The Student Guide

2018

Contents

Introduction

The Vice President for Academic Affairs is pleased to introduce this comprehensive Guide for Jazan University students and future potential students. This Guide contains important information about academic programs, student activities and services, regulations and exams, as well as student rights and duties. This Guide was prepared to be a guide for helping students make the most benefit of their study and achieve excellence.

Academic Terms

Semester

Study period no less than 15 weeks excluding registration and final exams periods.

Summer Semester

Study period no more than 8 weeks excluding registration and final exam periods. Course time is doubled during summer semester.

Academic Level

Study level as per approved study plan.

Study Plan

Mandatory, elective, and free courses required for graduation in a specific specialty.

Course

Subject matter in certain academic level of a study plan in a program with a course name, code, number, description, and specifications kept in course file in academic department for regular follow up, evaluation, and improvement. Course may have pre-requisite or co-requisite.

Academic Unit

Weekly theoretical lecture, clinical study no less than 50 minutes, or field work no less than 100 minutes.

Academic Warning

Notice issued to a student in response to a GPA lower than the minimum required score as per regulations.

Course Work Marks

Marks awarded for student work, exams, research, and learning activities during a semester.

Final Exam

Exam held at the end of a semester.

Final Exam Marks

Marks awarded to a student in the final exam.

Final Mark

Sum of course work marks and final exam marks for each course out of 100.

Grade

Description of percentage of final mark of a course.

Incomplete

Temporary grade for students who could not sit for the final exam, referred to as (IC).

In Progress

Temporary grade for students whose study requires more than one semester, referred to as (IP).

Semester Grade

Total points scored by student divided by all unites studied in a a given semester. Points are calculated by product of course units and grade in each course.

Grade Point Average (GPA)

Total points scored by student in all studied courses in passed levels divided by the total units of studied courses.

General Grade

Description of student learning level during study.

Credit Hours

Points describing expected learning load required to pass a learning unit or course as part of program units.

Contact Hours

Total theoretical and practical classes hours that a student takes to gain skills required in the course objectives.

Study and Exams

4. To pass required exam or interview and be physically as per requirements of medical colleges, faculty of education, and Abu Arish Community College
5. To meet any other requirements announced by the university council at the time of application
6. Not to be expelled from Jazan University or another university for academic or disciplinary reasons
7. If employed, to provide a letter of approval enrol in regular university study if working for a government office (not required for distance learning)
8. The maximum age limit for applicants (to regular status) is 25 for males and 30 for females

Internal Scholarships Requirements (for expatriates)
1. To hold a Saudi high school degree or an equivalent thereof, with excellent grades
2. To hold a high school degree not older than 5 years
3. To provide good reference
4. To pass required exams or interviews set by Jazan University
5. To meet all criteria set by Jazan University at the time of application
6. The maximum age limit for applicants is 25
7. To provide a letter of approval from the student country of origin, for countries that require this for Saudi students
8. To provide a letter of clean security record from concern government offices in the student country of origin
9. Not be expelled from any other Saudi university
10. To have a resident male next of kin (for female applicants) who is not offered a similar scholarship, has a valid residency card and is registered for employment where his services if required
11. To have credentials endorsed by authorities designated by Jazan University

External Scholarships Requirements (International Students)
1. To hold a Saudi high school degree or an equivalent thereof, with excellent grades
2. To hold a high school degree not older than 5 years
3. To pass required exams or interviews set by Jazan University

4. Pass medical exam
5. To meet all criteria set by Jazan University at the time of application
6. The maximum age limit for applicants is 25
7. To provide a letter of approval from the student country of origin, for countries that require this for Saudi students.
8. To provide a letter of clean security record from concern government offices in the student country of origin.
9. Not be expelled from any other Saudi university.
10. To have a resident male next of kin (for female applicants) who is not offered a similar scholarship, has a valid residency card and is registered for employment where his services if required.
11. To provide good academic and personality references from academic institution.
12. To have credentials endorsed by authorities designated by Jazan University.

