

CODE OF CONDUCT
COLLEGE OF PHARMACY
UNIVERSITY OF HAFR AL BATIN



بسم الله الرحمن الرحيم



TABLE OF CONTENT

No	Particulars	Page
1	Introduction	5
2	Definitions	5
3	Scope of the Code	6
4	College of Pharmacy Vision and Mission	6
Part I: Students code of Conduct		
5	Responsibilities towards the implementation of the Code of Conduct	7
6	Obligations of the College Students	7
7	Obligations in the Academic Arena	7
8	Examples of Academic Violations	11
9	Obligations in the Non-Academic Arena	13
10	Examples of Non-Academic Violations	14
11	College Procedures and Guidelines	17
12	Obligations in Clinical Rotations	19
13	Student Grievances and Complaints	21
14	Students' Procedures and Guidelines	21
Part II: Faculty Members and Staff Code of Conduct		
15	Responsibilities towards the Code of Conduct	22
16	Commitment to the Teaching and Learning operations	23
17	Class Discipline	24
18	The ethics of the faculty member towards his profession	25
19	The ethics of the faculty member towards his students	26
20	Faculty Ethics in Evaluation and Testing	28
21	The ethics of the faculty member towards his colleagues	29
22	Faculty Member's Ethics towards the University	30
23	The ethics of a member of the Board of Education towards his community	34
24	The ethics of the faculty member in research and scientific production	35
25	The ethics of the faculty member in supervising or arbitrating scientific theses	39
Part III		
26	Procedure for activation of this charter	40
27	Violations of the Charter	41
28	Appendix.1: Form of Academic and non-academic Violations	44



1. Introduction

Each member of the College of Pharmacy staff and students at the University of Hafr Al-Batin is committed to fostering a culture of collaboration and communication among its students as well as fostering relationships between them and the university's staff, which includes faculty members and other staff members. The College of pharmacy has published this bylaw in order to safeguard this collaboration within its legal boundaries, realizing the significance of creating a proclaimed bylaw in which students are aware of their rights and obligations. This knowledge is based on a mutual understanding between the university and its students, who are eligible to bear responsibility for their behavior and actions within the parameters of the applicable regulations because they are aware of their academic and service rights and how to obtain them on the one hand, and of their obligations towards the university on the other.

Sanctions may be imposed for breaking the Code of Conduct or for breaking any of the policies, rules, or regulations of the University or College. There are two types of violations: academic and non-academic. The same disciplinary sanctions may be taken against any of those who represent the College in academic or extracurricular activities and break the rules outlined in the Code of Conduct. When any member of the College's professors, staff, or students is accused of breaking the Code of Conduct, this Code of Conduct outlines the procedure that must be followed. Furthermore, to safeguard the rights of the college's staff and students, the Code of Conduct outlines the steps that a faculty or student must take if he/she believes he/she did not engage in the breakdowns that have been attributed to him.

2. Definitions

- University: The University of Hafr Al-Batin and its members, including students, faculty, and staff.
- Student: All enrolled students, including visiting students.
- Disciplinary Committee: Established to review violations and recommend penalties.
- Violation: Any act by a student that contravenes university regulations.
- Penalty: Any disciplinary action outlined in these rules.

3. Scope of the Code:

3.1 Locations:

The areas where the Code of Conduct is applicable are referred to as locations. Any action that negatively impacts the learning environment or the reputation of the University, College, or training facilities is subject to the code, whether it takes place on or off college property. The individual who reported the incident is responsible for determining whether the violation had occurred inside or outside the College and if it falls under the guidelines of the Code of Conduct.

3.2 Persons Covered:

All employees, instructors, and students of University's College of Pharmacy are subject to the Code. Violations of the Code or any other policies, rules, or regulations may result in disciplinary action from the College.

There are two sections to the Code: The policies and procedures pertaining to students are explained in the first section, while those pertaining to faculty and staff are covered in the second. Furthermore, the Code addresses both academic and extracurricular violations.

4. College of Pharmacy Vision and Mission

4.1 Vision:

To provide pharmacy-related education, research, and practice, to enhance the healthcare of the community nationally and regionally.

4.2 Mission:

Strive to positively impact and enhance the quality of life through comprehensive interdisciplinary education and training in pharmacy practice.

4.3 Goals:

1. Prepare the students with highly competent and innovative approaches to apply their knowledge in pharmacy practice to optimize patient-centered care.
2. Establish Pharm. D. leaders who are capable to improve public health and critical thinking for the best decision of medication use as per the needs of the community.
3. Achieve excellence in education and research by recruiting, developing, and retaining

distinguished faculty.

4. Equip the students with the knowledge and skills needed for inter-professional communication to deliver the best possible pharmaceutical patient care.
5. Create a drug research culture in the students to be aware of the novel drug discovery.
6. Develop the students with life-long learning, self-awareness, and professionalism.

Part I: Students code of Conduct

5. Responsibilities towards the implementation of the Code of Conduct:

- Reading and comprehending the requirements of the Code of Conduct
- Asking their academic supervisor for advice, support, and clarifications on the Code of Conduct
- Using all information sources made available to them by the College or University.
- Notifying others of any misbehavior.

6. Obligations of the College Students:

Each student ought to respect his peers' learning rights. Every action must be done with consideration and respect. Disturbing student behaviors that interfere with the capability of classmates to learn in the lecture hall or interfere with faculty members or disturbs any other instructional activities in a class are taken as non-compliance of the law of Pharmacy guidelines of professional conduct. Here are some instances of both academic and extracurricular acts that show respect.

7. Obligations in the Academic Field:

According to student handbook, College of Pharmacy, student's legal duties in academic field include:

- 1) Regular study and completion of all academic obligations in accordance with the policies and procedures in place at the College of Pharmacy, including those governing the start and end of study, transfer, registration, apologies, delay, deletion, and addition. Additionally, utilize the university's academic advising program to its fullest potential.

2) Respecting faculty members, staff members from the university, other staff members of the college that deal with the institution, other students inside the university, as well as visitors and guests, and not to hurt them in any manner, either verbally or physically.

3) Adhering to the norms and processes governing the conduct of lectures, attending them on a regular basis, and abstaining from them unless a valid excuse is provided. The code of conduct for students to attend lectures in classroom are:

3a Students must use appropriate and professional language in verbal and written communications with faculties, staff and colleagues.

3b Respect for the confidentiality of others including the faculty members, the College staff and students.

3c Students must attend lectures and examinations in their designated grey scrubs.

