جامعة الملك فهد للبترول والمعادن
King Fahd University of Petroleum & Minerals

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KFUPM Code of Conduct (IS FAIR)

Revision Record

Date	Ver	Reason for Change
April 28, 2020	0.0	Initial revision adopted from reference by KFUPM Code of Conduct Committee
May 6, 2020	0.0b	Second revision by KFUPM Code of Conduct Committee
May 7, 2020	0.0c	Minor Revision + Document formatting
May 24, 2020	0.0d	Compilation of comments and proposed changes by selected reviewers
June 1, 2020	0.1	Integration of comments and changes after consultation
June 3, 2020	0.2	Minor changes, removed IAB and BOT, ready for distribution
July 15, 2020	0.3	Final review before translation
August 23, 2020	0.4	Final approved by UC
January 11, 2022	0.5	Renewed approval by UC

Version Control

The Code will be reviewed at least annually and is subject to modification. The custodian keeps one set of the originally approved and signed version. Any revisions are to be made to that existing version and no other and are propagated from there. The most up-to-date version of this document will be published on KFUPM's intranet, or otherwise distributed by the University through other means as appropriate.

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1 Overview of "IS FAIR"

This Code of Conduct (the "Code") is issued by King Fahd University of Petroleum and Minerals (KFUPM, "the University") for guidance and to set a minimum level of expectations concerning ethical behaviors in the University. This Code is not intended as a substitute for other business or departmental policies not contained herein. Therefore, this Code should not be regarded by the University Affiliates as a substitute for familiarizing himself or herself with the appropriate regulations or, where necessary, obtaining specific advice concerning a specific situation.

Importantly, the Code does not intend to emphasize "misconduct" over conduct. It more so aspires to promote positive attitudes and behaviors rather than simply warn against negative ones. Additionally, the acronym "IS FAIR" has multiple important functions within the Code. It acts as a helpful mnemonic for readers to recall the structure and content of the Code after signing. Also, it highlights a key component of the Code, which is its function as a universal document for all members of the University community from the highest offices of the administration, to students, staff members, and residents. The Code is meant to be inclusive and hopefully is fair for all.

1.1 Scope

The Code is binding on all faculty, staff, management, and any other University employee, as well as contractors, subcontractors, visitors to the University, and family members of the aforementioned living in the University or visiting it. Persons enrolled at the University, both as graduate and undergraduate students, are also bound by this Code. Henceforth, any member of these groups shall be referred to in this Code as a University "Affiliate" and shall be treated with status equal to any other member, as this Code does not distinguish between any of these aforementioned groups.

1.2 Objective

The University adopted the Code to assist its members with the University's goals of conducting its business and affairs per applicable laws, rules and regulations, and maintaining the highest standards of ethical conduct, fair dealing, good faith, and honesty.

1.3 Reporting

When necessary, Affiliates should strive to identify and raise potential issues before they lead to problems and should ask about the application of the Code whenever there are questions as to whether a violation of the Code has occurred or will occur. Any Affiliate who becomes aware of any existing or potential violation of the Code should promptly notify his or her instructor, line manager, or the Deans of Student, Faculty and Personnel Affairs.

Notifications or reports required under this Code should be made to the University's President. The University shall take such disciplinary, corrective or preventative action, including termination, as it deems appropriate to address any existing or potential violation of this Code brought to its attention.

1.4 Confidentiality

Confidentiality regarding those who make compliance reports and those potentially involved is maintained to the highest extent possible during a compliance investigation. The University does not tolerate retribution, retaliation, or action of any kind against any person for lawfully reporting a situation of potential noncompliance with the Code.

The senior management of the University has a responsibility to create, within the University, an environment in which compliance with the Code is treated as a serious obligation and violations of the Code are not tolerated.

1.5 Compliance

After reading the Code, every Affiliate must sign (electronically on the portal or by some other means) an acknowledgment indicating that he or she has read, understood, and, will do the utmost to comply with the Code. This signage may be accompanied by a short "comprehension check" and may take place periodically, especially after updates have been made to the Code.

2 Integrity

2.1 Conflict of Interest

All decisions must be made in the University's best interest, and Affiliates must uphold standards of both high quality and fair competition in their day-to-day engagement. A "conflict of interest" arises when an individual's judgment is or may be influenced by considerations of personal gain or benefit to the individual or another person at the expense of the University.

Affiliates may engage in other activities or businesses outside their responsibilities at the University as per the agreement that governs the relationship between both involved parties, provided they disclose, in writing, any actual or potential conflicts of interest between their private activities and the University's activities.

2.2 Bribery and Corruption

Giving or accepting bribes, directly or indirectly is forbidden, no matter what the form is, including favors, and will be subject to disciplinary action which may ultimately lead to dismissal and, if appropriate, criminal proceedings. Facilitation payments are also prohibited and are considered the same as bribery.

2.3 Gifts and Hospitality

In general, Affiliates are strongly discouraged from giving or accepting gifts or hospitality, not only to protect the reputation but also to protect the University's members against unfounded allegations of improper behavior. Gifts (including donations), favors, or hospitality that would influence or appear to influence the recipient to act other than in the best interests of the University must not only be refused but also reported.

Acceptable Gifts and Hospitality

<table>
<tr><th>Acceptable gifts, donations, and hospitality (given or received)</th><th>Actions</th></tr>
<tr><td>Any Gift < SR 100</td><td rowspan="3">• No pre-approval is required
• Report to your immediate line manager or HR
• Maintain a record of all given or received gifts or hospitality, unless trivial (pen, small capacity memory stick, and other inexpensive or marketing items)</td></tr>
<tr><td>Business Meals < SR 300/person</td></tr>
<tr><td>Invitations (sports events) < SR 400/person, max 2 times annually with the same partner</td></tr>
<tr><td>Travel & accommodation</td><td>• Up to 14 days requires the approval of the immediate line manager
• Beyond 14 days requires approval by the President</td></tr>
<tr><td>Gifts or invitations from government officials or diplomats</td><td>Maintain a record of all given or received gifts or hospitality</td></tr>
<tr><td colspan="2">Exceeding the above limits requires the approval of the immediate line manager or the President of the University.</td></tr>
</table>

Prohibited Gifts and Hospitality

<table>
<tr><th colspan="2">Unacceptable Gifts (Given or Received)</th></tr>
<tr><td>• Cash or cash equivalents (e.g. vouchers or tickets)
• Personal services
• Loans
• Gifts or hospitality of an inappropriate nature</td><td>• Events or meals where the business partner is not present
• Gifts or hospitality when critical business decisions are being made
• Any of the above through an intermediary, such as a charity</td></tr>
</table>

If you do have to refuse a gift, do not be embarrassed. Refer to the University's policy and explain that you are unable to accept their generosity.

2.4 Political Activity—Nomination for Public Service

Affiliates, who wish to engage in the community's activities including standing for election to public office provided that their personal views and opinions do not represent the University's position, must i) do so at their own time and expense, ii) declare that they do not represent the University, iii) inform the University in writing beforehand, and iv) request any necessary leave of absence to serve in such appointments.

2.5 Insider Dealing

The University may collaborate with organizations that are publicly traded. Consequently, it must abide by the applicable laws and regulations on insider dealing in shares or other securities.

The members must exercise their integrity when they find themselves in the position of working with stakeholders who may disclose inside information about the organization which is not generally available to the public. No confidential information gained through collaboration with a stakeholder should be used to personal advantage for insider dealing and buying shares, or other securities in that organization.

Seek advice from the University if you are considering a transaction in shares or other securities and have any doubt about its propriety.

2.6 Computer Use

The computing resources at the University provide access to valuable University resources, sensitive data, and internal and external networks. Affiliates must utilize these resources in in a responsible, ethical, and legal manner. In particular, Affiliates must refrain from actions that jeopardize the University systems and expose them to the risk of hacking, such as clicking on unknown links or responding to phishing emails, and must also refrain from installing prohibited, illegal, unlicensed, or pirated software. Installing pirated software or software that circumvents the cybersecurity measures of the University (e.g. TOR, proxy avoidance tools, peer-to-peer downloads, anonymizers, etc.) is strictly forbidden.

