

Student Handbook



Deanship of Student Affairs

١٤٤٣هـ

Praise be to allah, the lord of all worlds, and may peace and blessings be upon the master of prophets and messengers, and upon his family and companions altogether.

Firstly, the student affairs deanship would like to congratulate you, dear student, on your acceptance to king fahd university of petroleum and minerals. We wish you success and fulfillment in achieving your goals of knowledge and experience, so that you become an active contributor to the progress and development of this noble country.

We are pleased to present to you this guide, which has been prepared to provide you with the most important information related to academic aspects, official procedures, and various activities that are of interest to university students during their academic journey. The guide also includes an introduction to the different university departments that are relevant to students, along with many important instructions and tips that will help you advance confidently in your academic path. **Therefore, we hope that you will read it carefully to benefit from its comprehensive information and adhere to its important guidelines.**

The student affairs deanship, along with its affiliated departments, the admission and registration deanship, the general preparatory year affairs agency, the information technology center, and the general security administration, have participated in the preparation of this guide. We extend our sincere thanks and appreciation to all those who contributed to its preparation, review, and production.

I ask allah to make this guide beneficial and a source of goodness, and to grant everyone success and satisfaction in what they seek.

Dr. Wael Sulaiman Flatah.

Dean of student affairs

Contents

Introduction:	5
.1 Orientation program for new students:.....	6
2. Official Procedures for New Students:	7
A. Receiving the documents of the new student:	7
University ID Card:.....	7
Personal Mailbox:.....	7
Email Account:.....	7
Class Schedule:	7
B. Accommodation for eligible students:	7
C. Receiving textbooks:	8
D. Obtaining a vehicle permit for entering the university and using parkings:.....	8
E. Opening a file at the Medical Center:	8
3. Preparatory Year Program:	9
Preparatory Year Program Design:.....	10
Academic grades:	12
How to calculate the semester and cumulative GPA:.....	13
How to read the class schedule:	14
Academic Rules for Preparatory Year Students:	16
Attendance:.....	16
Skipping the Preparatory Year Program:.....	17
Partial Exemption from the Preparatory Year Program:.....	18
Exemption from the English Language Program after the Level Placement Test:.....	18
Possibility of Exemption from the English Language Program after Program Start:	18
Skipping the Mathematics Program in the Preparatory Year:	18
Passing the Preparatory Year Program:	19
Course Examinations:.....	19
Withdrawal from the Preparatory Year Program:	19
Dismissal from the Preparatory Year Program:	20
Honors Ranking:	20

4. Relevant Departments	21
Admission and Registration Deanship:	21
Preparatory Year Affairs, College of General Studies:	22
Students Excellence and Success, Deanship of Student Affairs SES	23
Vision:	23
Goals:.....	23
Services:.....	23
1. Counseling and guidance:	23
2. Learning support:	24
3. Academic Advising:	24
4. Skills and Leadership:	24
5. Undergraduate Research Office:.....	24
6. Part-Time Jobs:	25
Student Rights at Students Excellence and Success:.....	25
Student Activities and Programs	26
Student Clubs:	26
General Administration of Student Affairs.....	29
Electronic Services:.....	29
4. General Administration of Student Housing	34
List of Student Housing Violations	38
Student Fund	42
Office of Disability Affairs.....	45
Information and Communications Technology Center	46
Guide to Using Computers for Students:	47
General Directorate of Security	53
General Administration of Food Services.....	55
Important Common terms	60
Important phone numbers.....	61
Guide to Appropriate Dress for KFUPM Students.....	63

Regulations for Communication with Faculty Members and University Staff.....	71
Student Regulations	73
Regulations for the Rights and Obligations of Female Students.....	78
Disciplinary Regulations for Female Students.....	83
Guide for Appropriate Attire at KFUPM for Female Students	89
Female Student Housing Regulations at King Fahd University of Petroleum and Minerals	91
rules and regulations for communication with faculty members and university staff.....	97
Student Activities:	99
Organizational Procedures for Managing Student Activities for Female Students	101

Introduction:

We are pleased to welcome you to King Fahd University of Petroleum and Minerals. We would like to present to you this important guide that we have carefully prepared for you, which begins with the procedures for new students and introduces the Preparatory Year Program, which is the cornerstone of studying at the university.

The aim of this program is to prepare and equip new students for university education. It has the following main objectives:

1. Developing students' English language abilities and skills to enable them to successfully pursue their academic and professional studies.
2. Enhancing students' understanding and comprehension of basic mathematical concepts and developing their analytical and critical thinking skills.
3. Developing students' technical knowledge and core skills for effective learning and helping them achieve a successful personal and academic lifestyle.

In addition, the guide includes an introduction to some departments and services that may be of interest to you, as well as addresses, phone numbers, and official procedures that university students may need. We hope that this will assist you in your university life.

For university students, there are rights and responsibilities outlined in the university's regulations and bylaws. Students can review these rights and responsibilities in this guide. The university guarantees its students the right to submit complaints about any decision made against them or any other grievances, provided they follow the announced procedural steps as detailed in the attached student regulations at the end of the guide.

1. Orientation program for new students:

The Deanship of Student Affairs offers a number of programs and activities for new students with the aim of raising awareness, educating them, and occupying their time with beneficial activities. One of these programs is the Introduction Program for New Students, which takes place before the start of classes at the Preparatory Year Center (Building 57). Its objectives include:

1. Assisting new students in understanding the university's systems and academic regulations through lectures and meetings with university officials.
2. Providing students with a general overview of what will be done during the first few days of classes.
3. Assisting new students in understanding the class schedule and book retrieval process.
4. Preparing students for academic and social life in the university.
5. Organizing cultural, social, and sports events and competitions.
6. Facilitating opportunities for new students to get to know each other and build social relationships.

Therefore, the participation of all new students in this program will help them adapt easily to university life.

2. Official Procedures for New Students:

Dear student, you should print the medical examination form and acceptance letter from the Admission and Registration Deanship website and complete the personal information. Then, complete the medical examination procedures at any hospital or clinic and bring it along with the acceptance letter to the reception center at the university during the designated period mentioned in the letter, along with your original ID. This is to complete the following steps:

A. Receiving the documents of the new student:

One of the most important steps you should take upon arriving at the reception center is to go to the Student Services Office and receive your documents and ensure it include the following:

University ID Card:

It is the only means to access various services at the university. Students must keep it with them at all times while on campus.

Personal Mailbox:

Each student is assigned a mailbox to receive their personal mail. All correspondence related to university life will be sent through the student's mailbox. Students are responsible for regularly checking their mailbox.

Email Account:

The university provides each new student with an email account and internet access. The student will be provided with a username and password, which will be given prior to their arrival at the university.

Class Schedule:

The class schedule indicates the courses you will be studying, their timings, and locations. To learn how to read the schedule, please refer to page 11. The main Registrar's Office is located in Building 68.

You will obtain the class schedule for the second semester through the university registrar's webpage:

<http://regweb.kfupm.edu.sa>

Make sure to get the academic calendar, which contains important dates.
--

B. Accommodation for eligible students:

To obtain university housing, please refer to the Student Housing Management section at the designated location in the New Students Reception Center (Building 57). For more details, refer to page 34.

C. Receiving textbooks:

To obtain textbooks, bring your university ID card and class schedule and go to the Book Store (Room 007-A) in Building 57. Present them to the designated staff member who will provide you with your textbooks. Make sure to check that the received books are complete before stamping the schedule. It is the student's responsibility to keep all the textbooks, as they may be required to return them if they withdraw from the university.

D. Obtaining a vehicle permit for entering the university and using parkings:

All students must register their vehicles with the Security Administration and obtain a permit for entering the university and using the designated student parking lots based on their residence. The student should go to the Security Administration building next to the new Preparatory Year building after submitting a permit request through the portal system. They should bring the following documents:

1. Valid driver's license.
2. Vehicle registration.
3. University ID card.
4. Student Housing certificate indicating the student's place of residence.

E. Opening a file at the Medical Center:

The university provides its students with medical services (free of charge) through the Medical Center, which operates 24/7. To benefit from this service, visit the Medical Center with your university ID card to open a medical file. The center can be visited during the following working hours:

- The medical center operates 24/7, including holidays.
- **Sunday to Thursday:**
Doctors available from 7:30 AM to 10:00 PM.
- **Fridays and Saturdays:**
Doctors available from 9:30 AM to 12:00 PM and from 7:30 PM to 10:00 PM.
- Ramadan and holidays will have separate announcements.
- There is an on-call doctor available 24/7.
- Nursing and emergency services are available 24/7.

Any messages received in your designated student email account from any department within the university serve as official notifications regarding any matters related to your academic Tenure.

3. Preparatory Year Program:

Dear Preparatory Year student, the Preparatory Year Program has been carefully designed to prepare you socially, psychologically, linguistically, and academically for university education. Its aim is to help you transition from general education to university education. You may hear from some of your peers that the Preparatory Year is not important because its grades are not counted in the university stage. We caution you against listening to such rumors. Based on experience, neglecting academic performance in the Preparatory Year is one of the main reasons for failure in the university stage. The scientific subjects and language skills you learn in the Preparatory Year serve as the foundation for most of the courses you will study in the university stage. Therefore, your performance in the Preparatory Year is an indicator of your ability to continue at the university. We urge you to make the most of the Preparatory Year program and develop your abilities through it. Remember that if you get used to diligence and hard work in this stage, it will continue by the permission of Allah, as long as you are committed to it. Do not neglect or slack off in this regard.

Preparatory Year Program Design:

It is an academic year divided into two semesters, during which the following subjects are studied:

1. English language
2. Mathematics
3. Engineering technology
4. Physical education
5. Life skills
6. Natural sciences
7. Computer science

As follows:

First semester				
Course		No. of lectures	No. of laboratory hours per week	The number of units
English language	ENGL 01-FH	15	5	4
English language	ENGL 02-SH	15	5	4
Mathematics	MATH 001	3	1	4
Natural sciences	PYP 001	2	0	2
Or	Or			
Computer science	PYP 002	0	2	1
Life skills	PYP 003	0	2	1
Or	Or			
Engineering technology	PYP 004	0	2	1
Physical education	PE 001	0	2	1
Total		20-18	10-12	15-16

Second semester				
Course		No. of lectures	No. of laboratory hours per week	No. of Credit hours
English language	ENGL 03-FH	15	5	4
English language	ENGL 04-SH	15	5	4
Mathematics	MATH 002	3	1	4
Natural sciences	PYP 001	2	0	2
Or	Or			
Computer science	PYP 002	0	2	1
Life skills	PYP 003	0	2	1
Or	Or			
Engineering technology	PYP 004	0	2	1
Physical education	PE 002	0	2	1
Total		20-18	10-12	15-16

Note: If the placement tests for English language proficiency indicate that the student's level does not qualify him to enter the first course, the student will be placed in the course (ENGL00). In this case, the student must complete five courses in English language to successfully pass the program. This may require an additional semester for the student to complete the program within a maximum of three academic semesters.

Academic grades:

Grades for all courses are calculated as follows:

symbol	Points	Description
A+	4.00	Exceptional
A	3.75	Excellent
B+	3.50	Superior
B	3.00	Very Good
C+	2.50	Above Average
C	2.00	Good
D+	1.50	High Pass
D	1.00	Pass
F	Zero	Fail
IP	-	In Progress
IC	-	Incomplete
DN	Zero	Denial
W	-	Withdrawn
WP	-	Withdrawh With Pass
WF	Zero	Withdrawh With Fail
NP	Zero	No Grade Pass
NF	-	No Grade Fail
AU	-	AUDIT

How to calculate the semester and cumulative GPA:

An example for calculating the semester GPA:

Course	Credit Hours	Grade	Grade Point Equivalnet	Grade Point (Grade Point Equivalnet × Credit Hours)
ENGL 02-FH	4	A+	4.00	16.00
ENGL 03-SH	4	B+	3.50	14.00
MATH 002	4	B	3.00	12.00
PYP 002	1	A	3.75	3.75
PYP 003	1	C	2.00	2.00
PE 002	1	B	3.00	3.00
Total	15			50.75
$GPA = \frac{\text{Grade Point}}{\text{Credit Hours}} = \frac{50.75}{15} = 3.38$				

To calculate the cumulative GPA:

$$CGPA = \frac{\text{Total Grade Point for all semesters}}{\text{Total Credit Hours for all semesters}} = \frac{50.75}{15} = 3.38$$

How to read the class schedule:

Dear student, the Class schedule will be distributed to each student during the Orientation program.

Sample of class schedule with explanation

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS								
<i>Deanship of Admissions & Registration</i>								
<i>Office of the University Registrar</i>								
<i>Student Schedule for the Term XXXXXX</i>								
ID	:	<i>2013XXXX0</i>						
NAME	:	<i>XXXX, XXXXX XXX</i>						
CRN	COURSE	TITLE	CREDIT	DAY	TIME	BLDG	ROOM	INSTRUCTOR
22911	ENGL001-23	Preparatory English I	8	UMTWR	1000 - 1050	58	1059	SLIWA, G
				UMTWR	1100 - 1150	58	1059	SLIWA, G
				UMTWR	1520 - 1610	58	1059	SLIWA, G
				UMTWR	1620 - 1710	58	1059	SLIWA, G
22372	MATH001-07	Preparatory Mathematics I	4	UMTR	0900 - 0950	61	103	ARAFEH, SHAHER RAS
22759	PE001-81	Preparatory Health & PE I	1	TR	0800 - 0850	TBA	TBA	KAUKAB, AZEEM
22584	PYP001-21	Preparatory Physical Science	2	UW	1410 - 1500	61	107	STAFF
22663	PYP003-20	Life Skills	1	T	1310 - 1500	58	0041	STAFF
Total Registered Credits		<i>16</i>						

Academic Rules for Preparatory Year Students:

Attendance:

1. Students at King Fahd University of Petroleum and Minerals are required to attend regularly, be diligent, and exert effort. Failure to attend regularly and maintain diligence will result in the student being denied continuation in the course. They will also be denied entry to the final exam and will receive a "DN" grade, which will be calculated as zero in the semester and cumulative GPA. A student who receives this grade will be considered failed in the course.
2. Students will be denied continuation in any of the Preparatory Year courses and denied entry to the final exam if their absence exceeds the specified limit without an excuse or exceeds the maximum limit even with an excuse. The following table shows the number of absences that lead to being denied entry to the final exam.

	Unexcused absences	Maximum No. of excused/unexcused absences
English language	15	25
Mathematics	7	10
Natural sciences	4	7
Computer science, Life skills, and Engineering technology	2	4
Physical education	6	10

Note that there is a specific threshold of absences that, if exceeded by the student, will result in a deduction of grades, negatively affecting academic performance.

3. Students should provide any excuses (medical or official) they have within one week from the end date of the excuse or medical leave to the Office of the Deputy Dean for General Studies Affairs of the Preparatory Year.
4. Students should be aware of the regulations specific to each subject regarding warning notifications and eligibility for grade deductions. They can refer to the departments that offer Preparatory Year courses for further information.
5. If a student is absent from the final exam, their grade will be recorded as zero for that exam, and their grade in the course will be based on the grades obtained in the periodic assessments.
6. In case a student cannot attend the final exam for any course due to a compelling excuse approved by the College Council, in cases of extreme necessity, their excuse will be accepted, and they will be allowed to take an alternative exam during a period not exceeding the end of the following semester. The grade they receive after taking the alternative exam will be recorded as their final grade.
7. The General Studies Affairs Office of the Preparatory Year, through the Student

Care Unit, is keen on assisting students who have psychological or academic problems related to absences or academic achievement. Students can contact the unit through one of the following links:

- pyscu@kfupm.edu.sa
- <https://ssc.kfupm.edu.sa/index.php?mp=refer>
- <https://teams.microsoft.com/l/channel/19%3af036a8448f1248169b2b81c7dea1d2b%40thread.tacv2/General?groupId=5a681fcc-95ee-4b81-9fd0-a38c3ff9466f&tenantId=29b4b088-d27d-4129-b9f9-8637b59ea4b3>

to discuss their situation and receive assistance in overcoming the obstacles that affect them.

Skipping the Preparatory Year Program:

There are two cases for completely skipping the Preparatory Year Program and moving directly to the first year of university.

Case 1: If new students have IELTS or TOEFL English language proficiency test scores and SAT math test scores according to the requirements mentioned in the following table:

Test	Minimum Score
TOEFL (IBT)	70
IELTS	6.0 (with no band less than 5.5)
SAT	Minimum 700 in the math SAT test, level 2

Provided that the test dates are not more than one year prior to the start of the academic year.

Case 2: The student successfully passes the placement tests administered by the Preparatory Year Program in English language and mathematics at the beginning of the academic year.

In this case, the student is exempted from the remaining courses of the Preparatory Year related to the Science and Engineering program and can proceed to the first year of university by submitting a request to the Office of the Deputy Dean for General Studies Affairs of the Preparatory Year before the start of the first semester.

Partial Exemption from the Preparatory Year Program:

The student is exempted from the English language component only. This occurs when the student has a certificate from one of the English language proficiency tests (IELTS or TOEFL) without having the math test (SAT) and has not passed the placement tests offered by the university in mathematics. In this case, the student must take the full mathematics program and the Science and Engineering program, or the student can skip the Mathematics 001 course by passing the placement test for that course, provided they are at the English level 03 or above (or have skipped the English courses).

Exemption from the English Language Program after the Level Placement Test:

After the level placement test, the program invites all students placed in level (English 04) to take the TOEFL test (if desired). If the student scores 530 or above, they will be exempted from the English language program in the Preparatory Year.