Admission Mechanism

1. To apply through Jazan University web application form:
http://edugate.jazanu.edu.sa/jazan/init,
2. Upon filling and submitting the web application form and ticking the acceptance box, Jazan University has the right to exclude all applications that do not meet the admission requirements and procedures.
3. To fill out all required fields in the web application form.
4. Male Students:
- The bachelor degree programs will only appear if the applicant has a Qualifying and Grade Point Ration score of 70%, if not the web application form will show distance learning community college diploma options.
5. Female Students:
- The medical bachelor degree programs will only appear if the applicant has a Qualifying score of 70% or more.
- The science and humanities bachelor degree programs will only appear if the applicant has a Qualifying and Grade Point Ration score of 60% or more, if
  not the web application form will show distance learning community college diploma options.
6. Entry of all available preferred programs not exceeding (30) arranged in order of preference. (It is important to list selected programs in order of

preference making the most desired programs number one and the least number 30)

7. Non-Saudi applicants born to Saudi mothers should upload their birth certificates and their mothers national ID cards where indicated. Failure to provide these documents will result in automatic exclusion from the initial nomination process.

8. The web application form will only display programs to which an applicant qualifies. For example, (in 2016-2017) Medicine only appeared for applicants who met the following conditions:

- An applicant must be a graduate of the year 2016-2017
- The minimum **high school average is 81% (for male applicants)**
- **The minimum** high school average is 80% (for female applicants)

9. At the end of application time acceptance will be competitively decided on the basis of met conditions, priority applicant selected programs, and available seats.

10. Applicants are required to refer to the university admission plan dates and regularly follow up on their applications status online, and confirm their registration once accepted.

11. Applicants must confirm their registration when prompted online. Failure to confirm registration will result in their exclusion from the admission process.

12. Applicants must show up at times announced for exams and interviews.

Admission Procedure

1. Upon primary online nomination, applicant will see three options:

* (Accept and Confirm)

Pressing this option means that the applicant is accepting the offered primary nomination and confirms it as final acceptance without any competition for other specialty in case seats are available.

* (Accept and Upgrade)

Pressing this option means that the applicant is accepting the offered primary nomination with and authorizes the university to upgrade their admission to another program if a seat becomes available.

* (Withdraw)

Pressing this option means that the applicant does not accept the offered primary nomination. This is considered a final withdrawal and a withdrawal form can then be printed online.

2. Not confirming primary nomination within the allowed time means that the applicant does not wish to join Jazan University. This will cause the applicant to lose their right to admission and as will as their access to their online account.

3. At the end of acceptance process applicant's state online is changed to (primarily accepted) or (finally accepted) and receives college, specialty, and student number online.

4. An applicant can withdraw after receiving student number by printing a Withdrawal form (a Clearance form) online. In this case the current admission will be terminated and the applicant will be eligible for admission after two academic years.

5. Accepted students should complete the final acceptance procedure by making reservation for issuing University Student card following these steps:

- sign in to the online account.
- access the University Student Card page (using student number or national id number)
- select a date for issuing student card
- print out student card issue date slip
- print out notice of admission slip

Having met these conditions, the final admission becomes confirmed.

Required Score for Admission

The Qualifying Score, calculated as follows,

30 % of high school score + 30 % of *General Skills Test* (Qiyas) score + 40 % of *The Achievement Test* (Tahsili) score

The Grade Point Ration score, calculated as follows,

40 % of high school score + 60 % of *General Skills Test* (Qiyas) score

The Levels System

The levels system is a study system in which academic year is divided into two semesters with an additional summer semester that can be offered in some years and in some programs. Graduation requirements are distributed over this level system according to syllabus approved by the University Board.

Registration, deletion, and addition procedures within syllabus are allowed to guarantee that students register for a minimum study load in accordance with the following rules:

1. A student is transferred from a level to the next only by successfully passing all courses
2. The minimum study load is 12 units
3. If a student fails one course or more, he/she should retake the failed course(s) observing the following rules:

(a) Failing courses that add up to the minimum required study units of a level, a student will only be able to register only courses which he/she failed.

(b) Failing courses that do not add up to the minimum required study units of a level, a student will have to register the courses that he/she failed in addition to other courses according with the following schedule and study plan regulations:

- Registration should be made in light of schedule and study plan regulations
- A student registration load is based on his/her GPA provided that it meets the minimum required load condition, and as per this table:

Allowed Unit	GPA
12-14	Less than 2.00
14-16	2.00-2.74
16-18	2.75-3.74
18-20	3.75 or higher

- The student table must have no conflictions.
- If registration could not be made (due to schedule confliction, incompletion of pre-requisites, or exhaustion of current level courses), a student can register available courses from the following levels, and if the students load continues to be below the minimum required load, the minimum required load conditioned is then waived.
- Courses are allowed for registration from up to three consecutive levels only.