3 Safety

Protecting our health, safety, security, and the environment (HSSE) should be a daily priority for everyone within the University community. Make sure you and any family

members or visitors on the University's campus are familiar with the laws, regulations, policies, and procedures that apply to behavior at the University. Broad principles include:

- Do no harm to people—This includes taking precautions against the spread of germs, such as bacteria and viruses, that may cause illness in humans. This also includes putting oneself at risk.
- Protect the environment—This includes practicing the "three Rs" of "Reduce, Reuse, Recycle" whenever possible.
- Comply with all applicable HSSE laws and regulations

HSSE rules include, but are not limited, to complying with the relevant laws, standards, and procedures, intervening in unsafe or non-compliant situations, and respecting our neighbors.

The University's owned and operated facilities must operate with the necessary permits, approvals, and controls that are designed to protect the health, safety, and environment. No one should carry out tasks for which they are not trained, competent, medically fit, and sufficiently rested, alert, and free of any impairing substances.

The University strives to provide a safe, productive work environment for its Affiliates by ensuring that the workplace is free from substance abuse, that is, the use of illegal drugs, the misuse of legal drugs or other substances, and the use of alcohol. This policy applies under applicable legal and regulatory requirements.

Affiliates are prohibited from being at work or attending to the University's business while impaired by drugs or alcohol. Affiliates must not use, possess, sell or distribute illegal drugs, or misuse legal drugs or other controlled substances. Smoking is prohibited inside all public buildings of the University. Alcohol consumption violates the laws of the Kingdom of Saudi Arabia.

4 Financial Assets

The University's financial assets may be of considerable value—whether financial or physical assets or intellectual property—and are intended to be used only to advance the University's business mission and goals. These assets must be secured and protected to preserve their value. All line management of the University is expected to employ sound business practices and exercise prudent financial management in their stewardship of University financials and assets.

All Affiliates are entrusted with the University's assets to do their jobs. We are all personally responsible for safeguarding and using the University's assets appropriately. Such assets include buildings, sites, furniture, equipment, tools, supplies, communication facilities, funds, accounts, computer programs, information, technology, documents, know-how, data, patents, trademarks, copyrights, time, and any other resources or property of the University. As stated in Section 3, environmental resources must be included here, and all environmental waste (e.g., water, paper, energy) also be considered financial waste.

In particular, the University's classrooms, laboratories, offices, and residential units contain very expensive, premium furniture and equipment to ensure the highest quality of comfort. This property must be protected from damage due to negligent use, such as damage caused by pets, unsupervised children, or the use in situations or arrangements not conducive to protecting the life of this property. Every Affiliate is responsible for protecting these assets and may be charged for violating this responsibility. Options exist, at the resident's request, to have the resident's furniture instead of that provided by the University.

5 Academics & Research Ethics

5.1 Objectivity, Integrity, and Quality

As an education and research institution, the University must maintain objectivity and balance in its research efforts. The University does not work to advance the interests of any external organization. The University and its Affiliates are expected to exhibit the highest levels of integrity, honesty, and responsibility while conducting their research and other educational objectives. Bias and misrepresentation in research and reporting of results are not allowed. To achieve research integrity, the following should be adhered to:

- Avoid research misconduct (fabrication, falsification, or plagiarism) in proposing, performing, or reporting research.
- Apply scientific reasoning in research.
- Explore existing literature before publishing any research.
- Remain current in your area of research.
- Reveal potential conflicts of interest when conducting research.
- Base your research on the most accurate data and information available.
- Data that cannot be found cannot be made up.
- Be impartial in forming and developing conclusions.
- Maintain transparency in conducting all research.

5.2 Falsification and Fabrication

Any manipulations of research materials, equipment, or processes are considered falsification. Such an example is the manipulation of images by adding or removing content to mislead readers or misrepresent research results. Not accurately representing findings in the research record by changing or omitting data or results are also considered falsification. Any making up of data, observations, events, or results that never occurred in the running of experiments and reporting them is considered a fabrication. Falsification and fabrication may result in the dismissal of the offender(s) or canceling of the granted degree.

5.3 Plagiarism

Proper credit must always be given with sufficient formatting for work performed and reported by others. Plagiarism is not tolerated. Using a sentence, paragraph, phrase, or concept that is not in common use without citing sources is considered plagiarism and is a major offense in the academic and professional world. It may result in the dismissal of the offender(s), potential lawsuits for the University, and a tainted reputation. Acts or allegations of plagiarism could seriously damage individuals' reputations and that of the University. Affiliates are also responsible for understanding and adhering to the software license agreements they utilize and the limitations of their use.

5.4 Respect for Subordinates

No Affiliate should take advantage of subordinates in terms of academic work. This may include, for example, any pressure to assist in publications or other academic endeavors to further one's career, especially without fair credit and/or compensation. This code acknowledges that instances must be reviewed case by case, but encourages possible infractions to be brought to light.

5.5 Cheating

Any form of an attempt to improve one's score on any assignments or assessments by any means outside of one's ability will be considered cheating, which is not tolerated. Unapproved use of physical notes, electronic devices, or other forms of communication or deception deemed inappropriate may result in penalties up to and including dismissal or expulsion. Any falsification in terms of reporting attendance for classes or other events/meetings falls under this category of cheating.

5.6 Protecting Confidentiality Agreements

Affiliates are not allowed to disclose any information entrusted in confidence by the University or its stakeholders. This policy applies to external copyrighted information

purchased and/or obtained by the University, or any other confidential or contractual information. What is discussed in confidence must remain within the University.

6 Information

The following sections discuss information that is kept and/or generated within the University. A clear distinction should be made between what is considered confidential and what is not. Non-confidential academic information should freely flow from the University to the population at large as a matter of course. However, confidential information should remain within the University unless specifically authorized by an instructor, line manager, or the Deans of Student, Faculty and Personnel Affairs. Therefore, it remains the responsibility of these authorities to regularly inform Affiliates about what information is to be considered confidential. This Code of Conduct acknowledges there may be case-by-case uncertainty and strongly advises Affiliates to inquire whenever there is doubt.

6.1 Public Disclosure

Whilst the University promotes openness, it must guard against uncontrolled disclosure of information that may jeopardize its reputation. To ensure compliance, public disclosures must only be made by authorized spokespersons. Any public write-up or oral communication that can be attributed to the University may constitute public disclosure. This disclosure includes not just regulatory filings, but information issued to the public, such as press releases, speeches, presentations, and other information accessible to the public.

Affiliates must not disclose information to the public (unless they are specifically authorized to do so) and must always keep confidential information confidential unless specifically permitted to reveal them, internally or externally. This rule is not to be violated, whether for benign reasons or otherwise. Those authorized to make disclosures must ensure that information provided to the public is true, accurate, and complete (stating all material facts). No disclosure should be misleading. The loss or theft of any information (such as the theft of your computer) must be reported to your department head or line manager immediately.

6.2 External Presentations

Affiliates should make their unit head aware of external presentations, speeches, videos, articles, and publications that include potentially confidential information. In particular, press releases and all interactions with the media have to be cleared in advance by the President and the University Public Relations' authority. Immediate line managers must be consulted before any engagement with the media, including, for example, press conferences or interviews.

6.3 Social Media

Posting of pictures, videos, or privileged information to social media (Facebook, Twitter, Youtube, etc.) that knowingly or unknowingly denigrates, criticizes, exposes, or otherwise negatively reflects on the academic stature, facilities, culture, or image of KFUPM is strictly prohibited, as it can expose the University to needless risks and bring critical scrutiny to the community, lifestyle, and other aspects of the University's privacy. Affiliates agree to only post pictures, videos, or information, even if of personal nature, which reflect our community positively, and which do not subject the university to unnecessary scrutiny or criticism due to lifestyle choice or other reasons, and remains in accordance with University guidelines, local customs, and applicable laws.