Possibility of Exemption from the English Language Program after Program Start:

After completing the English 02 or English 03 course in the English language program, there is an opportunity to be exempted from some or all of the remaining English language courses. Students in the English 02 course who achieve a final grade of A or A+ are invited to take the TOEFL test. If the student scores 530 or higher, they will be exempted from the English 03 and English 04 courses. A score of 500-527 allows them to skip English 03 and proceed directly to English 04. Students in the English 03 course who achieve a grade of A or A+ and score 530 or higher in the TOEFL test are allowed to skip the English 04 course.

Skipping the Mathematics Program in the Preparatory Year:

If the student scores 700 or higher in the SAT Level-2 Math Subject Test or passes the placement tests for Mathematics 001 and Mathematics 002 offered by the university, they will be exempted from the mathematics courses and other remaining courses in the Preparatory Year, provided they meet the English language exemption requirements at the university.

Passing the Preparatory Year Program:

Dear student, you must complete the requirements of the Preparatory Year within a maximum of two academic semesters, which is the designated duration for the program. The requirements for completing all Preparatory Year courses can be summarized as follows:

1. Passing the English language courses (ENGL 01, ENGL 02, ENGL 03, ENGL 04) within the specified timeframe for the program with a minimum grade of Good (C) in each course.
2. Passing the remaining courses within the specified timeframe for the program with a minimum grade of Acceptable (D).
3. The university may offer the student a summer semester or a third semester to complete the Preparatory Year.

Course Examinations:

There are two types of examinations held during the academic semester:

Type 1: Brief or short quizzes, usually conducted on a weekly basis. The purpose of these quizzes is to ensure that the student maintains continuous engagement with the course material.

Type 2: Major exams, with at least three major exams held throughout the semester. They are scheduled at the beginning of each academic semester and are as follows:

- First Major Exam
- Second Major Exam
- Final Exam

The course grades are distributed among these exams, in addition to the grades for the homeworks and assignments.

Withdrawal from the Preparatory Year Program:

A student who discontinues their studies without officially withdrawing will have their enrollment folded by the university, and they will not be able to be readmitted. If a student wishes to withdraw from the Preparatory Year Program or apologize for their studies, they should consult the Vice Dean of the General Studies College for Preparatory Year Affairs or the Excellence and Success Agency at the Deanship of Student Affairs. They need to discuss the reasons and justifications for the withdrawal. When a student decides to withdraw from the university or apologize for their studies and becomes aware of the consequences, they should print and complete the "Disengagement Form" and submit it to the Student Services at the Deanship of Student Affairs. They should also visit the Admission and Registration Deanship to obtain a "Course Drop Form" and then obtain the necessary signatures. After completing the required signatures, the form should be submitted to the Admission and Registration Deanship in Building 68.

Dismissal from the Preparatory Year Program:

- If the student does not complete all the Preparatory Year courses within the specified period (a maximum of three consecutive academic semesters).
- If the student receives a grade of D+ or lower three times in different English language courses in the Preparatory Year (whether in one course or multiple courses).
- If the student receives an F grade in any Mathematics course after retaking it.

Honors Ranking:

At the end of each academic semester, the Admission and Registration Deanship includes the names of outstanding students in the university's honors list based on their GPA and the number of points they earned in that semester, as follows:

- A. 1st Honors Ranking: GPA between (3.75) and (4.00), with a minimum of 60 points.
- B. 2nd Honors Ranking: GPA between (3.50) and (3.74), with a minimum of 56 points.
- C. 3rd Honors Ranking: GPA between (3.00) and (3.49), with a minimum of 48 points.

4. Relevant Departments

Admission and Registration Deanship:

The Admission and Registration Deanship is responsible for admitting students to the university and handling the registration process for their studies. The deanship consists of two main departments: The Admission Department and the Registration Department, in addition to the Dean's Office. The deanship and its staff strive to provide convenient services to students and facilitate the academic requirements with ease and discipline.

The Admission Department handles all procedures related to the admission of new students until they join the university. It also manages the procedures for readmission of students and transfer requests from other universities and colleges, in accordance with the university's academic regulations. The department coordinates with the Registration Department and the Dean of Student Affairs in these matters. The Registration Department, on the other hand, is responsible for registering all university students in their academic courses, ensuring that they follow the academic plans, and coordinating with the academic departments for course offerings and scheduling, as well as graduation requirements. It also monitors students' academic grades and keeps them in their academic records, in addition to implementing the academic regulations and university exams.

The process of student admission and registration is conducted electronically, as the university utilizes a global system for this purpose. Students themselves perform the registration process, as well as modifications to their course schedules, such as adding or dropping courses, except for preparatory year students, following the announced instructions and deadlines.

Students must be familiar with the systems and regulations related to their studies at the university. One of the most important is the study and examination regulations for the university level, as well as the registration procedures. These emphasize that the student bears the responsibility of knowing and following the study system and its related regulations, including graduation requirements. While academic advisors guide and assist students in this regard, it does not exempt students from assuming this responsibility. Each student is required to be knowledgeable about the study system and fully understand the instructions for obtaining the academic degree accurately and comprehensively. They should continuously seek awareness of any new academic systems and consult with the head of the relevant department or academic advisor for assistance.

Preparatory Year Affairs, College of General Studies:

The academic supervision of the Preparatory Year program is carried out by the Office of the Vice Dean of the College of General Studies for Preparatory Year Affairs. Each course in the Preparatory Year is supervised by a program director assigned to that specific course. Any student who wishes to inquire about a course or discuss any issues related to the courses should consult the relevant program director, as indicated below:

- Vice Dean of the College of General Studies for Preparatory Year Affairs: Preparatory Year Building No. 57, Room 406.
- Director of the English Language Program for the Preparatory Year: Preparatory Year Building (Building No. 57, Room 3006).
- Director of the Mathematics Program for the Preparatory Year: Preparatory Year Building (Building No. 57, Room 406).
- Director of the Science and Engineering Program for the Preparatory Year: Preparatory Year Building (Building No. 57, Room 444).
- Coordinator of Physical Education Courses for the Preparatory Year: Sports Stadium, Building No. 36, Room 205.
- Visit the Preparatory Year website online at www.kfupm.edu.sa/pyp

Students Excellence and Success, Deanship of Student Affairs SES

In an effort to assist you, provide opportunities for success and creativity, and equip you with a set of skills that may not be available for learning within the classrooms, the Agency of the Dean of Student Affairs for Excellence and Success was established. The agency offers its services through several specialized units and offices in various fields, with the aim of ensuring that you become an outstanding and successful student in your academic journey and, subsequently, capable of competing in the job market after graduation, God willing.

Vision:

Students Excellence and Success is dedicated to providing various types of advice, counseling, and academic, social, and psychological support specialized for all university students. It also focuses on developing their academic and life skills, especially leadership skills, by helping them make the most of their own abilities, motivating them towards excellence, and assisting them in meeting graduation requirements within the specified timeframe, equipped with scientific knowledge and personal skills.

Goals:

The Agency of the Dean of Student Affairs aims to actively contribute to achieving the university's aspirations of graduating generations of mature youth armed with knowledge, faith, expertise, and self-confidence. These graduates should be capable of constructive participation in the development plans of the Kingdom. The agency strives to achieve its objectives through the following:

1. Assisting and helping new students adapt to university life.
2. Providing academic guidance.
3. Offering specialized social and psychological counseling and support.
4. Enhancing academic achievement and capabilities.
5. Supporting students facing academic difficulties and providing them with special care and follow-up.
6. Assisting students in developing various skills, including academic, leadership, and life skills, through specialized programs such as courses, workshops, and lectures.

Services:

The agency provides a range of services and oversees various programs aimed at serving students. Some of the most important services include:

1. Counseling and guidance:

This includes individual or group counseling sessions aimed at discussing social or psychological issues, concerns, or questions that occupy students' minds. The objective is to gain a comprehensive understanding of these issues, identify suitable methods and means to solve and cope with them.

2. Learning support:

The Student Learning Support Unit offers programs that help students achieve academic excellence and develop the necessary strategies and skills for academic success. It focuses on students who are struggling academically and designs programs to enhance their academic performance, such as:

- **Tutorial Program:** Interactive evening sessions provided by university professors for students who scored below average in exams.
- **Peer Support Program:** Excellent students mentor academically struggling students, providing them with the necessary study skills for success. These outstanding students receive monthly rewards through part-time work in the Dean of Student Affairs.
- **Evening Online Office Hours:** Opportunities for preparatory year students to interact with their professors during the evening period and engage in collective discussions.
- **Young Teacher Program:** A student-led initiative where volunteers from various disciplines assist in teaching certain courses to second-year students and above.

3. Academic Advising:

The Academic Advising Unit develops necessary plans to strengthen the relationship between students and their academic advisors. It raises awareness about the role of academic advising, introduces students to the available opportunities and services within the campus to benefit from throughout their academic journey.

4. Skills and Leadership:

The unit, in collaboration with other university departments, works on developing students' skills to meet the changing needs of the job market and provide university graduates with competitive advantages and preparation for a successful life. Special focus is given to intellectual foundations, leadership, and the development of skills required for effective leadership. The unit provides training to students in various areas, including life skills, study skills, and leadership skills, through several programs such as Skill Learning Program, Acquire Competence Program, and Young Trainer.

5. Undergraduate Research Office:

The Undergraduate Research Office aims to encourage and support undergraduate students in participating in scientific research. The office adopts several activities to achieve this, including:

- Training students on research skills.
- Training faculty members on mentoring students involved in scientific research.
- Supporting undergraduate students to attend scientific events such as conferences, seminars, competitions, etc.
- Compiling lists of available research opportunities for students and lists of students interested in participating.
- Encouraging the offering of more courses specialized in scientific research.

- Sending undergraduate students to spend the summer conducting scientific research at prestigious international universities.
- Involving undergraduate students in research projects and benefiting from their research grants (USRG).
- Participating in coordinating the scientific symposium for university students, where undergraduate students present their research achievements.

6. Part-Time Jobs:

This unit is responsible for coordinating part-time job opportunities for students within the university. It collects part-time job opportunities from all university departments and academic divisions and announces them to students. It then assigns students who are interested in working in these positions according to a mechanism that ensures equal opportunities among university students, with priority given to academically outstanding students in grading positions and students with financial difficulties in administrative positions.

Student Rights at Students Excellence and Success:

The SES is committed to meeting the needs of students and considering the following:

1. **Privacy:** This refers to the student's right to provide the agency's official (advisor or counselor) with personal or family information as desired. The official may ask the student for some information that could help understand their problem, but they cannot force the student to disclose information they do not wish to share.
2. **Confidentiality:** All information provided by the student to the official remains confidential between them. No one else has the right to access it without the student's consent.
3. **Freedom of Choice:** All services provided by the agency are optional and available to students who wish to utilize them. No one is obliged to use them. The student also has the right to choose the social advisor or counselor they feel comfortable with based on the working circumstances.

Contact Information:

Building No. (68), 1st floor, Office 132

Phone: 8522

Email: ssc@kfupm.edu.sa

Counseling and Guidance Services: 1414

Email: caac@kfupm.edu.sa

Student Activities and Programs

The university, represented by the Deanship of Student Affairs, recognizes the utmost importance of extracurricular student activities in university life. Therefore, an administration was established early on to oversee student activities and clubs.

The objectives of student activities:

1. Foster the development of well-rounded and balanced personalities among students.
2. Invest students' time in purposeful programs to discover and enhance their talents and abilities.
3. Train students in leadership skills and responsibility.
4. Establish strong connections between students and their professors to benefit from their experiences and talents.
5. Provide students with opportunities to participate in local, regional, and international events, which greatly contribute to shaping their characters, building their self-confidence, and training them in teamwork, task division, and organization.
6. Strengthen fraternal bonds among students and foster a sense of unity among them.
7. Enable students to learn communication skills in the fields of public relations and human relations.
8. Train students to deal with the pressures of post-graduation life and work environments. While academic semesters and labs provide theoretical and practical knowledge, real-life experiences are not often addressed.

Student Clubs:

The administration of student activities at the Deanship of Student Affairs gives great attention to extracurricular activities. A large number of clubs have been established, taking into consideration quantity and quality. The administration ensures that every talented individual find what they aspire to and that the interests of all university students are satisfied, aiming to occupy their free time, develop their abilities, and encourage creativity in various fields such as science, culture, arts, and social engagement. Furthermore, these clubs assist students in completing their academic tasks. The programs of these clubs are based on students' needs, aiming to elevate and satisfy their interests, aspirations, and growth. Through their diverse activities and programs, these clubs aim to increase students' cultural and scientific awareness, refine their artistic taste, and equip them with the necessary skills and exceptional experiences in communication and voluntary institutional work, thus contributing to the cultural, social, and sports development of the nation within the framework of Islamic beliefs.

Participation of Clubs in University Events:

The Deanship of Student Affairs, through the administration of student activities and its clubs, participates in various university events, including:

1. Conferences.
2. Seminars.
3. Lectures.
4. Workshops.
5. Delegations' visits.
6. Career Day.
7. Annual graduation ceremony.
8. Orientation program for new students.
9. Internal and external scientific exhibitions.
10. Cultural, sports, and theatrical weeks, as well as camps for Gulf Cooperation Council universities.

Student clubs play a fundamental role in organizing such events. The Deanship encourages student clubs to participate in these events after coordinating with the relevant authorities. The appropriate club(s) for each event are determined, ensuring clear and suitable distribution of tasks and responsibilities so that these clubs can effectively represent the university in these occasions.

Benefits for Club Presidents:

Working in student clubs is voluntary, and the club president is responsible for the club's action plan and its implementation, being accountable to the Deanship of Student Affairs. In return, the Deanship appreciates the efforts made by the club president in serving the community, shaping their personality, and developing their skills. **Some benefits that club presidents gain when assuming this responsibility include:**

- Training in planning, budgeting, and presenting budgets before the Student Fund Council.
- Getting acquainted with the nature of administrative work at the university and dealing with all its departments.
- Gaining experience and skills in administrative work.
- Becoming accustomed to working under administrative and supervisory pressures.
- Receiving moral recognition from the Deanship of Student Affairs, the university community, and beyond.

Benefits for club members:

The Deanship of Student Affairs follows the principle of voluntary work in all areas of student activities, desiring to consolidate and strengthen this principle in the hearts of students and accustom them to serving others from among their brothers without material compensation, which is consistent with the main goal of student activity and the principles of the tolerant Islamic faith and the university's message towards its students to be able to serving their religion and country.

This, in turn, develops in the activity students many ethics and skills, most notably:

- Instilling self-motivation to give and give without waiting for a financial return.
- Working in a team spirit and getting used to taking responsibility.
- Provides a training opportunity for each student on administrative and leadership skills.
- Acquisition and development of communication skills.

Support and incentives provided to students of student activity:

The Student Affairs Deanship pays great attention to student activities and provides them with financial and moral support. The support and incentives include the following:

1. The Student Activities Management organizes an annual closing festival for its activities, which includes a ceremony to honor the heads of student clubs and outstanding members, under the patronage of the University President.
2. The university also presents a number of awards annually during the honoring ceremony to the distinguished individuals in student activities, after being nominated by the Student Affairs Deanship. The awards are as follows:
 - Excellence Award in Student Activities, presented to the best club president among the student clubs.
 - Excellence Award in Academic Assistance, given to the best active student who contributed in this field.
 - Three awards for the top three student clubs during the academic year.They are honored in the presence of the University Director, senior officials, and the parents of the graduates, in addition to university staff.
3. The Student Affairs Deanship organizes a number of recreational and scientific trips for the distinguished individuals in activities, as follows:
 - A concluding recreational trip for the outstanding clubs.
 - High-quality international scientific trips to one of the advanced countries, where a number of distinguished activity students are selected to participate.
4. The Student Affairs Deanship nominates some outstanding students to work with some permanent committees at the university that are related to students, such as the Student Fund Council, Student Affairs Committee, Health and Safety Committee, and Committee for Students with Special Needs.
5. The Student Affairs Deanship nominates a number of outstanding students in student activities to participate in student delegations representing the university or the kingdom regionally and internationally.

General Administration of Student Affairs

The General Administration of Student Affairs, under the Deanship of Student Affairs, strives to provide the best services and facilitate procedures for university students. The administration is concerned with all categories of university students (undergraduate, master's, doctoral, part-time, and executive MBA). The administration receives students through reception centers, electronic service platforms, and also via email to answer any inquiries or provide any service through different departments and units of the administration. The following is a summary of the most important services provided by the administration to university students through the following departments:

Electronic Services:

The General Administration seeks to provide a number of remote services, and some of them have been uploaded to the Tareef platform (tareef.kfupm.edu.sa) to access the following electronic services:

- Certificate of enrollment.
- Letter of honor ranks for students.
- Housing contract. Soon, a number of services will also be uploaded to the Electronic Support System (E-Desk System).

1. Student Relations Unit:

Dear student, the Student Relations Unit was established to serve you, as it acts as a link between you and the Deanship of Student Affairs and its services. This unit aims to guide you throughout your academic journey at the university and work to overcome any obstacles you may face - God forbid. We work together to build integrated links between you and the university administration. The administration has made efforts to provide an electronic link for some services, including the certificate of enrollment, without the need for the student's presence. This facilitates the student's access to this service even outside official working hours.