Postponement

1. Postponement is allowed based on a student request before the end of the first week of a semester and is only warranted based on an excuse accepted by the dean. Postponement is not allowed for more than two consecutive semesters or three non-consecutive semesters.

2. The college deanship has the right to seek next of kin for approval of postponement for female students.

Withdrawal

1. Withdrawal form a registration for a semester is allowed for one semester and in this case the student is not considered failed in courses during that semester. A withdrawal request must be made at least four weeks before final exams. In colleges that have a full year system, an excuse can be made 8 weeks before the final exam. A withdrawal shows in the student transcript as a (W). The semester in which a withdrawals occurs counts towards the required the maximum period allowed for graduation. Colleges are required to update the Deanship of Admission and Registration with withdrawal cases observing the university calendar

2. Withdrawal is not allowed for more than two consecutive semesters or three non-consecutive semesters. In colleges that follow a full year system, a withdrawal cannot be made for two consecutive years and the maximum allowed number of withdrawal years is two unless the student is exempted by the university president.

3. The college deanship has the right to seek next of kin for approval of postponement for female students.

Dropping-out

1. Student dropping out for a complete semester without accepted request is expelled. The university council is entitled to expel such student even based on a shorter drop-out period.

2. A student is not considered a drop-out if he/she is a visiting student at another university.

Readmission

1. A dropped-out student can apply for readmission at the Deanship of Admission and Registration according to these rules:

- A readmission request should be submitted prior to the intended readmission semester

- A readmission request has to be approved by the student's college council or any third party authorized by this council.

- If the expulsion occurred four semesters prior to the intended readmission semester (or two academic years in colleges that follow the full year

system), a student can then apply for a new admission where admission conditions apply and a new university ID is issued.

- Readmission is allowed only once and University Board has authority to make exceptions.
- Readmission is not allowed for students expelled for academic or disciplinary reasons.

Transfer

Transfer from another University

1. Transfer to Jazan University is allowed by acceptance of Dean of Faculty to which transfer is required according and the rules:
- Applicant was enrolled in an approved college/university.
- Applicant was not dismissed for academic or disciplinary reasons from college/university of origin.
- Applicant meets requirements set by Faculty Board and has GPA no less than 3.00 out of 5.00.
- Application is made during time set for transfer during academic calendar.
- Applicant should have at least 60% of units left to study in Jazan University.
2. Applicant will be denied admission in case it was revealed that he/she was dismissed for academic or disciplinary reasons from university of origin.
3. A student is transferred in any given semester from one university to another according to announced procedures and dates in the target university and within general transfer regulations
4. Courses completed in university of origin and valued by Department Board and are approved by Faculty Board and added to applicant's academic record and accounted for in GPA.

Internal Transfer

1. Internal transfer in Jazan University is granted upon approval of Deans of both Faculties.
2. Internal transfer is allowed only once.
3. Applicant should have GPA not less than 2.00 out of 5.00.
4. Applicant should not have exceeded 4 semesters in Faculty of origin.
5. Applicant should fulfil requirements for Faculty to which internal transfer is required.
6. Applicant finished courses are added to academic record including grades and GPA.

7. Internal transfer can be made from program to another within the same Faculty as per Faculty Board regulations.
8. Applicant finished courses are added to academic record including grades and GPA.

Visiting Student

A visiting student is a student who studies some courses in another university or in one of the branches of his own university without transfer. A visiting student is credited for his/her studied courses according to the following rose rules

- Approval of the original college in which he/she studies at
- Study should be in a recognised university or college
- The course that the student studies outside the university should be equivalent to one of his courses in the original university
- If the student studies in another branch in his own university then he is processed according to article 47
- The university council determine the maximum number of units that can be credited for visiting students
- The causes that the stools division because is that a visit in student study are not included in his GPA
- Any other regulations that the university determines

Condition for visiting students

First: A student from Jazan University wishing to study as a visiting student in another university,

1. A student must have an academic record showing no less than 2 semesters in his original college prior to the visiting student status request
2. A student must obtain approval from his/her college to study as a visiting student noting the courses that he/she would be studying, and the college has the right to set a minimum GPA to credit the student for his studied courses. Based on a recommendation from the student's college the student is handed an official letter from the Deanship of Admission and Registration before the end of the first week of the semester.
3. A visiting student studies must be taken in a recognised university
4. The courses that the student study outside university should be equivalent to a core course in the student study plan.