6.4 Intellectual Property

Intellectual Property (IP) includes patent rights, trademarks and service marks, domain names, copyright (including copyright in software), design rights, database extraction rights, rights in know-how or other confidential information (sometimes called 'trade secrets' or 'proprietary information') and rights under IP-related agreements. Every Affiliate must strive to protect the University IP and those provided by its collaboration partners and other stakeholders.

6.5 Record Management

The University must be able to retrieve records quickly and reliably. When each record's retention period has ended, appropriate disposal is required, unless there is a particular need to continue holding the records, such as an investigation or litigation. Records must be managed securely throughout their life cycle in line with their importance to the University and compliance with legal, tax, regulatory, accounting, and business retention requirements. Before leaving your post, ensure to transfer custody of all relevant records, whether moving position inside the University or leaving the University entirely.

7 Rights

7.1 Equal Opportunity

The University provides equal opportunity to all Affiliates and job applicants and does not tolerate unlawful discrimination of any kind, for example, on gender, ethnicity, race, or creed. The University is committed to creating and complying with legal human resources policies and practices in all aspects of employment, including recruitment, selection, hiring, evaluation, promotion, training, discipline, development, compensation, and termination. The University will ensure that its employment-related decisions are based on relevant qualifications, merit, performance, and other job-related factors.

7.2 Nepotism

Nepotism is employing or favoring relatives or members of the same family, culture, or background, or making employment or other similar decisions based on requests of favor from either inside or outside the University (i.e., negative aspects of “Wasta”). Nepotism is destructive to the workplace and is considered abhorrent by the University. Never make employment decisions, including hiring, evaluation, promotion, training, discipline, development, compensation, and termination of employment based on any criteria other than merit and education or business considerations.

When approached with any such requests or favors, explain politely that this is not tolerated in the University. If you have questions about the workplace culture or would like to report any concerns about equal opportunity, contact the Dean of Faculty and Personnel Affairs.

7.3 Harassment

The University will not tolerate harassment in the workplace—that is, any action, conduct, or behavior that any individual or group of individuals finds unwelcome, humiliating, intimidating, or hostile. For example, sexual harassment, regardless of the genders involved, will not be acceptable in any form. The consequences for an Affiliate who engages in harassment are serious and may include disciplinary action, up to and including dismissal or termination of their contract, and potentially legal action.

University Affiliates (including faculty, staff, and students) must keep in mind actions and attitudes to be undertaken and those that should be avoided. Prohibited behaviors include all that infringe on another person’s private life and circumstance. Unwanted physical contact, non-work-related or potentially offensive discourse, and all other instances of “snooping or stalking” constitute such infringement.

In order to sustain a non-hostile environment, some proactive behaviors and attitudes include treating all others with equal respect and dignity regardless of gender, ethnicity, or any other individual differences. Subordinates, in particular, should never feel coerced into any interaction, sexual or other, concerning their work. All KFUPM Affiliates should also take the responsibility to report any CoC violations toward themselves or others.

As part of the University’s objective to create a productive work environment, please try to:

- Treat all Affiliates, including visitors and other stakeholders, with respect, regardless of gender.
- Create a work environment free from harassment.
- Learn about local behaviors, practices, and customs that may differ from those familiar to you.
- Use an informal approach to resolve the issue where appropriate before raising a formal grievance.

If an Affiliate feels he or she has been harassed, there are several ways to raise the issue both informally and formally. In most instances, immediate line management or HR should be the first point of contact.

The relation between and among genders across the entire hierarchy of the University (students, faculty, staff, leadership, etc.) must be based on respect and equality. The University will not tolerate any misconduct related to mixed-gender interaction irrespective of how it is initiated. Also, the University regards the use of authority to gain any mixed-gender personal favors as most abhorrent and will treat it accordingly. Where specific, more detailed mixed-gender interaction guidelines exist, they must be obeyed.

7.4 Neighborly Behavior

The University prides itself on having a friendly culture. Every Affiliate must ensure they conduct themselves in and out of the workplace with friendly behavior, especially to their neighbors in the office and at home. Avoid talking loudly on the phone or to a visitor in your office and be mindful of the noise to your neighbor. Avoid late or loud gatherings at home and advise your visitors to park in a way that is respectful of your neighbor’s property. You must inform your neighbors beforehand if you have a large gathering planned and seek their permission for any potential disturbance.

7.5 Attire and Appearance

While in public areas of the University campus, modest attire along the standards of the Kingdom of Saudi Arabia should be worn at all times by Affiliates, including any family members or visitors. Especially while performing work duties, all Affiliates are expected to dress professionally. Everyone’s attire and appearance, as well as their conduct, are expected to show respect for the Kingdom and the University. Where a specific, more detailed dress code exists, it must be obeyed.

KFUPM Key Rules and Policies for Students

Dear Students,

It is our pleasure to welcome you to ***King Fahd University of Petroleum and Minerals****. We are pleased to present this document, which outlines the most important rules and policies approved and enforced at the University, in addition to the* ***Student Rights and Responsibilities Guide****. We stress the importance of reviewing and understanding these rules to ensure full awareness of your rights and obligations as members of the University community.*

The University is committed to continuous awareness and guidance, aiming to help students avoid actions that may constitute violations subject to penalties or disciplinary measures.

It is the responsibility of every student to familiarize themselves with the University's regulations, academic and examination policies, and all related rules. ***Ignorance of these rules shall not be considered a valid excuse*** *to avoid the consequences of violations, including the application of penalties or disciplinary procedures.*

(All provisions mentioned in this document apply equally to both male and female students.)

I, the student, hereby acknowledge that I have reviewed the key rules and policies outlined in this document and I undertake to comply with them, as follows:

Regulation	*Description*	*Source*
Student Rights and Responsibilities	*These rules include the rights and obligations of male and female students in both academic and non-academic fields, as well as the rules governing students' relationships with the university, faculty members, university staff, other students, and the community.*	*Student Handbook* *For inquiries:* *saffairs@kfupm.edu.sa*
Study and Examination	*These rules, approved by the Higher Education Council and endorsed by the University Council of King Fahd University of Petroleum and Minerals, include the study and academic policies, rules governing academic levels, attendance and withdrawal from study, transfer between majors, examination regulations, penalties for cheating in examinations, and other related provisions.*	*KFUPM Bulletin – Final Examination Procedures* *(اضغط هنا)* *For inquiries:* *registr@kfupm.edu.sa*
Dress Code and Public Decency Violations	*These rules set forth the rules governing the attire and appearance of male and female students within the University campus at King Fahd University of Petroleum and Minerals, in addition to provisions related to public decency violations.*	*Student Handbook* *For inquiries:* *saffairs@kfupm.edu.sa*

Student Excuses	*These rules outline the provisions governing the issuance of student excuses, including medical excuses, official excuses, and personal excuses.*	*Student Handbook* *For inquiries:* *saffairs@kfupm.edu.sa*
University Stipend	*These rues set forth the general conditions for the disbursement of stipends to Preparatory Year students and undergraduate students at the University.*	*Student Handbook* *For inquiries:* *saffairs@kfupm.edu.sa*
Traffic Violations	*These rules provide a comprehensive list of all types of traffic violations and the corresponding penalties imposed for such offenses.*	*Student Handbook* *For inquiries:* *4444@kfupm.edu.sa* *saffairs@kfupm.edu.sa*
University Housing	*These rules set forth the policies and rules governing the use of university housing for male and female students. They also include a list of housing-related violations and the corresponding penalties applied in case of non-compliance.*	*Student Handbook* *For inquiries:* *Male Students Housing* *stuhouse@kfupm.edu.sa* *Female Student Housing* *fstuhousing@kfupm.edu.sa*
The Use of Computers and Networks	*These rules define the violations and corresponding penalties applied to anyone who breaches University policies regarding electronic services.*	*Student Handbook* *For inquiries:* *IT@kfupm.edu.sa*
Communication with Faculty Members and University Staff	*These rules establish the rules and guidelines designed to ensure a healthy and disciplined communication environment between students and faculty members, University staff, and also include provisions governing communication between male and female students.*	*Student Handbook* *For inquiries:* *saffairs@kfupm.edu.sa*
Student Disciplinary	*These rules outline the policies and procedures followed by the Student Affairs Committee when reviewing referred violations. They also set forth the mechanism for appealing disciplinary penalties.*	*Student Handbook* *For inquiries:* *saffairs@kfupm.edu.sa*

