



جامعة حفر الباطن
University of Hafr Al Batin

College of Applied Medical Science

Clinical Nutrition Department

Students Rights and Duties



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Introduction:

Clinical nutrition Department, Hafr Al-Batin University is concerned with promoting the spirit of cooperation and communication between its students, and strengthening the ties between them and the department employees, including faculty members and other employees and workers of the university. To protect this cooperation in its statutory frameworks, the university issued this regulation in recognition of it among them is the importance of formulating a declared list.

The student has his rights and duties. There is a mutual understanding between Clinical Nutrition department and students about their academic rights and how to obtain them on the one hand. They are aware of their obligations towards them. On the other hand, the university makes them eligible to take responsibility for their actions and actions within the framework of the rules and systems in place.

First: Student rights in each of the following:

(a) Academic field

- 1) Providing the appropriate study environment, studying is easy by providing all available educational capabilities to serve this goal.
- 2) Obtaining the scientific and knowledge material related to the university courses he is studying, according to University rules and regulations governing academic work.
- 3) Obtain study plans in Clinical Nutrition department, and review the Study schedules before starting the registration procedures for the courses made available to him by the system. Take care of that Arrangement of priorities in student registration according to fair controls in the event that it is not possible to fulfill the wishes all students are required to register a course.
- 4) Deleting or adding any course, or deleting the entire summer semester according to What the study system allows and registration at the university in the period specified for that and announced to the student.
- 5) Postponement or apology for continuing the study due to an excuse accepted by the competent authority.
- 6) Commitment to lecture times, meeting, theoretical hours , and the process that subject to the course except in the case of necessity and after announcing this by the teachers, provided that alternative lectures are given for those that have been canceled before a faculty member to complete the course requirements in the study plan.
- 7) Decent scientific inquiry and discussion with faculty members without censorship or punishment, unless the discussion exceeds is what is required by public morals and the limits of tact and proper behavior in such cases. This applies during the meeting or during

the office hours announced to meet the student, with the commitment of the teaching staff member to adhere to the traditions and societal norms in communicating with female students.

8) The exam questions should be included in the approved course, its contents and related issues, and the balanced and logical distribution of grades should be taken into account in order to achieve a fair assessment of the student's abilities .

9) Conducting all tests held for the course, unless there is a legal impediment that prevents them from conducted in accordance with the requirements regulations and instructions for that, if the student informed of his denial of entering the exam before due in sufficient time.

10) A request to review his answer in the final exam and others, in accordance with what is decided by the regulations and decisions issued by the e university role for organizing the review mechanism and its controls.

11) Find out the results obtained in the monthly, quarterly and final exams performed after completion.

(B) The non-academic (non-curricular) field

1) Enjoying the Subsidy and Financial support provided by the university and participating in the activities held in it. University regulations and instructions organizing this.

2) Obtaining adequate health care by treatment in university hospitals and affiliated health centers.

3) Benefiting from the university's services and facilities (university book – central and branch libraries – stadiums sports - restaurants - parking, the Internet...and others (in accordance with applicable regulations and systems by the university.

- 4) Obtaining incentives and material rewards prescribed by the system.
- 5) Nomination for training courses, programs, internal and external trips, and his participation in activities cultural, as well as participating in community service activities and volunteer work in accordance with the regulations and systems in force at the university.
- 6) student could complaining or grieving about any matter that may be affected by his relationship with faculty members , the department , the college , any of the university units, and submitting a complaint or grievance in accordance with the rules in force at the department. Also, enabling students to know the fate of their complaints by the competent authority, as well as participating in community service activities and volunteer work in accordance with the regulations and systems in force at the university.
- 7) student could defending himself before any party in the university in any disciplinary case brought against him and not issuing a penalty against him to ban him from hearing his statements, unless he proves that his absence was for an unacceptable excuse after being summoned for the second time.
- 8) Student could grievance against the disciplinary decision issued against him, in accordance with established rules in this regard.
- 9) Preserving his file within the university, dealing with it with integrity, and not handing over anything from it except to the student himself. His guardian authorizes him to do so officially. The exceptions are cases in which he requests extradition or knowledge.