2. Student Records Unit:

Your university file at the Deanship is specifically for you, where all your personal documents (electronic archive) are kept since your admission to the university until your graduation. It serves as the main reference to track your academic progress, as it contains all documents and transactions related to you. Make sure to keep it free from any violations, God forbid, so that you can enjoy the privileges granted by the university to its students, such as the student exchange program, international visits, excellence awards, and representing the university in international events and forums. This administration is responsible for receiving the termination form from all students and ensuring that they fulfill all their obligations towards the university.

3. University Reward Unit

The university reward is granted to regular students according to the regulations and rules governing the university reward, as follows:

- University reward amounting to SAR 990 for undergraduate students.
- University reward amounting to SAR 890 for graduate students.
- Excellence reward for students who achieve honor ranks at the end of each semester, amounting to SAR 1000 for the first honor rank, SAR 750 for the second honor rank, and SAR 500 for the third honor rank.

Executive Regulations for the University Reward:

1. Preparatory Year Students:

- The university reward is granted to all regular preparatory year students in the first semester with an amount of SAR 990.
- The student is deprived of the university reward if they obtain a cumulative GPA of less than 1.75 by the end of the first or second semester.
- The student is also deprived of the university reward if they do not complete the preparatory year within the required period (two regular semesters and one summer semester).

Note:

When a preparatory year student studies courses from the university stage equal to or more than 6 credit hours, they will be treated as a university (undergraduate) student, and their cumulative GPA for the university stage will be calculated. If the GPA falls below 1.75, the university reward will be suspended starting from the first semester of the university stage.

2. Undergraduate Students:

The university scholarship will be granted to all regular undergraduate students in the amount of SAR 990 for a period of four academic years (eight academic semesters plus summer semesters).

Cases in which the scholarship will be suspended:

- a) If the student obtains a GPA lower than 1.75.
- b) If the student does not complete the Bachelor's degree within the required period of four academic years (eight academic semesters plus summer semesters).
- c) If the number of registered credit hours for the student in a semester is less than 12 hours for the second time.

Note:

- Regarding cooperative training students, they will receive a scholarship for the ninth semester provided that the training semester is among the eight semesters, in order for the scholarship to be granted in the ninth semester.
- A student with two majors will receive an additional scholarship for two extra academic semesters.

3. Graduate Studies Students:

- The university scholarship will be granted to all regular graduate studies students in the amount of SAR 890.

Important Notes:

- Once a student withdraws from any academic semester, it will be counted within the regular study period (one preparatory year, two academic semesters, and a summer semester, and the university stage four academic years or eight academic semesters).
- The semester in which the student is suspended will also be counted within the regular study period.

4. Smart University Card Issuance Unit:

The Smart Card Department is responsible for issuing cards for new students before their attendance, at the beginning of the new academic year. This allows the student to complete their remaining procedures in the university departments. The card will be reissued in case of loss or damage with a financial fine of SAR 100 for the first time, SAR 200 for the second time, and SAR 500 for the third time. In the event of losing the card during the evacuation procedures, the student will be fined SAR 500.

Note: The university card is considered part of the student's identity, and the student is required to carry and present it when requested. It should not be loaned to anyone or pledged to any party. The student bears full responsibility if any deviation from this occurs.

5. Student Excuses Unit:

The student's attendance to all academic lectures and regularity is one of the most important elements for success and excellence in the university. Excuses are classified as follows:

a) Medical Excuses:

- Issued by the university's medical center.
- Issued by a government or private hospital and approved by the university's medical center.

b) Official Excuses: Official excuses are determined by the Deanship of Student Affairs and are given based on the student's assignment to tasks by the university, such as:

- International visits.
- External student activities.
- Cultural weeks and scientific conferences.
- Field trips.
- Sports participation.

c) Special Excuses: No excuse is issued for personal cases such as (visiting government departments, family circumstances, flight delays, traffic accidents, etc.). The student should consult the course instructor or the relevant department head in such cases.

- In the case of a first-degree relative's death (God forbid), the student is granted an excuse for a maximum period of three days after providing the necessary supporting documents. This is subject to the regulations for issuing excuses to students.

6. Discipline and Behavior Unit:

The Discipline and Behavior Unit at the Deanship of Student Affairs aims to raise awareness among students, create conditions that ensure their safety, reduce traffic violations and behavioral transgressions, deepen community awareness, discipline, and behavior, and monitor all types of traffic and behavioral violations.

It is emphasized that the ultimate goal is to increase awareness among university students about the importance of adhering to instructions and regulations and to avoid behavioral violations.

A. High-Risk Traffic Violations:

- Running a red light:
 1. Writing a pledge to respect university regulations.
 2. Performing 30 hours of community service under the supervision of the Security and Safety Department.
 3. Consulting the Security Department to book a vehicle for a period of three days.
 4. Contacting the Excellence and Success Center to attend counseling sessions.
 5. Writing a research paper of three pages on a topic determined by the research supervisor.
 6. Paying the prescribed fine for running a red light.
- Parking on sidewalks:

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

B. Cumulative Traffic Violations:

	Number of Violations	Required Community Service Hours
1.	5	5 hours
2.	10	10 hours
3.	15	15 hours
4.	16	20 hours
5.	17	25 hours
6.	18	30 hours
7.	19	35 hours
8.	20	45 hours
9.	21 violations or more	Revoking the vehicle permit for one academic semester and referring the student to the Student Affairs Committee for further actions.

In addition to paying the fine, the student will be prohibited from representing the university in certain internal programs and external events (student exchange, international visits, internal occasions, advisory councils of permanent committees).

C. Smoking:

You must refrain from smoking in all areas of the university city except in designated areas. Failure to comply will result in the punishment stipulated by the regulations.

7. Scholarship Office:

The Scholarship Office is responsible for assisting and supporting foreign and domestic scholarship students throughout their time at the university until their graduation. The university aims to attract academically distinguished students and prepare them through advanced academic programs and research centers to become competent specialists who can compete and innovate in their communities.

For further communication with the General Office of Student Affairs:

Student Relations Office Phone	0138602931	stu.relations@kfupm.edu.sa
--------------------------------	------------	----------------------------

General Administration of Student Housing

King Fahd University of Petroleum and Minerals (KFUPM) is keen on providing a suitable academic environment for its students, and undoubtedly, providing appropriate housing plays a significant role in enhancing students' academic achievement. Therefore, the university has provided residential housing for students within the university campus. This student housing district consists of residential buildings with a capacity of approximately 8,700 students.

Features of on-campus housing include:

- Furnished rooms equipped with essential furniture for university students, including a bed, wardrobe, table, and chair for each student.
- Healthcare services available within the university campus.
- Maintenance and cleaning services available 24/7.
- The university provides comprehensive meals for students at discounted prices.
- The university provides a number of shuttle buses to transport students between the housing area and classrooms.
- Rooms are equipped with computer and telephone networks, contributing to academic productivity and time-saving.
- Sports facilities for students to engage in preferred activities.
- Various student activities that allow students to pursue their hobbies and interests, rejuvenating them after intensive studying and memorization.
- Multiple-level parking facilities designated for resident students.
- Support services to meet the needs of resident students, including supplies, stationery, student services, cafeteria, laundry, ATM, barber, etc.

How to obtain housing:

✓ **New students:**

- You can access the website through the link sent to you via SMS before your arrival at the university.
- Choose a suitable roommate through the website, as two students are accommodated in one room.
- Fill out the housing forms on the website, sign them, print two copies, and submit them on the specified date to attend the orientation program and receive your room key.
- A monthly amount of 150 SAR will be deducted over four months to pay a total fee of 600 SAR for one semester of housing.
- The student should proceed to the room to check its contents, which include two wardrobes, two beds, two tables, and two chairs.
- New students are not allowed to change roommates until one month after the start of the semester.

✓ **Readmitted students:**

- The housing link will be sent to you at the appropriate time.

Check-out procedures:

- When vacating the university, the student should first go to the security administration and then to the General Administration of Student Housing to complete the check-out procedures and return the room key.
- If the student vacates the housing within two weeks of the start of the semester, housing fees will not be charged. After the second week and until the fifth week, 50% of the housing fees will be charged. After the fifth week, 100% of the fees will be charged.
- When vacating the housing, the student has a 48-hour grace period to visit the security administration and change the car permit.

University Housing:

1. Housing system:

- The university allows students studying at the university to reside in the dorm rooms on the basis that the students' residence in the university is a "license" and not a "lease." Students are legally obligated to comply with this license and are fully responsible for paying all accommodation fees throughout the duration of this license.
- Two students are accommodated in each room, and it is not allowed for a student to reside alone.
- When a student becomes alone after the departure or transfer of their roommate, a one-week grace period is given to choose another roommate from the list of individuals. After this period, the General Administration of Student Housing has the right to transfer the student or accommodate another student with them.
- Please note that the designated room is for your use only, and no one else is allowed to reside or share the accommodation with you.
- The university may request that you move to another room if there are logical
- The university may require you to move to another room if it sees logical reasons for that.
- The residence license is specific to you, and you are not allowed to transfer the right of use to another person.
- Graduating and suspended students must vacate the accommodation within a maximum of five days from the end of each semester (or the release of results for suspended students). In case of delay in vacating, the following charges will be applied: 50% of the accommodation fees from the second week to the fifth week, and full 100% fees after the fifth week.
- If any student is absent from their room for three consecutive study days, their roommate must notify the General Administration of Student Housing in writing and explain the reasons if any.

2. Transfers:

The General Administration of Student Housing provides an opportunity for students who wish to transfer from one room to another or from one roommate to another during the open transfer period, which is announced. The transfer options are as follows:

- Student's transfer to live with another individual student.
- Transfer with the current roommate to another room.
- Transfer with another roommate to another room.
- Opening transfers for individual students at the beginning of each semester for a period of two weeks, in the first or second semester of the academic year.

3. Keys:

Your room key will be delivered to you by the General Administration of Student Housing as a deposit, so it is essential to keep this key safe as it falls within your responsibility. You should consider the following:

- You are not allowed to make copies of the key (outside the university).
- In case of key loss, you must inform the General Administration of Student Housing immediately, where you will be asked to provide identification verification.
- When the key is lost, you are required to pay a fine of **SAR 100 for the first time, SAR 150 for the second time, and SAR 200 for any subsequent violations. After that**, you will be provided with another copy of the key after filling out a "key request form."
- Returning the key to the General Administration of Student Housing upon leaving the university is your personal responsibility.

4. Room Inspection:

Rooms are periodically inspected by the university's inspection committee, which has the following tasks:

- Ensuring that the university's residential students comply with the regulations and rules of student housing.
- Monitoring the implementation of instructions related to security and safety matters.
- Verifying students' compliance with personal and general moral and health etiquette.
- Applying the violation system issued by the Deanship of Student Affairs and approved by the University's Director.

Room inspection by the General Administration of Student Housing is also conducted when needed based on specialization. This includes cases such as the student living alone or when a request to open the room comes from other departments within the university. The specialized committee in student housing is responsible for this.

5. Damages:

- The condition and state of the room when you receive it will be considered the original condition, and it implies your acceptance unless you indicate otherwise within 24 hours from the room handover date.
- The university holds you fully responsible for any damages that occur to your room, its furniture, appliances, or any university-owned belongings.
- Students are not allowed to make any changes or modifications to the room, or damage or lose any of the university's belongings.

6. Violation System:

To ensure the safety of all residents, their colleagues, and their belongings, the university seeks everyone's cooperation in adhering to the above and the following regulations. The field inspection committee will monitor the implementation of these regulations and take necessary actions as follows:

List of Student Housing Violations

Violation Type	Penalty
<p>First Degree Violations</p> <ul style="list-style-type: none"> Engaging in activities that contradict Islamic teachings or regulations. Allowing unauthorized individuals, including university staff or others, to use the room. Not residing in the room or fully utilizing it Tampering with smoke detectors and emergency devices in the room or building Possessing flammable liquids and materials 	<p>Eviction from housing and penalties that may include suspension from studies and referral to the Student Affairs Committee</p> <p>For scholarship students: Eviction from housing results in suspension from studies and cancellation of the scholarship.</p>
<p>Second Degree Violations</p> <ul style="list-style-type: none"> Using smoke-inducing substances such as electronic cigarettes. Owning cooking stoves, heaters, ovens, or any other devices. Owning shisha pipes, including electronic shisha and flavored tobacco. Owning dishes or satellite receivers not approved by the university Owning unsafe or unapproved electrical connections, devices, or transformers Owning incense burners and diffusers of any kind Owning pets, poultry, birds, or fish tanks Smoking in residential building entrances, staircases, and internal corridors Disassembling, removing, or damaging room furniture Misusing public facilities Leaving room doors open when the occupants are absent Parking bicycles inside residential buildings 	<p>1st time: Confiscation or a fine, with a pledge not to repeat the violation</p> <p>2nd time: Eviction from housing, referral to the Student Affairs Committee, and confiscation of the confiscated items</p>
<p>Third Degree Violations</p> <p>disturbing others or parking bicycles inside the building</p>	<p>1st time: a pledge not to repeat the violation</p>

	2nd time: Referral to the Student Affairs Committee, and confiscation of the confiscated items
Referral to the Student Affairs Committee means evaluating the violation and imposing suitable penalties, which may include suspension from studies.	

- In case of violations not listed in the regulations or the student guide, the matter is referred to the Student Affairs Committee to take appropriate action according to the rules.
- The General Administration of Student Housing and the Inspection Committee have the right to document violations and observations when necessary.
- Cooking within student housing is strictly prohibited, regardless of the type of appliances or tools used. This policy is in place to ensure safety, preserve health, protect the environment, and uphold communal standards.

Referral to the Student Affairs Committee means evaluating the violation and imposing suitable penalties, which may include suspension from studies.
--

7. Visitors:

You have the right to receive visitors in your accommodation after registering at the reception center at the main gate, considering that this is allowed during specified times by the university administration (from 5:00 PM to 10:00 PM Sunday to Thursday, and from 12:00 PM to 10:00 PM on Fridays and Saturdays). The university reserves the right to modify the visiting hours or impose restrictions on receiving visitors. You will be personally responsible for the behavior of your visitors and any disturbance or damages caused by them, whether to the university or its staff.

8. Noise:

One of the fundamental rights of all students is to be able to carry out their activities or rest without disturbance. Therefore, it is important to maintain quietness at all times. If you cause disturbance to others, you may face the disciplinary measures specified in the university's regulations.

9. Cleanliness:

The university provides cleaning services in public areas, and students are responsible for the cleanliness and tidiness of their rooms. If it is found during periodic room inspections that your room requires regular cleaning, you will be notified, and if it is found again during a subsequent review that these areas still need cleaning, appropriate penalties may be imposed, including eviction from the accommodation. However, if the room requires unusual cleaning and is in a poor condition, the matter will be escalated directly to the Dean of Student Affairs, who will determine suitable penalties, which may include eviction from both accommodation and studies.

Enabling another person to reside in the room, whether from within or outside the university, in an unauthorized manner will result in eviction and referral to the Student Affairs Committee.

Steps leading to safety:

1. Adhering to general etiquette and rejecting anything that contradicts Islamic teachings.
2. Switching off lights and unplugging all electrical devices in the room when leaving, especially during long vacations.
3. Avoiding the use of electrical devices that pose a danger when left on for an extended period of time, and similar precautions in the room.
4. Only using electrical connections provided by the university and not overloading them beyond 600 watts (5 amps).
5. Familiarizing yourself with the exits closest to your room in the building.
6. Identifying the locations of fire extinguishers near your room in the building.
7. Registering guests when they enter the student accommodation at the reception center located at the main gate of the university.
8. Cooperating with security personnel and field inspection committees, facilitating their tasks for your own benefit and the benefit of everyone in general.
9. Ensuring that the room door is locked when leaving and not leaving the key in any place outside the room.

Confirmation of accommodation reservation:

There is a period to confirm accommodation reservations for students who wish to stay in student housing for the upcoming academic year. This is announced by the General Administration of Student Housing at the appropriate time, usually during the last semester.

It is important to regularly check the emails sent to the student's designated email address
--

It is an official notification of any matter related to the student during his academic Journey.

Student Fund

1. Objectives of the Student Fund:

The Student Fund aims to provide services to regular students, particularly:

- Providing assistance and loans to students.
- Establishing beneficial investment and service projects for students.
- Supporting student activities and providing awards for outstanding achievements.

2. Services provided by the Student Fund:

Aid Program:

Through this program, the fund aids needy university students, including one-time and monthly grants, as well as grants for students with special needs. The value of the assistance varies from one student to another based on their individual needs and according to the required attachments for each case. The assistance is disbursed while considering the following:

- The applicant must be enrolled in the current academic semester.
- Supporting documents should be attached as per the specific case.

The disbursement from the fund follows the following guidelines (as outlined in the regulations governing student funds):

- Assistance applications should be submitted using the designated form.
- The student's case should be assessed and coordinated with relevant departments, including the college and department.
- Applications are presented to the Board of Directors for decision-making and determination of the grant amount.

Cash Advance and Computer Loan Program:

Through this program, the fund provides cash advances and computer loans to needy university students. The value of the loan varies from one student to another based on their individual needs and according to the required attachments for each case. The loan is disbursed while considering the following:

- The applicant must be enrolled in the current academic semester.
- The student must be eligible for a regular monthly stipend.