Student rights and obligations

First: Rights of the University Student

(A) Academic Domain:

1. *Fair treatment in all academic rights and responsibilities without discrimination.*
2. *Provision of a suitable learning environment and an appropriate academic atmosphere for students.*
3. *Access to information related to study regulations, examinations, and all student-related policies and rules through available means.*
4. *Access to academic materials and the resources necessary to complete courses and academic research.*
5. *Availability of study plans and schedules, and the ability to register courses in accordance with the approved study plan.*
6. *The right to choose a major of interest, in accordance with the regulations and conditions specified for each program.*
7. *Notification of the dates of midterm and final examinations, and timely communication of any conflicts or schedule changes.*
8. *Avoidance of conflicts in the student's final examination schedule. In the case of conflicts in midterm exams, the concerned departments shall resolve them appropriately.*
9. *Access to the office hours of faculty members.*
10. *The right to communicate with and academically engage faculty members in appropriate settings (such as lectures, discussion sessions, official university email, and office hours).*
11. *The right to attend all registered classes and sit for examinations of registered courses, unless otherwise restricted by applicable regulations.*
12. *Notification of canceled classes and sufficient prior notice of any rescheduled lectures, including time and location.*
13. *The right to receive results of midterm assessments and coursework before the final exam, with the opportunity to review exams and receive correct answers.*
14. *The right to access final exam results and to review them within twenty-four (24) hours of the grade announcement.*
15. *Fair and accurate evaluation reflecting the student's actual performance in both theoretical and practical courses.*
16. *The right to appeal any academic decisions made against the student concerning study progress, as well as to appeal examination-related procedures issued by the Student Affairs Committee or other relevant authorities.*
17. *Issuance of a graduation certificate upon fulfilling the required study period and completing all academic requirements (unless the student is sponsored by an internal or external agency).*
18. *Students shall not be required to sit for more than two examinations on the same academic day.*

(B) Non-Academic Domain:

1. *To be treated with dignity and respect by all members of the University community, in a manner that preserves the student's humanity and honor.*
2. *To maintain the confidentiality of the student's records within the University, and for such records to be handled with integrity and transparency.*
3. *To receive primary healthcare services.*
4. *To obtain medical excuses in cases of illness through official channels, in accordance with the applicable rules and guidelines.*
5. *To benefit from the guidance and counseling services provided by the University.*
6. *To have access to University facilities and services, and to participate in events offered by the University, subject to availability, applicable conditions, and absence of restrictions. These include, for example:*
    - *University housing.*
    - *The central library.*
    - *Sports facilities.*
    - *Student activities.*
    - *Educational events.*
    - *Academic advising.*
    - *Student fund services.*
    - *Part-time work opportunities.*
    - *Food services.*
    - *Shuttle transportation to and from student housing during the academic day.*
7. *To be given the opportunity to participate in permanent University committees open to student candidacy.*
8. *To be eligible, if meeting the required conditions, to run for membership in student councils, clubs, programs, and to participate in internal and external trips, community service initiatives, and voluntary activities.*
9. *The right to appeal any decisions issued against the student by the Student Affairs Committee or other relevant authorities concerning behavioral matters, to the competent bodies.*
10. *Equal treatment of all students in rights, in accordance with the rules and policies established by the University.*
11. *The right to express opinions on academic content within the bounds of constructive scientific critique.*
12. *Consideration of the rights of students with special needs in both academic and non-academic domains.*

Second: Responsibilities of the University Student

(A) Academic Domain:

1. *To be familiar with all University rules, study and examination regulations, and related policies, as ignorance of these rules is not an acceptable excuse and does not exempt the student from responsibility or consequences.*
2. *To comply with all University rules and policies related to academic affairs.*
3. *To follow and respect registration procedures, without attempting to bypass or manipulate them.*
4. *To ensure the accuracy of their study schedule, avoiding conflicts in class timings or registration in courses previously passed (in accordance with graduate study policies). The student is required to consult the registrar to resolve any conflicts or errors during the add/drop period.*
5. *To abide by all academic instructions, attend classes regularly, fulfill course requirements, and comply with rules governing lectures and examinations.*
6. *To refrain from engaging in, or attempting, cheating in examinations, assignments, projects, reports, or research, or assisting others in such actions. Violators will be subject to the penalties stipulated in the Study and Examination Regulations.*
7. *To observe intellectual property rights and adhere to academic integrity in the preparation of reports, projects, research, and graduate theses.*
8. *To obtain the course instructor's permission before attending courses in which the student is not officially registered.*

(B) Non-Academic Domain:

1. *To uphold Islamic values, morals, and traditions observed in the Kingdom of Saudi Arabia.*
2. *To comply with all University rules and policies related to non-academic affairs, and to avoid any attempts to bypass them. Ignorance of these rules is not an excuse.*
3. *To treat all University members, guests, and service providers with due respect, preserving their dignity and refraining from any form of insult, abuse, or inappropriate behavior.*
4. *To carry the University ID card at all times on campus and present it upon request.*
5. *To refrain from cheating, fraud, forgery, impersonation, or any acts that violate University rules and policies.*
6. *To comply with all safety, security, traffic, housing, and IT network regulations, and to respect daily operational rules of the University. Students are subject to penalties under University policies and the laws of the Kingdom of Saudi Arabia.*
7. *To regularly check their official University email, which is the recognized channel of communication, and to keep personal information—especially mobile and phone numbers—updated.*
8. *To protect University property and facilities, and promptly report any damage, malfunction, or misuse to the responsible authorities.*
9. *To maintain decency, calmness, and order within the University campus, and avoid disturbing others or engaging in any behavior that disrupts the peace.*

10. *To comply with the **Public Decency rules** issued by the Ministry of Interior, and to adhere to an appropriate appearance consistent with Saudi customs and traditions, including wearing the proper student attire as prescribed in the Student Dress Code Guide.*
11. *To respect the privacy of all University members, including refraining from photography, collecting personal information without prior authorization, or publishing such material by any means.*
12. *To maintain general cleanliness and avoid consuming food or drinks in prohibited areas such as classrooms and laboratories.*
13. *To abstain from any conduct that may suggest harassment or offend modesty in any form.*
14. *To refrain from gathering, raising banners, or posting pictures or announcements in University facilities without prior approval, and only in accordance with established rules.*
15. *To avoid any speech or actions that incite tribal, sports, racial, ethnic, sectarian, regional, or provincial disputes.*
16. *Students must not enter facilities designated exclusively for families or female students, including academic, sports, residential, or commercial areas in family housing.*
17. *To refrain from smoking throughout the University campus, except in designated areas.*
18. *To settle any amounts due for certain student services, fines, or other charges.*
19. *To assist students with special needs and respect their rights, such as avoiding the use of parking spaces reserved for them.*

Third: Student Relations

(A) Relationship with the University:

1. *Refrain from engaging in any acts contrary to Islamic law, values, or public morals.*
2. *Comply with all University regulations governing the educational process.*
3. *Uphold the values of the University as derived from its mission.*
4. *Foster a sense of belonging to the University as an educational institution, by all possible means.*
5. *Refrain from engaging in any public activities on campus without prior approval from the Student Affairs Department and other concerned authorities.*
6. *Adhere to honesty when providing testimonies, statements, or information when requested.*
7. *Refrain from directly or indirectly harming the University's reputation, including through media or social networking platforms.*
8. *Ensure accuracy and truthfulness in all academic and administrative procedures.*
9. *Act positively by reporting any misconduct or incidents that may threaten the security of the University or society.*
10. *Use all University services responsibly and appropriately.*