For male students it is strictly forbidden:

- Wearing short pants of any kind, blouses with exposed shoulders, outfits that could expose one's nakedness, and outfits that contain offensive language are all examples of improper attire.
- Female attire and unusual hairstyles, such as the use of ties and hair collars.
- Bizarre hair colors and cuts.
- Hair color and various forms of tattoos.
- Wear bracelets, chains, and other jewelry.

For female students it is strictly forbidden:

- Students are not permitted to enter or wander around the college wearing the abaya.
- The following actions are expressly prohibited:
- Putting on see-through, short, and fitted clothing (allowing for the sweatshirt)
- Wearing pants (except for medical colleges, they are allowed to wear medical uniforms, and the coat is a long coat to the knee level, which is wide, loose, and closed)
- Body painting or tattooing
- Wearing an edgy, eye-catching, or colorful abaya
- It is against the law to dress and have a haircut like men

- No shirts, blouses, or bags with images, designs, or words that go against our religious principles are permitted.
- It is not permitted to wear overt colors that are inappropriate for an academic setting.

3d Students must arrive in the classroom before the start of the class and the following measures will be applied:

- Attendance should be taken once for the whole class session, and not for every hour.
- A student will be counted as present if he/she is in class within 10 minutes of the start of class.
- Students coming more than 10 minutes late but within 15 minutes of the start of class may be allowed to attend the class without being marked present.
- Students coming more than 15 minutes after the class starting time will not be allowed to attend the class that day.
- Break time will be strictly followed, and students will not be allowed to take more than the stipulated 10-minute break.
- Students not returning to class on time or not returning at all after the break will be marked absent for the whole class.
- Attendance must be taken electronically on the student information system directly after each class.

3e Students must not engage in disruptive behavior during class (lecture, presentation and seminar) such as talking to each other, arguing with the instructor... etc.

3f The faculty member has the right to send any disruptive student out of class and mark him/her absent.

3g Mobile phones or devices must remain always switched off or on silent mode during class and in students' pocket. Students are not allowed to answer any phone calls during class.

3h Once a class is in progress, students will not be allowed to leave the classroom for any reason until there is a break given or the class ends.



- 3i Do not collect materials to give a sense of leaving the class until the lecturer has completed the lesson and any other explanations.
- 3j Do not bring family members or other guests into class, seminars or other learning sessions unless permission is obtained from the instructor.
- 3k Do not eat, drink or sleep during the class.
- 3l The student's full commitment in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
- 3m The student's full commitment to the rules and arrangements for the exams and the system and disciplinary action will be taken against students for cheating in any form.
- 3n The student's full commitment to the directions and instructions given by the official in the exam room.
- 4) To refrain from engaging in any form of cheating when completing coursework, research projects for graduation, or other study-related obligations. He/She also promises not to claim credit for the work of others.
- 5) The student's adherence to the regulations and procedures pertaining to the exams, including their promise not to fake, impersonate, cheat, bring illegal items into the testing area, or aid in the commission of any of these offenses.
- 6) The student's commitment to following the rules and guidelines laid forth by the official or observer in the testing facilities and to refrain from disturbing the drug during the administration of the exams.
- 7) Using the Blackboard e-learning platform, taking use of its capabilities, and collaborating with instructors to complete activities and assignments that are posted on the platform. To enhance the process of interacting with the system, students should download the Blackboard application to their smartphones.
- 8) Check the university's website and message boards for news, alerts, and announcements aimed at students on a regular basis.

- 9) Adding a cellphone number to the system of student records and updating it as needed.
- 10) The student's promise to regularly monitor the information in the email account that has been assigned to him on the school's network. Thanks to the student connecting his phone to his email account, he can read messages right away.
11. The student's dedication to monitoring his academic course attendance, as well as the warnings and exclusions that result from attending lectures, practical sessions, and final tests. Additionally, you should check up on whether the institution has approved any submitted absence justifications. Make sure the concerned instructors are aware of the accepted justifications and that they are used.
12. The student's promise to monitor his academic progress in the system of student records. and the ensuing academic warnings, study suspensions, and so on.

8. Examples of Academic Violations:

8.1 Cheating:

The students are responsible for complying with policies, standards, rules and requirements for academic and social behavior formulated by the University.

Cheating is an act of dishonesty, and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades. Students must carry out all academic work or requirements assigned independently without any unauthorized aid of any kind.

Cheating is defined in academic circles, as the use of any kind of unfair means during any assessed activities in an institution, for example, copying from some notes during examinations, using mobile phones, copying answers from some colleagues, talking to others during examinations, making signals for solving problems, & plagiarism etc.

8.2 Plagiarism:

- a. Using references such as books, newspapers, encyclopedias, the World Wide Web...etc, without documentation.

- b. Presenting the same work for different classes.
- c. Purchasing an academic work or submitting a work that has been made by someone else.
- d. Submitting a work without respecting the particularities if documenting quotations inside the text.

8.2.2 Reduction of Plagiarism:

To minimize cases of plagiarism, the students should be introduced to the following basic points:

- a. It is your responsibility to inform the teacher that your work isn't a 100% your effort.
- b. Refraining from mentioning the source of any information is considered lying, which is not acceptable in all standards and in all societies regardless of the underlying reason.
- c. Claiming that someone's work as your own complete effort is considered stealing, or intellectual theft to be exact.

8.3 Providing Untrue Information and Facts:

- a. Counterfeiting of the results of a certain survey or an experiment with the intention to do so.
- b. Counterfeiting the data of a study or a project.
- c. Counterfeiting the topic of certain study.

8.4 Submitting False Certificates:

- a. Submitting false health treatment cards or medical reports.
- b. Using a personal card of someone else.

Submitting a Collective Work as done by an Individual:

- a. When two students or a group of students work together on a homework that is supposed to be done individually.
- b. Asking for or having someone's help in doing a homework that is supposed to be done

individually.

8.5 Non-Real Participation in a Collective Work:

- a. Claiming the participation in a collective work.
- b. Claiming that he/she has participated in the works of others.

8.6 Inappropriate Replacement:

- a. When a student attends an academic exam or an activity on behalf of another.

8.7 Participating in Academic Misleading:

- a. When a student helps another or tries to help another in committing one of the acts of academic misleading, such as doing the job of others, designing or producing a project for a student, voluntarily providing others with answers during the exam, and even calling a student while having an exam to provide him/her with the answers.
- b. Another form is giving a student in advance a copy of the exam or leaving related material accessible in the exam scene, and so changing the results.

8.8 Interfering in others' works:

When a student intentionally interferes in the works of other students, spoils their laboratory experiments and their electronic research files, or providing them with misleading information.

