

Draft Translation of

**Student Rights and
Responsibilities Bylaws at
Umm Al-Qura University
(2015)**

Preamble

The main purpose of UQU's Student Rights and Responsibilities Bylaws is to provide students with a clear statement of their rights and responsibilities, grievance procedures, and penalties. UQU's commitment to upholding student rights and the expectation that students will assume their academic responsibilities stem from the following facts:

- There is a growing awareness of the need for a strong culture of respect, fairness, and integrity in order to maintain a safe learning environment.
- By virtue of enrolling, UQU students accept responsibility for obeying the university's bylaws and policies.
- UQU is committed to academic excellence and quality assurance as key components of an effective learning environment that fosters empathy, creativity, and teamwork.

PART ONE

General Provisions

Article 1:

The preamble forms a part of these bylaws.

Definitions

Article 2:

In these bylaws, unless otherwise expressly provided, the following terms and expressions shall have the meaning set forth below.

1. University: Umm Al-Qura University, UQU
2. Student: every person, male or female, enrolled on a full time or part time basis at UQU, irrespective of their age, nationality or academic level. This also includes sponsored students holding national or overseas scholarships as well as those registered in diploma and training courses. Excluded, however, are those students who deferred or dropped a semester, and those holding a conditional offer. Nevertheless, in the event of an infraction, these bylaws apply to all student categories even those who are excluded from the particulars of this definition.
3. Faculty member: male and female professors, associate professors, and assistant professors. In addition, lecturers, teaching assistants, language teachers, and research assistants are also included in this definition for the purposes of these bylaws.
4. Administrative staff: male and female officers employed by UQU, including non-teaching staff, technicians, security and safety staff, librarians, laboratory assistants, and other workers.
5. UQU members: all those affiliated with UQU, including students, faculty members, and administrative staff.
6. University facilities: properties and premises owned by UQU, such as land, assets and buildings, furniture, official stamps, official documents and papers, and means of transport. Also included are residential buildings, vehicles rented wholly or partially by UQU, and UQU websites.

7. Infraction: the breaking of a university rule or bylaw by a UQU member, whether on-campus or off-campus, unless otherwise specified, including during trips and activities organised in whole or in part by UQU.
8. Sanction: penalties officially levelled against those UQU members who commit an infraction.
9. Disciplinary committee: a panel formed annually by the Rector to deal with academic infractions and sanctions in accordance with the provisions of these bylaws.
10. Bachelor's degree: this degree requires the completion of no fewer than 8 academic levels. To enrol in a BA/BSc program, a secondary school certificate is required. Two-year diploma programmes are also offered for secondary school graduates.
11. Postgraduate degrees: these include Master's degrees, Postgraduate Diplomas, and PhD degrees. Following the completion of a Bachelor's degree, a student can apply for a Master's degree or a Postgraduate Diploma.
12. Academic year: two academic semesters and a summer term. Certain academic departments can also offer year-long programs.
13. Academic semester: a 15 week study period excluding registration and examinations weeks.
14. Summer term: an 8 week study period excluding registration and examinations weeks. Course contact hours are doubled during the summer term.
15. Official program length: the minimum period of time required for the completion of the academic program.
16. Program plan: the list of courses and units that constitute the requirements of the program that needs to be fulfilled for the award of the degree.
17. Academic level system: an academic system where the academic year is divided into two semesters each of which counts as an academic level. The grade requirements are distributed over these levels according to the program plan.
18. Course: any course offered as part of the approved program plan within a semester or academic year. Each course has its unique course number, code, title, and specification setting it apart from the rest of the courses offered, in terms of both content and level.
19. Prerequisite and co-requisite: a course closely related to another course such that signing up for one course requires that the student has passed the prerequisite course. In the case of co-requisites, these are courses that have to be taken concurrently.
20. Contact hour: a 50-minute long weekly lecture or clinical demonstration, a 100-minute long laboratory class, or field study class.

21. Transcript: a detailed statement of the student progress listing all the courses signed up for each semester and indicating their codes, numbers, credit hours, grades earned, both as codes and labels, semester point average, cumulative GPA and the overall grade earned.
22. Grade of semester- or year-long classwork and assignments: the grade a student earns on the basis of his/her achievement in a semester or an academic year. This applies to courses that can only be completed within more than one semester. Classwork and assignments shall contribute no more than 50% towards the course final grade. However, seminar-, research-, and field-based courses are treated as exceptions that have to be approved by the college council.
23. Final examination grade: the grade that a student earns by sitting an examination held at the end of the semester or academic year. Practical and oral tests can also be part of the final examinations provided that their inclusion is approved by the department and college councils.
24. Final grade: the total of all classwork and/or assignment grades over the semester or academic year added to the final examination grade for each course. The final grade is calculated out of 100.
25. Comprehensive exam: a highly specialised test administered to PhD students as a predictive of students' intellectual, analytic, and inference capabilities. In a limited number of cases, MA/MSc students pursuing certain majors can sit comprehensive exams contingent upon the approval of their department councils.
26. Semester GPA: this figure is calculated by dividing the total grade points earned by the total credit hours attempted in the semester.
27. Cumulative GPA: this figure is calculated by dividing the total grade points earned by a student in all the courses he/she has completed since he/she joined the program, including those he/she failed by the total course credit hours.
28. Academic load: full-time load is the total credit points that a student is permitted to sign up for in an academic semester.
29. Minimum academic load for undergraduate students: the full-time load is 12 credit hours per semester and 3 credit hours in the summer term. Exceptions are made for graduating students, though.
30. Maximum academic load for undergraduate students:
 - a. 12 credit hours for students with a GPA lower than 1.75, including all the courses the student has failed.
 - b. 18 credit hours for students with a GPA of 1.75 or higher but lower than 2.75, including all the courses the student has failed.

c. Failed courses in addition to the courses offered for the next level for students with a GPA of 2.75 or higher.

31. Academic warning: any student who fails to score a GPA of 2.0 or higher at any given semester or who has failed a course is issued with an academic warning. This warning appears on the student's academic record for the semester in question.

32. Non performing students: any student who has failed a course or more in the academic program in which he/she is matriculated.

33. Disciplinary suspension: a disciplinary action taken against a student who breaks the bylaws by committing an infraction as defined in these bylaws.

34. Academic suspension: any student who fails to make a GPA of 1.0 or higher, or who fails to meet the degree requirements within 1.5 the maximum duration of the program added to the maximum duration of the program shall be academically suspended.

35. Inactive student status: any student who is no longer allowed to continue in the program is given an inactive student status.

36. Termination of enrolment: the ending of a student's relation with a university.

37. Internal scholarship: admission of a non-Saudi student who lives legally in Saudi Arabia.

38. Overseas scholarship: a place to study offered to an overseas student.

PART 2

Bylaws objectives

Article 4:

A fundamental right conferred to all students is to safeguard their dignity and safety. All students have the right to be treated with courtesy, respect, and equality. The university will make every possible effort to provide a learning environment that is free from unacceptable behaviour including personal threat, vilification, mockery and ridicule, harassment, bullying, physical assault, or violence. UQU takes the implementation of safety measures particularly in laboratories very seriously.

