

## **b. Rights in the Non-Academic Sphere:**

1. To enjoy the social welfare services provided by the University in accordance with the rules and regulations.
2. To receive adequate health care and treatment provided by the health centers affiliated to the University, as laid forth in the University regulations.
3. The right to participate in the activities organized by the University, as far as possibilities allow.
4. To utilize the University services and facilities such as the central library, Counseling Center for psychological and social assistance, sports stadiums, student activities and educational events, restaurants, parking and others, in accordance with the University's rules and regulations and dependent upon available resources.
5. To obtain incentives and additional financial grants prescribed in the case of being an outstanding student.
6. To obtain financial aid and grants after study of the student's financial status and proving the need for assistance, in accordance with the University's rules and regulations.
7. To be given the opportunity to attend training courses, programs, trips, activities and volunteer work in a manner that does not conflict with academic commitments.
8. Special needs students have the right to receive the appropriate and necessary services to their needs, depending upon the possibilities available.
9. To be provided with a specified party within the University to protect and monitor the student's rights.
10. To be provided with the full list of regulations, including disciplinary regulations and list of sanctions.

## **SECONDLY: STUDENTS' DUTIES**

### **a. Academic Duties:**

1. The student should familiarize himself with and abide by the University rules and regulations.
2. The student should adhere to the expected standards of academic excellence.
3. The student should attend the Orientation Day to become familiar with the University's Schools and academic departments.
4. The student should maintain regular study habits, perform all required homeworks and tasks from the start of the study period, and avoid being absent without an acceptable excuse, in accordance with the provisions laid out in the University rules and regulations.
5. The student should treat with respect all fellow students, faculty members and employees of the University and respect the privacy of each of them.
6. The student should adhere to the University rules and regulations regarding the performance of examinations (not cheating or trying to help colleagues to copy from him or others).
7. The student should abide by the ethics of scientific research and maintain professional academic integrity during any research projects in which he participates.

8. The student should adhere to the instructions and orders issued by the official or invigilator in the examination hall or laboratory and behave in an orderly fashion while performing the tests.
9. The student should not engage in any conduct or behavior contrary to recognized religious and moral standards that may affect the student's academic or professional status, or his social responsibilities.
10. The student should submit to the application of the penalty for which he has signed in the event of a violation of the University rules and regulations.
11. The student should complete the faculty member evaluation forms prepared for the purpose, bearing in mind professional academic integrity when filling these forms.

### **b. Duties in the Non-Academic Sphere:**

1. To maintain the University's facilities and property for his own and his colleagues' benefit; not to cause any damage to University property, to tamper with or break it, or to participate in doing so, whether it is the buildings, equipment or laboratories.
2. To enter the University campus during working hours in a calm and quiet fashion, to refrain from smoking, not to cause any disturbance or disruption, not to hold an illegal gathering, or to hold a legal gathering in a place other than those allocated for that purpose.
3. To comply with recognized customs of proper and appropriate social and university behavior and to refrain from any conduct which goes against the norms of morality within the University.
4. To carry the University ID card at all times while on campus and present it to administrative staff or faculty members upon request and in order to complete any transaction within the University.
5. To maintain the integrity of the University ID card and not to allow others to use it to impersonate him, or attempt to impersonate others.
6. To put forward ideas and discuss them with others and to carry out any appropriate scientific research that the student should be asked to do.
7. To comply with the rules and regulations of the different sectors within the University (security and safety, library, medical administration and all the University facilities).
8. To commit to giving the University correct and accurate personal data and to inform the appropriate authorities in the event of any change to data.
9. To refrain from damaging the University's reputation by any improper conduct either on or off campus, or on social networking sites. The University maintains the right to take appropriate action in the event of any violation.



# The UNIVERSITY'S CODE OF CONDUCT POLICY Princess Sumaya University for Technology

# The University's Code of Conduct policy

PSUT's mission is based on the principles of intellectual credibility, in addition to general professional discipline during lectures, examinations, laboratory work, scientific research and all aspects of life. The promotion of fair behavior plays a role in the search for knowledge and other scientific and academic activities. The most important factor contributing to the local community's faith in universities, colleges and institutions of higher education is the preservation of the principles of honor and integrity. In order to achieve our goals of maintaining, disseminating and developing knowledge, the University expects its students and all its employees to be open to and accepting of new ideas and different opinions within a university environment governed by honesty and respect for the rights of others. We strive to promote these values in all our endeavors and will use all available means to limit any types of unacceptable behavior. Students will be held responsible for their choices and actions, according to the University's Code of Conduct, largely in coordination with the Deanship of Student Affairs.

## CODE OF CONDUCT

Ethical behavior at the University is based on the performance of our obligations towards others in a fair and impartial manner, in addition to respecting the rights and dignity of all individuals. The University and its Schools, including faculty members, staff and students, are responsible for building its solid reputation as a fair institution that abides by ethical conduct in all matters. All University employees, including representatives, consultants, contractors, volunteers and other stakeholders are expected to maintain the highest ethical standards for this institution and the community as a whole. The University is committed to the principles of honesty, integrity and fairness and strives to integrate these values into its educational and research activities.