9. Obligations in the Non-Academic Arena

According to student handbook, College of Pharmacy, student's legal duties in non-academic field include:

- 1) The student's adherence to all applicable rules, bylaws, guidelines, and judgments of the institution and a promise not to lie, disobey, or submit falsified papers to achieve any right or advantage not permitted by the applicable rules.
- 2) Keep your university ID with you at all times and show it to staff or faculty members who ask for it.



3. You must not interfere with, tamper with, alter, or render useless any property or machinery owned by the university, nor should you take part in such activity.
- 4) Not to shield anybody who has engaged in behavior that would tamper with, damage, or deform university property.
- 5) The student's dedication to following the guidelines for setting up, organizing, and utilizing the university's resources for the tasks given to them.
- 6) The student agrees to adhere to Saudi culture, Islamic principles, and university clothing and conduct guidelines. They also promise not to engage in any activity that is against Islamic or campus morals.
- 7) Maintaining peace and quiet when utilizing university facilities, abstaining from smoking, and avoiding any disturbance or gatherings that are not authorized.
- 8) Not forming organizations inside the institution, creating or disseminating brochures, or gathering donations or signatures before receiving permission from the appropriate authorities.
- 9) Non-collective absences without a valid justification, or encouraging a student to skip lectures, exercises, science classes, or other regularly scheduled events as required by the rules.
- 10) Not having or disseminating media content that contravenes governmental or university policies.
- 11) Adhering to traffic regulations and security policies within the campus.

9.1 Faculty members have the authority to:

- a. Identify disruptive students.
- b. Instruct students to discontinue such behavior.
- c. Require that students leave the classroom.

If the same student repeats the same behavior or other disruptive behavior, the student should be sent to the responsible authority to take further action.

10. Examples of Non-Academic Violations

10.1 Disciplinary Offences

According to Article XIII of “The Primary Regulation for Student Behavior Control” [The Primary Regulation for Student Behavior Control.pdf](#)



Anything a student does that violates public morality, public order, university policies, rules, directions, or decisions is regarded as a disciplinary infraction, subjecting the offender to the disciplinary sanctions outlined in this bylaw. comprising the works listed below

- 1) Violating the Islamic and social principles and foundations of the state, insulting national unity in thought or deed, calling for membership in anti-national organizations, or promoting any political or regional ideas that contradict the state system within the university, or inciting tribal or factional strife or regionalism among students, or the creation of student groups to cause disputes and issues both inside and outside the university.
- 2) Disrupting or instigating studies, failing to attend lectures or other university work that the regulations require attendance at.
- 3) Violating order, discipline, the proper conduct of studies in the university and all of its facilities, as well as the rules followed during lectures, tests, seminars, or activities held within the university or those held outside of it in which the university participates.
- 4) Disregarding the examination system, its guidelines and rules, or the composure necessary for it.
- 5) Any attempt at or participation in test-taking that involves cheating in some way; assistance in such attempts; or taking money from him in connection with the course, even if he did not profit from it; or illegally obtaining test questions prior to the test; and cheating in reports, research, practical exercises, and fieldwork. Additionally, graduation projects, cheating by having the student sit in for him on the semester or final examinations, or by having him take their place.
- 6) Speaking on behalf of the university without an official position, handing out university records or endowments with the purpose to use them unlawfully, or impersonating another person in any situation involving the institution and its business.
- 7) Disregarding proper behavior when interacting with classmates, employees, university faculty members, guests, and physically or verbally abusing them.
- 8) Illegally viewing, distributing, or teaching others on how to access leaked information on any university employee or its operations.
- 9) Holding or taking part in any activities, events, publications, flyers, or posters within the university; or taking part in their distribution, collecting of money, contributions, or signatures;

without the consent of the appropriate authorities.

10) Forgery in all its forms, including falsifying documents, certificates, or official documents, using them after falsifying them, whether they were issued by the university or from somewhere else, as long as it has to do with the student's relationship with the university or the way they conduct their studies there; purposefully destroying all or part of their contents; or obtaining them illegally.

11) Misuse of university property, including its buildings, equipment, and contents, including misuse, intentional destruction of, or attempted intentional vandalism against, university property or buildings, as well as any actions that compromise the university's and its facilities' cleanliness.

12) Possessing a firearm, even if it was lawfully owned, or a white weapon; maintaining flammable or explosive materials; accessing the institution or any of its facilities; or threatening to use any of those things.

13) Using social media or contemporary technology with the intention of hurting the institution or one of its staff members.

14) Possession of anything that is against morals and morality within the university and its facilities, including gadgets, videos, photos, recordings, newspapers, or publications, is prohibited.

15) Disregarding the guidelines provided by the institution in this respect as well as the Islamic values, traditions, and customs of Saudi society whether it comes to attire, appearance, or clothes.

16) Disregarding the rules for entering and leaving classrooms and college, or departing the university grounds in a way that goes against Islamic principles and public morality. Additionally, female students are not permitted to leave their house or university without formal authorization from the relevant authorities.

17) If required, refuse to provide identifying documents to the appropriate authorities.

18) The student's insubordination during the questioning, or his transgression of moral and ethical boundaries in his conduct or in his approach to the behavior control committee members.

19) Disregarding university policies for the use of computers and the Internet, as well as unauthorized access to accounts not belonging to the student.

20) Smoking is not permitted in any areas designated by the university other than within buildings and facilities.



- 21) Disregarding traffic laws and the controls enforcing them on university property or in university-owned facilities.
- 22) Any other infraction that the university deems to be a breach of the rules, guidelines, or judgments it issues, for which this regulation makes no provision.

11. College Procedures and Guidelines:

These guidelines outline the standards of behavior expected of all students enrolled at the University of Hafr Al-Batin, including those participating in external assessments as visiting students and those involved in training programs. The purpose is to regulate student behavior within the university and its affiliated activities.

11.1 Applicability

These rules apply to all students within the university, during university activities, and in all related venues.

11.2 Objectives

1. To regulate student behavior within university premises and activities.
2. To rehabilitate students who violate rules through educational methods.
3. To enforce disciplinary actions against students who breach university policies.

11.3 Implementation Authority

The Dean of Student Affairs, in collaboration with relevant committees, is responsible for enforcing these rules and informing students of any disciplinary actions taken.

11.4 Violations and Disciplinary Actions

Disciplinary measures apply only to actions occurring within the university context. The rules specify various violations, including academic dishonesty, misconduct, and behaviors that disrupt the educational process.

11.5 Committees

1. Permanent Disciplinary Committee: Comprised of university officials and faculty members, responsible for significant disciplinary actions.
2. Subcommittees: Established within faculties to handle minor violations.

11.6 Student Responsibilities

Students must adhere to university regulations and are accountable for their actions. Ignorance of the rules is not an acceptable defense.