(B) Relationship with Faculty Members and University Staff:

1. *Maintain a professional relationship characterized by honesty and integrity, in accordance with religious, ethical, and societal values.*
2. *Treat faculty members and all University staff respectfully, refraining from any form of offense, insult, or harm, whether material or moral, through media or other means.*
3. *Adhere to proper manners of dialogue and discussion, and respect differing opinions.*
4. *Avoid filing malicious or false complaints; students may submit grievances only through official procedures.*
5. *Refrain from any actions that disrupt the educational process or affect the professional relationship between students and faculty inside or outside the classroom.*
6. *Avoid any words or actions that suggest coercion or undue influence on faculty members to affect the educational process or academic integrity.*
7. *Refrain from forming relationships outside the professional scope of the student–faculty relationship, whether inside or outside the classroom or during research supervision.*

8. *Communicate with faculty members only through official channels (such as the professor's official University email) at appropriate times and under proper circumstances, in line with applicable rules.*

(C) Relationship with Fellow Students:

1. *Refrain from harming fellow students verbally or physically in any form.*
2. *Uphold good manners and ethical behavior when dealing with fellow students, and act responsibly.*
3. *Demonstrate care by:*
    - *Participating with peers in University-sponsored social activities and student clubs.*
    - *Strengthening social bonds based on solidarity, compassion, and mutual respect.*
    - *Assisting students with special needs and working towards their integration within the University environment.*

(D) Relationship with the Community:

1. *Respect the values, public order, and customs of society.*
2. *Maintain upright conduct inside and outside the University, refraining from acts contrary to morals or public decency.*
3. *Undertake practical training with seriousness and diligence, reflecting a positive image of the University.*
4. *Represent the University in academic, scientific, social, and athletic activities in an appropriate and exemplary manner.*
5. *Use energy and water resources responsibly, and contribute to environmental preservation.*
6. *Avoid any words or actions that may harm religion or the nation.*

Regulations on Study and Examinations

Cheating, attempting to cheat, or violating the rules and instructions of examinations are offenses for which a student is subject to disciplinary action in accordance with the Student Disciplinary Regulations issued by the University Council.

Executive Rules on Examination Cheating at KFUPM

1. *Cheating is a disgraceful and unethical act. Faculty members and students alike must uphold honesty and integrity to ensure the legitimacy of academic grades.*
2. *All academic work and requirements must be completed solely by the student assigned to them, without any unauthorized assistance of any kind.*
3. *Course instructors are responsible for monitoring and reviewing academic work to encourage students to adhere to honesty and integrity in fulfilling their academic requirements.*

Procedures and Penalties for Cheating in Examinations

Case of Cheating	*Procedure / Penalty*
A student cheats or assists in cheating in coursework or quizzes	*1. The course instructor assigns the student a grade of zero for that work.* *2. The instructor submits a report with details of the case and recommendations to the Department Chair.* *3. The Department Chair forwards the recommendations to the College Dean.* *4. The College Council reviews the case and takes one of the following actions:* *• Reconsider the penalty.* *• Confirm the penalty.* *• Assign a grade of **Denial (DN)** for the course.* *• The College Council may also refer the case to the Student Affairs Committee, which will investigate further and submit recommendations to the University President in accordance with the Student Disciplinary Regulations. The student may appeal the decision to the Dean of Student Affairs within one week of being notified.*
A student cheats, attempts to cheat, or assists in cheating during any written examination (Major, Midterm, or Final Exam)	*1. The course instructor assigns the student a grade of zero for that work.* *2. The instructor submits a report with details of the case and recommendations to the Department Chair.* *3. The Department Chair forwards the recommendations to the College Dean.* *4. The College Council reviews the case and takes one of the following actions:* *• Reconsider the penalty.* *• Confirm the penalty.* *• Assign a grade of Denial (DN) for the course.* *• The College Council may also refer the case to the Student Affairs Committee, which will investigate further and submit recommendations to the University President in accordance with the Student Disciplinary Regulations. The student may appeal the decision to the Dean of Student Affairs within one week of being notified.* ***Note:** In addition to the **Denial (DN) grade**, the Student Affairs Committee generally recommends a disciplinary penalty **not less than suspension for one academic semester**.*

Rules on Appropriate Dress at KFUPM and Public Decency Violations

First: Appropriate Dress Rules for Male and Female Students

1. *Adherence to the morals, values, and customs observed in the Kingdom of Saudi Arabia, avoiding anything inconsistent with Saudi traditions.*
2. *Maintaining a decent appearance within the University campus and adhering to modest attire.*
3. *Avoiding clothing that violates public decency, such as pajamas, shorts, overly short, transparent, or tight clothing, or attire bearing inappropriate images or phrases.*
4. *Refraining from unusual or inappropriate appearance, hairstyle, or accessories.*
5. *Female students are required to wear an abaya, or equivalent modest attire, with full head covering, and are not permitted to leave the abaya open while on campus.*
6. *Female students must avoid conspicuous adornments, excessive makeup, accessories, and perfumes inside the campus.*
7. *Laboratories and workshops may have additional dress requirements as determined by academic colleges.*

Second: Public Decency Violations within the University Campus

These violations are derived from the ***Public Decency Regulations*** *issued by the Ministry of Interior, and include the following:*

1. *Indecent or obscene behavior.*
2. *Playing loud music or causing disturbance with excessive noise within the campus.*
3. *Spitting or littering outside designated areas.*
4. *Occupying seats and facilities designated for the elderly or persons with special needs.*
5. *Posting stickers or distributing commercial flyers in public areas without authorization.*
6. *Photographing individuals directly without their consent, or photographing criminal, traffic, or accidental incidents without permission from those involved.*

Third: Executive Rules for Violations of the Dress Code within the Campus

In cases where students violate these rules, the course instructor has the right to deny them entry to class if the violation is explicit and unambiguous. The violation must also be referred to the Student Affairs Committee, which may impose one or more of the following penalties:

1. *Recording the violation in the student's file, along with a written pledge not to repeat the offense.*
2. *Denial of entry to lectures or courses until the violation is corrected.*
3. *Imposition of a financial fine (100 SAR) for the violation.*
4. *The Student Affairs Committee has the authority to impose additional penalties as deemed appropriate, which may include denial of university housing or dismissal from the University. The student retains the right to appeal decisions through the grievance procedures outlined in* ***Article 14 of the Student Disciplinary Regulations***.

Regulations on Student Excuses

Regular class attendance is considered one of the most essential elements for student success and academic achievement at the University. Excuses are categorized as follows:

A. Medical Excuses

- ***Accepted Medical Leave:***
    - *Issued by the University Medical Center.*
    - *Issued by government hospitals or health centers.*
    - *Issued by private hospitals* ***only in emergency cases*** *that require immediate admission or hospitalization.*
- *All external medical leave documents must be submitted through the* ***Excuse Management System****, where they are reviewed and processed by the University Medical Center in accordance with these regulations.*

Official Excuses

- *Official excuses are approved by the* ***Deanship of Student Affairs*** *and are issued when students are assigned official tasks by the University, such as:*
    - *International visits.*
    - *External student activities.*
    - *Cultural weeks and scientific conferences.*
    - *Field trips.*
    - *Sports participation.*

C. Personal Excuses

- *No excuses shall be issued for personal circumstances such as (visits to government offices, family circumstances, flight delays, or bad weather conditions)* ***unless an official statement is issued by the relevant state authorities****. In such cases, the matter is referred to the discretion of the course instructor or the Department Chair.*
- *In the case of* ***death in the immediate family*** *(father, mother, brother, sister, grandfather, grandmother), the student is entitled to a maximum of* ***three days of excuse*** *upon providing the necessary official documents, in accordance with the University's excuse regulations.*

D. Excuses During Final Examinations

- *All excuses submitted during the final examination period of each semester are referred to the* ***designated committee*** *for review, which issues recommendations for approval or rejection.*

Regulations on University Stipends

1) Preparatory Year Students

- *A monthly stipend of* ***990 SAR*** *is granted to all Preparatory Year students enrolled in their first academic semester.*
- *A student is deprived of the stipend if their cumulative GPA falls below* ***1.75*** *by the end of either the first or second semester.*

Note:

- *If a Preparatory Year student registers for* ***six (6) or more credit hours*** *from undergraduate-level courses, they will be treated as an undergraduate (bachelor's) student. Their cumulative GPA will then be calculated for the undergraduate level. If their GPA falls below* ***1.75****, stipend payments will be suspended starting from their first undergraduate semester.*

2) Undergraduate Students (Bachelor's Degree)

- *A monthly stipend of* ***990 SAR*** *is granted to all full-time undergraduate students for a duration of* ***four academic years (eight semesters in addition to summer terms)***.