The contents of that file by the investigation authorities, judicial agencies, or a government agency with responsibility for investigation, or judicial agencies, or a government agency with responsibility contents of the file. It is not permissible to disclose or publish the

contents of the student's file unless that publication is a result a decision to impose a disciplinary penalty against him.

10) A student with special needs has the right to obtain a service that is appropriate and appropriate to his needs in accordance with the rules and regulations in force at the university.

Second: Student duties in each of the following

(a) Academic field

1- Studying regularly and doing all the academic requirements in light of the rules and dates from the study start until its end, transfer, registration, apology, postponement, deletion, and addition according to the provisions contained in the regulations and rules in force at the university, and making the best use of the academic advising service that provided by the university.

2- Respect for the faculty, staff and workers of the department and other employee's companies contracting with the university and other students inside the university as well as guests and visitors and not to harm them by word or deed in any way whatsoever.

3- Respecting the rules and arrangements related to the lectures, attending them regularly, and not being absent from them unless with an excuse acceptable according to the rules and regulations.

4- Not to practice fraud/cheat or participate in it in any way whether in the preparation of research or graduation projects or other academic requirements for the courses and not to attribute the work of others to himself.

5- The student's commitment to the rules and arrangements related to tests and not to cheat or attempt to do so or impersonate personal identity, forgery, or the introduction of prohibited materials or devices into the examination hall, laboratories, or assistance to commit any of these acts.

6- The student's commitment to the instructions and instructions that the official or observer faces in the examination hall or laboratories and not to disturb calm during the performance of the tests.

7- Using the Blackboard e-learning system and taking advantage of the features available in it, and interacting with it teaching staff members in performing the activities and duties presented to the system, and it is preferable that the student downloads the Blackboard application on his smart phone to improve the process of interacting with the system.

8- Follow-up of bulletin boards in the university, as well as the university's website, periodically. Check the news, announcements, and alerts addressed to the student.

9- Adding the mobile number in the student records system and updating it if the need arises.

10- The student's commitment to follow up the contents of the e-mail account assigned to him on the university network in a regular manner, and it is preferable for the student to link the e-mail account on his smart phone to view the messages instantly.

11- The student's commitment to follow up his attendance rate in the academic courses and the consequent warnings and deprivation from attending lectures, practical lessons and final exams, as well as following up on the approval of excuses for absence that were submitted to the university, and ensuring that the concerned teachers are informed of the approved excuses and applied.

12- Commitment the student must follow up on her academic status in the student records system and the resulting warnings academic suspension and so on.

(b) Non-academic (extracurricular) field

- 1) The student's commitment to the university's regulations, bylaws, instructions, and decisions issued by it, and not to circumvent them or violate it or submit false documents to obtain any right or advantage other than what required by the relevant provisions.
- 2) Carry the university card while at the university and present it to staff or faculty members upon request.
- 3) Not to damage, tamper, mutilate, or disable the university's property or equipment or participate in it.
- 4) Not covering up for any person who performs acts that tamper with, damage, or mutilate the university's property.
- 5) The student's commitment to the instructions for arranging, organizing and using the university's facilities and equipment for the purposes for which they are intended.
- 6) The student's commitment to dress and behavior appropriate to university and Islamic norms and Saudi society, and not to perform any actions that violate Islamic morals or public morals within the university.
- 7) Calmness and tranquility within the university facilities, refraining from smoking, not causing disturbance and assembly is not project or legitimate gathering in places other than those designated for this.
- 8) Not organizing associations within the university, issuing or distributing pamphlets, or collecting money or signatures before obtaining a license from the competent authorities.

9) No collective absence without an acceptable excuse or incitement not to attend lectures or exercises or scientific lessons and other things that the regulations require regularity.

10) Not possessing or distributing media materials that violate university or state regulations.

11) Not violating security and safety rules and traffic instructions inside the university.