11.7 Penalties

Penalties may include verbal warnings, written reprimands, course failures, suspension, or expulsion, depending on the severity of the violation.

Students can appeal disciplinary decisions to the university president within fifteen days, with potential extensions for valid reasons. Records of penalties are maintained confidentially, and the university president holds authority to handle special cases. The president may uphold, overturn, or order new investigations regarding appeals

A. The following procedures should be followed in all cases of student's academic and non-academic misconduct/disciplinary actions:

1. In any case of academic misconduct on the part of student, the faculty member has to fill in the “warning form” which should also be recorded in the student's file in the College archive
2. If the faculty member is convinced that the misconduct originated unintentionally from the student, the faculty member needs to advise the student of other acceptable academic tasks and record that in the student's file.
3. The faculty member in-charge of misleading allegation forms should report the incident and should send a copy to the Dean of the College who may deliver the complaint to head of Students Disciplinary Committee.
4. After discussing the act of academic misconduct with the faculty member and the student, the head of the Students Disciplinary Committee reports his opinion depending on how serious the misconduct was.
5. The form is then referred to the dean of the college who carries the responsibilities to solve the case.
6. If the students refused to attend any meeting required by the College (Students Disciplinary Committee), the decision shall be made based on the facts available and presented.

7. Some examples of disciplinary measures:

- Oral warning, which is recorded internally (without requiring the student to make an agreement).
- A formal warning and an agreement to not do so again.
- A warning, followed by a written promise from the offending student and notification of the parent.
- Giving the student a zero on the exam that he cheated on, declaring him to have failed the course, or doing both at once.
- Having the student participate in community service or social work projects or go to training sessions either inside or outside of the institution.
- Loss of access to certain university benefits, such as the ability to use the university library or live on campus.
- Loss of participation in student visits and outings.
- Loss of access to the student employment program.
- Any other deprivation penalty that the committee deems should be imposed on the offending student for a semester. or ultimate privation, or more or less.
- Courses taken at any other institution during a temporary suspension of the student's studies at the university for one semester or longer with notification to the guardian are not credited against the student's grade.
- Final expulsion from the university; parental notification.
- Final expulsion from the university; disciplinary expulsion; notice to the guardian; he had his paperwork stamped.
- Any further sanctions authorized by the University Rector are also considered disciplinary sanctions.

12. Obligations in Clinical Rotations

Student should demonstrate professional attitudes and behaviors within the training site including interaction with preceptors, supervisors, colleagues, administration, patients and relatives of the patients. Below are examples of types of behaviors that demonstrate respectfulness of training site and learning environment:

1. Abide by the rules and regulations of the College and training site.
2. Show respect to colleagues, preceptors, supervisor and other individuals with whom you may come into contact.
3. Maintain proper professional behavior in relationships with both patients and training site staff.
4. Use of appropriate and professional language in verbal and written communications with preceptors, supervisors, training site staff, students, patients and other health care personnel.
5. Respect patients' confidentiality.
6. Respect for the confidentiality of others including preceptors, supervisors, training site staff, students, patients and other health care personnel.
7. Abide by health and safety rules of the training site.
8. Do not disrupt patient care.
9. Do not interfere with patient safety.
10. Participating in departmental shifts at the training institution is required, and the student must maintain regular communication with the training supervisor and the shift team.
11. Participating in shifts during Eid al-Fitr or Eid al-Adha vacations in accordance with the work distribution schedules at the training institution, and as per work interest in the department.
12. Dress code must be in compliance with the rules and regulations of the training institution.
13. Perform prescription dispensing only under the supervision of a licensed pharmacist/ preceptor at the training institution.

Disruptive student behavior that interferes with the above listed instructions in a training site considered violations of the law of Pharmacy rules of professional conduct.

Preceptors, supervisors or training site staff have the authority to:

- a. Identify disruptive student.
- b. Instruct students to discontinue such behavior.

c. Require students to leave the place.

If the same student repeats the same or any other disruptive behavior in the training site, an event report must be submitted to the Office of Experiential Educational Committee within one week to take further action.

13. Student Grievances and Complaints

Academic complaints or grievances include admission, grades, academic suspension, deception, plagiarism, deliberate falsification of information, submission of an assignment prepared for a previous course in another course in addition to copyright violation. Examples for such violations are harassment (verbal or physical), threats, vandalism on the College, the exclusion from the use of a particular service, discrimination and imposed access to the records and violating policies.

14. Students' Procedures and Guidelines

- a. If the student feels that any faculty member treats him unfairly regarding grades, he must apply for re-correction of the examination paper.
- b. If the student feels that any faculty member treats him unfairly e.g. discrimination in the class, he should speak directly with a faculty member involved in the event. If the student feels he was unable to speak directly with that faculty member, the student must speak with the head of the department. If the department head is the faculty member involved in the event, the student must speak with the College Dean or Vice Dean for Academic Affairs.
- c. Complaints regarding admission, academic suspension should be submitted to the Vice Dean for Academic Affairs.
- d. Other complaints must be submitted to the responsible authorities.

Part II: Faculty Members and Staff Code of Conduct

Characteristics of faculty members:

According to the article VI, “Characteristics of the faculty member”, Code of conduct of faculty members and staff in University of Hafr-al-batin, 2021 (1443), faculty members should have following characteristics: [ميثاق أعضاء هيئة التدريس 20220404161239.pdf](#)

1- Awareness: Faculty member must be aware of the national and societal trends, mission, goals and values of the university.

2- Responsibility and commitment: Faculty member should be committed to oneself, student, fellows, officials, university and society, leading to his responsibilities and tasks.

3- Professional competence: Faculty member should appreciate the teaching profession and offers a high professional level in teaching and activation of technology, effective communication with the student and conducting research.

4- Objective and impartiality: Faculty member must be characterized by integrity and impartiality and is governed by objectivity in his dealings with his student, colleagues and university officials.

5- Developer: Faculty member should Integrate into constructive professional relationships inside and outside the university and actively contributes to professional development activities at the personal and institutional levels.

15. Responsibilities towards the Code of Conduct:

It's the responsibility of both the Faculty members and the Administration in the College to reflect the most refined ethical values, to respect the culture, traditions and to practice the laws of the Kingdom of Saudi Arabia; All faculty members and staff members are responsible for encouraging the spirit of learning, teaching, research, and academic and society service in addition to displaying high standards of professional ethics and academic integrity. Therefore, faculty and staff members are responsible for the following:

- ✓ Supporting and Working by the terms of the Code of Conduct.

