

# Rights and Duties





### **University Vision**

**To work according to the principle of integration and establish the concept of modern management**

### **College Vision**

Providing distinguished educational and research programs through study programs and plans of quality standards and academic accreditation to qualify national cadres capable of serving society, enhance professional responsibility, and meet the needs of the local labour market, and the framework.

### **Department Vision**

To achieve distinction and leadership academically and professionally according to a theoretical and practical method keeping pace with the times and satisfying society needs beside scientific research requirements.

# mission

## **University Mission Statement**

To offer educational programs with high quality as well as funding all types of research projects and social initiatives that contribute in achieving the sustainable development. We also committed to instil the concept of patriotism and educate students about the culture and heritage of the country.

## **College Mission Statement:**

To provide high-quality educational and research programs through academic programs and plans that observe the criteria of quality and academic accreditation for preparing national leaders able to serve the society and to enhance the concept of professional responsibility to meet the needs of the job market both locally and regionally.

## **Department Mission Statement:**

Providing an integrated academic and professional training program in the domains of English Language, Literature, Linguistics, and Translation; alongside a constant endeavour to promote scientific research, community service and inter/cross-cultural communication, world peace and tolerance.

**University Goals:** The University goals are as follows:

1. Portray Islamic values and ethics in all treatments.
2. Deliver the information to the public quickly and easily and respond to their inquiries.
3. Establish the principle of cooperation where everyone would be part of an integrated system.
4. Care for confidentiality in all aspects of treatments and transactions.



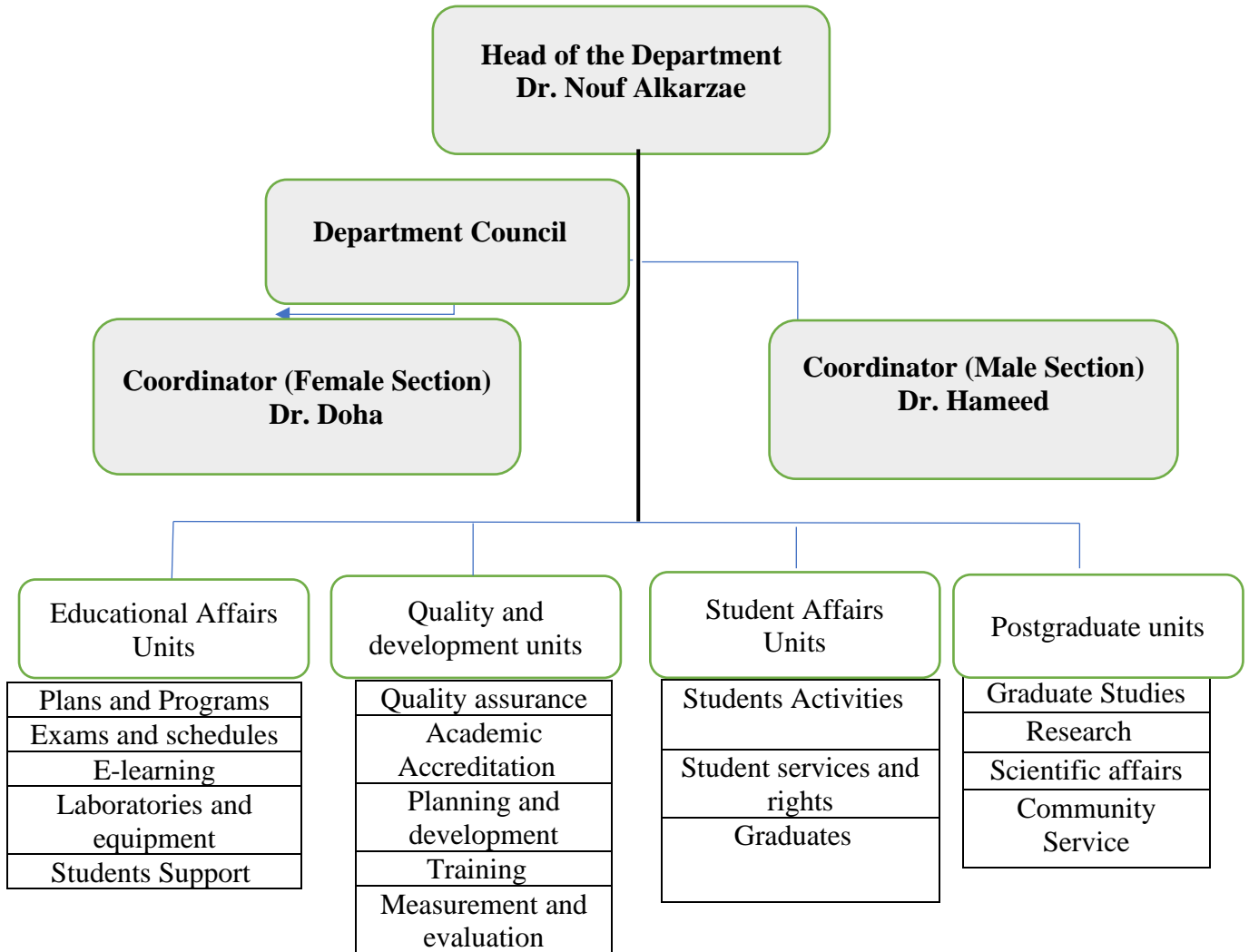
**College Goals:** The College goals are as follows:

