



## College of Medical Rehabilitation

### STUDENT RIGHTS GUIDLINES

**The contents of student right documents include the following:**

- Decision (١٢-٠٣-٣٩)
- The rules regulating the work of student rights committees at the Qassim University.
- Twenty-five article regulating the work of subcommittee and permanent committee.
- Number of models

# **STUDENT RIGHTS**

A note number ٤٣٢-١ date: ٢٥-١-١٤٣٩ H regarding the request for approval to approve the regulations organizing the work of the of student rights committees in the university.

The University Council discussed the Vice-Rector's note, number ٤٣٢-١ date: ٢٥-١-١٤٣٩ H, which states a reference to the importance of supporting the rights of university students on a basis consistent with the applicable regulations.

Submit to your esteemed council the regulations regulating the work of student rights committees in the university, your first distinguished council.

Based on paragraph ٢٠ of the Higher Education Council system, the Council took its following decision:

## **Decision (١٢-٠٣-٣٩)**

The Council approves the bylaw regulating the work of the university's student rights committees, and is confident of the facility number (١).

## **The rules regulating the work of student rights committees at the Qassim University.**

### **First: Definitions**

### **The first article:**

The following expressions and expressions, wherever mentioned in these rules, shall have the meanings indicated before them, unless otherwise stipulated

**University:** Qassim University.

**Students:** male and female students at, Qassim University, at all levels and degrees, and visiting students.

**Law Committees Student:** sub-committees of the college, and the permanent committee of the university.

**Subcommittee:** A committee affiliated with the college and specializing in looking into the students' grievances in the college.

**Permanent Committee:** The permanent committee for student rights is linked to the university director.

**Employees of the University:** All employees of the university and those belonging to it, including male and female students, members of the teaching staff and the like, administrative and technical personnel, and service workers.

### **Second: Student Law Committees**

#### **Second Article:**

University aims to establish student rights committees to:

- ١- Achieving a homogeneous university community in which the spirit of mutual cooperation prevails among its employees.
- ٢- The adoption of the principles of justice and fairness are a basic pillar in building an example community within the university and support the rights of students on principles that are compatible with the regulations applied in them.

۳-Providing the necessary consultations for students and informing them of their university rights and how to obtain them by resorting to regular and official channels within the university, within the framework of the rules and regulations in force.

**The third article:**

The competence of the Student Rights Committee is not a substitute for the competence of other committees, disciplinary committees and permanent committees for students' academic problems, regulations, and regulations applied by the university.

**The fourth article:**

student rights committees gives a priority for friendly endeavors in a solution that stays students dead in order to provide an appropriate climate of cooperation between university employees to be furniture to give everyone who has the right.

**The fifth article:**

The student may not allowed to submit his grievance to the Student Rights Committees ۱۰ days after the date of the grievance subject, except in the case of a legal excuse, and the excuse shall be shown in the committee's report, as it is not permissible for the student to file an injustice for the same problem

(Reality) more than once.

**The sixth article:**

The grievance is submitted by the student, according to the form prepared for this purpose, so that he determines the subject of his grievance, accompanied by evidence that he deems controlling his right, and hand the student a documents confirm that the grievance being received by the committee.

**The seventh article:**

The Student Rights Committees have the right to ask the entity or the person complaining about them, and to satisfy them in writing with the grievances stated within a week of the date of official notification, and the committee may request his presence.

### **Thirdly, the permanent committee of the university**

#### **The eighth article:**

The permanent committee for student rights in the university is formed by a decision of the university director for a period of two years, subject to renewal, and it is composed of:

١- Member of the teaching staff of the College of Sharia and Islamic Studies and holds the chair of the committee.

٢- A faculty member from the Systems Department shall be a vice-chair

٣- Vice Dean of Admission and Registration

٤- Vice Dean of Graduate Studies

٥- One member from the Legal Department

٦- Two members from the faculty of the university's faculties, from the female section.

٧- The committee may seek assistance from whomever it deems fit to perform its duties.

#### **The ninth article:**

The permanent committee shall perform the tasks that fall within its field of competence, and in particular it may consider the following grievances for students in which it enters:

١- Student grievances transmitted by the university director.