- ✓ Supporting the implementation of the Code of Conduct.
- ✓ Explaining and clarifying the terms of the Code of Conduct to students and the consequences of violating the terms.
- ✓ Guiding students towards using all the information resources provided to them by the College or University.
- ✓ Reporting all cases of misconduct behavior.

16. Commitment to the Teaching and Learning operations:

Students are the main focus, the College has adopted several policies and guidelines addressing numerous issues such as preparation for lectures, relationship between faculty member and the students, and class discipline to be applied by the faculty members which may contribute in achieving the College's mission in producing professionally qualified clinical pharmacists. In this regard, the faculty members are expected to comply with following instructions:

1. Work to achieve the objectives of the College of Pharmacy at University of Hafr-al-batin.
2. Describe the basic outlines of the course including the knowledge and skills targeted for growth to the students.
3. Describe and apply teaching strategies and assessment tools that are compatible with the course content and approved by the College Council to the students.
4. Provide students with all learning sources including faculty office hours and references.
5. Commitment to deliver the course fully (e.g., she/he was punctuality in start lecture timings, availability and preparedness for the lecture topics...etc).
6. The faculty member should be well versed in subject; meaning he knows the subject well.
7. The faculty member should be pleased to help students at any time.
8. Faculty member should be enthusiastic; meaning he is motivated and motivating.
9. Encourage students to ask questions and improve their personal thoughts in the course.
10. Describe the relationship between the course and others in the Pharm D Program to the students.
11. Motivate the students to participate in class discussion and other activities.

12. Encourage the students to read the textbooks and references.
13. Link between theory and practice.
14. Develop a method of self-learning for the students and increase their ability to research.
15. Help students to cooperative learning and foster a spirit of teamwork and participation.
16. Encourage students to concentrate during the lecture.
17. Pay attention to office hours to guide the students on how to handle their problems and solve personal and social issues.
18. Clarify the responsibilities of students and their rules of behavior at the start of their studies.
19. Encourage students and respect their right to express their personal views and not to resort deliberately to impose any decision or opinion.
20. Collecting student feedback on a regular basis to identify what was learned, what was confusing, etc.
21. Avoid giving private lessons under any name fully paid or unpaid.
22. Dealing with disciplinary action, criminal, personal or academic problems for students in strict confidence.
23. Treat all students equally and fairly.

17. Class Discipline:

The College develops rules to improve effectiveness of classes, students' performance, and cultivate a professional attitude and culture. Hence, the faculty members are expected to comply with following rules to achieve these aims:

1. The faculty must motivate, encourage or force students to read on a weekly basis. He must also encourage them to read in the textbooks or references of the subject, to cover the objectives constantly.
2. The faculty must ask questions about the main and fundamental objectives of the preceding lecture during each lecture.
3. The faculty members must give students equal opportunities to ask their questions or enquiries and answer them during the lecture time or during office hours.



4. The students must not engage in disruptive behavior during class such as talking to each other, arguing with the instructor, etc.
5. The faculty has the right to send any disruptive student out of class and mark him/her absent.
6. Mobile phones or devices must remain switched off or on silent mode at all times during class and in students' pocket. Students are not allowed to answer any phone calls during class.
7. Once a class is in progress, students will not be allowed to leave the classroom for any reason until there is a break given or the class ends.

18. The ethics of the faculty member towards his profession:

According to Article Eight “The ethics of the faculty member towards his profession” ([ميثاق أعضاء هيئة التدريس 20220404161239.pdf](#)).

Faculty member is responsible:

1. To cherish his profession, to recognize its honor and high status, and not to prepare it as a profession for worldly gain only.
2. To perform his work with all sincerity and honesty to contribute to the cognitive development etc. of his student. All that is new in
3. He must be proficient in the scientific subject that he teaches, and his field of specialization.
4. Announce to the student the contents of the course and its educational objectives in the course description document at the beginning of the semester.
5. To benefit from modern technologies that help him master his scientific subject and raise the level of students.
6. To improve the management of the scientific meeting, and to use the lecture time for the benefit of his student.
7. To be disciplined in attending lectures and abide by their specific dates and places, and not to assign this to others, and in the event of change, this must be according to the regular procedures followed.



8. To be committed to informing the competent authorities within the university when needed to attend with the student to the university outside the usual times.
9. Ensure that all necessary measures and precautions are taken for protection when conducting any scientific experiments with the student that could lead to damage and inform the security and safety departments of this.
10. Refrain from giving private lessons to the student, whether paid or unpaid.
11. Use multiple teaching strategies to encourage the student to excel and innovate.
12. What are the latest developments in the field of e-learning and distance education.
13. To take care of office hours, by announcing them to his students, and benefiting from them to guide and guide them and solve their academic and social problems.
14. To apply quality standards and institutional accreditation requirements to the course he teaches, by designing and implementing the course file, including its objectives, vocabulary, activities, teaching strategies, evaluation methods appropriate to the nature of the course, the dates of submission of assignments and research, and the mechanism of distribution of grades, including the names of primary and secondary sources and references, with scheduling office hours and so on, which helps the student to obtain knowledge in the nearest and easiest way
15. To benefit from the results of self-evaluation and evaluation of peers, superiors and students in building improvement plans and developing professional performance.
16. To be keen to attend and participate in conferences, seminars, meetings, training programs, workshops and scientific meetings.
17. To contribute to the development of programs, courses and the educational process in partnership with the members of the scientific department in accordance with the requirements of quality and institutional accreditation.
18. To be interested in joining professional learning communities and interacting positively with them

19. The ethics of the faculty member towards his students

According to the Article Nine: The ethics of the faculty member towards his students

([20220404161239_ميثاق أعضاء هيئة التدريس.pdf](#))

The faculty member must adhere to the following ethics towards his students:

- 1- To be an example to his student by complying with the values of Islam from his methodology and behaviour, especially the value of honesty and sincerity in the educational process, in terms of preparing the scientific material, teaching, and evaluation.
- 2- To enhance the student's religious and national identity and is keen to develop religious scruples and patriotism in them, and to instill interest in the country's gains, achievements and capabilities, and to encourage their preservation and the university's property and its optimal use.
3. To deal with all students, with respect, humanity and fairness, without favoritism or discrimination between them on the basis of kinship, gender, social level, etc.
4. To be keen to instill moral values in his students, such as the value of time, mastery of work, cooperation, and constructive dialogue.
- 5- To be keen to stimulate motivation and enthusiasm for learning among his students, and respect their freedom to discuss, dialogue and express an opinion within the framework of the etiquette of constructive dialogue, which contributes to the creation of good educational opportunities based on mutual respect and equal opportunities.
6. Not to accept any gifts or services from the student under any circumstances, directly or indirectly, because of the consequent abuse of the faculty member and questioning his integrity.
7. The student is not obliged to bear financial burdens within the course of the educational process, such as the obligation to attend events that require sums of money to benefit from them, or the purchase of materials and belongings related to the subject of study.
8. Not to exploit the student for the benefit of the faculty member in participating or performing

research tasks, such as distributing questionnaires, collecting resources, or conducting interviews, and not considering this among the evaluation tools.