1. Completion of the administrative structure of the College.
2. To attract enough teaching staff members.
3. Provide a stimulating Environment for academic and administrative work.
4. Improve its educational processes.
5. Achieve excellence in education, scientific research, and community service.
6. To get the academic recognition of the College.
7. To adopt and develop standards that achieve and ensure quality performance and output.

**Department Goals:** The department goals are as follows:

1. Preparing and training competent graduates to cater for the job market needs in the field of English Language and Applied Linguistics, Translation and Literature.
2. Producing fluent speakers, good writers, thoughtful readers and critical thinkers with pertinent technology awareness.
3. Enriching academic research in the domains of English language and Literature, Descriptive and Applied Linguistics, Translation and Socio-cultural Studies.
4. Providing community services in terms of general proficiency and ESP English language courses (e.g., diplomas, public lectures, social activities, visits and tours, particular consciousness-raising campaigns, etc.)
5. Fostering an academic and social environment, which raises both students and faculty consciousness of the latest developments in their relevant fields.

## Departmental Structure





Teaching Staff

## **DEFINITION**

A faculty member is the person who is academically qualified to serve the university in teaching, conducting scientific research and performing community service. Faculty members are Professors, Associate Professors and Assistant Professors. A faculty member spends 35-40 hours per week in teaching, research, supervision, administrative and clinical responsibilities, and participation in different committees.

## **STAFF MEMBER CHARACTERISTICS**

A staff member should demonstrate the following characteristics:

1. Integrity and good manners and abide by the set rules and regulations and avoiding all that affects her/his professional code of honour.
2. Follow-up new materials and promote her/his specialty through academic research.
3. Transfer to students the latest information in her/his specialty, and to illicit intellectual curiosity that stimulates original work and knowledge pursuance.
4. Become an effective member in the activities of the Department, Councils, and Committees that serve the community.
5. Dedication to University teaching. Seeking an additional job outside the University is not permitted without prior approval according to the set rules and regulations.

## **TEACHING LOAD**

A. The maximum teaching load of staff members and the like is as follows:

1. Professor 10 teaching units.
2. Associate Professor 12 teaching units.
3. Assistant Professor 14 teaching units.
4. Lecturer 16 teaching units to be reduced during her/his study.
5. Teacher Assistant 16 teaching units to be reduced during her/his study.
6. Instructor 18 teaching units.

B. The teaching unit, which continues for the whole semester, is the weekly theoretical lecture with a minimum duration of 50 minutes, or the weekly practical or field work with a minimum duration of 100 minutes.

Staff members and the like shall have (35) thirty-five hours working hours per week, raised to (40) forty hours by a University Council resolution. The hours include teaching, researching, academic supervision, office hours, scientific committees and other academic works assigned by the University concerned bodies.

## **VACATION**

For staff members, lecturers, teaching assistants, and instructors, the summer vacation is considered their annual leave and the University Council specifies the return dates. The summer leave starts following the end of examinations and the announcement of the results.

## **EXCEPTIONAL LEAVE AND SABBATICAL LEAVE**

Staff members and the like may be given, for reasonable causes, an exceptional leave without pay which does not exceed six months within a period of three years. The University Council may overlook that condition provided that the leave does not exceed one calendar year. Sabbatical Leave.

The staff member may be granted a one-year sabbatical leave after a minimum serving term of five years, or after a previously taken sabbatical leave, based on the recommendations of the Department and College Councils, and the Scientific Council as well as the University Council resolution. The staff member may be granted a one semester sabbatical leave after a minimum serving term of three years or after a previously taken sabbatical leave, provided that the given leave does not affect the educational process. The secondment period shall not be included in the required time. Regulations organizing sabbatical leave are laid down by the University Council based on the Scientific Council recommendation.