5. The maximum number of credited units for a visiting student is 40% of the total number of units required for graduation at Jazan University.
6. Credited courses are not included in the student GPA yet they are recorded in his/her academic record.
7. A student must provide proof of his results in the first week of semester that follows his/her study as a visiting student. Failure to do so the student is then
8. considered dropped-out during the in which he/she was registered as a visiting student, and he is process according to article 15.
9. A student is paid his/her monthly allowance after providing proof of study to the deanship of admission registration.

Second: A student from another university wishing to register as a visiting student at Jazan University

1. Student must have an academic record showing no less than 2 semesters in his original college prior to the visiting student status request at Jazan University
2. A visiting student must not be expelled based on academic or disciplinary reasons.
3. A student must produce a written letter of approval from his/her original university stating that he is allowed to study as a visiting student at Jazan University. The letter must mention the courses that the student will register for at Jazan University
4. Visiting student must obtain approval of the targeted college
5. The maximum number of semesters a visiting student is allowed to register for is 2
6. A visiting student is not entitled to housing or monthly and allowance at the Jazan University
7. A visiting student courses are registered in his targeted college in accordance with registration regulations

Absence and Denial

1. Regular student is denied attending final exam if attended less than 75% of lectures and practical/clinical lessons during semester. Course work marks are added to denied student academic record and appear as (DN). Denial is approved by Faculty Board before start of final exams.
2. Faculty Board cancels denial for acceptable reasons made in application by student who attended at least 50%.

Student Assessment

1. Faculty Board approves total marks for course recommended by Department Board between 40% and 50% of the total mark of the course, and the student classwork mark is determined by one of two ways:
- oral and practical exams, research, and curricular activities, or a selection of this n addition to one written test, or
- A minimum of two written exams.
2. Faculty Board approves Department Board recommendation to include oral/practical parts in final exam.
3. Department Board allows student to complete a prerequisite course on recommendation of teaching faculty.
4. General grade for GPA upon graduation is as follows:
- (Excellent) GPA no less than 4.50 (or 3.5 out of 4.0)
- (Very Good) GPA 3.75-4.49 (or 2.5-3.49 out of 4.0)
- (Good) GPA 2.75-3.74 (or 1.75-2.74 out of 4.0)
- (Pass) GPA 2.00-2.74 (or 1.00-1.74 out of 4.0)
5. Honours are granted according to GPA on conditions that:
- Student has not failed courses in Jazan University or elsewhere.
- Student completed graduation requirement within time frame.
- Student completed 60% of graduation requirements in Jazan University.

Colleges

Colleges

Faculty of Medicine

The Faculty for medicine was established in 1421H (2000) as a branch of the Faculty of Medicine at King Abdul Aziz University. It was separated upon the establishment of Jazan University in 1426H (2006). It offers MD degrees in medicine and surgery.

Faculty of Dentistry

The Faculty of Dentistry was established in 1432H (2010). The first three years of its program include basic practical courses while the other three are reserved for clinical studies. It offers MD degrees in dentistry and dental surgery.

Faculty of Pharmacy

The faculty of Pharmacy was created in 1429H (2008). It offers bachelor's degree in pharmacy. The faculty has five supporting departments of pharmacology, pharmaceutics, clinical pharmacy, pharmaceutical chemistry, and drugs.

Faculty of Applied Medical Sciences

The faculty of Applied Medical Sciences was established in 1427H (2006). It offers programs in medical laboratories technology, clinical nutrition, diagnostic radiology, physical therapy, and respiratory treatment. It offers bachelor degrees in each of these specialties.

Faculty of Nursing

The Faculty of Nursing was founded in1432H (2010). It offers programs in nursing, midwifery, surgical procedures, dental health, respiratory treatment, paramedics and emergency, optics, audiology, and dental fittings. This has been recently restructured to include nursing and midwifery only. It offers bachelor's degree in nursing.

Faculty of Public Health and Tropical Medicine

The Faculty of Public Health and Tropical Medicine was established in 1432H (2010). It offers four programs in epidemiology; environmental

health, health informatics, and health education and promotion. It offers Bachelor's degrees in each of these specialties.

Faculty of Engineering

The Faculty of Engineering was established in 1425H (2004) as a branch of King Khalid University. It later became a part of Jazan University in 1427H (2006). It teaches programs in mechanical, industrial, chemical, civil, architectural, and electrical engineering. It offers bachelor's degrees in engineering.