Article 5:

All students have the right to a learning environment conducive to student success and the achievement of educational goals. Students have the right to access information and to have a quality education that stimulates constructive thinking and creativity and develops positive personality traits and attitude, which is consistent with the university's mission.

Student Rights

Admission and registration rights

Article 6:

All students have the right to join the academic program of their choice, with GPA requirements and availability of places being provided for.

Article 7:

All students have the right to study courses within an approved program plan indicating the number of levels, credit hours, courses, and degree completion requirements. Students have the right to obtain a hard copy from their departments or e-copy via the electronics services on the university's website.

Article 8:

All postgraduate students have the right to defer their admission as follows:

- The student applies to the respective department council for approval of the deferral request
- The department council, college dean, and dean of postgraduate studies officially approve of the referral request.
- Deferral period should not exceed 2 academic semesters.
- Deferral period is not part of the maximum duration of the academic program.

Article 9:

All postgraduate students have the right to defer. The deferral period is not part of the maximum duration of the academic program. Approval of the deferral request is contingent upon the following:

- Students should submit their applications to the head or deputy head of department within two weeks of the start date of the semester.
- Students must have completed at least 1 academic semester or produced a reasonable amount of work towards the completion of their dissertation/thesis, whichever is applicable.
- Deferral can be granted for more than 4 semesters (2 academic years).
- Deferral requires the approval of the department council and the deanship of graduate studies council.
- Any other conditions and requirements set forth by the Deanship of Graduate Studies council and approved by the Rector.

Article 10:

Postgraduate students have the right to defer their studies for any given reasons that the respective college council deems acceptable. In this case, the student should apply to the head of department providing all the relevant documentation in accordance with the procedure published by the Deanship of Admission and Registration. The deferral period does not count as part of the official study duration, and it should not be longer than 2 executive semesters or 3 non-executive semesters. Exceptions are only for the university Rector to make.

Article 11:

all students have the right to have access to academic schedules before the start of the semester and prior to the registration week in order to be able to sign up for all the courses for which they are eligible in each academic semester in accordance with UQU's policy of equal opportunities. These regulations are set forth by the Deanship of Admission and Registration and the Deanship of Graduate Studies, in full coordination with the departments concerned. This, however, does not apply to non-performing students or those who have not passed the prerequisites for the course they wish to sign up for.

Article 12:

Non-performing students have the right to be notified of their academic non-performance status, which should appear as part of the semester grade documents. The information should be communicated to them by their departments or by or any other means deemed appropriate. The information should also be available on the e-services portal of the university's website.

Article 13:

Non-performing students have the right to sign up for courses from different levels with a priority given to the lowest level courses so that these students meet the minimum academic load requirement, provided that they have passed the relevant prerequisites and that no clash in course timing is created as a result. In certain circumstances, non-performing students are permitted to sign up for higher level courses to enable them to fulfil the academic load requirement.

Article 14:

All students have the right to drop, add, or withdraw from a course or more during the designated periods published by the Deanship of Admission and Registration and in accordance with the rules and procedures set by the Deanship of Admission and Registration.

Article 15:

Postgraduate students have the right to drop all the courses in a given semester with the following provisos:

- The students should apply to the head of the department within the last 5 weeks preceding final examinations with requests to drop courses.

- The semester a student wishes to drop is not part of the further chances system as stated in article 52 of these bylaws.
- Only students who have not previously dropped or deferred a course for 4 semesters can apply for this.
- Approval of the head of department, college dean, and dean of Graduate Studies is required.
- The dropped semester will count as part of the deferral period as stated in article 9 of these bylaws.

Article 16:

Undergraduate students have the right to drop all the courses in a given semester with the following provisos:

- The students should apply to the head of the department no later than Week 10 according to the procedures and rules set by the Deanship of Admission and Registration.
- The dropped semester will count as part of the official duration of the program.

Article 17:

Transfer undergraduate students have the right to apply for transfer of course credits earned at another university or collage, with the following provisos:

- Course equivalencies are contingent upon the curricula of both courses.
- A "Pass" (Good) grade must be earned by the student for the transfer credit to be awarded, which will not contribute towards the cumulative GPA.
- Transfer students have to complete at least 60% of the courses at UQU.
- Finally, it is to be noted that scholarship students are not permitted to transfer from one educational institution to another.

Article 18:

Transfer postgraduate students have the right to apply for transfer of course credits earned in another university or college, if the previously completed course is pertinent to the current field of study that the students are engaged in at UQU. The following provisos apply.

- Transfer course credits will not contribute towards the cumulative GPA.
- Transfer credits courses should have been completed within the last 6 semesters

- Transfer courses should not exceed 60% of the current program credit hours.
- A "Merit" (Very Good) grade or higher must be earned for the transfer course.

Article 19:

UQU students have the right to apply for transfer course credits earned at another UQU collage or department. Transfer course credits will not contribute towards the cumulative GPA, except those that are also found in the program plan that the student has transferred to. The awarding of transfer course credits is contingent upon the following.

- Any requirements of the college departments to which the student has transferred
- The transfer student must complete at least 1 semester before applying for transfer course credits. Deferred or dropped semesters do not meet this condition.
- Transfer course credit is awarded for first-time applicants students. Exceptions can be made for one more time if deemed appropriate by the academic coordination committee.
- that the transfer student still has sufficient time to complete the requirement of the program he/she has transferred to before his/her student status expires.
- Approval of the heads of both departments and the deans of both colleges is required.
- The application must be processed within the designated period of time as published by the Deanship of Admission and Registration and in accordance with the rules and regulations in place.

Article 20:

UQU postgraduate students have the right to change major within UQU in accordance with the terms and conditions set by the college or department offering the program that the student transfers to. Transfer course credits shall be awarded for those transfer courses that the department deems to be equivalencies to the courses they offer. Transfer credits will contribute towards the cumulative GPA. The official program duration starts from the date the student first joins UQU. Awarding transfer course credits is contingent upon the following:

- That the student has not been previously terminated.
- That it is the first time for the student to apply for change of major.
- The completion of at least one semester in the program the student wishes to transfer from, excluding dropped semesters.

- that the remaining time the student has before the expiry of his/her student status is sufficient to fulfil the degree requirements of the program transferred to.

Article 21

Students have the right to complete certain courses in another institution as visiting students, contingent upon the approval of the department at UQU, and the establishment of curriculum equivalencies of the courses in both programs. In addition, these courses must not exceed 20% of the program courses.

Article 22

Students whose status has become inactive for non-disciplinary reasons have the right to apply for the reactivation of their status. Application should be made to the Deanship of Admission and Registration within the last 4 semesters following the onset of the inactive student status. Reactivation of student status is contingent upon the approval of the college council. The following provisos apply:

- First-time applicants
- No academic warning has been issued
- Students who fail to meet the four-semester deadline can apply to study at UQU as new students.

Article 23

Postgraduate students have the right to apply for the reactivation of their student status, provided that no more than 6 academic semesters have passed since their student status went inactive. Otherwise, they will have to apply to join UQU as new students. The reactivation decision is contingent upon the approval of the university council following a recommendation from the council of the Deanship of Graduate Studies.