The disbursement from the fund follows the following guidelines (as outlined in the regulations governing student funds):

- The application should be submitted through the portal.
- The Executive Director of the Student Fund is authorized to disburse a cash advance of up to 500 Riyals. If the loan amount exceeds this limit, the approval of the Board Chairman or Vice Chairman is required, within the scope of their authority as granted by the Student Fund's Board of Directors.
- The loan should be repaid within the specified timeframe, deducted from the student's monthly stipend, not exceeding a monthly deduction of 25% of the stipend amount, unless the authorized party decides otherwise.
- The student borrower should not be dismissed from the university until the full loan is repaid.
- The Board of Directors, based on the recommendation of the Board Chairman, may approve exempting the student from repaying the remaining loan amount in necessary cases, after the case has been reviewed by the Deanship of Excellence and Success Agency and approved by the Student Fund's Board of Directors.

Housing Loan Program:

- You can apply for a housing loan once you are accepted into the university to cover the accommodation fees. This can be done through direct coordination between the Student Housing Department and the Student Fund.

Dear student,

- The means of communication between the Student Fund and the student are the university's email and mobile phone. Therefore, we urge you to regularly check your university email and update your mobile number in case of any changes.
- Do not hesitate to request available services and allow a time gap of at least 24 hours between submitting your request and its execution to ensure the best services.
- If you have any inquiries or need information, please contact the following phone numbers or visit the Student Fund's office in Building 68. You can also visit the Student Fund's website at www.kfupm.edu.sa/stufund.

Executive Director of the Student Fund: 2923

Student Fund: 1457

Student Activities and Club Programs: 4625-2906

Office of Disability Affairs

Dear student,

The university has established an office dedicated to disability affairs as part of the services provided to university students in the General Administration of Administrative Affairs.

The tasks of this office include:

1. Gathering information about individuals with disabilities among university staff and students and creating individual files for them.
2. Developing appropriate regulatory rules to ensure ease of use of facilities and mobility within the university for individuals with disabilities, in coordination with relevant departments.
3. Coordinating with the relevant departments in the university to provide necessary services for individuals with disabilities, based on their rights to education and accommodation within the university environment, according to each individual's needs.
4. Promoting awareness of the rights of individuals with disabilities and increasing awareness of the importance of their role in society.

For inquiries or additional information, please visit the Office of Disability Affairs located in Building 10, next to the Post Office.

Information and Communications Technology Center

The Information and Communications Technology Center at King Fahd University of Petroleum and Minerals has undergone significant development, making it one of the most important regional and global information centers. It has successfully completed ambitious and essential projects to keep up with the advancements and challenges in information technology. These projects have contributed to the enhancement of the services provided by the university to meet the academic, research, and administrative needs.

As a leading university, King Fahd University aims to excel in its academic programs, research projects, and advanced utilization of information and communications technology. The Information and Communications Technology Center is committed to facilitating the sharing of academic program content at the university and disseminating study results and research papers, allowing easy access from anywhere in the world through the Internet. The university has transformed traditional classrooms into technologically advanced smart classrooms and provided wireless computer networks in all academic buildings, in addition to the information portal.

The completion of massive projects in the field of information and communications technology has led to a significant advancement, including the implementation of comprehensive financial and administrative resource planning systems, student information systems, and the use of intelligent tools for resource planning and business management.

The university follows advanced methods in information and communications technology, allowing global search engines on the Internet to access research output and research projects, enabling scientific and global partnerships between the university, international universities, and research centers. This facilitates the utilization of research results. The university provides its students with over 75 computer laboratories, meeting the highest international specifications for teaching or general and specialized use. The university encourages faculty members to develop academic curricula on computer systems, and the number of curricula available on these systems exceeds 750, providing interactive access for university students.

Guide to Using Computers for Students:

Introduction:

As a student at King Fahd University of Petroleum and Minerals, you will be provided with numerous opportunities to become proficient in the use of the latest information technologies. The Information and Communications Technology Center at the university is dedicated to assisting you in increasing your productivity by offering a variety of services, including course registration, library catalog usage, sending emails to your professors and peers, browsing the Internet, extracting useful information, actively participating in managing your academic life, engaging in scientific discussions with your professors, and accessing course assignments through the e-learning platform (Blackboard).

The university provides access to these services through:

- Email and Internet: Each individual at the university is entitled to have an email account in addition to the ability to browse the Internet. Your email account serves as the official means of communication within the university.
- Computer laboratories for general use, available in multiple locations throughout the university city, which help students utilize electronic services, access study materials, assignments, and results.
- Smart classrooms equipped with Internet connectivity.
- External communication service available for faculty members, employees, and students residing outside the university city.

Ownership Rights:

The university provides each of its students with a username for using computer services, granting all the rights and privileges associated with this username. It is important to note that the username is not owned by anyone but is a privilege granted by the university to its students. The university reserves the right to withdraw this privilege or take appropriate actions in case of misuse, as will be further explained.

Below are some important considerations:

- The network and all devices connected to it are owned by the university, so it is necessary to follow the laws and regulations governing the use of the network.
- Unauthorized software copying is a violation of purchase agreements and property rights.
- The university owns all devices in the general computer labs, departmental labs, and staff offices, as well as the software installed on them. The university has the right to determine who can use these computers and how they are used.
- The university detects any illegal attempts to access the network, which may result in actions such as revoking a student's username and reporting them to the relevant authorities based on the severity of the violation.

What does it mean for a student to be responsible?

- Being able to distinguish between what is correct and should be followed, and what is wrong and should be avoided.
- Considering that some colleagues rely on university computers to perform their work.
- Familiarizing oneself with the university's plans to promote ethical concepts and avoid irresponsible behaviors, such as academic fraud, including software theft, plagiarism, irresponsible actions, and misuse of materials and equipment. You should govern your use of computers as well as your behavior in the classroom or on campus.
- Do not send emails to individuals you do not know or people you have no relationship with.
- Do not use university computer resources for sending serial and repetitive messages, as this wastes computer resources and harms members of the community.
- Do not use other people's passwords.
- Know what is available to you and what the university expects from you when providing you with these resources.
- Do not share your password for university computer resources with your fellow students, relatives, or other individuals, as this goes against the trust and integrity granted to you by the university and may subject you to accountability.
- Be aware of the User Acceptable Policy (UAP) for computer services at the university, which prohibits the use of the network for online gaming.
- Do not misunderstand that the ability to use the internet is a privilege, not a right. The university grants this privilege to students based on the trust placed in them to use the internet responsibly.
- While the university ensures the confidentiality of email messages, as they are not monitored, you should be cautious that email messages are written records that may be reviewed when necessary.
- Do not send annoying, promotional, or soliciting emails, as they are considered a waste of computer resources at the university and are prohibited according to the university's regulations and policies.
- Delete messages that should not be retained.
- Resist the temptation to send chain messages, even if they promise wealth and reputation, as they often have no real purpose.
- Although the university makes every effort to provide the highest levels of protection and confidentiality for your email messages, your choice of password, keeping it secure, and changing it regularly contribute to enhancing the security of your messages.
- You are not allowed to let your friends access your password to view your files.

Guidelines for 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 technology tools, in addition to modern computers distributed throughout all academic buildings, email services, and internet access, with the aim of enhancing their educational and knowledge levels. Therefore, the university expects its students to adhere to the behavior expected of university students, to demonstrate a high level of responsibility when using these services, and to comply with ethical standards and good practices that are in line with the values of our Islamic society and the university's position and excellence.

To maintain optimal use of these educational resources and benefit from the provided services, it was necessary for the university to establish clear guidelines and procedures, upon which appropriate disciplinary measures are applied in case of violations.

The following are the violations and penalties that will be applied to anyone who violates the university's regulations regarding electronic services:

First: Violations

1. Accessing sites that violate ethical values (pornographic sites).

Deliberate and repeated access to pornographic sites, obtaining images or movies from them, and distributing them through the university network, either by sending them via email or placing them in shared or public files.

2. Violating the privacy rights of others (personal or intellectual), including:

- a. Theft of others' user codes and passwords.
- b. Sending fake or defamatory emails that insult, demean, threaten, or incite others.
- c. Distributing and sending materials that are 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, and trademark usage rules.

3. Theft, participation in, incitement to, or concealment of theft of computer hardware, equipment, and facilities, or tampering with them.

4. Damaging computer systems, networks, and devices, or affecting their performance efficiency, including:

- a. Deliberate destruction or tampering with computer hardware, equipment, and facilities.
- b. Sending computer viruses that destroy systems, networks, and devices.
- c. Deliberately affecting the performance of the university's computers and networks, leading to disruption of their operation, slowing down their speed, affecting their efficiency, or increasing network traffic.

5. Violations that affect the national cohesion of the university community, including:

- a. Designing and publishing webpages that contain false, conflicting, or inappropriate information or materials that contradict the proper use of the network, university systems, and the values of higher education.
- b. Participating, hosting, or supervising websites or forums that affect the national fabric of the university community.
- c. Publishing misleading, false, or distorted information about the university community through the university's computer network.

Second: Penalties

1. The Violations Committee for Computer Use may recommend transferring the student to the Student Affairs Committee, which will determine the accountability based on the severity of the problem or violation committed. The penalties can range from suspension to permanent expulsion from the university, and the student may be referred to external authorities if the affected party demands it. Violation of intellectual property rights, including copyright, is governed by special laws.
2. Suspension of the student's username for email and internet services at the university.
3. A written commitment not to commit such violations in the future, which will be kept in the files of the Information and Communications Technology Center, with a copy kept in the student's file at the Deanship of Student Affairs.
4. Publishing the violation and the resulting penalties in the university's newspaper without mentioning the student's name unless recommended by the committee.
5. If it is proven to the university that your peers used your personal identification number, special measures will be taken for this act, which may include temporary or permanent withdrawal of the identification number, depending on the nature of the usage and other penalties deemed necessary by the university.
6. The Anti-Cybercrime System issued by the Communications and Information Technology Commission can be used if the violation relates to national security and information security. For more information, please visit the following link:
<http://www.citc.gov.sa>

Procedures for requesting service from the Information and Communications Technology Center:

1. 1. Through the Call Center at 3111.
2. 2. By email at ictc.help@kfupm.edu.sa.
3. 3. By visiting the center - Building 14, Room 135.
4. 4. Through the website edesk.kfupm.edu.sa, the following will be done:
 - Fill out the required service form and submit it electronically.
 - The request will be forwarded to the relevant person.
 - Contact will be made to schedule a visit and execute the request.
 -

Customer Relations, Suggestions, and Complaints:

- Suggestions and complaints can be received at ictc@kfupm.edu.sa or by calling 3909 or faxing 2326.
- The Customer Care Unit will contact the customer to resolve the issue or receive suggestions to present to the management and work on implementing them if they are appropriate and align with the center's objectives.
- The Information and Communication Technology Center performs regular maintenance and updates for IT devices and systems, and communicates with customers by sending regular and emergency maintenance schedules.

Working Hours:

From Sunday to Thursday: from 7:30 am to 4:00 pm, including all center departments. Some computer labs for general use continue operating until 10:30 pm.

We recommend new students to download the mobile application from the center's website, which provides useful and diverse services.

www.kfupm.edu.sa/ictc

General Directorate of Security

University traffic system:

Dear Student: Your commitment to the traffic regulations on campus is evidence of your awareness and your responsibility, and this avoids you falling into traffic violations. The university administration has been keen on traffic safety, and you must follow the following:

1. In emergency cases or observations, please call the number of the operation (4444) from within the university or (0138604444) from outside the university, around the clock in all cases where the student needs security specialty.
2. The maximum speed within the university campus is limited to the following:
 - In parking 20 km/h.
 - In the residential area, 40 km/h.
 - On public streets, 50 km/h.
3. Everyone who drives a vehicle inside the university city must have a valid driver's license, and consider Safety while driving.
4. All university employees must register their cars with the Security Department to obtain permits for their cars. They must note that the permit should be returned if the person wishes to abandon his car, and he must inform the Security Department if he loses it, or damaged it for any reason.
5. In order to obtain a permit, the applicant must present a driver's license, his university card, and his car registration.
6. All visitors are not allowed to stay after ten o'clock in the evening.
7. Determine parking spaces within the University campus for cars registered in the Security Department with permit according to the following:

Faculty parking:

Parking No. (1), Parking No. (5), Parking No. (11), Parking No. (14), Parking No. (18), Parking No. (19), Parking No. (23), Parking No. (25), and Public Parking Preparatory No. (58), covered parking No. (59), parking (63), parking (68), and parking (77), and there are reserved parking spaces for people with special needs in all university parking lots.

Staff parking:

Parking No. (1), Parking No. (11), Parking No. (14), Parking No. (18), Parking No. (23), Parking No. (25), Covered Parking No. (59), Preparatory Year Parking No. (58) (63) and (68) and (77) parking lots, and there are reserved parking spaces for people with special needs.

Parkings for students living on campus:

All parking spaces available in the student residence, in addition to the parking spaces of the Riyadh Stadium. There are also reserved parking lots for people with special needs, covered parking lots (71-72-73), and parking spaces (64).

Parkings for students living off campus:

Parking No. (19), parking No. (20), parking No. (63), and parking No. (59 uncovered) in addition to parking spaces (64, 71, 72, 73) from 07:00 am until 10:00 at night, and there are also parking spaces for people with special needs.

24-hour students-prohibited parkings

Parking lot No. (5), parking lot No. (14), parking lot No. (21), in addition to the following:

- Parking No. (11) for half an hour, and the violation is recorded electronically in the event that the specified period is exceeded. Parking is allowed from (05:00) PM until (07:00) AM.
- KFUPM Mall for two hours, and the violation is recorded electronically in the event that the specified period is exceeded. Parking is allowed from (12:00) AM until (07:00) AM.

Transportation and delivery applications within campus:

All university employees working in transportation and delivery applications are prohibited from activating the application to and from the university campus.

It is allowed for non-employees of the university to activate the application for transportation to and from the university campus, to serve the employees of the university or its visitors wishing to benefit from these applications

Violations and fines:

A. Small Passenger Cars

speed	value
51 km to 80 km per hour	100 SAR
81 km to 100 km per hour	200 SAR
More than 100 km per hour	400 SAR

B - Buses and trucks:

speed	value
51 km to 80 km per hour	100 SAR
81 km to 100 km per hour	200 SAR
More than 100 km per hour	400 SAR

	Violation	Fine
1.	Non-stopping for pedestrians	100 SAR
2.	Non-stopping at the stop signal.	100 SAR
3.	Non-stopping at bus stop signs while students are boarding or alighting	100 SAR
4.	Leaving the car engine running in covered parking areas, whether the driver is inside or leaving	100 SAR
5.	Not stopping while the red traffic light on	100 SAR
6.	Driving without reaching the legal driving age: First time: Car impounded for one week with the guardian bringing and signing a pledge. Second time: Car impounded for two weeks. Third time: Car impounded for three weeks. Fourth time and above: Application of the third-time violation and referral to the University Director.	100 SAR
7.	Use of high beams	100 SAR
8.	Failure to observe alarm usage rules	100 SAR
9.	Improper overtaking	100 SAR
10.	Lack of or unclear car plate	100 SAR
11.	Drifting	200 SAR
12.	Revoking the permit and damaging or using it on a vehicle other than the authorized one.	500 SAR
13.	Parking in spaces designated for people with special needs.	300 SAR
14.	Breaking the gate barrier	150 SAR
15.	Breaking the aluminum gate barrier	1500 SAR
16.	Obstructing traffic	100 SAR
17.	Failure to equip the vehicle or bicycle with proper lights and turn signals	100 SAR
18.	Irregular turning	100 SAR
19.	Reckless driving	200 SAR
20.	Driving without a valid driver's license	100 SAR
21.	Using the mobile phone while driving	100 SAR
22.	Every child riding a bicycle without using reflective lights at night: First time: Notification to the guardian Second time: Confiscation of the bicycle and obtaining a commitment from the guardian.	100 SAR

	After the second time: Confiscation of the bicycle for a week.	
23.	Driving on the opposite direction.	100 SAR
24.	Evading security checkpoint	100 SAR
25.	Parking on pedestrian crossings or sidewalks	100 SAR
26.	Leaving the vehicle unattended on the public road	100 SAR + towing cost
27.	Students drive vehicles within the residential neighborhoods of faculty members, the community center, or in front of the cooperative society.	100 SAR
28.	Improper parking	100 SAR
29.	Failure to fasten the seatbelt in the front seat	100 SAR
30.	Committing any prohibited act according to the traffic regulations in the Kingdom not mentioned above	100 SAR
31.	Tampering with vehicle security locks (clamps)	1500 SAR + dismissal from the university
32.	Overtaking buses during loading and unloading	100 SAR
33.	Front windshield tinting	100 SAR
34.	Inoperable seatbelt for use	100 SAR
35.	Placing passengers in the rear of an open car: First time Second time Third time	300 SAR 600 SAR 900 SAR
36.	Failure to secure children in designated seats	100 SAR
37.	Not stopping for the security guard signal	100 SAR
38.	Lack of entry permit to the university	100 SAR
39.	Not wearing a head helmet for cyclists	100 SAR
40.	Driving or parking on the sidewalk	500 SAR

The penalties for repeated traffic violations

1. Upon accruing five violations, the student is summoned by the Deanship of Student Affairs, where they are obliged to sign an undertaking. Additionally, the student is required to fulfill five hours of community service as a consequence.
2. When a student accumulates 10 violations, including the initial five violations, they are summoned by the Deanship of Student Affairs. The student is required to sign an undertaking and is referred to the Guidance and Counseling Agency within the Deanship of Student Affairs. They undergo counseling sessions tailored to their specific situation as determined by the agency. Additionally, the student must complete 10 hours of community service, with the initial 5 hours addressing the first five violations.