Faculty of Architecture and Design

The Faculty of Architecture and Design was founded in 1431H (2010). It also accepts female students in architecture, applied arts, and interior design programs. It offers Bachelor's degrees in each of these majors.

Faculty of Computer Science and Information Systems

The Faculty of Computer Science and Information Systems was established in 1425H (2004). It offers programs in computer science and information systems. It gives Bachelor's degrees in each of these majors.

Faculty of Science

The Faculty of Science was created in 1426H (2005). Students in the Faculty of Science can earn bachelor's degrees in mathematics, chemistry, physics, and biology. It also offers master's degree in biology.

Faculty of Business Administration

The Faculty of Business Administration was founded in 1429H (2008). At this school, students can pursue bachelor's degrees in business administration; accounting; finance and banking; marketing and e-commerce; management information systems; and law.

Faculty of Sharia and Law

The Faculty of Sharia and Law was created in 1432H (2010). It has two departments, Sharia and Law. It offers bachelor's degrees in each of these majors.

Faculty of Arts and Humanities

The Faculty of Arts and Humanities was founded in 1430H (2008). It offers bachelor's degrees in Arabic and literature; English; journalism and media; and tourism and archaeology. Additionally, it has a supporting department of social sciences.

The Faculty of Arts and Humanities also has three distance learning programs that offers bachelor's degrees in Arabic and literature; English; journalism and media.

Faculty of Education

The Faculty of Education was created in 1429H (2008). It offers programs in Islamic culture; education; learning technology; psychology; curriculum and teaching methods; art education; and special education. It offers bachelor's degrees in each of these specialities.

It also offers a general diploma in education as well as master's degree in education administration; psychological counselling; curriculum and teaching methods; and a higher diploma in education assessment and evaluation.

Community College

The Community College was founded in1418H (1998) by King Saud University. In 1426H (2005), it became a part of Jazan University. It offers associate degrees in marketing; accounting; hotel and tourism; office management; and business administration; programming and operation and system analysis and design.

Faculty of Science and Arts in Farasan

The Faculty of Science and Arts in Farasan was established in 1422H (2001). It offers bachelor's degrees in home economics, English, and nursing.

Faculty of Science and Arts in Dayer

The Faculty of Science and Arts in Dayer was established in 1432H (2010). It offers bachelor's degrees in mathematics, English and translation, and nursing.

Faculty of Science and Arts in Al-Ardha

The Faculty of Science and Arts in Al-Ardha was created in 1431H (2009). It offers bachelor's degrees in English and translation, physics, and physical therapy.

Faculty of Science and Arts in Darb

The Faculty of Science and Arts in Darb was founded in 1431H (2009). It offers bachelor's degrees in biology, English, mathematics, business administration, and nursing.

Faculty of Science and Arts in Samtah

The Faculty of Science and Arts in Samtah was created in 1423H (2010). It offers bachelor's degrees in physics, chemistry, kindergarten, and home economics, and English.

Abo Arish University College

Abo Arish University College was established in 1425H (2004). It offers bachelor's degrees in clinical nutrition, information systems, marketing and e-commerce, and sharia.

Sabia University College

Sabia University College was founded in 1435H (2013). It offers bachelor's degrees in computer science, accounting, and nursing.

Baish Community College

Baish Community College was created 1436H (2014). It offers associate degrees in chemical engineering technology, electrical engineering technology, and chemical engineering technology.

Student Services

Student Services

Student Activities

Student activities are one of the most important issues of the university. The Deanship of Student Affairs endeavours hard to provide excellent student services and care including accommodation, food, and university book centres. In addition, the Deanship organizes various cultural, social, and sports programs and arts with an objective to build strong student personality and refine their talents through engaging in useful activities. Student activities include two main lines:

A. Central Activities:

University activities and events designed and organized by the Deanship of Student Affairs.

B. Peripheral Activities:

Activities organized and executed separately by Faculties and Colleges under supervision of the Deanship of Student Affairs.

Student Clubs

1. Jazan University Scouts Clan.
2. Theatre Club.
3. Computer Club.
4. Science Club.
5. Business Administration Club.
6. Journalism and Media Club.
7. Social Partnership Club.

Student Education Fund

Student Education Fund is a fundamental administration within the Deanship of Student Affairs through which all of student activities are funded and run. This is done with close cooperation with University Financial Management Department. In addition to financing all student activities, the Student Fund also provides for other student services including loans, subventions, and subsidies. The Fund also finances Student Part-time Job Project within campus. In this project five male and five female students are hired to take up paid part-time jobs within campus in their colleges or at different university Administrative Departments and Deanships.