Academic advising and thesis supervision

Article 24

Each first-time student at UQU is assigned an academic advisor within two weeks of enrolment.

Article 25

Academic advisors have the obligation to keep a student file for each of their advisees with student details and records. Academic advisors provide guidance and support as regards course registration, lecture times and venues, and academic difficulties or problems their advisees might have. They also give advice regarding time management and studying. In addition, they agree on a completion plan with their students and answer their questions about registration matters including adding and dropping courses, transferring, GPA calculation, and any other options the students should consider. Academic advisors also sign all necessary forms for their advisees and keep the head of department updated with any concerns or problems the students may have.

Article 26

Each first-time postgraduate student is assigned a research advisor within 4 weeks of enrolment.

Article 27

Postgraduate advisors shall provide guidance and support as regards course registration, and academic difficulties or problems their advisees might have. In addition, they agree on a completion plan with their students and follow on the creation of the thesis topic record and the approval of the thesis proposal and completion plan. They also sign any necessary forms for their advisees.

Article 28:

Each postgraduate student is assigned a thesis supervisor immediately following the approval of his/her thesis proposal.

Article 29

In certain circumstances, a substitute supervisor is assigned within a month after the first assigned supervisor is no longer available to carry on his/her supervision duties. The following exceptions apply.

- If the supervision duties of the first assigned supervisor end or are terminated during the summer break, a substitute supervisor is assigned within a month from the start date of the academic semester following the break.
- if the first assigned supervisor is on an overseas mission abroad and becomes unavailable, as a result, for more than 4 months or for an unknown period of time, a substitute supervisor is assigned.

Article 30

The department council must ensure that any administrative or teaching duties delegated to a postgraduate student are kept within reasonable limits so as not to negatively affect the student's academic achievement.

Teaching, office hours, and supervision hours

Article 31

It is the responsibility of each faculty member to provide his/her students with a syllabus for each course he/she teaches. The syllabus should include the course objectives, the topics the course covers, the skills the course develops, assessment, and resources and further readings.

Article 32

Faculty members have the obligation to give classes at the scheduled times, prepare and administer examinations as scheduled, teach content, both theoretical and practical. Faculty members are not permitted to merge groups, cancel classes, change class scheduled times or rooms without the consent of all the students registered in the group in question. Faculty members shall not show up late to class. They shall finish class on time and not stay beyond the assigned duration of the class period. Any change to be effective requires the approval of the head of department, college dean, and dean of admission and registration or dean of graduate studies, whichever is applicable. In case of emergency or where there are compelling circumstances forcing the faculty member to cancel classes, the students should be given enough notice whenever possible. Make-up classes, when given, should not clash with other classes or with students' break times. Make-up classes shall not drag beyond students' comprehension span.

Article 33

Faculty members must hold regular office hours during which they are available to assist students, answering their questions, discussing their problems and offering guidance and support. Office hours should be announced to the students during the first class meeting. Teaching schedules should indicate office hours and office location. These should be posted on the faculty member's website. The head of department should be informed of the office hours in writing. For each group taught, one weekly office hour must be maintained. Likewise, supervisors shall maintain regular supervision hours and communicate the time and place to their postgraduate students. The head of department must be notified. For each postgraduate student, one supervision hour must be held.

Article 34

Faculty members are responsible for covering all the topics of a course as detailed in the course specification.

Article 35

Students shall feel free to express their opinions and ask questions in class or during an office hour meeting with their teacher, in accordance with Islamic codes of behaviour and the university's rules and regulations. Students should not be scolded, ridiculed, or mistreated for asking a question. Faculty members should handle students' enquiries with care and wisdom. Faculty members are not obliged, however, to answer questions immediately.

Assessment: Examinations, Grades, and Viva Voce Tests

Article 36

Faculty members are obligated to give at least 2 written examinations or 1 written examination in addition to assignments, such as term papers, oral tests, and laboratory tests. Attendance by itself should not contribute towards the student's final grade. Likewise, absence cannot be treated as a valid reason to knock off marks. As far as seminar-, research-, and field-based courses are concerned, college councils can specify other assessment methods to measure students' achievement.

Article 37

Students have the right to sit all examinations for the courses they have signed up for. In certain cases, students may be denied entry into final examinations. In such cases, the students must be notified about this with a notice of reasons well ahead of the examination. Students who still fail to attend classes after exceeding the condoned absenteeism percentage, lose the right to receive prior notice. Notwithstanding, the course instructor should notify the head of the department offering the course, stating the reasons for not allowing the student to sit the final examinations together with all the necessary documentation including attendance sheets. The head of the department offering the course, in turn, should notify the Deanship of Admission and Registration or the Deanship of Graduate Studies, whichever is applicable, as well as the department in which the students is enrolled.

Article 38

Academic departments and Deanship of Admission and Registration or Deanship of Graduate Studies are responsible for announcing final examination dates and times no later than 2 weeks in advance. Comprehensive exams must be announced no later than one academic semester in advance.

Article 39

Course instructors must exclusively use the course contents and the material as well as class discussions for examination questions, which must be unambiguous and easy to understand. Final examination periods for a given course must be no less than an hour and no more than 3 hours. Course instructors are obliged to provide heads and deputy heads of departments with answer keys together with the marked examination answer sheets.

Article 40

Academic departments, faculty members and the Deanship of Admission and Registration and the Deanship of Graduate Studies must ensure that no student has more than two exams a day, unless an exception has been made by the university council. This applies to both midterms and final exams. In those cases where more than two exams are scheduled, it is up to the student to choose to postpone any of them.

Article 41

Course Instructors are obliged to announce exam grades and classwork marks no later than two weeks prior to final examinations during an academic semester and no later than a week ahead of the examinations in the summer term. Students also have the right to see their marked exam papers upon request. They should also be informed of the correct answers.

Article 42

Course instructors should keep old exam papers, quizzes and any classwork documents and portfolios for the next two semesters. They must submit these to the relevant authorities upon request. If a course instructor fails or refuses to submit these documents in response to a grievance procedure, then the grievance committee reserves the right to set up a special examination committee of which the instructor in question is not a member.

Article 43

Heads and deputy heads of academic departments are obliged to collect exam papers with answer key sheets from course instructors and keep them safe for the next 2 semesters. They must submit these to the relevant authorities upon request. If, however, they fail or refuse to submit these documents in response to a grievance procedure, then the grievance committee reserves the right to set up a special, independent examination committee.

Article 44

Course instructors must release students' final grades within a maximum of 3 days of the final exams, unless there is a compelling reason known to the university that makes it impossible for the course instructor to release the grades. As regards comprehensive exams, academic departments are responsible for releasing the final grades no later than the end of the examinations.

Article 45

Students who miss mid-term exams for an excuse that is acceptable are entitled to a make-up exam. Submission deadlines for term papers and assignments should also be extended for those students with an excuse the course instructor deems acceptable. Students who miss the final exam, however, for an excuse the head of department and the college council deem acceptable are entitled to a make-up exam given no later than the last day of the following semester.