## **2. Responsibilities:**



## **2.1 Academic Responsibilities:**

1. To fulfil teaching load as specified by the Departmental Board or head of the departments (realizing that teaching load is 10 teaching units for a professor, 12 teaching units for an associated professor and 14 teaching units for an assistant professor); and to perform other academic functions assigned to him/her with competence and perfection including clinical and administrative assignments.
2. Acquisition and application of the knowledge contained in the course description, and to follow the rules and regulations as stipulated in the course he/she is teaching.
3. Awareness of the program objectives.
4. Abiding by the relevant rules and regulations of the department, the college, and the university, while performing academic activities assigned to him/her, facilitating the process of its implementation and application, making use of available educational resources and teaching methods.
5. Providing students with the best knowledge and relevant training abilities during the educational activities for the courses he/she is teaching.
6. Performing academic counselling for the group of students assigned to him/her, based on guidelines approved by the college, and offering advice to them.
7. Evaluating students on just, clear and known parameters that will ensure realistic evaluation of students' academic standard and submitting the results of evaluations as required in the course.
8. Reporting unexpected failure of a student, such as academic weakness, or misconduct, or absence, to the course coordinator or the head of the department according to college approved regulations.
9. Abiding by invigilation tables for tests and following regulations and instructions given by the college in this regard.
10. Continual updating of his/her knowledge about the rules and regulations that govern academic activities at all levels (the course, the department, the college, and the university).
11. Active participation in programs promoting the skills of faculty members organized by the department, the college, or the university.
12. Striving to achieve development and continuous updating of knowledge, professional skills in different academic aspects, including teaching/learning and evaluation, in response to academic performance standards expected by the college and university.

13. Practicing and encouraging the spirit of teamwork and cooperation with colleagues in the academic environment.
14. Proposing programs, policies and plans conducive to improvement of the department and the college performance.
15. Striving to achieve development and continuous updating of knowledge, and professional skills.

### **2.2 Research Responsibilities:**

1. Conducting research studies in his/her specialized professional domain.
2. Practicing and encouraging a spirit of a teamwork and cooperation with colleagues in the research environment.
3. Making great efforts to publish his/her research work in journals that are refereed, and well-renowned, in accordance with the regulations followed by Vice President for Higher Studies and Scientific Research.
4. Publications should clearly indicate his/her affiliation with the department, college, and the university,
5. Avoiding aspects of plagiarism in research, including making up, forging, or copying from research publications, or stealing research data from others.
6. Obtaining ethical permit, before doing research, from the authorized body.

### **2.3 Administrative Responsibilities:**

1. Abiding by all policies and procedures adopted by the department, the college, and the university.
2. Performing departmental administrative duties assigned to him/her by the department.
3. Attendance and active participation in departmental board meetings.
4. Active participation in committees and units of the department, the college, and the university.
5. Participation in questionnaires for promotion and quality run by the college and the university.
6. Taking initiative to propose programs, policies and plans to improve the work environment in the college.
7. Participation in applying quality assurance systems.

### **2.4 Responsibilities towards the Community:**

1. Participation in activities of community service and presentation of consultative services that do not contradict with the college and university regulations.
2. Active participation in providing training courses and workshops to the local community that do not contradict with the college and university regulations.

## **2.5 Ethical Responsibilities:**

1. Observing all moral principles and conduct procedures as per university, and KSA Higher Education regulations.
2. Abiding by and observing the values and principles of the department, College, and the University.
3. Protecting the status and prestige of the department, college and the university by observing the professional standards, or any say or deed that will abuse their names.
4. Active participation in promoting the mission of the department, college, and the university by maintaining the highest academic, research and service standards.
5. Active participation to achieve the strategic goals of the department college and the university.
6. Respect the students and providing them with consultation truthfully and faithfully.
7. Adopting truthful thinking while performing academic duties and responsibilities.
8. Respect the special made rules governing the relation between the faculty members and the students, and avoiding any utilization or annoyance to the students, or any discriminatory handling against them.
9. Providing academic freedom for the students, avoiding insulting, or humiliating them because of their academic performance or of questions or inquiries they may present.
10. Contributing to the safety of the department, college and the university properties and avoiding any deed that might lead to wastage of university resources or its misuse.

# student rights



**THE FIRST PART: STUDENTS' RIGHTS**

These are the rights guaranteed by the university's regulations in the academic and non-academic fields to provide a supportive educational environment for him that guarantees a stable university life in accordance with its capabilities with the aim of creating a generation characterized by self-confidence, courage and good manners.