**1. People and Society:** We recognize that the fundamental relationships on which the University is built are those between the students and faculty members. Therefore, these relationships are held sacred and deserve special attention, requiring protection from exploitation and personal gain. Ethical behavior is as much an individual responsibility as a collective one, thus the University works to form an environment committed to equal opportunities, refusing to accept unlawful discrimination or harassment on the basis of personal characteristics and beliefs, and demanding that all members treat others with courtesy, dignity and mutual respect. We also reject the abuse of power at different levels of management. While we appreciate academic freedom, as well as freedom of opinion and expression, the University promotes an environment of tolerance where these rights should be exercised on the basis of mutual respect.

**2. Honesty and Integrity:** The University is committed to providing its services in an atmosphere free from personal disputes. The most important duties of the University are to identify and disclose any conflicts of interest immediately they arise, whether they involve faculty members, employees, students or the institution as a whole. We strive to take the appropriate action to end such problems or to ensure the integrity of the University and the parties involved. We reject any favoritism, imposition, service or other favors in return for the

performance of our duties that may be perceived as a violation of the University's policies and laws. We do not accept or condone any form of dishonesty by any party, including intellectual fraud, theft, cheating, lying, deliberate misrepresentation, misuse of University funds and property. We expect such cases to be reported. The University is committed to practicing its academic activities in an impartial, objective and fair manner in accordance with the laws and regulations. The performance of scientific research is based on strict criteria, most notably intellectual credibility and the avoidance of academic misconduct, including the violation of the rights and ideas of others. The policies of the institution are founded on this basis to ensure transparency, ethical practice and compliance with public laws.

**3. Protection and Care:** We are responsible for managing and protecting the University's property, financial assets and other resources and taking the necessary care of these items. We take into account the University's various sources of income, and we are keen to see the appropriate use of these resources in a manner that both benefits the interests of the University and complies with all legal requirements. We do not over-exploit or waste resources that belong to others and are subject to our care, and we do not use them for personal benefit or that of a third party unless we have received the appropriate permission. We guard the name and logo of the University and use them in the service of its vision and mission, and protect them from misuse. We maintain and respect the confidentiality of University records, including student records, and do not disclose any confidential information or records to which we have access by way of position, nor do we use it for personal benefit without obtaining official permission to do so.

**4. Duties and Responsibilities:** Although ethical behavior is a natural product of university culture, certain duties, responsibilities and obligations, reflected in conscious action, fall on the individual regarding the University and other members of the University community. In particular, it is our duty to abide by public laws and our internal policies, as it is our duty to ask questions should these obligations prove to be unclear, and to report on potential problems or non-compliance with the laws. Administrators and other individuals throughout the University are responsible for providing guidance on compliance with laws, regulations and policies, noting that the University provides all staff members with the available guidance resources. We draw the attention of administrators, supervisors and other auditors and responsible parties to any violation of these principles as it is our duty to inform them of any circumstances that may indicate that an infringement has occurred or may occur. Please note that any reports are made in good faith to promote ethical integrity, and are made at the encouragement of the University and School.

**Based on these concepts, we can define the Charter of Student Rights and Duties as follows:**

### FIRSTLY: STUDENTS' RIGHTS:

#### a. Academic Rights:

1. The provision of a suitable academic environment and climate for the student to obtain a high quality education in accordance with the University's mission.

2. The facilitation of the student's complete access to his/her rights within the University from both the administrative and academic authorities in accordance with the University's rules and regulations.
3. To maintain the confidentiality of information and complete privacy in all matters relating to the student and not to access or make use of information.
4. To notify the student before taking any disciplinary decision regarding him, draw his attention to any irregularities and inform him in writing of the decisions taken against him. The student should be given the right of appeal in any decision contrary to his academic interest in accordance with the University's rules and regulations.
5. The student should be given the freedom to express his opinion and discuss educational matters that concern him, provided that it is done within the limits of proper behavior and in accordance with the University's rules and regulations.
6. The student has the right to raise grievances with the concerned authority should he fail to obtain the afore-mentioned rights.
7. It is the students' right to have University faculty members abide by the dates and times of lectures, office hours and break periods between lectures, and not to cancel or change their time except in the case of necessity and after the announcement thereof. Should a faculty member cancel or be absent from a lecture, an alternative lecture should be scheduled so as not to conflict with the student's timetable or ability to comprehend the lecture.
8. The student should be made aware of how to access the University rules and regulations and the Charter of Student's Rights and Duties which are available on the University's website, at the Deanship of Admissions and Registration and the Deanship of Student Affairs, in addition to other places.
9. The student should be provided with a hard copy or CD of the University's Charter of Student's Rights and Duties. It should also be posted on the University's website.
10. The student should have the right to enroll in the School or academic department of his choice, according to the University-approved rules and conditions for admission and registration and dependent on the University's admission potential.
11. The student should receive a personal ID card to confirm his identification both inside and outside the University.
12. The student should be informed of the existence of an Orientation Day to familiarize him with the University Schools and departments and guide him as to which program best suits him to enroll in, after the student's fulfillment of conditions for admission.
13. The student should receive counseling and guidance through the distribution of publications on the University's rules and regulations, in addition to brochures and guidance regarding the appropriate School and academic department as well as study plans and other student services.
14. The student should be given access to schedules before the start of study in order to complete the course registration procedures offered by the system in accordance with the rules and conditions of the University's Deanship of Admissions and Registration.