Article 46

All the relevant bodies at UQU including department councils, college councils, Deanship of Graduate Studies council, have the obligation towards graduate students to ensure that Viva voce examiners submit the detailed reports about the thesis examination to the dean of the college as soon as possible. This ensures that the Viva voce exam takes place within 2 months of the submission of the Master's dissertation and three months of the submission of the PhD thesis. If, however, an examiner is late with his/her report, the department council reserves the right to act in the best interest of the student, noting this non-compliance for any future dealings with the examiner in question, unless this failure to meet the deadline is due to compelling circumstances. Viva voce examiners should not serve on more than two Viva panels at any given time.

Article 47

The relevant bodies at UQU including academic departments, colleges, and Public Relations Office must announce the date of Viva voce examinations one week in advance. The date should be publicized on the university's website and noticeboard. The academic department and college of the postgraduate student are responsible for notifying the Public Relations Office.

Article 48

Each member of the Viva Voce panel will have a maximum of 1 hour to examine the student during the Viva examination.

Article 49

Viva examiners must submit their joint examination report to the head of the department within a week of the Viva examination, with a statement of the outcome which should be selected from the following:

- Award of the degree
- Award of the degree subject to amendments
- Referral for re-submission for the degree with a further Viva.
- fail with no right of re-submission

The decision not to award the degree has to be supported with detailed reports submitted to the dean of college within 3 weeks of the viva exam. The dean of college will, in turn, have to submit it to the dean of graduate studies. If one of the examiners, however, does not agree with or has reservations about the joint report, he/she must submit another individual report to the head of department and dean of graduate studies within two weeks of the Viva exam. The head of department has to hold a council discussion on the content of the report within 2 weeks of receipt. The final decision lies with the Deanship of Graduate Studies and college council based on the recommendation of the department council.

Article 50

Amended theses required by the Viva examination panel must be submitted to the head of department, who in turn, must submit the confirmation of award of degree to the dean of graduate studies within two weeks of receipt of the amended thesis.

Graduation

Article 51

Taking into account the provisions of section 15 of article 168 of these bylaws, students earning a "pass" (D) grade are issued an accumulative GPA document. If, however, the student's score falls short of "pass" (D), the college council acting on a department recommendation is permitted to assign more courses for the student to repeat so that he/she has the chance to improve his/her poor performance and raise his her GPA to a D.

Article 52

Taking into account the provision of section 15 of article 168 of these bylaws, a postgraduate students earning a grade no less than very good (B) are issued a degree certificate upon the completion of the program within 75 days. The Deanship of Graduate Studies council is permitted to enable these student to repeat a course or more for which they earned (C) or a lower grade in order to raise their GPA, provided that both earned grades contribute towards the student' s cumulative GPA.

Article 53

Each undergraduate student is awarded one of the following grades

- Excellent for GPA of 3.5 or higher
- Very good for GPA falling between 2.75 and less than 3.5.
- Good for GPA falling between 1.75 and less than 2.75
- Pass for GPA falling between 1 and less than 1.75

Article 54

Each postgraduate student is awarded one of the following grades

- Excellent for GPA not lower than 3.5
- Very good for GPA falling between 2.75 to less than 3.5.

Article 55

Graduates with a GPA of 3.75 to 4 are awarded the degree with first honours, whereas those with a GPA of 3.25 to less than 3.75 are awarded the degree with second honours. The following provisos, however, apply.

- The student must never fail a course at UQU or any other institution.
- The student must complete the degree program over a period of time not longer than the average period lying between the maximum and minimum duration of the study.
- The postgraduate must complete a minimum of 85% of the degree requirements at UQU.

Grievance, lodging complaints, respondent rights and property search

Article 56

All students have the rights to lodge complaints or grievances about any issue they have in their relationship with any UQU members in accordance with the rules and procedures of student rights protection units and the relevant committees. Compliance can be made in response to verbal or physical assault, grades the students deems undeserved, rejection of a student's application which he/she deems unjustifiable. The claimant must not be penalised, mistreated, or deprived of his/her rights as a form of retaliation for lodging a grievance. Exceptions include the provisions of section 12 of article 137 and section 12 of article 149 of these bylaws.

Article 57

Student personal belongings such as cars, banks, mobiles, laptops, computers, and wallets shall not be searched by UQU staff, nor shall any student be subject to physical search. Exceptions, however, include the following:

- i- Campus-wide operation for reasons of public security
- ii- Search as part of routine student accommodation checks.
- iii- Where an item is used to commit an infraction on campus
- iv- When the student is a suspect or is acting suspiciously

Whenever search is conducted the following procedures are followed:

- Only authorised staff can conduct search

- For (i) and (ii) above, a search warrant is required. This can be issued by the university Rector, vice Rector, voice, director of safety and security office, dean of student affair, or dean of women's campus.
- For (iii), search is totally and exclusively confined to the item used and does not cover any other personal belonging items.
- For (iv), search is carried out specifically to find evidence or dismiss allegations.

Article 58

The university is committed to fairness and serving justice while dealing with grievance cases. Before any disciplinary hearing proceeds, the student respondent must be formally notified of the alleged charges against him/her two weeks in advance. The student has the right to defend himself and call witnesses. No disciplinary action will be taken against him/her before he/she is summoned by the disciplinary unit and committee to hear from him/her unless the student fails to appear before the disciplinary unit or committee twice after he/she has been officially notified and contacted.

Article 59

Any students against whom grievance has been filed has the right to request the director of Student rights protection unit or any faculty member he/she names be present during the investigation session that the disciplinary units holds. These are permitted to help the student defend himself/herself and present evidence to support his/her pleading not guilty. Those attending with student respondents are not part of the decision making process. They do not have the right to vote. However they will receive the same remuneration as the members of any standing committee.

Article 60

Newly enrolled students in the Arabic language institute and the like have the right to request that an interpreter be present during investigation sessions run by the disciplinary unit and during the hearing sessions by disciplinary committee. The dean of student affairs can nominate an interpreter or accept the nomination made by the student. Provisions of article 59 of these bylaws apply to the staff member interpreter. A student interpreter will be also paid an allowance.

Penalties and sanctions

Article 61

Any penalty or sanction not stated in these bylaws shall not be imposed on a student on campus by the relevant authorised disciplinary committee. Exceptions, conditions, procedures, and sanctions are stated in articles 94, 101, 103, 112, 113, 114, 120, 121, 158, 173, and 174 of these bylaws.

Article 62

Sanctions and penalties are applied in moderation taking into account student circumstances and precedents, if any.

Article 63

All disciplinary actions taken against any student shall remain confidential and are only disclosed to the officials concerned, the student himself/herself, the claimant, and the dean of the college in which the student is enrolled. Exceptions are listed in article 169 of these bylaws.

Article 46

Students should be officially notified of any disciplinary action against them immediately unless all attempts to contact them have failed.

Article 65

Students have the right to appeal against any disciplinary action or sanctions taken against them within 60 days of the official notice. Students must first submit their appeal in writing to the disciplinary committee taking the action. Next, they can appeal to the higher committee of student rights protection. If they fail to appear for the grievance hearing twice, they lose the right to appeal.