ϣ-Grievances of students that were not resolved by sub-committees during the period specified in these rules.

ϣ-Student grievances against decisions issued by sub-committees.

ξ-grievances of students that the sub-committee see to referee it to the permanent committee for one of the reasons of stepping down or lack of jurisdiction.

**The tenth article:**

Holding the permanent committee in a continuous capacity based on the need for the agenda, or by invitation of its chairman, or by invitations half of its members. The meeting is not valid except in the presence of two-thirds its members, All decisions shall be taken by the minutes of the session's actions, and signed by the members present, and its decisions shall be issued by a majority of the votes of the members present. Upon equality, the side in which the president is preferred is weighted.

**The eleventh article:**

The permanent committee shall consider the receipt of the students arriving there, no later than fifteen days from the date of receiving the grievance

. Kindly, if injustice is during the summer semester, this period will be calculated from the beginning of the first semester of the new academic year.

**Article Twelve:**

If the permanent committee deems the grievance rejected due to insufficient evidence to prove the reality of the grievance, then the committee will consider a reasoned decision to preserve.

**Article Thirteen:**

When the grievance is proven unfair, the permanent committee may issue its recommendations to refer grievances to the permanent committee to punish (discipline) students.

**Article Fourteen:**

Decisions issued by the permanent committee are considered final unless the owner of the grievances opposes its decision to the university director within 10 days from the date of notification of the decision, and the university director may submit the grievance to the university committee.

**Article Fifteen:**

The decision issued by the permanent committee shall be communicated to the concerned people for its implementation.

**The fourth subcommittee of the colleges**

**Article sixteen:**

The subcommittee shall be formed by a decision of the College Council for a renewable year consisting of three members of the teaching staff, provided that no one takes over an administrative position in the college and one of the members is its president, and a similar subcommittee may be formed in the female section.

**Article seventeen:**

The responsibility of the subcommittees includes students' complaints about their rights affecting justice and fairness.

**Article Eighteen:**

The student does not submit his grievance to the sub-committee until he meets the concerned authorities within his college, unable to reach his right, and this is indicated in his request submitted to the sub-committee.

**Article nineteen:**

The sub-committee meeting according to its agenda or at the invitation of its chairman. The meeting is only valid in the presence of all its members and all decisions are recorded in the minutes of the session, and be signed from the members and its decisions are issued by the majority of the votes of the members present.

**Article Twenty:**

The Subcommittee should consider the complaints of students within a maximum period of ١٥ days from the date of the grievance submitted.

**Article twenty one:**

If the subcommittee deems that the grievance is not adjudicated because there is a reason for the stepping down that prevents taking the appropriate decision, it refers the grievance submitted by the student to the permanent committee.

**Article twenty two:**

In the event that the decision of the sub-committee regarding the grievance is not issued within the legal period specified in Article (٧٠), the grievance may submit to the permanent committee in writing a request to consider the grievance subject, provided that the grievance receipt document from the sub-committee at the faculty is attached.

**Article twenty three:**

The decisions issued by the sub-committee are considered final unless the grievance opposes the decision in writing to the permanent committee within ١٥ days from the date of notification of the decision and a copy is sent to the chairman of the permanent committee for follow-up.

**Article Twenty Four:**

The decision issued by the subcommittee shall be communicated to the Dean of the College or Institute to address the relevant authorities for its implementation.

**Fifth, general provisions**

**Article twenty five:**

The president of the permanent committee for student rights prepares a detailed report about the committee and sub-committees at the end of each academic year and submit it to the university director.

**Article twenty six:**

The permanent committee holds (prepares) a procedural guide for these rules, and it is issued after the approval of the university director, and must not be modified except in the same way that it was issued.

**Article twenty seven:**

It works with these rules from the date of approval by the University Council.

It includes also:

Model No. ١ for (A grievance form to the permanent committee)

Model No. ٢ for (A grievance form to the Student Rights Subcommittee)

Model No. ٣ for (Receipt document)

Model No. ٤ for (Receipt document)

Model No. ٥ for (Receipt of receipt of the decision of the Student Rights Subcommittee)