9- To avoid verbal, physical or psychological assault on the student, or the use of any means that could lead to this, and to inform the relevant parties when witnessing this in any of the university facilities.

10. To commit to providing academic advising and student support activities considering the rules and regulations governing this.

11. To encourage student talents and guide them with the right guidance that helps to refine and show them.

20. Faculty Ethics in Evaluation and Testing

Article 10 : Faculty Ethics in Evaluation and Testing

The faculty member must abide by the following ethics in the evaluation and tests:

1. To urge his student to adhere to scientific honesty in the preparation of research and tests, and in the event of a violation of them, the procedures in force at the university shall be applied against them.
2. Not to refer to certain topics as part of the test questions, because this conflicts with the efficiency of teaching and the effectiveness and seriousness of the assessment.
3. Consider the use of various evaluation methods and the construction of appropriate tools for the targeted learning outcomes in line with what is planned in the program and course description.
4. To be committed to standardizing the questions, if the course is taught by more than one

member.

5. To take into account fairness, objectivity and quality in the design of tests so as to measure the various aspects of learning, such as cognitive and skill aspects.

6. The time period required to answer the test shall be proportional to the time period specified for the test. 7. Be responsible for developing, reviewing, printing and delivering test questions on time.

8. Take the necessary precautions to maintain the confidentiality of the questions and protect them from leakage or loss.

9. To bear the responsibility of monitoring the examination committees, while ensuring compliance with accuracy, discipline and order during monitoring, and preventing cheating in all its forms and forms in accordance with the regulations in force at the university.

10. To receive the answer sheets immediately after the end of the test period.

11. To adhere to accuracy, honesty and fairness in correcting the test papers, reviewing them, and monitoring the grades, while ensuring the cases of deprivation, absence and failure - if any.

12- To allow reviewing the answer sheets in the event of a grievance, while adhering to seriousness and honesty in dealing with grievance cases according to the regulations governing this.

21. The ethics of the faculty member towards his colleagues

Article 11: The ethics of the faculty member towards his colleagues

The faculty member must adhere to the following ethics towards his fellowship:

1. To have Islamic values based on respect, appreciation, and honesty in his dealings with his fellow faculty members.



2. To work with his colleagues in a spirit of group and team work to achieve the goals of the university.
3. To cooperate with his colleagues and provide them with advice in its practical and institutional framework.
- 4- To commit to criticism, guidance and presentation of personal and scientific opinions in accordance with the ethical considerations recognized in academic circles.
5. The literature of dialogue and discussion with colleagues should adhere to what does not lead to clash or intellectual conflict among them.
6. To assist his fellows and provide them with moral support and emotional participation in order to solve their diverse problems.
7. To avoid everything that leads to disputes and conflicts with colleagues.
8. To settle any dispute that may arise between him and one of the colleagues in the work amicably within the department or college, before resorting to higher bodies, whether inside or outside the university.
9. To maintain the confidentiality of the personal information of faculty members who submit their scientific production for promotion.
10. Reduces the capabilities and potential of fellows.
11. Avoid malicious complaints against presidents or colleagues and enable them to work constructively



12. To enrich the fellows with the expertise and experiences obtained by the College of Pharmacy for the advancement of the college and the university.

22. Faculty Member's Ethics towards the University

Article 12: Faculty Member's Ethics towards the University

The faculty member must adhere to the following ethics towards his university:

1. Loyalty to the university, loyalty to it and effective advice in accordance with public morals and the interest of work.
2. To work to achieve the university's vision, mission and objectives, and to promote practices that raise the university's status and reputation.
3. To abide by the regulations, laws and all relevant regulations and rules of public order at the university and participate in their development in accordance with the mechanisms followed for continuous improvement.
4. To contribute to the advancement of the university and achieve its objectives by accepting the tasks assigned to him with open arms, and with all honesty and sincerity.
5. The academic or administrative position shall not be used to obtain undue personal gains, unfair advantages, and to avoid what achieves a conflict of interest.
6. To participate in the various activities offered by the university and employ them in the moral construction of the student, while making sure to attend the various events held by the university.
7. He must be committed to obtaining approval from the owner of the authority when participating in any scientific, advisory or training activity outside the university.



8. He must commit not to represent the university or speak on its behalf in forums and the like, unless he is authorized to do so.
9. To preserve the university's property, improve the use of its resources of equipment, equipment and raw materials, return them at the end of the university's relationship, and promote practices that protect the university's reputation and status and help the optimal use of its resources and equipment.
- 10- Optimal use of social media and avoiding everything that offends the individual or society, or whether by producing these materials or republishing them, or by participating in hashtags offensive to the homeland, whether the homeland or Islamic values.
11. To publicly disclose that his views espoused by Al-Sima in the new media channels (Twitter) are from the point of view of the university. Facebook - YouTube (but expresses his personal point of view and does not express the end.
12. To commit to refer to the official channels of the university in the event of criticism or grievance, considering the administrative hierarchy in that.
13. To contribute to the prevention of all forms of discrimination against any person or group because of race, color, sex, age, religion, disabilities of different categories, personal preferences and considerations of status or social status.
14. To act in public or private life in a manner befitting social and academic status without vulgarity or condescension.
15. To observe the regulations in force in the Kingdom of Saudi Arabia related to the regulation of maintaining public taste and uniforms.



16. To abide by the policy of using information technology approved by the university.
17. To make optimal use of information technology and its resources available at the university to serve the educational process, scientific research and the public interest.
18. What technical skills and keenness to develop them and follow up on developments.
19. To be keen to transfer his technical skills to the student and colleagues to achieve the public benefit.
20. The university should be well represented in scientific conferences and seminars inside and outside the Kingdom of Saudi Arabia.
21. To be committed to attending the meetings of scientific councils and committees, while making sure to express his opinion on them in all impartiality, objectivity and honesty.
22. To ensure that the tasks assigned to him are completed in the scientific councils and committees on time and not to be late in doing so.
23. Not to disclose the proposals and opinions circulated within the scientific councils to those who are not concerned, and to work to achieve the principle of: (Councils are secretariat).
24. Not to practice what violates or affects what is discussed and discussed in the scientific councils and committees and to ensure the achievement of the public interest.
25. To abide by the decisions issued by the scientific councils and committees.
26. To adhere to the university academic calendar and the academic evaluation of quality requirements.