3. When a student accumulates 15 violations, including the previous violations in "1" and "2", the maximum penalty is applied. The student is required to complete 30 hours of community service, in addition to the community service already performed in "1" and "2". Furthermore, the case is referred to the Student Affairs Committee.
4. Impounding the violating vehicle through “Mawqif” company and paying a financial fine of 180 Saudi Riyals for all cars that do not have a university entry permit or are parked in unauthorized areas.

General Administration of Food Services

The university administration strives to provide all services to the university staff, including professors, administrators, and students, in order to create an ideal and motivating environment to achieve the university's goals in education, scientific research, and community service. The General Administration of Food Services is one of the most important departments that caters to the university staff by providing three meals (breakfast, lunch, dinner) to faculty members and employees (Faculty Restaurant) and to students (Student Restaurant), at reasonable prices and high quality according to international health standards. The Food Services Administration is managed by a group of specialized technicians in food preparation and processing, food quality control, and it also includes a comprehensive administrative apparatus.

Food Services Facilities

1. Student Restaurant

The Student Restaurant consists of three halls that can accommodate more than 1000 students at a time, offering all three meals (breakfast, lunch, dinner).

2. Faculty and Staff Restaurant

Located on the fourth floor of Building 9, the Faculty and Staff Restaurant can accommodate nearly 300 professors and employees, serving lunch for faculty members and staff.

3. Cafeterias and Cafés

- The cafeterias have achieved a remarkable qualitative leap and have been equipped with food display devices.
- There is a variety of snacks, pastries, desserts, fresh fruits, and salads.
- A cafeteria has been set up in Building 61, Graduate Studies College (for female students), offering snacks, hot and cold beverages, and lunch.

Menus

The menus include various main dishes, side dishes, desserts, and salads prepared locally, regionally, and internationally to cater to the tastes of professors, employees, and students from different nationalities. The menus are regularly updated to avoid repetition and monotony based on feedback from restaurant visitors.

Meal Serving Times

Meal	Days	From	To
Breakfast	Sun-Thu	6:00 AM	8:30 AM
	Fri-Sat	7:00 AM	9:00 AM
Lunch	Sat-Thu	11:00 AM	2:00 PM
	Friday	After Friday Prayer	2:00 PM
Dinner	All days	After Maghrib Prayer	8:30 PM

The Food Services Administration welcomes any feedback or suggestions to improve the quality of the provided services, either through email or phone contact.

Student Restaurant Manager: 3510 - 3515

Director General of Food Services:

Dg-fserv@kfupm.edu.sa

Carrying your university card makes it easier for you to benefit from the restaurant's services.

Important Common terms

Preparatory Year Program	برنامج السنة التحضيرية
Deanship of Student Affairs	عمادة شؤون الطلاب
Counseling and Advising Center	مركز التوجيه والإرشاد
Preparatory Year	السنة التحضيرية
Gymnasium	الصالة الرياضية المغلقة
Clinic	العيادة الطبية
Medical Center	المركز الطبي
Auditorium	قاعة محاضرات
Bookstore	مستودع الكتب
Workshop	معمل الورش (ورشة)
Major	التخصص
Class room	غرفة دراسية
Schedule	جدول دراسي
Identification Card - ID	البطاقة الجامعية (بطاقة الهوية)
ID#	رقم البطاقة
Office Hours	ساعات مكتبية
Roommate	زميل الغرفة
Classmate	زميل الصف
Quiz	اختبار سريع (امتحان موجز)
Average	متوسط حسابي
Lab .Laboratory	معمل
Excuse	عذر
Absent	غائب
Late	متأخر
Study Hall	قاعة المذاكرة
Security Man	رجل الأمن
Instructor	مدرس

Important phone numbers

Office of the Dean of Student Affairs	2900
Office of the Vice Dean for Student Affairs	2997
Office of the Vice Dean for Excellence and Success	1414
Office of the Vice Dean for Employment and Training	2956
student activity	2377
Student services	2903
Student housing	4032/3609
Student Fund	2906

Office of the Dean of the College of General and Applied Studies	7100
Office of the Vice Dean of the College of General Studies for Prep Year Affairs	1700

Deanship of Admission and Registration	2040
Admission management	2901
University Registrar	2590

medical Center	3333
Emergency Medical Center	3355
Maintenance	7000
security Department	4444
(Emergency)	999
Technical support at the Information and Communication Technology Center	3111
University's library	3015

University Restaurant	3510
Postal services	3370
Information desk	0
contacting the university from off-campus	013860 (Extension)
contacting off-campus	(*17) Or (*9) + number
Saudi Airlines office at the university	1100
University limo	2799

Saudi Airlines (reservation)	920022222
Sapteco Dammam	832132
Sapteco Khobar	8949687
railway	2374000

To contribute to the development of services provided, please contact via WhatsApp	0558504998
--	------------

Student rights and obligations

Important Notice: The texts contained in this current guide have been derived from university regulations and systems (such as the Study and Examination Regulations, and the Student Disciplinary Regulations - documented in the "Student Handbook"), as well as other decisions, norms, and recognized university traditions.

Therefore, it is necessary and essential that the general understanding of this guide be constructed and its application be based on this important context. The student should be diligent in adhering to the principles of sound ethics and Islamic values.

1. Students rights

a) In the academic field:

1. Providing a suitable academic environment and scientific atmosphere for the student.
2. Facilitating access to information related to study systems, examination information, and regulations and decisions related to the student through available means.
3. Access to academic material and knowledge related to university courses.
4. Access to study plans and schedules, and registering for courses according to the prescribed academic plan.
5. The student's right to choose the specialization they wish to study, in accordance with the regulations.
6. Providing the student with the dates of midterm and final exams and notifying them in case of any conflicts or changes in their schedule with sufficient time.
7. Avoiding any conflicts in the schedule of final exams for the student, and in case of such conflicts in the schedule of the student's midterm exams, the relevant departments work to resolve them through appropriate methods.
8. Providing the student with the office hours of their professors.
9. Communicating with professors and discussing academic matters at appropriate times (such as lectures, discussion sessions, official email of the professor, and office hours).
10. The student shall not be prohibited from attending lectures of enrolled courses or from examinations unless there are impediments specified by the regulations.
11. Informing the student in the event of lecture cancellations, providing them with adequate notice regarding the time and location of makeup lectures.
12. The student has the right to access their exam results and midterm grades before the final exam, and they are permitted to review their exams and know the correct answers.
13. The student has the right to receive their final exam results and is allowed to review them within twenty-four hours after the announcement of grade.

14. The students are entitled to a fair assessment that accurately reflects their performance in both theoretical and practical course components.
15. The student has the right to appeal any decisions made against them related to the course of study. They also have the right to appeal examination procedures issued by the Student Affairs Committee or any other relevant authorities.
16. Granting the student, the graduation certificate upon fulfilling the specified period and completing all requirements, unless the student is sponsored internally or externally.
17. The student is not allowed to take more than two exams in the registered courses within a single academic day.

b) In the non-academic field:

1. Providing the student with respectful treatment that upholds their humanity and dignity from all university staff members.
2. Maintaining the confidentiality of the student's file contents within the university and handling their file with integrity and transparency.
3. Access to primary healthcare
4. Obtaining medical excuses in case of illness through official channels, in accordance with the conditions and instructions governing such matters.
5. Accessing counseling and guidance services provided by the university.
6. Benefiting from facilities and services available at the university and participating in the events offered, as per the available resources. Examples include:
 - Housing.
 - Central Library.
 - Sports facilities.
 - Student activities.
 - Educational events.
 - Academic counseling.
 - University medical center services.
 - Student Fund services.
 - Part-time job opportunities, subject to student eligibility.
 - Food services.
 - Daily transportation to and from student housing during the academic day.
7. Providing students with the opportunity to participate in standing committees available at the university by allowing them to nominate themselves.
8. Allowing students the opportunity to benefit from the activities organized by the university for its students and empowering eligible students to nominate themselves for courses, student clubs, programs, internal and external trips, and participating in community service activities and voluntary work.
9. The student has the right to appeal all grievances regarding decisions issued against them by the Student Affairs Committee and other relevant entities related to behavioral matters, to the appropriate authorities.

10. Ensuring that there is no discrimination among students in their rights, regardless of any basis.
11. The student has the right to express their opinion within the bounds of constructive scientific criticism regarding the subjects they are studying.
12. Consideration of the rights of students with special needs in both academic and non-academic fields.

2. Student Duties:

a) In the academic field:

1. Adhering to all university regulations, rules, instructions, and decisions related to academic affairs.
2. Familiarizing oneself with university regulations, rules, study and examination regulations, and all associated systems, as ignorance of them is not an excuse.
3. Following and respecting the registration systems and procedures, and refraining from attempting to deceive or manipulate them.
4. Ensuring the absence of errors in the class schedule, such as lecture time conflicts or registering for a course the student has previously passed (with consideration of applicable regulations in postgraduate studies). It is the student's responsibility to review their registration for any conflicts or errors during the add/drop period.
5. Adhering to all academic instructions, attending classes regularly, fulfilling all academic requirements for courses, and complying with regulations regarding lecture and examination attendance.
6. Refraining from engaging in or attempting to cheat on exams, assignments, projects, reports, or research, and not assisting others in committing such acts. Otherwise, the student may face penalties as stipulated in the academic regulations.
7. Complying with intellectual property procedures and rights concerning the preparation of reports, projects, and research.
8. Seeking the approval of the course instructor when attending courses that are not officially registered for.

b) In the non-academic field:

1. Observing integrity, Islamic ethics, and the cultural norms followed in the Kingdom.
2. Adhering to all university regulations, rules, instructions, and decisions related to non-academic affairs, and refraining from attempting to deceive or manipulate them.
3. Not engaging in cheating or deception in all dealings, refraining from forgery, impersonation, or any actions contrary to the university's regulations and rules.
4. Interacting with all university staff and guests with appropriate respect, preserving their dignity, and refraining from insulting or disrespecting them through words or actions.

5. Adhering to all safety, security, traffic, housing, and computer network usage regulations, and respecting the daily rules and regulations of the university. Students are subject to penalties outlined in the university's regulations and the laws of the Kingdom of Saudi Arabia.
6. Safeguarding the university's properties and facilities and reporting any damage or disruption to the responsible authorities within the university.
7. Demonstrating proper etiquette, maintaining general courtesy, and adhering to tranquility and calmness within the university premises. Students should avoid causing disturbance to others, refrain from gathering in large groups, and avoid engaging in any disruptive activities within the university campus.
8. The student should continuously update their personal information, especially mobile and telephone numbers, and regularly check their university email, which serves as the official means of communication with the university.
9. The student is required to carry their university identification card while on campus and present it when requested.
10. Maintaining a decent appearance and wearing appropriate attire in accordance with the customs and traditions of Saudi society.
11. Ensuring general cleanliness and refraining from consuming food and beverages in prohibited areas, such as classrooms and laboratories.
12. Abstaining from smoking in all areas of the university campus, except in designated smoking areas.
13. Adhering to the payment of prescribed amounts for certain student services, fines, or other charges.
14. Assisting students with special needs and preserving their rights, such as refraining from standing in places designated for them.

3. Student Relations

(A) Relationship with the University:

1. Avoid engaging in any activities contrary to Sharia law, Islamic values, or that violate ethics and public morals.
2. Adhere to all university regulations related to managing the educational process.
3. Preserve the values of the university derived from its mission.
4. Foster a sense of belonging to the university as an educational institution through any available means.
5. Refrain from initiating any public activity within the university city without obtaining approvals from Student Affairs and other relevant departments.
6. Commit to honesty when providing certificates, statements, or testimonies when requested.
7. Refrain from directly or indirectly harming the university or damaging its academic reputation in the media or on social media platforms.
8. Commit to providing accurate and truthful information in all academic and administrative procedures.
9. Promote positivity and report any wrongful behaviors or situations threatening the university or community's security.
10. Consciously and optimally use all services provided by the university.

(B) Relationship with Faculty Members and University Staff:

1. Maintain a professional relationship characterized by honesty and integrity in all interactions, guided by religious, ethical, and societal principles.
2. Interact positively with faculty members and all university staff, ensuring not to compromise their dignity, neither materially nor morally, through any means, whether through media or otherwise.
3. Fully adhere to the etiquette of dialogue and discussion, respecting the opinions of others.
4. Avoid making malicious complaints, and students have the right to appeal through established procedures.
5. Stay away from anything that disrupts the educational process and the professional relationship between students and professors inside or outside the classroom.
6. Refrain from any statement or action implying attempts to influence the professor through intimidation or enticement to affect the educational process's credibility.
7. Avoid engaging in relationships outside the professional scope defined for the student's relationship with the professor inside or outside the classroom and during research supervision.
8. Communicate with professors only through official channels, such as the professor's official email, during appropriate times and under the specified regulations and rules.

(C) Relationship with Other Students:

1. Avoid causing harm to fellow students through words or actions in any form.
2. Students should adhere to ethical behavior in their interactions with peers and act responsibly.
3. Show interest in the following:
 - Participate with fellow students in social activities and student clubs affiliated with the university.
 - Strengthen social bonds based on mutual support, compassion, and respect.
 - Assist students with special needs and strive to integrate them into the university environment.

(D) Relationship with the Community:

1. Respect the values, public system, and customs of the community.
2. Maintain ethical behavior both inside and outside the university, refraining from actions contrary to values, ethics, or public morals.
3. Perform internships with full seriousness and ensure the university's positive representation.
4. Represent the university in academic, scientific, social, and sports activities in an appropriate and exemplary manner.
5. Conserve energy and water resources and preserve the environment.
6. Avoid any actions or words that harm religion and the nation.

General Provisions:

1. Students of the university acknowledge and commit to the terms of this charter upon enrolling in the university.
2. This charter supersedes all previous decisions, if any, and anything conflicting with it.
3. The University Council has the right to interpret this charter.
4. This charter takes effect from the date of approval by the University Council.

Guide to Appropriate Dress for KFUPM Students

1. Introduction:

Dear student, our style of dress, respect, and adherence to etiquette and behavior reflect our values, as well as the ethics of work and professional standards that we all aspire to. Therefore, these organized regulations for student dress within the university city at King Fahd University of Petroleum and Minerals have been established to ensure that everyone understands the expected good image and embodies it. All male and female students at the university should reflect this image and represent it because dress and overall appearance in educational settings and daily life serve as an indicator of a student's personality. Additionally, adhering to appropriate appearance gives a positive impression of the student's professionalism and competence in choosing suitable attire for the appropriate setting. We emphasize that these regulations do not contradict adornment, elegance, and cleanliness. However, they are designed to ensure that the overall appearance aligns with what is appropriate for professionalism and expertise in the university environment within an esteemed educational institution like King Fahd University of Petroleum and Minerals.

2. Regulations for student dress:

1. Observing Islamic values, norms, and customs in Saudi Arabia regarding student attire.
2. Maintaining a decent appearance within the university city.
3. Avoiding anything that contradicts the customs and religious regulations of Saudi society.
4. Prohibiting the wearing of clothing that violates general decency, such as sleepwear, shorts, short clothing, or clothing with inappropriate images or phrases.
5. Avoiding unusual hairstyles, hair accessories, headbands, etc.
6. Footwear should have a suitable appearance and colors that align with the academic environment.
7. Laboratories and specialized facilities may have additional dress requirements determined by the academic colleges.

3. Violations of general decency within the university city:

These violations have been derived from the Public Decency Regulations issued by the Ministry of Interior (attached on page 106) and include the following:

1. Actions that offend modesty.
2. Playing music loudly or causing disturbance to others with any loud sounds within the university city.
3. Spitting and disposing of waste in unauthorized places.
4. Occupying seats and facilities designated for the elderly and people with special needs.
5. Placing stickers and distributing commercial publications in public places without permission.
6. Photographing individuals directly without their consent or photographing criminal, traffic, or accidental incidents without the permission of those involved.

4. Executive rules for student dress violations within Campus:

If a student violates the dress regulations outlined in the second section or the regulations of general decency in the third section, the course instructor has the right to prevent the student from entering the lecture if the violation is explicit and not subject to interpretation. The violation should also be referred to the Student Affairs Committee, and the punishment can be one of the following:

1. Recording the violation in the student's file and obtaining a written commitment to not repeat the violation.
2. Prohibiting the student from attending lectures or participating in activities until the violation is rectified by the student.
3. Imposing a financial fine (100 SAR) for the violation.
4. The Student Affairs Committee has the right to impose additional penalties as it deems appropriate, including eviction from campus or expulsion from the university. The student also has the right to follow the complaint procedures outlined in Article 14 of the Student Discipline Regulations.

Regulations for Communication with Faculty Members and University Staff

This list includes rules and guidelines to provide a healthy and organized communication environment between students, faculty members, and university staff while preserving the rights of both students and faculty members.

Article 1: Etiquette and Discussion Topics

The student should adhere to the following etiquette when engaging in dialogue and discussion with faculty members:

1. Communicate with professors and discuss matters in a relevant and scholarly manner, following the appropriate times, conditions, regulations, and rules.
2. Treat faculty members, university staff, and all individuals associated with the university with respect, ensuring not to infringe upon their dignity or harm them in any way, whether materially or morally, through any means, whether through media or otherwise.
3. Fully comply with the etiquette of serious dialogue and discussion, respect differing opinions, and avoid irrelevant topics that are unrelated to the educational or academic process.
4. Avoid any behavior that disrupts the educational process and professional relationships between students themselves and with professors, both inside and outside the classrooms.
5. Refrain from any act or statement that implies harassment or compromises public modesty in any way.
6. Refrain from any statement or action that implies coercion or intimidation towards a professor with the intention of affecting the educational process and the credibility of education, and avoid making malicious complaints.
7. Avoid harming fellow students through speech or action, adhere to good morals and conduct when interacting with peers, and act responsibly.
8. If a student experiences a psychological crisis or difficult times, they should seek help from specialized individuals such as guidance supervisors or staff from the psychological care center, rather than faculty members.

