

University student rights  
and obligations document of  
king saud university

**The ministry of higher education  
King saud university  
Student affairs deanery  
The student rights protection unit**

**Regulations  
of the student rights protection unit in king saud university**

**General Provisions**

**Article 1**

Under these rules a unit to protect student rights should be established in King Saud university.

**Article 2**

The following words and phrases have the stated meanings unless otherwise stated.

- \*The university: King Saud university.
- \* Student – Students: King Saud university students ( males or females) who affiliate to the university including non-saudies students, scholarship students, graduate students and university training program trainees.
- \* The unit: student rights protection unit and what included as an organized structure.
- \* The document: rights and obligations document of the university student.
- \*Employees of administrative units in the university: everyone who works in the headquarter university or in one of the affiliated units without being listed among the job structure of any faculty or institute is legally affiliated to the university.
- \* University employees: all employees in the university and who belongs to it from students, teaching staffs, administrative employees and service workers in the affiliated institutes and centers.

**Article 3**

The university aims from establishing this unit to achieve a university harmonious society which has the spirit of mutual cooperation among its employees and adopting the principles of justice and fairness as a mainstay in creating an ideal society inside the university and supporting the students rights upon that basis which consistent with the applied systems and regulations in the university and not consistent with. The role of the unit is no considered as a substitute for these systems and regulations or circumvention around them, but the unit performs its role according to the current rules without canceling or disrupting any of its provision into effect.

**Article 4**

In order to achieve the aims mentioned in article 3 of these rules , the unit develops the culture of justice and equity among students, presenting the needful advices for them, telling them about their university rights and how to obtain it by resorting to legal and official channels inside the university in the extent of these rules and regulations in forced in the university.

**Article 5**

In order to create a harmonious community college, the unit gives a priority to solve the student problems with good friendly manner to provide an adequate atmosphere of cooperation among the university employees to be the base for granting everyone his right away from the spirit of defiance and arrogance.

**Article 6**

These rules will be applied from the date of its final approving , in all cases, the student can present his complaint or his petition after thirty days of the incident date, the student can't present a complaint or petition about the same incident more than one time .

**Article 7**

The unit includes a number of subcommittees so it will be for each college or institute a special subcommittee, also, the administrative unites in the university should have a subcommittee at the same level and permanent committee process the daily tasks which will be located in deanship of the student affairs in the university headquarter and a supreme committee to supervise on each affairs unit as mentioned in these rules.

## **The Subcommittees**

### **Article 8**

A subcommittee will be established in every affiliated college or institute, and must have a decision from his Excellency the dean of the specified college or institute at the beginning of each academic year. The subcommittee is formed according to the following form:

- 1- One of the college or institute deputy  
Chairman.
- 2- Two of teaching staff members in the college or the institute.  
Members.
- 3- Two students from the college or the institute who have a  
Distinct note  
Members.
- 4- A secretary.

### **Article 9**

A subcommittee will be established for male students and another one for female students by a decision from his Excellency the university deputy. The subcommittee is located at the university headquarter to adjudicate in complaints which submitted against anyone of the administrative unit employee in the university, it is formed according to the following form:

- 1- Deputy of teaching staff affairs and employees dean  
Chairman.
- 2- Two of teaching staff members in the university.  
Members.
- 3- Two of the students who have a distinct note.  
Members.
- 4- A secretary.

### **Article 10**

The person who issued the decision of subcommittee formation- according to conditions – may have the right to replace anyone of the subcommittee members who has a logical excuse. towards the presented complaint precludes his participation as a member during the investigation of this complaint. Also, the committee chairman may have the right to be resorted to the opinion of the specified department chairman without having the right to vote on the decision which will be issued by the subcommittee.

### **Article 11**

The subcommittee in each college or institute is concerned with receiving the presented complaints from students concerning with any of academic or no academic problems that encounter the student in his college or institute even if the complaint is against one of the assigned teaching member staff who work in college or institute.

**Article 12**

The complaint will be submitted from the students in the subcommittee site according to a form that is prepared for this purpose, the form should be filled with the necessary clarity and exactitude to determine the matter of the complaint and evidences that prove the student's right. A receipt will be delivered to the student from the subcommittee for his complaint. The subcommittee has the right to request from the complained to provide it with his response about the complaint contents that was written within a week from the date of informing his direct supervisor. The complained is not obliged to attend personally before the committee.

**Article 13**

The subcommittee will be met at least once every fifteen days due to an invitation of its chairman. The meeting will be legal by the presence of the majority of the subcommittee members provided that the chairman is one of the attendants. All the discussions and decisions are recorded in the meeting report that should be signed from the attendant members. The subcommittee issues its decisions according to the majority of the attendants members, in case of equity of votes; the chairman side has the preponderance.

**Article 14**

The complaints will be decided within maximum thirty days from the date of submitting the complaint, the decision of the subcommittee is not effective unless having the date of approval it from who has the validity to approve the decisions according to the current regulations and rules.

**Article 15**

The issued decision from subcommittee will be announced to whom is concerned after approve it. The decision is subjected to impugn within fifty days from the date of announcing with it , the impugn is submitted to the permanent committee in the university.

**Article 16**

If the presented complaint has a special importance or there are moral excuse upon the subcommittee members precludes taking the right decision whereof make the subcommittee not decides in it, the subcommittee must transfer the complaint as it to the permanent committee in the university to undertake its competence towards the matter.