## **THE SECOND PART: STUDENTS DUTIES**

These are the academic and non-academic duties that the student must adhere to towards the university in order to improve the quality of academic work and in still a spirit of belonging and citizenship among the student and work to document the relationship between the student on the one hand and members of the teaching staff and the university sectors ,on the other hand.

## **TERMS CONTAINED IN THE CHARTER**

1. Charter: A covenant that is shared between the student and the university which includes the basic rules and principles of rights and duties agreed upon to practice the university life.
2. University staff: Faculty members and all employees, male and female students affiliated with it.
3. Academic field: It means the educational process and what it includes in the student's interaction with the curricula, faculty members and who like them.
4. Non-academic field: Means the administrative and organizational process, and what it includes from the student's interaction with university employees and workers, and the activities and services provided to him.
5. Guidance day: The university's specialization day to educate the student of his rights, duties, and what is prohibited, and the university's academic and administrative systems and their various academic and non-academic capabilities, which help him to complete his studies successfully.
6. Student advisory committees: Committees formed by the Deanship of the Student Affairs and working under its supervision with the aim of identifying problems and obstacles facing students in the course of their university studies and finding appropriate solutions for them while listening to the students' proposals.
7. Affiliation: It means the pride of the student with his university and the implantation inside him from joining it to completing his studies and extending with him throughout life.
8. Citizenship: It includes the moral and social obligations of the student towards society, the nation, and the guardians.
9. Cyber and psychological security: It is a situation in which the student feels tranquillity, safety, and psychological stability, away from the physical and moral threats that might be exposed inside the university.

## **UNIVERSITY STUDENT RIGHTS**

## **A. Academic field:**

1. The student joins the college or the scientific department according to his desire based on the admission and registration conditions approved by the university and announced by it.
2. The student obtains the university card and benefits from the services provided by it in accordance with the requirements of university regulations, decisions, and norms in force in this regard.
3. Providing the study environment and the appropriate scientific climate for the student to obtain high-quality learning commensurate with the vision and mission of the university.
4. The student's knowledge of plans and registration procedures in the courses provided by the system and the rules for registration followed.
5. The student shall delete or add any available course according to the regulations of the Deanship of Admission and Registration and study plans or delete the entire semester according to the university calendar issued by the Deanship of Admission and Registration.
6. Transferring the student from one college to another within the university or from a scientific department to another or transferring the study system from enrolment to regularity or distance education and vice versa according to the regulations for transfer and according to the capabilities available within the college.
7. The student's obtaining the academic material and knowledge related to university courses in an appropriate study environment that achieves easy accomplishments.
8. The student may ask for his professors on campus and discuss the specific, appropriate scientific issues.
9. The commitment of the university faculty members to the dates and times of the lectures and the fulfilment of scientific and practical hours and not to cancel any of them except in the case of necessity. After announcing that in advance with giving alternative lectures on them in coordination with students.
10. Ensuring the confidentiality of the student's complaint against the faculty member.
11. The questions of the tests should be within the course and its contents, and the student has the right to know his results and request a review of his answer in the final exam according to the rules and regulations followed.
12. Informing the student of his grades in the course and the results of periodic and quarterly exams that he performed after completing their correction.

13. Student knowledge of the typical answer to quarterly test questions after the tests are finished.
14. Recovering all the homework's that the student submits during the semester, whether it is a hard copy, an electronic copy, or otherwise.
15. Keeping the contents of the university student file confidential.
16. Notify the student before making any decision against him, draw his attention when there are any violations, and notify him in writing of the decisions taken against him, while giving him the right to criticize any decision that conflicts with his academic interest in accordance with the university's rules and regulations.
17. Informing the student of warnings or denial of warnings issued against him and informing him about any deprivation from exam attendance and the reason for the deprivation, prior the final test date.
18. Freedom of expression of opinion and discussion on educational matters pertaining to the student if this is within the range of appropriate behaviour and in accordance with the university's rules and regulations.
19. Acquainting the student with the sources of obtaining university regulations and systems through the university's website, the Deanship of Admission and Registration, the Deanship of Student Affairs, and others
20. Providing guidance to the student by distributing publications on the university's systems and regulations and informative brochures on the college and the scientific department to which he belongs and other academic plans or student services and providing them in an electronic form of CD and placing them on the university's website.
21. The student obtains the graduation document upon completion of the graduation requirements in accordance with the university's rules and regulations within the time determined by the university to deliver the document.
22. Providing opportunities for permanent communication for the student with the faculty member in various ways, such as e-mail, office hours, and others.
23. Feeling of physical security so that the student is not exposed to physical or health hazards and moral or psychological security so that the student does not feel any moral threat such as intimidation of the punishment or exposure to insult or ridicule by the administrative and academic authorities.

