers.
13. Access to all student facilities, events, and activities.
14. Promptness of teaching staff in class and office hours.
15. Special need student facilities and care.
16. Membership of student committees.
17. Access to incentives and rewards.
18. Notification of substandard academic performance.
19. Justice with disciplinary committee actions.
20. Right to defend in disciplinary hearings.

### **Student Duties**

1. Comply with University rules and regulations.
2. Avoid misconduct on and off the campus.
3. Attendance of lectures and activities.
4. Show student ID card upon demand.
5. Adhere to proper traditional uniform on campus.
6. Avoid cheating and plagiarism.
7. Protect University property, equipment, and facilities.
8. Proper use of University computing and internet.
9. Abstain from unauthorized activities and associations.
10. Refrain from issuing unauthorized leaflets and brochures.
11. Refrain from unauthorized fund raising.
12. Kind treatment of faculty, staff, and employees.
13. Keep and maintain official email address.
14. Follow up University announcement and information.
15. Sincerity in pursuing learning activities.
16. Keep time frame for academic services.
17. Bring no dangerous material and weapons on campus.

## **Violations and Penalties**

### **A. Violations**

Infractions include all violations of Islamic faith teachings, laws, University rules, government regulations. Student committing such infractions and violations will be subjected to disciplinary action by College and/or University Disciplinary committees.

1. Violation of University regulations and damage its property.
2. Intended disruption of education activities and exams.
3. Actions and words that threaten dignity and honour.
4. Cheating and plagiarism.
5. Attending exams on behalf of others.
6. Formation of unauthorized associations.
7. Assembling unauthorized events.
8. Vandalizing University property, facilities, and equipment.
9. Unauthorized and unapproved distribution of leaflets and brochures.
10. Unauthorized and unapproved collection of donation.
11. Unauthorized and unapproved use of camera and filming equipment.
12. Forgery in all sorts and forms.
13. Contravening University smoking regulations.
14. Profane treatment with other students, faculty, staff, and employees.
15. Possession of hazardous material and weapons on campus.
16. Absence from University accommodation without notice.
17. Failure to comply traditional uniform and attire

### **B. Penalties**

1. Verbal or written notice with a copy placed in academic file.
2. Written warning with a copy to parent.
3. Denial of some University benefits (e.g. accommodation)

4. Denial of one or more final exams.
5. Suspension for one semester or more.
6. Expulsion from university.

In all cases, a violating student is liable for all damaged properties replacements, repairs, instalments as well as punitive damages.

## **Requests, Complaints, and Appeals**

### **Requests**

1. Requests are made in writing to the unit concerned.
2. Requests are examined by the relevant committee.
3. Decision is made by the Faculty Board.
4. Applicant is notified of the decision in writing.

### **Complaints**

1. Complaints are made in writing to Dean or Vice-Dean.
2. Complaints are transferred to Academic Department.
3. Complaints are reviewed by an academic committee and decision is raised to the Dean.
4. The Dean makes decision about sanction according to committee recommendation.
5. Malicious complaints are transferred to the University Permanent Student Affairs Committee of the University Vice-President for Academic Affairs to decide on proper action towards malicious complaints.
6. Decision about complaint becomes final when seen by University Board and the Board Meeting Minutes is approved by University President.

### **Appeals**

#### **Levels of Appeal**

Student is entitled to appeal against disciplinary actions as follows:

#### **1. First Appeal**

Appeal against a Faculty Unit is made to the Dean who forwards to the Student Affairs Committee for review and recommendation. The Dean makes a decision/disciplinary action.

#### **2. Final Appeal**

Appeal against second level action by Permanent Student Affairs Committee is made directly to University President within time frame for final appeal.