Article 66

Any student against whom a disciplinary action has been taken has the right to submit a pardon request to the university Rector or the disciplinary committee with the effect of cancelling or alleviating the consequences of the disciplinary action or sanction. The

disciplinary unit holds the right of processing the pardon requests and recommending that a pardon be granted unconditionally or contingent upon the student's undertaking of one or more of the items listed in article 172 of these bylaws.

Financial rights and privileges

Article 67

All Saudi undergraduate and postgraduate full-time students who are still unemployed at the time as well as overseas students holding scholarships at the university are entitled to allowances with no unnecessary delay as follows:

- Monthly allowance of SAR1000 for undergraduate students pursuing science majors and SAR850 for students pursuing and humanity majors, and SAR 900 for postgraduate students. Student fund deductions apply. The following provisos need to be taking into account:
- Allowance shall not be paid beyond the official end date of the enrolment.
- Allowance shall not be paid for dropped or deferred semesters.
- Students who are issued with an academic warning receive no allowances.
- Students who fail to claim their allowance within 3 months lose their rights to the allowance, which is transferred to student funds as part of the subsidies and loans.
- Distinction prize is awarded to undergraduate students once a year.
- Annual book references allowance for postgraduate students does not cover extension periods
- Dissertation printing allowance of SAR3000 for master's students and SAR4000 for PhD students
- Monthly allowance for internship students at medical colleges
- Disabilities supports and reader allowance for unemployed visually impaired students
- Monthly allowance for students with special needs. The amount varies with the degree of disability.
- Overseas scholarship undergraduate students receive an annual book allowance.
- Graduation allowance for overseas scholarship students to cover shipping expenses

Article 68

Round trip ticket fares can be claimed once a year by students who need to travel abroad to meet the requirements of the degree, contentions upon the approval of the department council and the college council and the endorsement of the university Rector.

Article 69

Students can claim a 50% discount on ticket fares for Saudia domestic flights if this privilege still applies.

Article 70

Each overseas scholarship student is entitled to a one-way airline ticket to arrive at Saudi Arabia once the admission process is completed. Those who pay for their initial trip to Saudi Arabia are reimbursed later.

Article 71

At the end of each academic year, overseas scholarship students are entitled to a round trip airline tickets for the shortest routes available. Once they complete the program of study, they are entitled to a one-way economic flight ticket.

Article 72

Families of overseas scholarship students can accompany them contingent upon meeting the conditions set by the Ministry of Foreign Affairs.

Article 73

All female students living no less than 100km away from campus are eligible for UQU's student accommodation. Overseas scholarship students, male or female, are also entitled to UQU's student accommodation. Other UQU students who are unemployed at the time can apply for student accommodation subject to availability. UQU reserves the right to charge fees for the accommodation.

Article 74

All students are entitled to the financial support the university provides, such as discount on meals at student restaurants. Students can also apply for non-refundable students benefits, student loans, and job offers by the student employment and training program run by the Deanship of Student Affairs. Terms and conditions apply.

Article 75

Students are entitled to use the university's labs to run experiments and test hypotheses subject to availability and in accordance with the rules and regulations in place.

Article 76

Students are entitled to using the college library and the central library in accordance with the rules and regulations in place.

Article 77

Students are entitled to the services offered by the medical centre in accordance with the rules and regulations in place.

Article 78

Overseas scholarship students and their families who hold a valid visa are entitled to free access to the healthcare system.

Other rights

Article 79

Students are entitled to the services of the advisory centre and the programs offered by the student support centre.

Article 80

Students have the right to join UQU's student clubs and participate in the activities and use the gym and other equipment provided by the Deanship of Student Affairs in accordance with the university rules and regulations. Students can also sign up for the public training courses provided that their study time is not adversely affected.

Article 81

Students have the right to join UQU's student advisory councils that are run by the Deanship of Student Affairs in accordance with the rules and regulations in place.

Article 82

Students have the right to indefinitely keep their membership in UQU's scientific societies and associations that are relevant to their fields of study.

Article 83

Overseas students should be encouraged to attend events familiarising them with the culture of Saudi Arabia.

Article 84

Students have the right to request that any error found in their personal data, academic records, or grade be rectified. There is no statute of limitation for this right.

Article 85

Students have the right to complete questionnaires and surveys evaluating faculty staff in accordance with the procedures and regulations in place.

Article 86

Students have the right to complete course evaluation questionnaires.

Article 87

Students with special needs have the right to have access to university facilities and services. UQU makes every effort to improve the learning environment and provide all the necessary infrastructure to make their learning experience positive and to develop their skills and abilities. Visually impaired students have a right to get a trustworthy assistant to read and write for them during the exams.

Article 88

Student records and personal data including transcripts and photos shall be processed security and confidentially. They are protected and only handed over to the students themselves or anyone officially authorised by the students. Student data only disclosed to authorised government bodies upon request. Upon completion of the program, each student receives all the original documents he/she submitted when he/she first applied for admission.

Article 89

Rejection of any student's application should be based on officially approved reasons rather than on the basis of unofficial or personal reasons.

Article 90

Students should never be deprived of their rights even if they fail to meet some of their obligations unless it is a part of a deserved penalty in accordance with the rules and regulations of UQU.

Article 91

The university shall make every effort to enable the students to meet their obligations in accordance with the rules and regulations of UQU.

Article 92

All the relevant UQU bodies including academic departments, Deanship of Admission and Registration, Deanship of Graduate Studies, and Deanship of Student Affairs have the obligation to familiarise students with the relevant bylaws and regulations including use of facilities.

Article 93

Students are entitled to a copy of the bylaws upon admission or upon request thereafter.

PART THREE

Students Responsibilities

Article 94

All students are expected to conform to university regulations and rules including dress code and code of conduct. They should demonstrate personal and academic honesty and integrity at all times.

Article 95

Students must not exhibit unacceptable behaviour towards or use unacceptable language with other students or administrative or academic staff.

Article 96

All students must comply with the university policy to maintain public order. Students must not engage in any activities including suspicious activities and physical assaults that go against the rules for the maintenance of public order.

Article 97

All students must comply with university rules and bylaws including these bylaws. Any breach of them will initiate a disciplinary action in accordance with the rules established in this document including terminating the student's enrolment.

Article 98

Students must not singly or in concert with other students engage in or incite others to engage in any activity on campus that violates university bylaws and rules.

Article 99

UQU students are expected to be good representatives of the university in public engagement and conferences. They are also expected to help in achieving the mission and goals of the university.

Article 100

Students must not engage in organising conferences, forming committees and societies, making or circulating publications and fund raising activities without first obtaining the necessary permission or authorisation.

Article 101

Students must not bring into the university any material, objects, equipment, inflammable substances, ammunition, firearms, or other weapons. University authorities have the right to confiscate such items.

Article 102

Students must not create, publish, or circulate false information and rumours.

Article 103

It is the student's responsibility to claim his/her ID card within a month of enrolment. Students should always carry their ID cards with them and should show the card to faculty and staff members, especially security officers, when asked to do so. The relevant university authority reserves the right to deny entry into the university premises including classrooms and examination halls to any student who refuses to show his/her card. Disciplinary actions may also be taken against these students.