Cases in Which Stipend Payments Are Suspended:
a. If the cumulative GPA falls below ***1.75***.
b. If the student does not complete the bachelor's degree within the required duration of ***four academic years (eight semesters plus summer terms)***.
c. If the number of registered credit hours falls below ***12 credit hours*** *in a semester for the* ***second time***.

Notes:

- *Cooperative Training (Co-op) students and* ***one-semester internship students*** *are granted a stipend for a* ***ninth semester****, provided that the training semester is within the first eight semesters.*
- *Students enrolled in* ***double majors*** *are granted an additional stipend for* ***two extra semesters***.

Regulations on Traffic Violations

First: Speeding Violations

Passenger Cars	Fine	Buses & Trucks	Fine
61 km/h – 70 km/h	100 SAR	51 km/h – 60 km/h	100 SAR
71 km/h – 85 km/h	200 SAR	61 km/h – 70 km/h	200 SAR
Over 85 km/h	400 SAR	Over 70 km/h	500 SAR

Second: General Traffic Violations

No.	Type of Violation	Fine / Penalty
1	Failure to stop for pedestrians	100 SAR
2	Failure to stop at a **STOP** sign	100 SAR
3	Failure to stop at bus stops during student boarding or drop-off	100 SAR
4	Leaving the engine running in open or covered parking areas while the driver is absent	100 SAR
5	Running a red traffic light or pedestrian signal	300 SAR
6	Driving without being of legal age: • First offense: Fine + Written pledge by guardian • Second offense: Fine • Third offense: Fine • Fourth offense and above: Referred to external traffic authorities	 300 SAR 600 SAR 900 SAR
7	Using high-beam headlights at University gates	100 SAR
8	Improper use of the horn	100 SAR
9	Illegal overtaking	100 SAR
10	Absence of license plates or unclear plates	100 SAR
11	Reckless spinning of vehicles ("drifting")	200 SAR
12	Removing, damaging, or misusing vehicle permits on unauthorized cars	500 SAR
13	Parking in spaces designated for persons with special needs	300 SAR
14	Breaking a gate barrier	100 SAR + repair costs
15	Pushing through a gate barrier or entering behind another vehicle	100 SAR + written pledge
16	Obstructing traffic flow	100 SAR
17	Vehicle or motorcycle not equipped with proper lights or turn signals	100 SAR
18	Illegal U-turn	100 SAR
19	Reckless driving	200 SAR
20	Driving without a valid driver's license	100 SAR
21	Using a mobile phone while driving	100 SAR
22	Children riding bicycles without reflective lights at night: • First offense: Guardian notified • Second offense: Bicycle confiscated + written pledge by guardian • Further offenses: Bicycle confiscated for one week	—
23	Driving against the flow of traffic	100 SAR
24	Evading a security checkpoint	100 SAR
25	Parking on pedestrian crossings	100 SAR
26	Abandoning a vehicle on public roads	100 SAR + towing costs
27	Students driving vehicles inside residential areas of faculty, community center, or near family housing mall	100 SAR + written pledge
28	Illegal parking	100 SAR
29	Not wearing a seatbelt in the front seat	100 SAR

30	*Any other prohibited traffic act not listed above, as per the Kingdom's Traffic Law*	*100 SAR*
31	*Tampering with vehicle wheel locks ("clamping")*	*1500 SAR + dismissal from the University*
32	*Overtaking buses during boarding or drop-off*	*100 SAR*
33	*Tinting the front windshield – unless compliant with Kingdom's traffic law*	*100 SAR*
34	*Carrying passengers in the open back of a vehicle:* *• First offense: 300 SAR* *• Second offense: 600 SAR* *• Third offense: 900 SAR*	*300 / 600 / 900 SAR*
35	*Failure to secure children in designated safety seats*	*100 SAR*
36	*Failure to stop for a security officer's signal*	*100 SAR*
37	*Entering the University campus without a valid entry permit*	*100 SAR*
38	*Failure to wear a helmet while riding a motorcycle*	*100 SAR*
39	*Driving or parking on sidewalks*	*500 SAR*

Third: High-Risk Traffic Violations

Running a Red Light

Penalties include:

1. *Signing a written pledge to respect University regulations.*
2. *Performing **30 hours of community service** under the supervision of the Security and Safety Department.*
3. *Vehicle impoundment for **three (3) days** by the Security Department.*
4. *Attending counseling sessions at the **Center for Excellence and Success**.*
5. *Submitting a **3-page research paper** on a topic assigned by the supervising authority.*
6. *Payment of the prescribed fine for the violation.*

Parking on Sidewalks

- *Performing **25 hours of community service** under the supervision of the Security and Safety Department.*

Fourth: Cumulative Traffic Violations

No. of Violations	**Community Service Hours**
5 violations	*5 hours*
10 violations	*10 hours*
15 violations	*15 hours*
16 violations	*20 hours*
17 violations	*25 hours*
18 violations	*30 hours*
19 violations	*35 hours*

20 violations	*45 hours*
21 violations or more	*Vehicle permit withdrawn for one semester + referral to the Student Affairs Committee*

In addition to paying the prescribed financial fine, the student shall be barred from representing the University in certain internal programs and external activities, including student exchange programs, international visits, internal events, and advisory councils of permanent committees.

Fifth: Penalties for Repeated Traffic Violations

1. *Upon receiving* ***five (5) violations****, the student shall be summoned by the* ***Deanship of Student Affairs****, required to sign a written pledge, and perform* ***5 hours of community service***.
2. *Upon receiving* ***ten (10) violations*** *(including the first five), the student shall be summoned by the Deanship of Student Affairs, required to sign a written pledge, and referred to the* ***Vice Deanship of Student Affairs for Guidance and Counseling*** *to attend counseling sessions as determined by the case. The student must also complete* ***10 hours of community service*** *(in addition to the 5 hours completed for the first five violations).*
3. *Upon receiving* ***fifteen (15) violations*** *(including previous violations under "1" and "2"), the student shall be subject to the* ***maximum penalty of 30 hours of community service*** *(in addition to the community service already performed under "1" and "2"), and the case shall be referred to the* ***Student Affairs Committee***.
4. *Vehicles without a valid University entry permit, or those parked in unauthorized areas, shall be* ***clamped or removed from campus***.