27. To initiate the submission of opinions and suggestions to officials - if any - with the aim of developing performance and raising its efficiency in the department, college and university.

28. Not to request the purchase of equipment, devices or services from any source with which he or one of his colleagues has any outstanding relationship, whether family or personal, unless a committee is formed for this purpose and approved by a majority of the members to purchase, if it conforms to the required specifications, and is subject to the conditions of tenders in force in such circumstances.

29- Not to employ a family member or consult his funding in any project except with the approval of a competent committee.

30. To preserve the interest of the university in general as required by the rules and regulations.

23. The ethics of a member of the Board of Education towards his community

Article 13: The ethics of a member of the Board of Education towards his community.

The faculty member must adhere to the following ethics towards his community:

1- To be an example for the individuals of his community by adhering to the Islamic religious and moral values, while preserving the morals and culture of society.

2. Respect the laws, regulations and decisions aimed at achieving the safety, security, stability and progress of society.

3. Beware of extremist groups and not to belong to them or sympathize with them.

4. Community communication in line with the university's vision and mission in accordance with the applicable regulations.

- 5- To encourage students to volunteer to enhance solidarity between the university and the local community, in accordance with the regulations in force.
6. To exert his effort and knowledge to identify the problems that society suffers from and how to find quick practical solutions to them.
- 7- To participate effectively in everything that would raise community awareness, such as participation in public lectures, scientific seminars, and in the print, visual and audio media within the limits of his specialization in accordance with the system.
8. To be keen to prepare a qualified generation to serve the community, by providing them with the theoretical knowledge and scientific expertise needed by the labor market.
9. To be committed to moderation and balance in raising social and intellectual problems, while assuming responsibility for preserving the constants of society.
10. Provide data and evidence that indicate the interaction of the member in community service and benefit from the results of feedback for community service provided by the department to the member.

24. The ethics of the faculty member in research and scientific production

Article 14: The ethics of the faculty member in research and scientific production

The faculty member must adhere to the following ethics in scientific research and scientific production:

- 1- Not be exposed to Islamic constants and values, state policies and orientations, or the unity and security of society.
2. To enrich science and knowledge in his field of specialization by providing research characterized by novelty, originality and innovation.



- 3- To link scientific research with the objectives of the university and development plans, and to avoid duplication and repetition, and to benefit from previous studies.
4. To provide scientific advice and work on developing scientific and practical solutions to the problems facing society through research and studies required by governmental or private agencies.
5. To contribute to the transfer and localization of modern technology and participate in its development and adaptation to local conditions and contribute to the service of national development.
6. To be keen to develop a generation of distinguished researchers and train them to conduct original research of a high level, by involving graduate students, lecturers, teaching assistants and research assistants in the implementation of scientific research.
7. Contribute to the provision of a cooperative environment that promotes scientific research.
8. To participate in giving periodic lectures on his scientific activity within programs organized by the scientific department.
9. To contribute to enriching the Arabic content and writing research summaries in Arabic for scientific production in other languages.
10. Mention the official name of the university as an affiliation to each scientific product.
11. Updating the scientific production in the database approved at the university with depositing copies of the literature, translation and investigation work in the university library.
- 12- Updating his personal page on the university's website periodically.

13. Disclosure of patents and products to the academic department and the university administration.
14. Commitment to close research projects supported by the university and outside it within the specified time.
15. Submit reports on research projects, and complete sabbatical and scientific communication in the specified period.
16. Disbursement of financial support for projects financed in the disbursements allocated in the project contract.
- 17- Preserving the university's research properties, computer, network and other services, and avoiding using them for purposes not intended for them, such as personal purposes or accessing unauthorized files and information.
18. Full confidentiality in the arbitration of files and projects assigned to him to ensure the protection of the names contained therein.
19. The research should be in accordance with the regulations for the protection of intellectual property rights in the Kingdom of Saudi Arabia.
20. The system of ethics of search for living creatures should be followed in the Kingdom of Saudi Arabia.
21. To abide by the standards and controls set by the university regarding the ethical aspects of Sharia and humanitarian research, applied sciences, bioethics, and medicine.
22. To be keen to publish in the most prestigious international scientific fields in the field of specialization, and to avoid publishing in fields that are not compatible with the regulations of the Scientific Council.



23. Research should be conducted honestly, honestly and impartially within objective criteria.
24. Impartiality and selectivity in mentioning and summarizing previous studies and works and criticizing them impartially and objectively in the subject of research, whether they are consistent or contrary to the opinion of the researcher and the study.
25. To adhere to scientific honesty when preparing research plans and when conducting them and when writing, publishing and evaluating research according to the following:
- Avoid quoting the work and thought of others and attributing it to himself.
 - Accuracy in referring to sources and references of information and quotations according to the principles and recognized scientific methodology.
 - Not attributing information or ideas to sources that do not exist in it, basically, to investigate accuracy and objectivity in presenting the views of others and not to avoid quoting their truncated texts in a way that violates their intentions.
 - Preserving the rights of the participants in the research and mentioning their names accurately and honestly according to their efforts, while avoiding putting names for courtesy.
 - Non-bias and influence on the data and questions of the referendums or the research sample in a way that directs the research towards a specific direction or propaganda for a specific purpose.
 - Commitment to the original text in the translated works with the obligation to refer to any action (deletion, addition or modification) in the original text while preserving the spirit of the text and the reputation of the author.
26. To collect data accurately after obtaining the approval of the entity or sample on which the study will be conducted, and not to expose the data to distortion or modification when processing.
27. To ensure integrity and transparency with the application of quality standards in research.
28. To report irregularities in his hands in research through the official methods approved at the



university. 29. Disclosure of the results and negative effects of the study after the approval of the entity on which the study was conducted.

30. Disclosure when there is any conflict of personal interest. Description and subject matter when issuing any specialized judgment, advisory evaluation, or discussion.

31. to be confidential or public within the limits of the scientific material subject to arbitration.

32. Refrain from using moral or administrative influence on force subordinates to participate in research or continue it if they do not wish to participate in it, or wish to stop continuing in it.

25.The ethics of the faculty member in supervising or arbitrating scientific theses

Article 15: The ethics of the faculty member in supervising or arbitrating scientific theses.

The faculty member must adhere to the following ethics when supervising or judging scientific theses: When choosing the research topic, and to convey to them the latest findings.

1. To direct his student to scientific guidance in his field of specialization and enrich them with the love of science, knowledge and sound scientific thinking.