Article 104

Students must show respect to all university members including faculty and staff members, workers, visitors and students. They must not exhibit unacceptable behaviour towards others including mockery and ridicule, threats, physical assault, or violence. Students must not damage, misuse, lose, or steal property of others on campus. They must treat faculty staff respectfully and appropriately. They should ask their teachers for permission to enter/leave the classroom. Students should also value friendship and treat their fellow students respectfully and appropriately.

Article 105

Students must not damage, misuse, destroy or vandalise the property or facilities of the university including classrooms, labs, equipment, and furniture. They must use the university's internet network appropriately. Unauthorised access to or use of protected data, material, or objects is prohibited. Failure to return library items by the due date may result in an action taken against the student including paying for the lost or damaged items.

Article 106

Students should abide by traffic rules and regulations within UQU premises and never obstruct traffic. They should park their cars in student parking lots.

Article 107

Students must not smoke within UQU premises. Drug dealing and use are prohibited.

Article 108

Unauthorised use of cameras especially in female student campus is prohibited.

Article 109

Students living in students residence promises must abide by the rules and regulation of student accommodation, including treating housing staff with respect and courtesy, and keeping their rooms clean and tidy.

Article 110

Students using UQU owned vehicles should enjoy peaceful rides, not arguing with each other or with the driver. Any complaints should be addressed to the relevant UQU office.

Article 111

Postgraduate students should not join two or more programs at a time.

Article 112

It is the students' responsibility to meet assignment deadlines and perform their obligations on time. They shall attend classes regularly. Late-comers to class may be denied entry to classrooms. Students who miss more than 25% of classes of a given course should apply for a withdrawal status for the course; otherwise, they will be denied entry to the final exam. Exceptions can be made on the basis of valid excuses with proper documentation that the college council deems acceptable. Postgraduate students who fail to attend 25% of the supervision meetings receive a warning. After the second warning, their enrolment is terminated. Student status changes to inactive once the student fails to show up for a whole semester that is not deferred.

Article 113

Undergraduate students receive an academic warning if their GPA is lower than 1.0. A student is academically suspended if he/she receives two academic warnings in succession. The enrolment of postgraduate students shall be terminated if their GPA is lower than 'Very Good' for two consecutive semesters. To pass a course, postgraduate students must score no lower than 'Good'. Postgraduates who do not make good enough progress receive a warning letter from the head of departments. After the second warning letter for the same course over 2 semesters, the council of the graduate studies can take the action deemed appropriate against these students. Student status is terminated for postgraduates if they fail the Viva exam. Student status is terminated for undergraduates if they fail to complete the program within the official completion duration of time. Exceptions can be made by the Deanship of Admission and Registration in coordination with colleges, contingent upon certain conditions. Student status is terminated for postgraduates who fail the comprehensive exam twice.

Article 114

Students must not disrupt class and lecture proceedings; otherwise the course instructor can ask security staff to remove the student from the classroom.

Article 115

Students must keep classrooms, labs, and the library clean and tidy and not bring food or drink into them.

Article 116

Postgraduates shall undertake any teaching or administrative duties delegated to them by the department council.

Article 117

Master's dissertation must exhibit originality. PhD theses must, in addition to originality, contribute significantly to the field of study.

Article 118

Theses and dissertations written in a language other than Arabic must include an Arabic translation of the abstract.

Article 119

Postgraduate students must turn in any required corrections and amendments, if applicable, as per the Viva discussion within 3 months of the viva exam.

Article 120

In the case of referral to resubmission with a further Viva exam, the student must submit the amended thesis as soon as possible. The second Viva shall be held within a year of the first Viva. No distinction grade shall be awarded following the second Viva.

Article 121

Cheating, falsification and forgery are prohibited. In the event where exam questions are exposed before the exam takes place, students in the knowing must notify the head of department immediately. Disciplinary action shall be taken in the case of cheating and plagiarism.

Article 122

Overseas scholarship students must depart for their home countries within 3 months of the issue of the degree award letter.

PART FOUR

Rules and Regulations of Student Rights Protection

Preliminary procedures for grievance

Article 123

Student claimants shall officially submit their grievance in writing to the head of department. They should give a full and clear description of the case.

Article 124

The following grievances should not be submitted to the head of department:

- Appeals against disciplinary actions should be submitted to the relevant disciplinary committee within 60 days of receipt of the notice.
- Grievances and complaints against heads or deputy heads of departments should be submitted directly to the college grievance committee.
- Grievances and complaints against deans of colleges should be submitted directly to the college grievance committee.
- Grievance application during the summer term should be submitted to the standing committee.

Article 125

Grievances must be submitted within no more than 1 academic semester following the incident.

Article 126

The head or deputy head of department must contact the grievance respondent within a week of the lodging of the grievance. The respondent must, in turn, submit a response statement in writing to the head of department within a week of the notice.

Article 127

The head of department must inform the claimant of the response of the respondent, if submitted. If still unconvinced, the claimant can re-submit the grievance to the college grievance sub-committee or the higher grievance committee.

Article 128

Student grievance and complaints do not have to be made against people. They can also be about claiming rights as well.

Article 129

Each college must form student rights protection sub-committee at the beginning of every academic year. For colleges with male and female students, there should be one subcommittee operating in the men's campus, and another operating in the women's campus,. The college sub-committee shall be chaired by a vice dean of the college. In addition, the sub-committee comprises of the following members:

Two faculty members

Two students

Secretary

Article 130

College student rights protection subcommittees process student grievance and complaints against the colleges faculty members, administrative staff, and students. Exceptions include the following:

- Appeals against disciplinary actions should be submitted to the relevant disciplinary committee within 60 days of receipt of the notice.
- Grievance applications during the summer term should be submitted to the standing committee.

Article 131

The secretary serving on the college student rights protection sub-committee shall be responsible for the following:

- providing copies of student rights and responsibilities bylaws and the grievance forms
- collecting completed grievance forms
- coordinating and organising meeting schedules
- participating in the discussions
- notifying and updating claimants
- notifying and updating respondents
- submitting detailed reports to the student rights protection unit at the Deanship of Student Affairs.

Article 132

Student claimants shall officially submit their grievances in writing to the college sub-committee. They should give a full and clear description of the case.

Article 133

All committee meetings shall be convened by a call of its chair. The meeting quorum will be two thirds of the members. Decisions and discussions made at committee meetings are recorded in meeting minutes. Committee decisions shall be reached by majority vote.

Article 134

College subcommittees are permitted to summon claimants and respondents as necessary and to request a statement from the respondent. The committee shall have access to all the relevant documentation. The committee is also permitted to summon witnesses. Committee panels are allowed to inspect exam papers and research papers, where this is considered essential.

Article 135

The college sub-committee hears grievance cases within its scope within 30 days of receipt of grievance. The committee chair is responsible for submitting a full report to the dean of college or institute. Committee decisions need to be endorsed by the college Dean to be effective.

Article 136

The respondent loses his/her right to appeal if he/she fails to appear to two consecutive hearing sessions separated by no fewer than 5 days. The respondent in that case may be sentenced in absentia.