Accommodation and Food

First: Accommodation Office

In addition to providing amicable learning environment and cordial social university life, the Deanship of Student Affairs is also keen to provide comfortable student accommodation. Jazan University accommodation is best known for cleanliness, quietness, and comfort.

Accommodation Requirements

1. Regular students, and when there is vacancies, post-graduate and visiting students.
2. Applicant's hometown is beyond 70 kms from the campus. When there are limits in vacancies priority is given to the farthest.
3. Applicant has not previously been dismissed from the university housing.
4. Applicant must sign form to adhere to student accommodation regulations and rules.
5. Applicant is free from infectious diseases according to a medical certificate.
6. Applicant pays accommodation fees via one of the national banks as instructed by the Deanship of Student Affairs.
7. Applicant has no previous record of misconduct.

Accommodation Procedure

1. Applications are received and examined by the Student Accommodation Office.
2. Applications accepted on merit as per to Student Accommodation Regulations and based on available vacancies.
3. Providing students with instructions pertaining to living in the student accommodation
4. Informing accepted students of the accommodation fees and requesting the accommodation fees receipts in order to process the students' units assignments
5. Assigning students their units in coordination with the accommodation officer
6. The accommodation officer shows the students to their designated rooms as well as there individual and shared furniture, and have them sign a confirmation log.

Accommodation Documents

1. Official proof of family residence (70km from campus).
2. Copy of National ID card.
3. Five photographs (size 4cmsx6cms)
4. Student Accommodation Application Form.
5. Medical Certificate from public hospital.

Second: Food Administration

Food Administration supervises food services for resident students as well as services, monitoring caterer's services, licenses, and contracts. The administration also organizes official banquets and ceremonies. In addition, the administration manages university cafeterias, restaurants, and canteens, and organizes events on healthy nutrition habits in consultation with expert health nutritionists.

Student Counselling Unit

The Student Counselling unit was established in 1434H. it is responsible for planning and supervising student counselling and guidance. Activities of this unit include student counselling to maintain amicable student-university relationship. The Student Counselling Unit objectives include provision of professional student counselling and guidance, supervising student counselling services on campus, and training of academic advisors.

Graduate Relations and Employment Unit

The unit serves achieving national qualifications framework, provision of graduate professional guidance, and establishing fruitful partnerships with local employers and labour market. Other major functions of the unit include professional training via e-training system, training workshops, and brochures, fliers and placards. The unit also organizes Annual Employment Day and graduation ceremonies.

Innovation and Entrepreneurship Centre

The centre was established in 1435H to achieve university's excellence in innovation and entrepreneurship. It supervises and encourages student innovative ideas and initiatives. It is one of the basic pillars of knowledge economy that strives to identify and build talented students. The centre aims at nourishing innovation, encouraging students to submit their innovative ideas, facilitating application of student creative thoughts, caring for talented

students, and marketing of student research results. The centre accommodates several units to support innivative and entrepreneurial culture on campus.

English Language Center

Established in 1428H, the centre is responsible for teaching English language for all university students. It is directly affiliated to the University Vice-Presidency for Academic affairs. The centre aspires to provide amicable English language teaching and learning environment by supporting student-teacher communication and interaction via interactive and e-learning. The centre aims at providing excellent student learning experience, developing and improving English language courses, organizing specialized training programs in cooperation with Deanship of Community Service, and establishing cooperation links with the British Council and other English language teaching bodies in the Kingdom.

Medical Service General Administration

The department comprises of several units including university medical care centers, ambulance units, university mobile clinics, university medical committee, and university health enhancement unit.

Central Library

The Central Library is the center of learning resources in Jazan University. The library holds a huge collection of Arabic and foreign literature resources and books. It also contains specialized departments for periodicals and automated indexing system that facilitates search for library resources and loans. For the benefit of users, the library provides special reading cabins with internet access points. Library also has several peripheries around campus including branches at Faculties of Medicine, Science, Public Heath, Community College in Jazan and Abo Arish, and in Colleges of Science and Arts in Farasan and Samtah.

The Central Library aims to:
1. Provide excellent up-to-date learning resources.
2. Facilitate scientific research literature.
3. Adopt cutting-edge technologies in library management.
4. Acquire latest IT as a means of communication.
5. Establish cooperation links with international libraries.