2. To make sure that his role is educational, consultant directing at all stages of the research and not exceed that to impose a scientific opinion or methodology contrary to what the student tends to do, unless this leads to a systematic error.

3. To contribute to building the student's research personality in terms of scientific, knowledge, skill and research ethics, which encourages them to think critically, creatively and innovate.

4. The student accustomed to taking responsibility for their decisions, research, analysis and defense in their research projects.

5. Supporting a student and sharing with them.
6. Giving the student the time allocated to them to follow up and discuss with them.
7. Follow up the performance of his student and provide the scientific departments with periodic reports on their progress.
8. To assure the student of the need to adhere to the ethics of scientific research.
9. To maintain a high level of confidentiality when dealing with administration, colleagues and students.
10. To recognize that you are a model for the students.
11. To protect the College resources and use them in a proper manner.
12. To be disciplined.
13. To focus on performance.
14. To admit mistakes and use mistakes as an opportunity for improvement.
15. To support the values of accuracy, fairness and honesty in the teaching, learning and production of scientific research.

PART III

26. Procedure for activation of this charter:

To activate this charter, the following is proposed:

First: Preparing a model for the charter to be signed by the faculty member and the like upon his appointment at the university and before starting his job, in which he undertakes to abide by this charter and work with it throughout his career at the university.

Implementing Agency: Deanship of Human Resources.

Second: The charter is circulated after its approval by the owner of the authority - and introduced by the scientific departments of the faculties at the university, with an emphasis on the need to

provide each faculty member and the like with a copy of this charter.

Implementing Body: University Administration and Scientific Departments in Faculties.

Third: Violating this charter or non-compliance with any of its provisions is considered a breach of the job duties stipulated in Article 38 of the regulations governing the affairs of university employees of Saudi faculty members and the like.

Implementing Body: Scientific departments in College of Pharmacy.

Fourth: This charter is subject to periodic and developmental review every three years starting from the date of its adoption and receives ideas, opinions and suggestions from faculty members and the like that aim to develop this charter and activate its work.

Implemented by: Vice Presidency for Graduate Studies and Scientific Research

27. Violations of the Charter

27.1 Article XVII: Violations of the Charter

Since it has been agreed that this charter is a social contract between all pillars of the educational process and is concerned with the elevation of the university, the achievement of its vision and mission, and the achievement of its goals for the benefit of the entire community and the generous country, the departure from it is an obstacle to the march of progress and affects the reputation of the university and its employees, and it is proposed that the mechanism be the following:

1. When damage is caused to a member, he submits his complaint directly to the head of the department, supporting his request with the papers that prove his word, and forwards it Head of Department to Dean of the College.
2. The moral charter of faculty members and the like at the University of Hafr Al-Batin on what they receive from the heads of departments or what they notice
3. The Dean must inform the University President about all the breaches of the required duties committed by the faculty member, or any other violations regarding this charter.

27.2 Mechanism of Action in the Event of Violation

Article Eighteen: Mechanism of Action in the Event of Violation

It is necessary to have clear and gradual procedures to deter the violator in proportion to several



considerations, such as the nature and gravity of the violation, the rate of repetition of the same person, and the circumstances and circumstances that illustrate the extent of the violator's intentionality or spontaneity. 1. If a faculty member issues what he believes violates his duties, the Dean shall directly investigate him on the assignment of the university president and submit to the president a report on the result of the investigation, and the university president shall refer the interrogated person to the disciplinary committee if he deems it necessary to do so in accordance with article 83 of the regulations governing the affairs of Saudi university employees of Saudi faculty members

2. The President of the University may send a warning to the faculty member and the like who violates his duties, and the warning shall be oral or written, and the President of the University may impose the penalties of warning and blame on the faculty member, after investigating him in writing, hearing his statements, and achieving his defense, and his decision in this regard shall be reasoned and final in accordance with Article 91 of the Regulations Governing the Affairs of Saudi University Employees of Saudi Faculty Members and the Like.

3. The president of the university may issue a decision to suspend any of the faculty members and the like from work if the interest of the investigation with him so requires, and the period of suspension may not exceed three months except by a decision of the disciplinary committee, and the period or periods of suspension may be extended for a period or other periods as required by the circumstances of the investigation, provided that the period of suspension does not exceed one year each time in accordance with article 84 of the regulations governing the affairs of university faculty members and the like.

4. The President of the University shall inform the faculty member, and the like referred to the Disciplinary Committee of the charges against him and a copy of the investigation report by registered letter at least fifteen days before the date of the session specified for the trial in accordance with Article 86 of the Regulations Governing the Affairs of Saudi Faculty Members and the Like.

5. A faculty member and the like referred to the disciplinary committee may review the investigations conducted on the days appointed by the university president in accordance with article 87 of the regulations governing the affairs of Saudi faculty members and the like.



6. The Disciplinary Committee shall consider the case referred to it according to the following:
- The secretariate of the Committee shall be carried out by an employee selected by the Chairman of the Committee.
 - The interrogator was informed in writing by a registered letter of the invitation of the Chairman and the Committee shall hold its meetings based on attendance before the Committee to hear his statements and defense.



Appendix.1: Form of Academic and non-academic Violations

KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UNIVERSITY OF HAFR ALBATIN
(057)

الملكة العربية السعودية
وزارة التعليم
جامعة حفر الباطن
(٥٧٠)

Form: FRG-20

تعهد

بيانات الطالبة /

الاسم الرياضي	رقم الهوية الوطنية
الكلية	القسم
الرقم الجامعي	رقم الجوال

أنا الطالبة المذكورة بياناتي أعلاه أقر بأنني قمت بمخالفة الأنظمة والتعليمات حيث أنني قمت
بما يلي :
.....
.....
.....

وهذا يعد إخلالاً بما ورد في لائحة ضبط سلوك الطلاب بجامعة حفر الباطن ، وأتعهد بعدم تكرار
مابدر مني ، وأن التزم بالتقيد بالأنظمة واللوائح والأعراف والتقاليد الجامعية طوال فترة
دراستي الجامعية ، وفي حالة مخالفتي ذلك أتحمل كافة المسؤوليات والحقوق الناشئة في هذا
الشان .

المقر بما فيه .

اسم الطالبة /
الرقم الجامعي /
التاريخ /

عبد / ة الكلية

الرقم : التاريخ : المشفوعات :

المملكة العربية السعودية - حفر الباطن - هاتف: ٠١٣٧٢٠ ٣٤٦٢ - فاكس: ٠١٣٧٢٤ ٧٢١٢ - ص.ب ١٨٠٣ حفر الباطن ٣١٩٩١
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