Article 137

The following is an exhaustive list of college sub-committee decisions:

- Formal recommendation that the college dean send the respondent a letter of reprimand
- Granting the claimant access to the service previously denied or obstructed by the respondent
- Formal recommendation that a decision that was not made by the university Rector, vice Rector, or university council be revoked.
- Awarding the grade the student deserves on the basis of document inspection and specialists' recommendations
- Allowing the student claimant to re-sit an exam or setting up an independent committee to assess the previous exam.
- Changing the supervisor or research advisor
- Allowing the student claimant to join a different group
- Submitting the grievance form to the disciplinary committee
- Submitting the grievance form against a faculty member or staff member to the standing disciplinary committee to initiate the official disciplinary process.
- Closing the grievance while keeping proper documentation for that
- Rejecting the grievance
- Formal recommendation for the initiation of disciplinary action against the claimant if the claims are found to be malicious or false.

Article 138

The college or institute dean is responsible for endorsing the decisions taken by the college sub-committee and then forwarding them to the relevant official bodies within the university,

including the Deanship of Graduate Studies, Deanship of Admission and Registration and Deanship of Student Affairs.

Article 139

College subcommittee decisions are revoked if an appeal is brought against them.

Chapter 3

Student rights protection unit and the standing committee for the protection of student rights

Article 140

Disciplinary official parties comprise of two units:

- The disciplinary unit:

Part 5 of these bylaws governs the work and proceedings of the disciplinary units.

- Student rights protection unit:

The bylaws stated in the current chapter govern the work and proceedings of the student rights protection unit.

Article 141

Student rights protection unit has the following responsibilities:

- formatting and publicizing these bylaws as hard copies and on the university website. The unit should provide enough copies for students, especially newly enrolled students.
- thematically sectioning these bylaws and then publishing these standalone sections, such as grievance procedures, student accommodation rules, traffic offences, etc.
- organising regular meetings where students meet with the dean of student affairs
- creating and updating grievance forms and ensuring that they are accessible both physically and electronically
- keeping individual files for every student claimant with all the relevant reports and documentation.
- processing grievances addressed to the standing committee for student rights protection
- organising and coordinating the proceedings of the standing committee and its meeting schedules
- informing all those concerned with the standing committee decisions after the approval of the vice Rector for educational affairs

Article 142

Standing committee for the protection of student rights shall be formed with a two-year term and membership as follows:

- Dean of student affairs, chair
- Vice dean of student affairs for student support, deputy
- Any vice Dean of faculty and staff affairs, member
- Any vice dean of graduate studies, member
- Any dean of admission and registration, member
- Member of legal affairs and consultants, member
- A faculty member, member
- Head of student rights protection unit, convener

Meeting attendance is mandatory. Those members who fail to attend three consecutive meetings of five non-consecutive meetings are replaced by an administrative decision issued by the Rector.

Article 143

Grievance cases that the standing committee for the protection of student rights deal with include the following:

- Grievances against a dean, vice dean, or member of a college grievance sub-committee
- Grievances against members not affiliated with a college or institute or an institute with no registered students
- Grievances against college and institute members during the summer term
- Grievances submitted to college grievance sub-committee which were not processed within 30 days of submission
- Appeals against sub-committee decisions
- Sub-committee decisions of disciplinary actions against faculty or staff members
- Studying grievances for the purposes of finding solutions
- Any suggestions to amend these bylaws

Article 144

Grievances and appeals proceedings and language must remain within the bounds of respect and courtesy. Forms and applications should be submitted to the standing committee for the protection of student rights quoting the date and reference. They should be supported with proper documentation.

Article 145

The standing committee for the protection of student rights shall be convened whenever a grievance is lodged. The meeting quorum will be two thirds of the members. Decisions and discussions made at committee meetings are recorded in meeting minutes. Committee decisions shall be reached by majority vote.

Article 146

The standing committee for the protection of student rights is permitted to summon claimants and respondents as necessary and to request a statement from the respondent. The committee shall have access to all the relevant documentation. The committee is also permitted to summon witnesses. Committee panels are allowed to inspect exam papers and research papers, where this is considered essential. The committee is also permitted to seek consultation and advice from independent specialists affiliated or not affiliated with UQU.

Article 147

The standing committee for the protection of student rights hears grievance cases within its scope within 45 days of receipt of grievance. The committee chair is responsible for submitting a full report to the vice Rector for educational affairs, and a copy to the Rector. Committee decisions become final and irrevocable if the Rector does not object to them within 15 days of approval. Where there is an objection, the case is referred to the higher committee for student rights protection.

Article 148

The respondent loses his/her right to appeal if he/she fails to appear before two consecutive hearing sessions separated by no fewer than 5 days.

Article 149

The following is an exhaustive list of college sub-committee decisions:

- Sending a letter of reprimand to the respondent and keeping a copy in his/her record
- Granting the claimant access to the service previously denied or obstructed by the respondent
- Revoking a decision that was not made by the university Rector, vice Rector or university council
- Awarding the grade the student deserves on the basis of document inspection and specialists' recommendations
- Allowing the student claimant to re-sit an exam or setting up an independent committee to assess the previous exam.
- Changing the supervisor or research advisor
- Allowing the student claimant to join a different group
- Submitting the grievance form to the disciplinary committee
- Submitting the grievance form against a faculty member or staff member to the standing disciplinary committee to initiate the official disciplinary process.
- Closing the grievance for insufficient evidence
- Rejecting the grievance
- Formal recommendation for the initiation of disciplinary action against the claimant if the claims are found to be malicious or false.

Article 150

The dean of student affairs is responsible for endorsing the decisions taken by the committee and then forwarding them to the relevant official bodies within the university, including the Deanship of Graduate Studies, Deanship of Admission and Registration and Deanship of Student Affairs.

Article 151

The deans of student affairs, faculty and staff affairs, graduate studies, and admission and registration have the right to complain directly to the university Rector about any failure on the part of any university official body to act on the higher committee disciplinary decisions.

Chapter 4

Higher committee for the protection of student rights

Article 152

A higher committee for the protection of student rights shall be formed by an administrative decision issued by the Rector, comprising of the following:

- Vice Rector
- Vice Rector for educational affairs
- Vice Rector for graduate studies and research
- Dean of student affairs, convener
- Dean of faculty and staff affairs
- Dean of graduate studies
- Dean of admission and registration
- Two college deans
- Dean of university studies for women
- Director of legal affairs and consultants

Article 153

The higher committee for the protection of student rights have the following responsibilities

- Policy making to ensure the protection of the rights of all UQU members
- Ensuring that college sub-committees are set up
- Processing referrals of investigation taken against a faculty member
- Processing the Rector's objections to decisions made by the standing committee for the protection of student rights
- Student grievances against disciplinary actions as well as resubmissions of grievances by students who remain unconvinced with sub -committee decisions.
- Deciding about suggestions of amendments made by the standing committee. The final decision lies with the university council.

Article 154

The higher committee for the protection of student rights shall be chaired by the longest serving member, if applicable, or the member with the highest professional rank, if applicable, or the longest serving faculty member. The meeting shall be convened every 2 months and whenever necessary. The meeting quorum will be two thirds of the members. Decisions and discussions made at committee meetings shall be recorded in meeting minutes. Committee decisions shall be reached by majority vote.

Article 155

The higher committee for the protection of student rights shall have the same terms of reference as the standing committee for the protection of student rights.