University Housing Regulations

The University grants its students the right to reside in University housing rooms on the basis that student residence on campus is considered a ***"license" and not a "lease."*** *Students are legally obligated to comply with the terms of this license, and are fully responsible for paying all residence fees during the period of their stay, as well as for adhering to the rules and policies related to University housing, whether male or female housing.*

Housing Violations Regulations

In recognition of the importance of ensuring the safety of all residents, their peers, and their property, the University emphasizes the need for cooperation in complying with the ***University Housing Regulations****. The on-site inspection committee is authorized to monitor the implementation of these regulations and to take the necessary measures in accordance with the following rules:*

Type of Violation	***Penalty***
First-Degree Violations *• Engaging in acts contrary to Islamic teachings or official regulations.* *• Allowing University members or non-members to use the room in an unauthorized manner.* *• Failing to reside in the assigned room and fully benefit from it.* *• Tampering with smoke detectors or emergency devices in the room or building.* *• Possessing gas or electric stoves, ovens, or appliances with hot surfaces.* *• Possessing heaters of any kind.* *• Possessing shisha (hookah) or tobacco molasses in any form.* *• Possessing flammable liquids or materials.*	*Dismissal from housing and referral to the Student Affairs Committee.*
Second-Degree Violations • *Using items that trigger smoke detectors, such as shisha, e-cigarettes, incense burners, or diffusers of any kind.* • *Possessing electric cooking appliances of any type.* • *Possessing satellite dishes or receivers not approved by the University.* • *Possessing unsafe or unapproved electrical devices, plugs, or adapters.* • *Smoking of any kind inside student housing facilities.* • *Removing, damaging, or altering room furniture or fixtures.* • *Misusing public facilities.* • *Leaving the room door open when unoccupied.* • *Parking motorcycles inside residential buildings.* • *Possessing pets, poultry, birds, or aquariums with ornamental fish.*	***First Offense:*** *Confiscation or fine + written pledge not to repeat the violation.* ***Second Offense:*** *Dismissal from housing and referral to the Student Affairs Committee.*
Third-Degree Violations *• Disturbing others or parking bicycles inside residential buildings.*	***First Offense:*** *A written pledge not to repeat the violation (e.g., not parking bicycles inside buildings or refraining from causing disturbance)*

	and removal of the source of disturbance. ***Second Offense:*** *Confiscation of the bicycle or the item causing disturbance, with referral to the Student Affairs Committee.*
Referral to the Student Affairs Committee means that the violation will be formally reviewed, and additional penalties may be imposed — up to and including dismissal from the University.	
Note: *Students may refer to the following link to view the list of* ***approved and unapproved electrical devices***: furniture_list.pdf (kfupm.edu.sa)	

- *In the event of violations not explicitly stated in the Housing Regulations or the Student Guide, the matter shall be referred to the* ***Student Affairs Committee*** *to take appropriate action in accordance with University policy.*
- *The* ***Student Housing Administration*** *and the* ***Inspection Committee*** *have the right to document violations and observations through photography when necessary.*
- *Cooking inside student housing is strictly prohibited with any type of device or equipment, for reasons related to* ***safety, health, environmental protection, and public decency***.
- *Committing housing violations may result in the loss of certain privileges, such as eligibility to participate in the* ***Student Exchange Program*** *or the* ***International Visits Program***.

Housing Transfer Policy

The ***General Administration of Student Housing*** *provides students with the opportunity to transfer between rooms or roommates during the officially announced transfer period. Transfers are permitted under the following conditions:*

- *A student may transfer to reside with a single-occupancy student (individual room).*
- *A student may transfer together with a roommate to another room.*
- *Transfer requests to single-occupancy rooms are open for a period of* ***two weeks at the beginning of each semester*** *(Fall or Spring).*

Regulations on the Use of Computers and Networks for University Students

King Fahd University of Petroleum and Minerals provides its students with the latest information and communication technologies, including state-of-the-art computer facilities distributed across all academic buildings, as well as email and internet services, with the aim of enhancing their educational and intellectual development.

The University expects its students to demonstrate responsibility and adhere to the conduct befitting a university student while using these services. Students must uphold the highest ethical standards and proper practices that align with the values of our Islamic society, the University's standing, and its reputation for excellence.

To ensure the optimal use of these educational resources and to safeguard the benefits of the services provided, the University has established clear regulations and procedures. Violations of these regulations shall result in appropriate disciplinary measures.

First: Violations

1. ***Accessing Immoral or Inappropriate Websites (Pornographic Content):***
    - *Repeated and deliberate access to pornographic websites, downloading images or videos from such sites, and distributing them via the University network (whether through email, shared files, or public folders).*
2. ***Violations of Privacy Rights (Personal or Intellectual):***
    a) *Unauthorized use or theft of others' user IDs or passwords.*
    b) *Sending fraudulent or spam emails that insult, demean, threaten, or incite such actions against others.*
    c) *Circulating or transmitting materials inconsistent with the values of higher education in the Kingdom.*
    d) *Using University computer facilities for promotional, advertising, or commercial purposes.*
    e) *Violating copyright, intellectual property rights, or trademark usage policies.*
3. ***Theft of University Computer Equipment:***
    - *Stealing, assisting in the theft, inciting theft, or concealing stolen computer devices, equipment, or accessories belonging to University computing facilities.*
4. ***Damaging or Disrupting Computer Systems, Networks, or Equipment:***
    a) *Deliberately damaging or tampering with University computing facilities, equipment, or devices.*
    b) *Sending destructive computer viruses targeting systems, networks, or equipment.*
    c) *Intentionally disrupting or degrading the performance of University computers or networks, including slowing down operations, overloading network traffic, or otherwise reducing efficiency.*

5. Violations Affecting the National and University Community Fabric:

(a) *Designing or publishing web pages containing false information, materials, or content inconsistent with proper network use, University policies, and the values of higher education.*
(b) *Participating in, hosting, or supervising websites or forums that negatively impact the national or University community fabric.*
(c) *Publishing false, misleading, or distorted information about the University community using the University network.*

Second: Penalties

1. *The **Committee for Computer Use Violations** may recommend referring the student to the **Student Affairs Committee**, which determines accountability based on the severity of the violation. Penalties may range from **suspension from study** to **permanent dismissal from the University**, and in cases where external parties are affected, referral to the appropriate external authorities. Note: Violations of intellectual property rights, including copyright, are governed by special laws.*

2. *Suspension of the student's **username account** for University email and internet services.*

3. *Requiring the student to sign a **written pledge** not to commit such violations in the future. The pledge will be kept on record at the **Information and Communication Technology Center**, with a copy placed in the student's file at the **Deanship of Student Affairs**.*

4. *Publishing details of the violation and the penalties in the **University newspaper**, without mentioning the student's name unless specifically recommended by the committee.*

5. *If the University confirms that other students have used a student's personal account credentials, disciplinary measures will be taken. These may include the **temporary or permanent withdrawal of account access**, depending on the nature of the misuse, along with other penalties deemed necessary to protect the University's rights.*

6. *In cases where the violation relates to **national security or information security**, the University may invoke the **Anti-Cybercrime Law** issued by the Communications and Information Technology Commission (CITC). More details are available at: www.citc.gov.sa.*

Regulations on Communication with Faculty Members and University Staff

Article 1: Etiquette and Discussion Conduct

1. *Communicating with professors and engaging in academic discussions in a respectful and scholarly manner, at appropriate times and under circumstances consistent with University regulations.*
2. *Treating faculty members, University staff, and all employees with respect, safeguarding their dignity, and refraining from any form of insult or harm, whether material or moral, through media or any other means.*
3. *Strict adherence to the etiquette of dialogue and serious discussion, respecting differing opinions, and avoiding irrelevant topics unrelated to the educational or academic process.*
4. *Refraining from any behavior that disrupts the educational process or undermines the professional relationship between students and professors, whether inside or outside the classroom.*
5. *Avoiding any conduct that may suggest harassment, offend modesty, or violates standards of decency.*
6. *Abstaining from words or actions that imply coercion, intimidation, or inducement of faculty members with the aim of influencing the educational process or academic integrity, and refraining from submitting malicious complaints.*
7. *Refraining from harming fellow students verbally or physically, and maintaining good manners, ethical conduct, and responsibility in dealing with peers.*
8. *If a student experiences psychological distress or is going through a difficult time, they must seek help from appropriate specialists such as academic advisors, guidance counselors, or the University's Psychological Care Center, and not from faculty members.*

Article 2: Means of Communication

Students must use only the official communication channels provided and approved by the University, such as the ***official University email*** *for both parties. The use of WhatsApp or other unapproved messaging applications for academic or non-academic communication with faculty members or University staff is prohibited.*

Article 3: Timing and Circumstances of Communication

Communication between students and faculty members should occur at appropriate times and under proper circumstances, such as during lectures, discussion sessions, the professor's official University email, or designated office hours.