Article 2: Communication Channels

Students must use the official communication channels provided by the university, such as the official email, for any academic or non-academic communication with faculty members. The use of unauthorized chat programs, such as WhatsApp, or any other chat applications, is prohibited between students and faculty members or university staff for academic or non-academic purposes.

Article 3: Communication Times and Conditions

Communication between students and faculty members should take place at appropriate times and under appropriate conditions, such as during lectures, discussion sessions, official email correspondence with the professor, or during office hours.

Article 4: Communication Location

If direct communication occurs in the office of faculty members, according to a prearranged plan or during office hours, students must adhere to the allocated time for the meeting and not exceed the allowed duration to give other students the opportunity to ask questions and engage in discussions. If the meeting or office hours are conducted indirectly (online), students should use official communication channels provided by the university, such as Blackboard or Microsoft Teams.

Article 5: Communication between Male and Female Students

Communication and interaction between male and female students should be limited to what is required by the educational process within the classrooms (whether virtual or in-person) only, based on the visible interactions within the group and not on an individual basis. Any interaction or communication should adhere to the highest standards of respect, social etiquette, and acceptable professional boundaries according to prevailing traditions, university regulations, and the applied systems in the Kingdom.

Any violation of these regulations regarding communication between male and female students may result in accountability and the application of disciplinary actions, including possible expulsion from the university.

Article 6: Penalties

In the event that a student violates any of the obligations mentioned in the regulations that do not specify a specific penalty, the incident will be referred to the Student Affairs Committee to determine the appropriate punishment, which may include expulsion from the university. The student has the right to appeal according to the procedures outlined in Article 14 of the Disciplinary Regulations for Students.

Article 7: Interpretation

The Deanship of Student Affairs has the authority to interpret the provisions of these regulations.

Article 8:

Unless otherwise stated in this list, the regulations, laws, and instructions in effect in the Kingdom of Saudi Arabia shall be applicable.

Student Regulations

(Introduction)

Article 1:

This regulation is called "Disciplinary Regulations for Students at King Fahd University of Petroleum and Minerals."

Article 2:

Without prejudice to the provisions of the university regulations and bylaws, these regulations apply to every student enrolled at the university, whether they have fulfilled the requirements for final graduation or not.

(Violations)

Article 3:

Any violation of the university regulations and instructions is considered an offense, including, but not limited to:

1. Any act or statement that undermines religion, state systems, or disrupts good conduct, behavior, and ethics inside or outside the university.
2. Verbally or physically assaulting any person, their property, or belongings.
3. Damaging university property, belongings, and facilities.
4. Directly or indirectly disrupting university activities and programs.
5. Interfering with the examination system and the required tranquility.
6. Cheating or attempting to cheat in exams or academic requirements.
7. Allowing someone else to take an exam on behalf of the student or vice versa, whether inside or outside the university.
8. Possessing or retaining prohibited substances or hazardous materials that threaten security and safety.
9. Possessing or retaining films, pictures, tapes, or publications that contradict Islamic ethics and morals inside dormitories or within the university.
10. Violating instructions and regulations regarding the use of computers and the internet (the web) at the university.
11. Violating rules, instructions, and regulations related to student housing.
12. Organizing conferences, associations, issuing publications, distributing them, or collecting funds without prior authorization from the relevant authorities at the university.
13. Providing false information or news about the university to newspapers, magazines, or other media outlets.
14. Smoking in prohibited areas.

15. Violating instructions regarding dress code and appearance within the university.
16. Violating safety and traffic regulations specific to the university.
17. Forgery in all its forms.
18. Impersonation.

(Disciplinary Penalties)

Article 4:

Disciplinary penalties include the following:

1. Verbal or written warning, or a written undertaking.
2. Written reprimand.
3. Mandatory community service for a specified number of hours.
4. Deprivation of certain student services, accommodation, student activities, or others, for a semester or less, more, or permanent deprivation.
5. Monetary fine.
6. Annulment of the student's test grade in one or more courses and considering them as failed.
7. Suspension from studying for a semester, summer term, or longer.
8. Final expulsion from the university and cancellation of enrollment.
9. Any other penalties approved by the university president.

Article 5:

It is possible to apply more than one penalty at the same time, according to the decision of the competent committee.

Article 6:

In applying the penalties mentioned in Article 4, their proportionality to the offense shall be considered, considering the student's history and surrounding circumstances.

Article 7:

No penalty shall be imposed without conducting a written investigation with the student and hearing their statements regarding the allegations. The student's right to provide their statements shall be forfeited, and the appropriate penalty shall be imposed if they refuse to attend or fail to attend, without an acceptable excuse, the scheduled interview that has been previously notified.

Article 8:

A student who has been expelled from the university for disciplinary reasons shall not be allowed to re-enroll, in accordance with Article 18 of the Study and Examination Regulations for the university level.

(Authorities Responsible for Imposing Penalties)**Article 9:**

Without prejudice to the provisions of Articles 5 and 6, the following authorities are responsible for the following:

2. The Dean of Student Affairs or their delegate is responsible for imposing the penalties mentioned in (1) and (2) of Article 4.
3. The College Council is responsible for imposing the penalty mentioned in (6) of Article 4.
4. The Student Affairs Committee is responsible for recommending the imposition of all other penalties except (6) of Article 4.

Article 10:

The Student Affairs Committee considers the violations referred to it by the Dean of Student Affairs, regardless of the source, and submits its recommendations to the University Director for decision. The decisions regarding the penalties shall be recorded in the student's file and must be communicated to their guardian and relevant parties within the university and elsewhere, as determined by the committee.

Article 11:

The decisions issued by the authorities responsible for imposing penalties from (3-6) of Article 4 become effective after the approval of the University Director.

Article 12:

Subject to the provisions of Article 8, it is the responsibility of the Deanship of Student Affairs at the university to implement the disciplinary penalties imposed and to follow up on them.

((Appeals))**Article 13:****1. Procedures for Academic-Related Appeals:**

In the event that a student appeals the grade awarded to them in any course, whether in the final exam, midterm exam, research papers, or other academic obligations, the following shall be considered:

1. The student must first discuss the matter with the course instructor to address the issue. If a satisfactory resolution cannot be reached, the student may escalate the matter to the head of the relevant academic department, accompanied by supporting reasons for consideration, within a period not exceeding one week from the beginning of the following semester after the announcement of the final result or the time of obtaining the midterm exam result. Otherwise, the student forfeits their right to appeal to other authorities.
2. The head of the department forms a committee under their chairmanship to review the matter. This committee, upon completion of its work, submits its recommendations, which may include maintaining the student's grades as they are, rejecting them entirely, or partially modifying them negatively or positively, along with stating the justifications for such decisions. The recommendations are then forwarded to the dean of the relevant college, accompanied by the committee's recommendations, for the dean to present them to the college council for a final decision.
3. The head of the department informs the student in writing of the decision issued by the college council within one week from the date of its issuance.

2. Procedures for Appeals Related to Student Affairs Committee Decisions:

1. The student has the right to appeal the decision issued against them to the Dean of Student Affairs, except as stated in the first paragraph of this article.
2. The student must submit their appeal within fifteen days from the date of notification of the decision issued by the Student Affairs Committee. The university director may extend the appeal period if there are acceptable reasons to do so.
3. The university director, when reviewing any appeal, has the following options:
 - (a) Reject the appeal and uphold the decision taken.
 - (b) Overturn the decision or partially modify it.
 - (c) Direct further investigations and inquiries.
 - (d) Take any other action deemed appropriate or necessary.

Procedures for Appeals in cases not covered by the first and second paragraphs of this article:

The university ensures the right of its students to appeal and lodge complaints in other cases not mentioned above, including but not limited to, actions or behaviors that constitute violations punishable within the university's authority, actions falling within the scope of negligence, traffic violations, and other matters, according to the following procedures:

1. The student must submit their appeal or complaint to the Dean of Student Affairs, accompanied by objective reasons and supporting documents or evidence that substantiate their claim.
2. The Dean of Student Affairs may reject the appeal if the objective reasons provided are insufficient, or if it is beyond their jurisdiction, or if the evidence is inadequate.

3. If the Dean of Student Affairs finds reasonable grounds for the appeal or complaint, they may form a committee to study the appeal or complaint. The committee is entitled to summon the student for discussion and request any supporting evidence or testimony related to the appeal or complaint. The committee also has the authority to summon other individuals who may have relevant knowledge or information about the appeal or complaint.
4. The dean is also authorized to take disciplinary actions against the student if it becomes evident that the claim or appeal is false, motivated by personal malice, revenge, or an attempt to harm someone's reputation.
5. The committee submits its decision to the Dean of Student Affairs, who, in turn, takes the appropriate decision based on that. The dean must inform the student of the decision made within one week from the date of receiving the committee's decision.

((General Provisions))

Article 13:

The disciplinary provisions stated in these regulations shall not replace the penalties stipulated in the Saudi Penal Code and its complementary legislations. If the student's behavior constitutes a criminal offense, the university shall immediately report the incident to the relevant authorities without affecting the disciplinary proceedings taken against the student.

Article 14:

In the absence of specific provisions in these regulations, the prevailing systems and decisions in the Kingdom shall apply.

Article 15:

A student is entitled to submit a complaint regarding any infringement of her rights to the university director, the university's academic affairs deputy, or the dean of student affairs. Those authorities shall consider the complaint and take appropriate action in accordance with the university's system and regulations.

Article 16:

No student may claim ignorance of the university's regulations, bylaws, or instructions, or failure to review them.

Article 17:

The university council has the right to interpret these regulations.

Article 18:

These regulations shall come into effect upon their approval and shall invalidate any previous regulations that conflict with them.

Regulations for the Rights and Obligations of Female Students

1. Student Rights:

(A) Academic Field:

1. Ensuring fairness in dealing with academic rights and obligations without discrimination.
2. Respecting the privacy of female students and observing the etiquette of interaction between genders during the educational process.
3. Providing a suitable academic environment, a serious scientific climate, and motivation for academic achievement.
4. Providing information related to the study systems, examination-related information, regulations, and decisions concerning female students through available means.
5. Access to academic material and knowledge related to courses and academic research.
6. Access to study plans and schedules, course registration based on the approved curriculum.
7. Allowing female students to choose the specialization they desire to study, according to the regulations, capabilities, criteria, and conditions set for the specialization.
8. Providing female students with exam schedules and notifying them in advance of any postponement or change in exam dates.
9. Avoiding any conflicts in the final exam schedule for female students, and in case of such conflicts in the semester exam schedule, the relevant departments work to resolve them through appropriate methods.
10. Providing female students with faculty office hours.
11. Allowing female students to attend lectures and take all exams related to their registered courses unless there are specific restrictions defined by the regulations.
12. Obtaining the results of their exams, grades for coursework, and the opportunity to review their exam papers before the final exam.
13. Obtaining the final exam result and having the opportunity to review it within twenty-four hours after the grade announcement.
14. Receiving a fair evaluation that reflects the true performance level of the female student in scientific and practical courses.
15. For postgraduate students, the right to choose their thesis supervisor and research topic according to the postgraduate studies regulations.
16. Utilizing the facilities and support services at the university to fulfill research requirements and academic needs.
17. Submitting grievances against any decisions issued against the female student related to the progress of her studies or examination procedures by the Student Affairs Committee and other relevant entities.
18. Granting the female student a graduation certificate after fulfilling all the requirements and necessary procedures. In the case of an internally or externally sponsored student, the certificate is granted after coordination with the sponsoring entity.

(b) Non-academic field:

- 1 . Treating the student with respect, preserving her humanity and dignity by all university staff members.
- 2 . Maintaining the confidentiality of the student's file within the university and dealing with it honestly and transparently.
- 3 . Respecting the privacy of female students and observing the etiquette of interaction between genders in housing and public facilities at the university.
- 4 . Obtaining medical excuses or others in emergency cases through official channels, according to the conditions and instructions governing this matter.
- 5 . Making use of the facilities and services available at the university and participating in the events provided, according to the regulations and available resources, including but not limited to:
 - The central library.
 - Guidance and counseling.
 - Educational events.
 - Academic advising.
 - Medical services at the university clinic.
 - Student fund services.
 - Part-time job opportunities, if the student meets the conditions.
 - Food services.
- 6 . Providing opportunities for participation in activities organized by the university for female students.
- 7 . Submitting complaints against decisions issued by the Women's Affairs Committee and other relevant entities regarding behavioral matters.

2. Student's Duties:

(A) Academic field:

- 1 . Familiarizing oneself with the university regulations, rules, study and examination regulations, and all related systems, and not considering ignorance of them as a valid excuse to avoid penalties and consequences resulting from violations.
- 2 . Complying with all university regulations, rules, instructions, academic decisions, registration systems, and refraining from attempting to bypass or manipulate them.
- 3 . Attending classes according to the class schedule and adhering to the instructions and academic requirements, and complying with the regulations governing the conduct of lectures and exams.
- 4 . Obtaining the professor's approval to attend lectures for courses not registered in.
- 5 . Refraining from cheating in exams, academic projects, reports, research papers, or assisting others in committing such acts. Otherwise, the student will be subjected to penalties stipulated in the study and examination regulations.
- 6 . Adhering to intellectual property procedures and rights regarding the preparation of reports, projects, research papers, master's theses, and doctoral dissertations.
- 7 . Completing the program within the prescribed period according to the university's regulations.

(B) Non-academic field:

1. Observing Islamic values, customs, and traditions followed in the Kingdom of Saudi Arabia.
2. Adhering to all university regulations, rules, instructions, and decisions related to non-academic affairs, and not exceeding or circumventing them. Ignorance of these regulations does not constitute a valid excuse to avoid penalties and consequences resulting from violations.
3. Maintaining appropriate appearance, adhering to modest dress code, and not displaying conspicuous adornments, in accordance with the customs, traditions, and religious regulations approved by the university (dress code regulations, p. 86).
4. Refraining from any behavior that suggests harassment or violates modesty through any means.
5. Ensuring academic communication between professors and female students during office hours, academic discussions, and similar settings, within the academic framework, while avoiding seclusion and anything that contradicts religious guidelines, etiquette, and prevailing customs.
6. Maintaining an appropriate distance between the student and the professor and keeping the office door open during visits.
7. Treating all university staff, guests, and service providers with proper respect, preserving their dignity, and refraining from insulting or demeaning them through words, actions, or gestures.
8. Respecting the privacy of all male and female staff members, refraining from capturing images or obtaining private information without prior permission, and not disseminating them through any means.
9. Observing honesty, avoiding cheating and deception in all transactions, forgery, impersonation, and any other actions that violate the university's systems and regulations.
10. Adhering to all security, safety, traffic, and computer network usage rules and procedures within the university campus, otherwise the student will be subject to penalties specified in the university's systems and the laws of the Kingdom of Saudi Arabia.
11. Preserving the university's properties and facilities, refraining from damaging or sabotaging them, and reporting any malfunctions or faults to the responsible authorities within the university.
12. Maintaining public etiquette, quietness within the university campus, avoiding disturbing others, avoiding gatherings, and refraining from any actions that disrupt the peace within it.
13. Committing to update personal information, especially mobile phone and contact details, and ensuring regular checking of the email, which represents the approved means of communication with the university.
14. Carrying the university identification card while being present within the university and presenting it when requested.
15. Maintaining general cleanliness and refraining from consuming food and drinks in unauthorized areas, such as study halls and laboratories.
16. Refraining from smoking in all areas of the campus, except in designated areas.
17. Committing to pay for certain student services, fines, or other fees.
18. Respecting the rights of students with special needs (such as not occupying their designated areas) and assisting them whenever possible.

3. Student Relations:

a) Relations with the University:

1. Refraining from engaging in any acts contrary to Sharia law, Islamic values, or detrimental to morals or public etiquette.
2. Adhering to all university regulations regarding the management of the educational process.
3. Upholding the values of the university derived from its mission.
4. Not engaging in any illicit activities within the university campus and obtaining approvals from relevant departments before engaging in any activities, posting or distributing any printed materials or publications.
5. Avoiding any direct or indirect harm to the university, spreading any statements or actions that undermine the university's reputation or academic standing in the media or social media platforms.
6. Being truthful when providing certificates, testimonials, or statements during investigations.
7. Providing accurate and truthful information during registration.
8. Striving for positivity and reporting any wrongful behaviors or situations that threaten the university's security or the community's security.
9. Utilizing all available services within the university consciously and optimally.
10. Refraining from any act or statement that impairs the honor and dignity of others, damages the university's reputation, violates modesty, or violates the acceptable norms and behaviors inside or outside the university.

b) Relations with Faculty and Staff:

1. The relationship between students and faculty members and university staff should be professional and disciplined according to religious, moral, and societal guidelines.
2. Dealing respectfully with faculty members, all university staff, and employees, ensuring not to compromise their dignity or hurt them in any way, whether materially or morally, through any means, including media. In the event of a student's violation, the matter is referred to the Student Affairs Committee to take appropriate sanctions, which may include expulsion from the university.
3. Full adherence to the etiquettes of dialogue and serious discussions, respecting the opinions of others.
4. Avoiding anything that disrupts the educational process and the professional relationship between students themselves and with professors inside or outside the classroom.
5. Refraining from any statement or action that implies coercion or intimidation towards professors with the aim of affecting the educational process and the credibility of education, and avoiding filing malicious complaints.
6. Avoiding engaging in any relationship beyond the defined professional scope of the student's relationship with the professor inside or outside the classroom and during research supervision.
7. Communicating with professors only through official communication channels, such as the professor's official email, at appropriate times and under the regulations and rules.

c) Relations with Other Students:

1. Not causing harm to fellow students through words or actions in any form.
2. Students should adhere to good morals and behaviors in their interactions with their peers and act responsibly.
3. Showing concern for:
 - Students' participation with their peers in social activities and student clubs affiliated with the university.
 - Strengthening social bonds based on mutual support, compassion, and mutual respect.
 - Assisting students with special needs and striving for their integration into the university environment.

d) Relations with the Community:

1. Respecting the values, general system, and customs of the community.
2. Adhering to proper conduct inside and outside the university, refraining from engaging in any acts contrary to values, morals, or public etiquette.
3. Representing the university in academic, scientific, and social activities in a proper and exemplary manner.
4. Rationalizing the use of energy and water resources and preserving the environment.
5. Avoiding any act or statement that offends religion or the nation.