Article 156

The vice Rector is responsible for circulating the higher committee decisions among the relevant official bodies within the university.

Article 157

All correspondences, discussions, decisions, and formal letters shall be treated securely and confidentially. They are only disclosed to authorised individuals.

PART FIVE

Implementation procedures for student grievances

Chapter 1

Disciplinary unit and committees: responsibilities and terms of reference

Article 158

Maintaining discipline is a duty of all UQU officials and staff and faculty members, as applicable. Action shall be taken against any student who violates the university rules and regulations. Actions include, but are not limited to, issuing a summon to appear before the relevant UQU official body, writing an incident statement, calling witnesses, and filing a complaint against the student.

Article 159

The disciplinary unit shall be set up within the structure of the Deanship of Student Affairs, with branch units in UQU branch campuses, including women's campus. The disciplinary unit is responsible for the following:

- handling cases of student infractions
- summoning student respondents within one week of receipt of the grievance case
- conducting preliminary investigations
- keeping a record of the confiscated items
- keeping a student record for each student accused of violating the university rules and regulations, with all the relevant documentation and personal data and history.
- Coordinating and organising the process the work and proceeding of the disciplinary committee including meeting schedules in addition to keeping and organising minutes of meeting, decision statements, and other records
- submitting minutes of meetings to the dean of staff affairs who in turn should submit these to the vice Rector for academic affairs or vice Rector for graduate studies and research, as applicable
- implementation of the officially approved disciplinary committee decisions
- undertaking to contact all those concerned through official channels

Article 160

A standing disciplinary committee operating in men's campuses shall be formed by an administrative decision issued by the Rector, comprising of the following:

- dean of student affairs, chair
- vice dean of student affairs for student support, deputy
- any vice Dean of faculty and staff affairs, member

- any vice dean of graduate studies, member
- any dean of admission and registration, member
- member of legal affairs and consultants, member
- two faculty members, member
- director of discipline and student rights protection, convener

Meeting attendance is mandatory. Those members who fail to attend three consecutive meetings of five non-consecutive meetings are replaced by an administrative decision is used by the Rector.

Article 161

A standing disciplinary committee operating in women's campuses shall be formed by an administrative decision issued by the Rector, comprising of the following:

- dean of female university studies, chair
- vice dean of student affairs for student support, deputy
- any vice dean of female university studies, member
- any vice dean of graduate studies, member
- any vice dean of admission and registration, member
- member of legal affairs and consultants, member
- two faculty members, member
- deputy head of student counselling centre, member
- director of discipline and student rights protection, convener

Meeting attendance is mandatory. Those members who fail to attend three consecutive meetings of five non-consecutive meetings are replaced by an administrative decision is used by the Rector.

Article 162

The disciplinary committee handles and processes applications and cases referred to them by the Rector, vice Rectors, college/institution deans and vice deans, director of the safety and security office, and the standing committee for the protection of student rights. All members have the right to contact the above mentioned bodies and individuals with complaints for processing.

Article 163

Disciplinary committee meetings shall be convened within 15 days of the completion of an initial investigation. The meeting quorum will be two thirds of the members. Decisions and discussions made at committee meetings shall be recorded in meeting minutes. Committee decisions shall be reached by majority vote.

Article 164

The disciplinary committee's terms of reference include:

- handling and processing complaints and grievances filed by students against other students
- summoning student respondents to appear in a hearing before the committee panel

- summoning any UQU member to give a statement where relevant
- recommending the initiation of a re-investigation to settle a case
- rejection of cases for reasons of no jurisdiction
- issuing a formal recommendation of penalty or sanction

Article 165

Committee members involved in a grievance shall not attend hearing sessions in their capacity as committee members, but merely as respondents. They only attend the part where their statement is needed.

Chapter 2 Penalties and Sanctions

Article 166

These penalties and sanctions are meant to serve the following purposes:

- Safeguarding and educating students and deterring them from repeating an offence
- Protecting the other students and warning them against engaging in any violations of university rules and regulations
- Protecting UQU members and their property

Article 167

Pleading ignorant of UQU bylaws and regulations shall not be acceptable.

Article 168

Penalties include the following:

- verbal warning
- written reprimand
- written warning
- discontinuation of certain student benefits, such as discounted meals, student trips and activities, and cancellation of UQU student club memberships.
- change of accommodation residence
- confiscation of items used in committing the offence
- denying entry to a final exam
- suspension for 1 or 2 semesters
- termination of enrolment

Article 169

Exceptions to article 63 of these bylaws include cases where the disciplinary committee deems educationally appropriate the disclosure of certain non-personal detail about a disciplinary action taken against a student. In any case, student personal data and identity are never disclosed publicly and are treated security and confidentially at all times.

Article 171

As an integral part of the proceedings of any disciplinary action against a student, a written and signed declaration on the part of the student concerned is mandatory. However, students

who wish to file a grievance against a disciplinary action have the right to decline to sign the declaration.

Article 172

The disciplinary committee is permitted to condone or cancel a penalty if the student concerned engages in an activity that demonstrates that he /she is acting more responsibly, such as completing a certain amount of work in the library, manuscript institute, an academic department, and assisting visually impaired students.

Article 173

The University Rector has the power to execute disciplinary actions, penalties, and sanctions listed in article 168 in the cases where the respondent is found guilty.

Article 174

The dean of student affairs has the right to execute disciplinary actions, penalties, and sanctions listed in sections 1-8 in article 168 in the cases where the respondent is found guilty.

Article 175

Penalties 10-15 in article 168 of the bylaws should not result in the termination of environment.

Article 176

The dean of student affairs is responsible for the submission of the relevant documentation of disciplinary actions taken against undergraduate students to the vice Rector for educational affairs.

Article 177

The dean of student affairs has the power to issue disciplinary decisions once the relevant documentation is officially approved. Termination decisions, however, shall be issued by the university Rector.

Article 178

Taking into account the provisions of article 179 of these bylaws, the dean of student affairs shall be responsible for circulating disciplinary decisions to the relevant bodies at the university.

Article 179

Students whose enrolment is terminated are not permitted to re-enrol in any UQU college. Other universities and institutes in Saudi Arabia shall be notified of any termination of enrolment cases.

Article 180

taking into account the provisions of article 63 of these bylaws, the disciplinary office and the student rights protection office at the Deanship of Student Affairs are responsible for all record keeping tasks pertinent to disciplinary actions, in both physical and electronic formats.

PART SIX

Final provisions

Article 183

These bylaws shall be effective from the date of the official approval by the university council. They shall render null and void any other bylaws operating in UQU that are inconsistent with them.

Article 184

Following official approval, these bylaws shall be published on the university website and newspaper. Hard copies of these bylaws should be made available by the Deanship of Student Affairs to all members of the university.

Article 185

All UQU members shall abide by these bylaws. All deans and directors shall bring these bylaws to the attention of faculty and staff members and students at the beginning of each academic year.

Article 186

Amendments in any articles of the higher education council and universities charter and bylaws are automatically applied to these bylaws.

Article 187

University council has the right to interpret and amend the articles of these bylaws in the best interest of the university and its community.