Student Rights and Duties

Student Rights and Duties

(To be endorsed)

Student Rights

According to rules and regulations, the student is entitled to:

1. Amicable learning environment and quality education in view of Jazan University vision 2020.
2. University ID card to use on and outside campus.
3. Graduation Certificate.
4. Care, safety, social security, and health care.
5. Use of facilities and services including accommodation, library, activities centre, restaurants, and parking.
6. Security and privacy of information and academic record.
7. Access to academic and administrative departments.
8. Free thinking within Islamic teachings and traditions.
9. Academic counselling with professional academic adviser.
10. Information of study plans, curricula, and time tables.
11. Easy access to course registration and learning resources.
12. Clear exam regulations, time tables, and model answers.
13. Access to all student facilities, events, and activities.
14. Promptness of teaching staff in class and office hours.
15. Special need student facilities and care.
16. Membership of student committees.
17. Access to incentives and rewards.
18. Notification of substandard academic performance.
19. Justice with disciplinary committee actions.
20. Right to defend in disciplinary hearings.

Student Duties

1. Comply with University rules and regulations.
2. Avoid misconduct on and off the campus.
3. Attendance of lectures and activities.
4. Show student ID card upon demand.
5. Adhere to proper traditional uniform on campus.
6. Avoid cheating and plagiarism.
7. Protect University property, equipment, and facilities.
8. Proper use of University computing and internet.
9. Abstain from unauthorized activities and associations.

10. Refrain from issuing unauthorized leaflets and brochures.
11. Refrain from unauthorized fund raising.
12. Kind treatment of faculty, staff, and employees.
13. Keep and maintain official email address.
14. Follow up University announcement and information.
15. Sincerity in pursuing learning activities.
16. Keep time frame for academic services.
17. Bring no dangerous material and weapons on campus.

Violations and Penalties

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A. Violations

Infractions include all violations of Islamic faith teachings, laws, University rules, government regulations. Student committing such infractions and violations will be subjected to disciplinary action by College and/or University Disciplinary committees.

1. Violation of University regulations and damage its property.
2. Intended disruption of education activities and exams.
3. Actions and words that threaten dignity and honour.
4. Cheating and plagiarism.
5. Attending exams on behalf of others.
6. Formation of unauthorized associations.
7. Assembling unauthorized events.
8. Vandalizing University property, facilities, and equipment.
9. Unauthorized and unapproved distribution of leaflets and brochures.
10. Unauthorized and unapproved collection of donation.
11. Unauthorized and unapproved use of camera and filming equipment.
12. Forgery in all sorts and forms.
13. Contravening University smoking regulations.
14. Profane treatment with other students, faculty, staff, and employees.
15. Possession of hazardous material and weapons on campus.
16. Absence from University accommodation without notice.
17. Failure to comply traditional uniform and attire

B. Penalties

1. Verbal or written notice with a copy placed in academic file.
2. Written warning with a copy to parent.
3. Denial of some University benefits (e.g. accommodation)
4. Denial of one or more final exams.
5. Suspension for one semester or more.
6. expulsion from university.

In all cases, a violating student is liable for all damaged properties replacements, repairs, instalments as well as punitive damages.

Requests, Complaints, and Appeals

Requests, Complaints, and Appeals

(To be endorsed)

Requests

1. A requests is made in writing to the unit concerned.
2. A requests is examined by the relevant committee.
3. Decision is made by the Faculty Board.
4. Applicant is notified of the decision in writing.

Complaints

1. Complaints are made in writing to Dean or Vice-Dean.
2. Complaints are transferred to Academic Department.
3. Complaints are reviewed by an academic committee and decision is raised to the Dean.
4. The Dean makes decision about sanction according to committee recommendation.
5. Malicious complaints are transferred to the University Permanent Student Affairs Committee of the University Vice-President for Academic Affairs to decide on proper action towards malicious complaints.
6. Decision about complaint becomes final when seen by University Board and the Board Meeting Minutes is approved by University President.

Appeals

Levels of Appeal

Student is entitled to appeal against disciplinary actions as follows:

1. First Appeal

Appeal against a Faculty Unit is made to the Dean who forwards to the Student Affairs Committee for review and recommendation. The Dean makes a decision/disciplinary action.

2. Final Appeal

Appeal against second level action by Permanent Student Affairs Committee is made directly to University President within time frame for final appeal.

Contact Information

Contact Information

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