## **B. Non-academic Field:**

1. Student benefit from university services and facilities such as (university housing, central library, counselling centre for psychological and social

assistance, sports fields, student activities, educational activities, restaurants, parking lots, etc.).

2. The student's obtaining adequate health care by providing examination and treatment in the medical administration and transferring it to the university's hospitals and health centres when necessary in accordance with the university regulations.

3. The student gets the social care provided by the university.

4. Participate in activities established within the university in accordance with the regulations.

5. Evaluating student services provided to the him through questionnaires .

6. Choose who represents students to participate in student advisory committees.

7. Obtaining the additional incentives and financial rewards set by law if he is a distinguished student.

8. Obtaining financial aid or loans after studying the student's financial condition and proving his need for it according to the university's regulations.

9. Providing the student with the opportunity to attend training courses, programs, trips, activities, and volunteer work in a manner that does not conflict with his academic duties.

10. The Deanship of Student Affairs at the University is responsible for caring for and following up on student rights.

11. Providing support and appropriate services for students with special needs, according to the capabilities of the university.

12. Providing students with complete regulations, including disciplinary regulations, penalties regulations, and university student charter.

## **Second: The duties of the university student**

### **A. Academic field:**

1. Commitment to university regulations, instructions and decisions issued to implement them.

2. Not to perform any act that violates Islamic morals and public morals.



3. Not to commit forgery, tampering, or misuse of university records, including official papers, university degrees, etc.
4. Regular study and fulfil all the academic requirements for the courses.
5. Adhere to the rules and arrangements for preparing research, reports, or tests.
6. Not to cheat, initiate, assist in committing it, or breach the examination system.
7. Not to hinder the conduct of lectures, whether by speaking, cheering, or entering and leaving the hall without the permission of the faculty member.
8. The treatment of the student to all members of the university and its guests with decent respect and not to offend them or insult them by word or deed.
9. The commitment of the student not to attend lectures in courses that are not registered therein except with special permission from the course professor.
10. The absence of errors in the academic schedule, such as inconsistency in the times of lectures or registration in a course in which the student previously passed, and the student must, in the event of errors in the schedule, quickly review the university's recorder during the addition period only.
11. The student's commitment to the instructions directed by the official or the supervisor in the testing room or laboratory and not to disturb others during the performance of the tests.
12. The commitment of the student to implement the penalty imposed on him if he violates the university's rules and regulations.
13. The student's evaluation of the faculty member according to the forms prepared for that, considering the trust.

## **B. NON-ACADEMIC FIELD:**

1. The student must carry the university card while he is inside the university and present it to the specialists upon request.
2. The student maintains general hygiene inside the university.
3. The student's commitment not to damage the university's property by damaging, tampering or disrupting the work, preserving the university materials such as books and returning borrowed items at the specified time.

4. The student's commitment to be calm and quiet and not to make noise inside the university facilities.
5. The student refrains from disturbing or gathering in groups other than the designated places and not being present in the classes, walkways or restaurant at the time of prayer.
6. The students mustn't perform any subversive or dangerous activities on the lives or properties that affect the discipline, course of study or work at the university, such as a sit-in, marches, incitement, assistance, agreement, or contribution to any of these actions, possession, carrying, or use of any firearm or White, skewer, sticks, or any other device is a weapon in itself or any incendiary materials, projectiles or ammunition, or any materials that endanger students life , university employees, and university facilities.
7. It is prohibited for the student to use or exploit the university's property for any purpose not assigned to it except with the permission of the competent authorities.
8. The student exploits the university's internet network for research and scientific material and does not enter pornographic or banned sites.
9. The student's commitment to the correct behaviour and good body appropriate to Islamic and university customs and not to perform any behaviour that violates Islamic morals or public morals organized within the university.
10. The student must pay the sums prescribed to him, whether the value of the student services, fines or otherwise.
11. The student should not eat food or drinks in the study halls, laboratories, or university libraries.
12. The student must not save, manufacture, possess, consume, or use any type of alcoholic beverage or any intoxicating or narcotic substance.
13. The student is prohibited from smoking permanently on the university campus or any other places affiliated with the university.
14. The student should make sure that his official email approved by the university is working properly and he should also read his email daily to follow up any announcements that may be sent to him.
15. Student following up advertisements that are placed on the official bulletin board within the university building.

16. The student's commitment to give the correct information and data to the concerned authorities of the university.

17. The student should not be assigned to university employees for any work except with the approval of the competent authorities.

18. The student communication with the university after graduation via the Alumni association through the university's website.