General Provisions:

1. Every student in the university acknowledges her awareness of the provisions of this current charter upon joining the university.
2. This charter cancels all previous decisions (if any) and anything conflicting with it.
3. The University Council has the right to interpret this charter.
4. This charter comes into effect from the date of approval by the University Council.

Disciplinary Regulations for Female Students

1. Definitions and Related Terms

Article 1:

This set of regulations is called "Disciplinary Regulations for Female Students at King Fahd University of Petroleum and Minerals."

Article 2:

The provisions of these regulations address the following:

1. Regulating the behavior of female students within the university and its facilities.
2. Reforming and disciplining female students who violate the regulations and addressing their behavior using the available educational methods at the university.
3. Identifying and defining any actions, statements, or practices that are considered violations of the university's regulations.
4. Enforcing disciplinary penalties on female students who violate the rules and regulations applicable at the university.

Article 3:

Without prejudice to the provisions of the university's systems and regulations, these regulations apply to all enrolled female students at the university, whether they have fulfilled the requirements for final graduation or not.

2. Violations

Article 4:

Any violation of the university's systems, regulations, and instructions is considered a violation, such as:

1. Any act or statement that compromises religion, state systems, or disrupts good conduct, behavior, and ethics within or outside the university.
2. Verbally or physically assaulting any person, their property, or possessions, or harassing them.
3. Threatening or blackmailing any person verbally or physically.
4. Violating the privacy of others through any means, such as unauthorized photography or audio recording.
5. Assaulting the property, possessions, and facilities of the university.
6. Obstructing the university's activities and programs directly or indirectly.
7. Possessing or retaining films, images, tapes, or publications that are contrary to ethics or Islamic values within the university campus.
8. Violating the regulations on electronic crimes, instructions, and guidelines related to the use of computers and the internet at the university.
9. Organizing conferences, associations, or issuing and distributing publications without obtaining prior permission from the competent authorities at the university.

10. Providing false information or news about the university to newspapers, magazines, or other media outlets.
11. Forgery in all its forms.
12. Impersonation.
13. Allowing another person to take the exam in her place, or taking the exam on behalf of someone else, whether inside or outside the university.
14. Violating the rules of examinations and the required silence.
15. Cheating or attempting to cheat in exams or academic requirements.
16. Violating the rules, instructions, and guidelines related to student housing.
17. Violating the rules, instructions, and regulations governing communication with faculty members.
18. Violating the rules, instructions, and regulations stated in the sexual harassment memorandum.
19. Smoking in non-designated areas.
20. Violating the instructions regarding dress code and appearance within the university.
21. Violating the safety and traffic instructions specific to the university.
22. Possessing or retaining any prohibited or hazardous materials that threaten security and safety.

3. Disciplinary Penalties

Article 5:

Disciplinary penalties include the following:

1. Verbal or written warning.
2. Written admonition.
3. Mandatory community service for a specified number of hours.
4. Deprivation of certain student services, accommodation, student activities, or others, for a semester or less, or more, or permanent expulsion.
5. Financial fine.
6. Invalidating a student's test grade in one or more courses and considering her as having failed.
7. Suspension from studying for a semester, summer term, or more.
8. Final expulsion from the university and termination of enrollment.
9. Any other penalties approved by the university president.
10. Referring the case to the relevant authorities in case of suspicion of harassment or criminal activity.

Article 6:

More than one penalty can be applied and combined simultaneously according to the decision of the competent committee.

Article 7:

When imposing the penalties mentioned in Article 5, their proportionality to the violation shall be considered, considering the student's record and the surrounding circumstances.

Article 8:

The penalty shall not be imposed except after conducting a written investigation with the student, hearing her statements regarding the charges attributed to her. The student's right to provide statements and sign them shall be forfeited if she refuses to attend or fails to attend the scheduled interview without an acceptable excuse previously notified.

Article 9:

A student who has been expelled from the university for disciplinary reasons or expelled from another university for disciplinary reasons shall not be re-enrolled. If it is discovered after her re-enrollment that she was previously expelled for such reasons, her enrollment shall be considered null and void from the date of re-enrollment.

4. Authorities Responsible for Imposing Penalties**Article 10:**

Without prejudice to the provisions of Articles 6 and 7, the following authorities are responsible as follows:

1. Dean of Student Affairs or their delegate is responsible for imposing penalties (1 and 2) mentioned in Article 5.
2. College Council is responsible for imposing the penalty (6) mentioned in Article 5.
3. The Committee for Student Affairs is responsible for recommending the imposition of the remaining penalties mentioned in Article 5.

Article 11:

The Committee for Student Affairs reviews the violations referred to it by the Dean of Student Affairs from any source and submits its recommendations to the university president for a decision. The decisions issued regarding the penalties must be recorded in the student's file, and they should be communicated to her guardian and the relevant entities within and outside the university, as determined by the committee.

Article 12:

The decisions issued by the authorities responsible for imposing penalties (3-8) mentioned in Article 5 become effective after the approval of the university president.

Article 13:

Subject to what is stated in Article 8, the Deanship of Student Affairs at the university is responsible for implementing the disciplinary penalties and monitoring their execution.

5. Grievance**Article 14:****(A) Grievance Procedures Related to Academic Affairs:**

In the event that a student objects to the grade awarded to her in any course, whether in the final exam, mid-term exam, research papers, or any other academic assignments, the following shall be taken into consideration:

- (1) The student must first discuss the matter with the course instructor to address the issue. If a satisfactory solution cannot be reached, the student may escalate the matter to the concerned Academic Department Chair, accompanied by supporting reasons for consideration, within a period not exceeding one week from the start of the following academic semester after the release of the final result or from the time of receiving the mid-term exam result. Otherwise, she loses her right to appeal to other authorities.
- (2) The Academic Department Chair shall form a committee under their chairmanship to consider the matter. After completing its work, the committee shall submit its recommendations, which may include maintaining the student's grades as they are, rejecting them entirely, or partially modifying them negatively or positively, along with the justifications. The recommendations shall be submitted to the concerned College Dean, who, in turn, presents those recommendations to the relevant College Council for the final decision.
- (3) The concerned Academic Department Chair shall notify the student in writing of the decision issued by the College Council within one week from the date of its issuance. If the student feels unfairly treated by the Department Chair, she has the right to appeal to higher authorities within the specified period.

(B) Grievance Procedures Related to Decisions of the Female Students Affairs Committee:

- (1) The student may appeal against a decision issued against her to the Dean of Student Affairs, except as stated in the first paragraph of this article.
- (2) The student must lodge her appeal within fifteen days from the date of being notified of the verbal decision of the Female Students Affairs Committee. The Dean of Student Affairs may extend the appeal period if there are acceptable reasons that warrant it.
- (3) When reviewing any appeals, the University President may choose one of the following options:
 - Reject the appeal and uphold the decision.
 - Annul or partially modify the decision.
 - Order new investigations and inquiries.
 - Take any other action deemed appropriate or necessary.

(C) Grievance Procedures in Cases Not Covered in Paragraphs (A) and (B) of this Article:

The university guarantees the right of its students to lodge grievances and complaints in other cases not previously mentioned, including but not limited to: any actions or behaviors that constitute violations punishable within the university's jurisdiction, actions falling within the scope of negligence liability, traffic violations, and other matters, in accordance with the following procedures:

- (1) The student must submit her grievance or complaint to the Dean of Student Affairs, accompanied by objective reasons and supporting documents, evidence, or information that substantiate her claim.
- (2) The Dean of Student Affairs has the right to reject the grievance for insufficient objective reasons, lack of jurisdiction, or lack of sufficient evidence.
- (3) If the Dean of Student Affairs finds reasonable grounds for the grievance or complaint, they may form a committee to study the grievance or complaint. The committee is entitled to summon the student for discussion and may request her to provide any supporting evidence or documentation if available. The committee also has the right to summon any other individuals who may have knowledge or connection to the subject of the grievance or complaint.
- (4) The committee shall submit its decision to the Dean of Student Affairs, who will take the appropriate action based on that decision. The Dean must inform the student of the decision within one week from the date of receiving the committee's decision.
- (5) The dean is also allowed to take disciplinary actions against the female student if it becomes clear to him that the accusation or complaint is not true, and it is motivated by personal malice, a desire for revenge, or to harm her reputation.

6. General Provisions

Article 15:

The disciplinary measures provided for in these regulations shall not replace the penalties stipulated in the Saudi Penal Code and its complementary legislation. If the behavior of the female student constitutes a criminal offense, the university must immediately report the incident to the relevant authorities without affecting the disciplinary proceedings taken against her.

Article 16:

In the absence of specific provisions in these regulations, the applicable laws and valid decisions in the Kingdom shall apply.

Article 17:

The female student has the right to lodge a complaint regarding any violation she believes infringes upon her rights to the university president, the university's academic affairs vice

president, or the dean of student affairs. Those entities shall examine the complaint and take appropriate action in accordance with the university's system and regulations.

Article 18:

No female student shall claim ignorance of the university's regulations, bylaws, or instructions, or the lack of access to them.

Article 19:

The university council has the right to interpret these regulations.

Article 20:

These regulations shall come into effect from the date of their approval, and all conflicting previous regulations shall be invalidated.

Guide for Appropriate Attire at KFUPM for Female Students

1. Introduction

Dear student, our style of dress and our adherence to manners and etiquette in behavior and attire reflect our values. It also reflects the work ethics and professional standards that we all aspire to. Therefore, these organized regulations for female student attire within the university campus of King Fahd University of Petroleum and Minerals have been established to ensure that everyone understands the desired positive image that should be reflected and adhered to by all students at the university. Dress and appearance on the campus, in study areas, and in daily life are an indication of a student's character. Additionally, adhering to appropriate attire presents a positive image of the student's professionalism and expertise in choosing suitable attire for the appropriate place. We emphasize that these regulations do not conflict with elegance, refined taste, and cleanliness. However, they are designed to ensure that the overall appearance aligns with the professionalism and expertise expected within the university environment of a leading educational institution like King Fahd University of Petroleum and Minerals.

2. Dress Regulations for Female Students:

1. Maintaining a respectable appearance and adhering to Islamic hijab and modest attire within the university campus.
2. Respecting Islamic values, Saudi Arabian customs, and norms regarding female student attire.
3. Avoiding conspicuous ornamentation in line with the traditions, customs, and religious guidelines of Saudi society.
4. Female students must wear an abaya (loose-fitting black cloak) while present inside the university campus.
5. The abaya must be modest, loose-fitting, and in good condition, with an appropriate color (such as black, dark blue, or similar colors). Wearing bright or flashy colors is prohibited.
6. Wearing colored, patterned, or adorned abayas inside the university corridors, lecture halls, and examination rooms is prohibited.
7. The length of the abaya should be appropriate to maintain a professional academic environment (not excessively short, revealing the ankles, nor excessively long for safety reasons).
8. Transparent abayas or leaving the abaya open is prohibited.
9. Clothing worn underneath the abaya should be modest and appropriate.
10. Hijab (head covering) must be worn, covering the hair.
11. Avoid excessive accessories and heavy makeup. Exaggerated use of perfumes should also be avoided.
12. Footwear should have a decent appearance that is suitable for the academic environment.
13. Footwear should have a flat or medium heel height. Wearing high-heeled shoes or shoes with bright colors that are not suitable for the university environment is prohibited.
14. Additional specific dress requirements may apply to laboratories and workshops as determined by the academic colleges.

3. Violations of Public Etiquette within the University Campus:

These violations are based on the Public Etiquette Regulations issued by the Ministry of Interior (Attachment, page 106), and include the following:

1. Behaviors that offend modesty.
2. Playing music loudly or causing disturbance to others with any loud noise within the university campus.
3. Spitting and littering in areas not designated for waste disposal.
4. Occupying seats and facilities intended for the elderly and people with disabilities.
5. Placing stickers and distributing commercial publications in public areas without permission.
6. Directly photographing individuals without their consent, or photographing criminal, traffic, or accident scenes without obtaining permission from the parties involved.

4. Executive rules for Student Violations of the Dress Code within the University Campus:

In the event of a student violating the dress code regulations stated in Section Two or the public etiquette regulations in Section Three, the course instructor has the right to prevent the student from attending the lecture if the violation is explicit and does not allow for interpretation. Additionally, the violation must be referred to the Student Affairs Committee. The following actions may be taken as a penalty:

1. Noting the violation in the student's file and obtaining a written commitment from the student not to repeat the violation.
2. Prohibiting the student from attending lectures or accessing course materials until the violation is rectified by the student.
3. Imposing a financial fine (100 Saudi Riyals) for the violation.
4. The Student Affairs Committee has the authority to impose additional penalties as deemed appropriate, including eviction from university housing or expulsion from the university. The student has the right to follow the grievance procedures outlined in Article Fourteen of the Student Disciplinary Regulations.

Female Student Housing Regulations at King Fahd University of Petroleum and Minerals

1. Scope of Application of the Regulations

Article 1:

In accordance with the university's systems, regulations, and instructions, these regulations apply to all female students who are accommodated in university housing.

Article 2:

University housing is considered a unit under the university and its management and affairs are subject to the university's system, executive regulations, as well as these regulations and internal instructions.

Article 3:

The competent authority responsible for implementing the provisions of these regulations is the Deanship of Student Affairs, in cooperation with relevant departments within the university.

2. Responsibilities of the Female Student Housing Unit

Article 4:

The Female Student Housing Unit is responsible for the necessary tasks related to accommodating and supervising female students, including but not limited to the following:

1. Working to secure housing for female students and preparing units for their reception, in coordination with the relevant departments.
2. Receiving approved female students and delivering the housing units to them.
3. Monitoring housing in terms of security, safety, furniture, cleanliness, nutrition, healthcare, regular and emergency maintenance, and all matters concerning female students in the housing.
4. Establishing a computerized database of female residents.
5. Preparing a statement of annual housing needs, such as furniture and furnishings, and others.
6. Preparing the necessary forms for the housing process and its associated requirements.
7. Handing over the furniture and furnishings inventory to the resident female students.
8. Distributing guidelines and instructions issued by the university to female students and posting them on notice boards in all housing units.
9. Preparing monthly reports and presenting them to the Dean of Student Affairs to review the department's progress and provide necessary guidance.
10. Receiving complaints and demands submitted by female students regarding university housing and forwarding them to the Dean of Student Affairs.
11. Reporting on the health conditions, emergencies, and cases of absenteeism of female students in the housing.

12. 12. Preparing annual reports through the deanship to be submitted to the university's vice president.
13. 13. Receiving the furniture inventory from the student whose relationship with the housing has ended.
14. 14. Raising awareness among female students about the university campus, its preservation, and providing them with schedules for seminars, meetings, cultural and social lectures, and activities held within the housing.
15. 15. Providing and facilitating services for female students outside the scope of university housing through the Office of Support Services.
16. 16. Supervising female students around the clock and throughout the week.

3. Conditions for Admission to University Housing

Article 5:

Female students are accepted into the on-campus housing at King Fahd University of Petroleum and Minerals according to the following conditions and procedures:

1. The student must have an admission to the university and must be a regular student.
2. Bachelor's degree students must pay a financial fee in return for obtaining a housing unit in the university housing, as determined by the Deanship of Student Affairs.
3. The student must be in good health and free from infectious diseases.
4. The student's place of residence must be more than 75 kilometers away from the university, and the place of residence should be documented according to the applicable regulations. The Deanship of Student Affairs will consider the distance requirements based on the availability of housing units for each semester.
5. The student must sign an undertaking assuming full responsibility for her accommodation in the female student housing and for the allocated housing unit, and she must ensure the safety and health of the facilities and shared services in the housing and comply with the applicable housing regulations.
6. The student must not have been permanently expelled from university housing.
7. The student is allowed to leave the campus during the designated university hours, which are from 6 am to 10 pm on weekdays, and from 6 am to 11 pm on weekends. If the student is delayed in returning at the specified time, the student's guardian will be notified, and they will be required to sign a commitment form.
8. If the student is married, she must sign a commitment form to inform the dormitory supervisors immediately in case of pregnancy, in order to ensure her safety and provide necessary care. If the student suffers from chronic illnesses (such as diabetes, hypertension, epilepsy, or psychological disorders) or has special needs, she must inform the dormitory management to make necessary arrangements.
9. Availability of vacant spaces in the dormitory according to specified criteria.
10. The student must sign a written acknowledgment of her commitment to comply with the dormitory regulations, university policies, bylaws, and instructions.
11. Any other conditions approved by the University Council.