**Article 17**

If the subcommittee did not take a decision concerning with the complaint within the determined period in the article 14 , the complainant may have the right to submit to the permanent committee by a petition to investigate in his complaint by filling the prepared form for this purpose.

## **The permanent committee**

### **Article 18**

A permanent committee is established by a decision from his Excellency the university manager, which located in the student affairs deanery, in the university headquarters. The committee is formed from one of the committee members as a chairman and membership of enough number of legists provided that to be among the permanent committee members female members who are concerned with the legal field. The female members location is in university studies center for girls, they undertake the same tasks with the same procedures, under the supervision of the chairman, towards the complaints that submitted from the female students. To his Excellency, the university manager has the right to increase the number of members which be in agreement with the work requirements in the committee.

### **Article 19**

The permanent committee is met continuously everyday to undertake the administrative and technical tasks that include in its extent by follow the same procedures and rules mentioned in article 12 from these regulations. The permanent committee is concerned with studying and investigating the following matters:

**First:** The petitions that are submitted from the student against the decisions issued from the subcommittees.

**Second:** The complaints that are not decided by the subcommittees within the determined period (thirty days) or the complaints that were transferred from the subcommittees to the permanent committee according to the article 16 from these rules.

**Third:** The complaints that are transferred from his Excellency the manager of the university due to the features of having privacy, secrecy and the exceptional conditions.

### **Article 20**

The permanent committee may seek the help from any to the university employees' opinion in written in any of the presented cases. It has the right to seek the help from any of the experts, also it has the right to ask from the complained to submit his response in written about the events mentioned in the complaint or the petition within a week from the date of notification his direct supervisor officially without being obligated to attend personally before the committee.

### **Article 21**

If the permanent committee decided to reject the complaint or the petition due to seriousness lack or lack of evidences that prove that events had taken place by the complained, in this case, the committee issue a causative decision by ignoring the complaint or the petition. The decision becomes absolute and incapable of repetition after approving it from his Excellency the dean of student affairs.

**Article 22**

The permanent committee may issue its recommendation in case of the complaint is proved that it is deception to transfer the complainer to the concerned student discipline committee according to the university regulations and rules

**Article 23**

The permanent committee, after finishing investigations, issues its recommendations regarding serious complaints and petitions within thirty days from its submitting date or from transferring date. These recommendations are presented with a statement to his Excellency the university manager to approve them or take the proper decision regarding the incident in the light of the investigations around it, his Excellency may present the decision to the university board to approve it, that in mentioned cases systemically, the decision of university manager or the university council is absolute and incapable of complaint about and the meant people must be informed with this decision.

**Article 24**

His Excellency the dean of student affairs , and before transferring the investigation file to his Excellency university manager may present it to the supreme committee in some cases that he decide informing the supreme committee with it due to the reoccurrences or its features in order that the supreme committee could study the case to conclude and firm up the principles that control the specified case and the similar cases.

## **The Supreme committee**

### **Article 25**

The supreme committee is established by a decision from his Excellency the university manager and it is located in the university headquarter, the supreme committee is formed according to the following form:

- 1- His Excellency the deputy of the University for the academic and educational affairs. Chairman.
- 2- His Excellency the dean of student affairs Vice-chairman.
- 3- His Excellency the dean of admission and registration affairs. Member.
- 4- His Excellency the chairman of the permanent committee or his representative from the permanent committee members. Member.
- 5- One of the college deans (alternation) Member.
- 6- One of the female college deans Member.
- 7- One of the university student who is distinguished in an academic moral way Member.
- 8 – A Secretary.

### **Article 26**

His Excellency the university manager , may have the right to replace any of the supreme committee members who has a logical excuse towards one of the presented complaints or petitions preclude his participation during the investigating that complaint or that petition.

### **Article 27**

The supreme committee is concerned with the following tasks:

**First:** knowledge with the unit development and suggesting recommendations that grantee its development.

**Second:** issuing the decisions that co-ordinate among the units, the other university units and the university employees in order to avail and control the work in the unit.

**Third:** issuing the required recommendations to support the culture of justice and equity within the university students.

**Fourth:** explaining and recommending with amendments to any article of this regulation or any of rights and obligations of the university student document provided that the recommendation with the amendments is presented to the university board to approve it in accordance with the regulations.

**Fifth:** establishing the basic principles that are followed by the permanent committees and the subcommittees.

**Sixth:** investigating and taking the required procedures towards the complaints and petitions that are transferred to the supreme committee from his Excellency the dean of student affairs due to the reoccurrence of its features in accordance with the article 24 from this rules.



**Article 28**

The supreme committee may to recall any of the university employees in order to listen to his opinion in any of the presented cases, it has the right to seek the help of any of the experts. The expert may present his opinion in written before the committee meeting with enough time and should be mentioned that in the meeting report.

**Article 29**

The supreme committee is held due to its chairman invitation; the meeting is legal by the presence of the majority of its members provided that the chairman or his deputy is one of the attendants. All discussions and recommendations are recorded in the meeting report. The report is signed from the attendant's members.

**Article 30**

The supreme committee issues its recommendations according with the majority of the attendants members, in case of the equity of votes, the chairman side which has voted from has the preponderance. The recommendations which are presented to his Excellency the university manager to approve them and take the required procedures to carry it out in accordance with the rules.