Article 4: Place of Communication

- *For direct meetings in faculty offices, students must adhere to the scheduled meeting time and not exceed the allotted duration to allow opportunities for other students.*
- *For indirect (online) meetings or office hours, students must use the official platforms provided by the University (e.g., Blackboard, Microsoft Teams).*
- *Female students must maintain a proper distance when visiting professors in their offices and ensure that the office door remains open during the meeting.*

Article 5: Communication Between Male and Female Students

- *Communication and interaction between male and female students is restricted to academic requirements within the classroom environment (whether physical or virtual), under the coordination and supervision of the course instructor, and must always occur in group settings rather than individually.*
- *All communication must observe the highest standards of respect, social etiquette, and professional boundaries in line with prevailing traditions, University regulations, and national laws.*
- *Any violation of these rules governing interactions between male and female students shall subject the violator to disciplinary action, which may include* ***dismissal from the University***.

Article 6: Penalties
If a student violates any of the obligations stipulated in these regulations for which no specific penalty has been outlined, the case shall be referred to the ***Student Affairs Committee*** *to determine an appropriate penalty, which may include* ***dismissal from the University***. *The student retains the right to appeal in accordance with Article 14 of the* ***Student Disciplinary Regulations***.

Article 7:
The ***Deanship of Student Affairs*** *is authorized to interpret the provisions of these regulations.*

Article 8:
Any matter not explicitly addressed in these regulations shall be governed by the laws, regulations, and directives in force in the ***Kingdom of Saudi Arabia***.

Student Disciplinary Regulations

Preamble

Article 1:
These regulations shall be titled: ***"Student Disciplinary Regulations at King Fahd University of Petroleum and Minerals."***

Article 2:
Without prejudice to the provisions of other University rules and policies, these rules apply to every student enrolled at the University, whether or not they have fulfilled final graduation requirements.

Violations

Article 3:
Any breach of University rules or policies shall be considered a violation, particularly the following:

1. *Any act or statement that undermines religion, state regulations, or violates proper conduct, morals, and behavior inside or outside the University.*
2. *Verbal or physical assault on any individual, their property, or belongings.*
3. *Damage to University property, assets, or facilities.*
4. *Disruption of University activities or programs, whether directly or indirectly.*
5. *Disturbing the order and required calm during examinations.*
6. *Cheating or attempting to cheat in examinations or academic requirements.*
7. *A student taking an examination on behalf of another, or allowing someone else to do so, whether inside or outside the University.*
8. *Possession of prohibited or hazardous materials that threaten safety and security.*
9. *Possession of immoral films, images, recordings, or publications that contradict Islamic morals within University housing or premises.*
10. *Breach of regulations governing the use of University computers and the internet.*
11. *Violation of student housing regulations.*
12. *Organizing conferences, associations, issuing or distributing publications, or collecting funds without prior authorization from the University.*
13. *Providing false information or reports about the University to newspapers, magazines, or other media outlets.*
14. *Smoking in areas where smoking is prohibited.*

15. *Breach of the University's dress code and appearance regulations.*
16. *Violation of University safety or traffic regulations.*
17. *Forgery in any form.*
18. *Impersonation.*

Disciplinary Penalties

Article 4:
Disciplinary penalties include:

1. *Verbal or written warning, or a written pledge.*
2. *Written reprimand.*
3. *Mandatory community service for a specified number of hours.*
4. *Deprivation of certain student services, housing, or student activities for one semester, less, more, or permanently.*
5. *Financial fine.*
6. *Cancellation of grades in one or more courses, with failure recorded.*
7. *Suspension from study for one or more regular or summer semesters.*
8. *Permanent dismissal from the University and termination of enrollment.*
9. *Any other penalties approved by the University President.*

Article 5:
Penalties must be proportionate to the severity of the violation, considering previous infractions and surrounding circumstances.

Article 6:
No penalty shall be imposed unless the student has been investigated in writing and given the opportunity to present their case. If the student refuses or fails to appear without a valid excuse, penalties may be imposed in their absence.

Article 7:
A student dismissed from the University for disciplinary reasons may not be re-enrolled, in accordance with Article 18 of the Undergraduate Study and Examination Regulations.

Authorities Responsible for Imposing Penalties

Article 8:
Without prejudice to Articles 5 and 6, the following authorities have jurisdiction:

1. *The* ***Dean of Student Affairs*** *(or delegate) may impose penalties (1) and (2) of Article 4.*
2. *The* ***College Council*** *may impose penalty (6) of Article 4.*
3. *The* ***Student Affairs Committee*** *may recommend the imposition of all other penalties except (6) of Article 4.*

Article 9:
The Student Affairs Committee reviews cases referred to it by the Dean of Student Affairs or other University entities. The Committee submits its recommendations to the University President for decision. Penalty decisions shall be recorded in the student's file, and the student's guardian and relevant University or external entities shall be notified as deemed appropriate.

Article 10:
Decisions by the relevant authorities to impose penalties (3–6) of Article 4 shall not take effect until approved by the University President.

Article 11:
The ***Deanship of Student Affairs*** *is responsible for implementing and monitoring all disciplinary penalties.*

Appeals (Grievances)

Article 12:

First: Appeals Related to Academic Matters

1. *If a student disputes the grade awarded in any course (final exam, midterm, research, or other academic requirements), they must first discuss the matter with the course instructor. If unresolved, the matter may be escalated to the* ***Academic Department Chair*** *with supporting reasons, within* ***one week*** *of the following semester or from the time of receiving the grade. Beyond this period, the right to appeal is forfeited.*
2. *The Department Chair shall form a committee, chaired by the Chair, to review the matter. The committee may recommend upholding the grade, rejecting it entirely, or modifying it (positively or negatively), with justification. The recommendation is then submitted to the College Dean, who refers it to the* ***College Council*** *for a final decision.*
3. *The Department Chair must inform the student in writing of the College Council's decision within one week of its issuance.*

Second: Appeals Related to Student Affairs Committee Decisions

1. *A student may appeal decisions issued against them to the **University President**, except as stated in the first part of this Article.*
2. *Appeals must be submitted within **15 days** from the date the student is notified of the Committee's decision. The University President may extend this period if justified.*
3. *When considering an appeal, the University President may:*
    - *(a) Reject the appeal and uphold the decision.*
    - *(b) Overturn or partially amend the decision.*
    - *(c) Order further investigation.*
    - *(d) Take any other appropriate action.*

Third: Appeals in Other Cases
Students retain the right to appeal or file complaints in matters not covered under the two categories above, including violations punishable under University authority, civil liability, traffic offenses, or similar cases, as follows:

1. *Appeals or complaints must be submitted to the **Dean of Student Affairs**, with supporting evidence or documentation.*
2. *The Dean may reject appeals for lack of evidence, insufficient grounds, or lack of jurisdiction.*
3. *If valid grounds are found, the Dean may form a committee to review the case, which may summon the student or others connected to the matter.*
4. *If the complaint proves false, malicious, or intended to harm reputation, the Dean may impose disciplinary action on the complainant.*
5. *The Committee shall submit its decision to the Dean of Student Affairs, who will issue the final ruling and notify the student within one week.*

General Provisions

Article 13:
The disciplinary measures stipulated in these rules do not exempt students from penalties under Saudi criminal law or complementary legislation. If a student's conduct constitutes a criminal offense, the University must immediately notify the competent authorities, without prejudice to the University's own disciplinary procedures.

Article 14:
Any matter not explicitly covered in these regulations shall be governed by applicable laws, regulations, and directives in the Kingdom of Saudi Arabia.

Article 15:
Students may submit complaints concerning any perceived violation of their rights to the ***University President****, the* ***Vice President for Academic Affairs****, or the* ***Dean of Student Affairs****, who shall review the matter and take appropriate action in accordance with University regulations.*

Article 16:
No student may claim ignorance of University regulations, rules or policies, nor the failure to review them, as an excuse.

Article 17:
The ***University Council*** *has the authority to interpret these regulations.*

Article 18:
These regulations shall take effect from the date of their approval and supersede any prior regulations that conflict with them.