Article 6:

Female students are assigned to housing units according to the regulations set by the Deanship of Student Affairs, taking into consideration the student's preferences whenever possible. The student is not allowed to change her assigned housing unit without written approval from the dormitory management.

4. Absenteeism or evacuation from housing

Article 7:

If the student wishes to be absent from the dormitory for a valid reason, she must submit a letter to the dormitory supervisors stating the duration and reasons for her absence. In the case of vacating the dormitory or exceeding the allowed period of absence, the student's guardian or authorized representative will be notified through legitimate means.

Article 8:

In accordance with the previous article, the student will be expelled from the university housing if she is absent from the dormitory for three consecutive days without a legitimate or approved medical excuse.

Article 9:

The student will be evicted from the dormitory in the following cases:

1. Withdrawing from the university.
2. Taking a leave of absence, offering an apology, or discontinuing enrollment.
3. Completion of final exams for the semester.
4. Pregnancy confirmation for married students.
5. Administrative decision to expel the student.
6. When the student's guardian submits a request for eviction.

5. The rights and obligations of the female student

Article 10:

The resident student has the following rights and obligations:

1. Engaging in cultural, social, and recreational activities within the dormitory, in accordance with the instructions issued by the Dean of Student Affairs.
2. Accessing the services of the health and recreational center during the specified hours determined by the Community Service Department.
3. Receiving visitors in designated areas and during specified times set by the dormitory management.
4. Enjoying routine healthcare services, and in case of emergencies, the student will be transferred to the hospital accompanied by a dormitory supervisor, with the student's guardian being informed.

Article 11:

In addition to the student's commitment to the rules, regulations, and instructions in force at the university, she must adhere to the following:

1. Compliance with religious teachings, systems, and maintaining appropriate behavior with her fellow students, supervisors, employees, and all workers in the university

- housing. She is not allowed to engage in any act or behavior that goes against customs and good morals.
2. Observing general etiquette in attire, clothing, and appearance, in line with Islamic teachings, Saudi societal customs, and the university's instructions in this regard.
 3. Occupying the assigned housing unit and residing in it within five days from the date of notification. If she fails to occupy the housing within the specified period, her right to housing for the delayed semester will be forfeited.
 4. Payment of fees for the residential unit in the university housing.
 5. Residing in the housing and being present before the designated deadline for staying outside the housing.
 6. The student is required to daily report to the supervisor's office to confirm her presence.
 7. Not receiving visitors inside the residential room, regardless of the degree of kinship with the student.
 8. Visitors are received under the following conditions:
 - (a) Visiting hours are designated between 4:00 PM and 10:00 PM, and no visitor is allowed to stay overnight in the housing units designated for female students.
 - (b) The father or brother is received at the reception center, and they are not allowed to enter the housing at all.
 - (c) Visitors must present their national identity to the visitor's office, and the visitor's office has the right to refuse the visit if the kinship is not proven or in other cases determined by the Deanship of Student Affairs.
 - (d) The housing supervisors have the right to end the visit if it exceeds the maximum limit (three hours) or in other cases determined by the Deanship of Student Affairs.
 9. Not using the residential unit for purposes other than accommodation.
 10. Sleeping in the designated residential unit for the student and not being allowed to sleep in another unit or change it without prior permission from the housing administration.
 11. Not entering any of the residential units except with the consent of the resident student, and in the event of an immediate danger and the absence of the student, entry to the unit is allowed with notifying the housing administration.
 12. Returning to the university housing at the specified times determined by the instructions, and with the approval of the dean, the student may be allowed to be late for these times due to study, university activities, or emergency reasons.
 13. Presenting the university ID card or housing card when requested by the relevant authorities in the university housing.
 14. Not being present at all for any reason in the vicinity or inside the student housing area, student complex, or faculty housing.
 15. The student is responsible for any damage to the housing facilities or the property of others caused by her, and she must bear the repair costs within one month from the date of notification.
 16. Not installing nails on the walls or doors, or making holes or extensions in them.
 17. It is prohibited to have pets or birds of any kind inside the housing.

18. Evacuating the residential unit immediately if a decision is issued to remove the student from the housing for any reason, whether it is a permanent or temporary removal due to the need for renovation, repair, or other reasons.
19. Maintaining the cleanliness of the residential unit where she resides.
20. Operating the electrical and other equipment in the housing in accordance with the technical instructions.
21. Rationalizing the use of electricity and water.
22. Not using or installing electrical devices or equipment that are not compatible with the electrical voltage or sockets. In case of non-compliance, the student shall be held responsible for any damages resulting from such non-compliance.
23. Immediately report any malfunction, defect, or damage that appears in the residential unit to the housing administration and enable them to carry out maintenance work. Failure to do so will result in bearing the consequences.
24. When leaving the residential unit, the student should turn off the water valves, switch off all lights, disconnect all unnecessary electrical appliances, and lock the windows.
25. Do not use heaters and clothes ironing devices inside the residential units; these activities should be done in designated areas.
26. Preserve personal belongings and possessions.
27. Wear modest attire when moving around in public facilities such as reception halls, administration offices, and others.
28. No smoking of any kind, in any form, or using any means inside the university housing buildings and facilities.
29. Do not possess incense burners and candles inside the residential units or housing facilities.
30. Do not possess hazardous materials of any kind, such as fireworks or gas devices, or similar items in the housing.
31. Do not possess or bring prohibited materials, whether electronic, pictures, books, inflammable or explosive materials. If any of these items are found with the student, it will result in referring her to the Student Affairs Committee.
32. Maintain peace and quiet inside the residential area.
33. Do not hang pictures, drawings, or logos on walls, doors, or glass without prior permission from the housing administration.
34. No photography in any form or using any means without permission from the housing administration, according to specific guidelines.

Article 12: Violations of University Housing

Any violation by a student residing in the housing of the systems, regulations, and instructions applicable at the university, including the provisions of this regulation, constitutes a violation that will be referred to the Student Affairs Committee.

Article 13: Penalties

The regulation of housing violations includes the violations and penalties.

Article 14:

The Deanship of Student Affairs has the authority to interpret the provisions of this regulation.

Article 15:

For matters not specified in this regulation, the current regulations, systems, and instructions applicable in the Kingdom of Saudi Arabia shall be applied.

Article 16:

In case a student violates any of the obligations stated in the regulation for which no specific penalty is defined, the incident will be referred to the Student Affairs Committee to impose an appropriate penalty, which may result in expulsion from the university. The student has the right to lodge a complaint according to the procedures followed in Article 14 of the disciplinary regulation for female students.

Article 17:

In the event of a criminal suspicion involving a resident student, the Deanship of Student Affairs shall notify the relevant authorities in writing or by phone.

Article 18:

This regulation shall come into effect from the date of its approval by the University Council.

rules and regulations for communication with faculty members and university staff.

This list includes rules and regulations aimed at providing a healthy and organized communication environment between female students and faculty members and university staff, while preserving the rights of both the students and the faculty members.

Article 1: Etiquette and Discussion Guidelines

The female student is required to adhere to the following dialogue and discussion etiquette with faculty members:

1. Communicating with professors and discussing with them in a respectful and scholarly manner, at appropriate times and under the regulations and guidelines.
2. Interacting respectfully with faculty members, university staff, and employees, ensuring not to infringe upon their dignity or harm them in any way, whether materially or morally, through any means, including media or others.
3. Fully adhering to the etiquette of serious dialogue and discussion, respecting the opinions of others, and refraining from discussing secondary topics unrelated to the educational or academic process.
4. Avoiding any actions that disrupt the educational process or professional relationships among female students themselves and with professors inside or outside the classrooms.
5. Refraining from any behavior that suggests harassment or compromises public decency through any means.
6. Abstaining from any statements or actions that imply coercion or intimidation towards the professor with the aim of influencing the educational process and the credibility of education, and refraining from making malicious complaints.
7. Not causing harm to fellow female students through words or actions, and adhering to good ethics and behaviors when interacting with peers, acting responsibly.
8. If a female student experiences a psychological crisis or is going through a difficult time, she should seek help from specialized counselors or personnel at the counseling and guidance center, rather than faculty members.

Article 2: Communication Channels

The female student must use the official communication channels provided by the university, such as the official email addresses for both parties. The use of unapproved chat programs, including WhatsApp and others, for academic or non-academic purposes between the student and faculty members or university staff is prohibited.

Article 3: Communication Times and Conditions

Communication between the female student and faculty members should take place during appropriate times and conditions, such as lectures, discussion sessions, official email exchanges with the professor, and office hours.

Article 4: Communication Location

If direct communication occurs in the faculty members' offices, according to prior arrangements or during office hours, the female student must adhere to the following:

1. Maintain an appropriate distance between herself and the professor and leave the office door open when visiting the professor's office.
2. Adhere to the allotted meeting time and not exceed the allowed duration to provide an opportunity for other students to ask questions and engage in discussions. If the meeting or office hours are conducted in an indirect manner (online), the female student should use the official communication channels provided by the university, such as Blackboard or Microsoft Teams.

Article 5: Communication Among Female Students and Male Students

Communication and interaction between male and female students should be limited to what is required by the educational process within the classrooms (whether virtual or in-person), based on visible interactions within the group and not on an individual basis. Any communication or interaction should adhere to the highest standards of respect, social etiquette, and accepted professional boundaries according to prevailing traditions, university regulations, and regulations applied in the Kingdom.

Any violation of these regulations regarding communication between male and female students is considered a basis for accountability and the application of disciplinary measures, which may include expulsion from the university.

Article 6: Penalties

In the event that a female student violates any of the obligations stated in the regulations for which no specific penalty is specified, the incident shall be referred to the Committee for Student Affairs to impose the appropriate punishment, which may include expulsion from the university. The student has the right to appeal according to the procedures outlined in Article 14 of the Disciplinary Regulations for Female Students.

Article 7:

The Deanship of Student Affairs has the authority to interpret the provisions of these regulations.

Article 8:

In matters not covered by these regulations, the applicable regulations, systems, and instructions in the Kingdom of Saudi Arabia shall apply.

Student Activities

The university, represented by the Deanship of Student Affairs, recognizes the utmost importance of extracurricular student activities in university life. Therefore, an administration for student activities was established early on to oversee student clubs and monitor non-academic activities for female students.

Objectives of Student Activities:

1. Working on forming a comprehensive and balanced personality for female students.
2. Investing female students' time in purposeful programs to discover and enhance their talents and abilities.
3. Training female students in leadership skills and responsibility.
4. Strengthening the bonds between female students and their professors to benefit from their experiences and talents.
5. Providing female students with opportunities to participate in local, regional, and international events, which greatly contribute to shaping their personalities, building self-confidence, as well as training them in teamwork and task division and organization.
6. Strengthening social bonds among female students and fostering solidarity among them.
7. Providing opportunities for learning communication skills in the field of public and human relations.
8. Training female students to cope with the pressures of life and the working environment after graduation, as academic semesters and laboratories teach theory and scientific application without delving into real-life experiences.

Student Clubs Programs:

Student club programs are based on the needs of the students, aiming to enhance and fulfill their interests, aspirations, and development. Through their diverse activities and programs, these clubs aim to increase cultural and scientific awareness, refine artistic taste, and provide students with the necessary skills and exceptional experiences in communication and volunteer institutional work. This contributes to their cultural, social, and sports development within the framework of Islamic values, national identity, and social values.

Benefits for Club Presidents:

Working in student clubs is a voluntary effort, and the club president is responsible to the Dean of Student Affairs for the club's action plan and implementation steps. In return, the Dean appreciates the effort made by the club president in serving the student community at the university. Undoubtedly, such university experience contributes to shaping the student's personality, increasing their knowledge, and developing their skills. When assuming this responsibility, **club presidents benefit from the following:**

- Training in planning, budgeting, and discussing budgets.
- Familiarity with the nature of administrative work at the university and dealing with all its departments.
- Adapting to work under administrative and supervisory pressures.

- Moral appreciation from the Dean of Student Affairs and the university community both internally and externally.

Benefits for Club Members:

The Student Affairs Deanship adopts the principle of volunteer work in all areas of student activities, aiming to instill and reinforce this principle in the minds of the students and familiarize them with serving others without material compensation. This aligns with the primary goal of student activities, the noble principles of the Islamic creed, and the university's message to its students to be capable of serving their country and religion through their leadership roles in all fields, whether academic or non-academic. This, in turn, develops numerous ethics and skills in student activity participants, including:

- Instilling self-motivation for dedication and giving without expecting financial returns.
- Working as a unified team and getting accustomed to taking responsibility.
- Providing training opportunities for each student in administrative and leadership skills.
- Acquiring and developing communication skills.

Support and Incentives for Student Activity Participants:

The Deanship of Student Affairs shows significant support, both financially and morally, for student activities. The support and incentives include:

1. The university annually presents a number of awards in a ceremony to outstanding individuals in student activities after being nominated by the Deanship of Student Affairs. The awards include:
 - Excellence Award in Student Activities: Presented to the best club president of student clubs.
 - Excellence Award in Academic Assistance: Presented to the most influential student activity participant in this field.
 - Three awards for the top three student clubs during the academic year.
2. The Deanship of Student Affairs organizes various recreational and educational trips for outstanding individuals in student activities.
3. The Deanship of Student Affairs nominates some outstanding students in student activities to work with permanent committees at the university that are relevant to students, such as the Committee for Student Affairs, Health and Safety Committee, Committee for Students with Special Needs, and others.

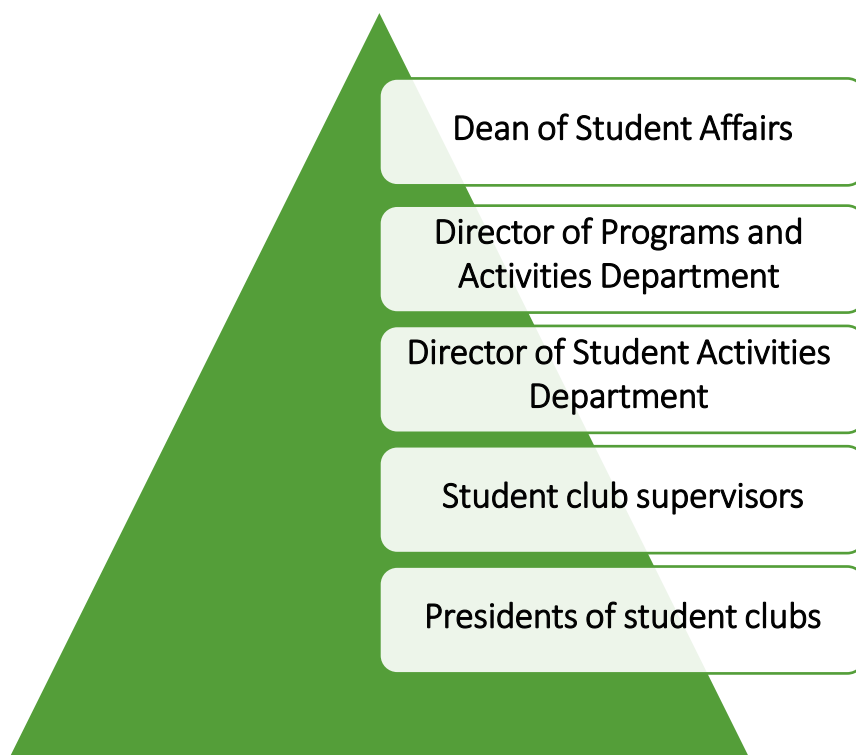
Moreover, the Deanship of Student Affairs nominates a number of outstanding students in student activities to participate in student delegations representing the university or the Kingdom regionally and internationally.

Organizational Procedures for Managing Student Activities for Female Students

Article 1: Definitions:

- Student Activity: It is a voluntary work that aims to implement programs and events that serve female students at King Fahd University of Petroleum and Minerals through scientific or general student clubs.
- University: King Fahd University of Petroleum and Minerals.
- Deanship: The Deanship of Student Affairs at King Fahd University of Petroleum and Minerals.
- Scientific Clubs: These are the clubs related to the academic colleges and departments at the university.
- Fiscal Year: A complete calendar year starting from the first day of January to the last day of December.

Article 2: Administrative Structure of Student Clubs:



Article 3: General Regulations:

1. It is necessary to adhere to general etiquette and maintain prayer times, and to represent the university in an honorable manner during any activity conducted by the club, whether inside or outside the university.
2. Student clubs administratively report to the Student Activity Management. Internal and external correspondences should be conducted through the Student Activity Management. In case of any communication with external parties, the role of the club is limited to oral communication.
3. The president of any club is not allowed to join the management or committees of another club.
4. Female student clubs are independent from male student clubs, even if their activities are similar or identical. Students are not allowed to join clubs of the opposite gender.
5. If any of the club's programs require external support, coordination and correspondence should be done through the Deanship of Student Affairs.
6. Receiving financial amounts, whether in cash, transfers, or checks, from any entity, including companies, government departments, civil society associations, or individuals, is prohibited. Such transactions should only be made through the student fund after coordinating with the Student Activity Management.
7. In case the university departments or sections request cooperation with the club, coordination should be done through the Student Activity Management.
8. When announcing any event, the advertisement design should include the event name, time, date, and location of execution. It should comply with the advertising requirements of the Student Activity Management. The design should be submitted to the club supervisor at least three working days before the event. It should be noted that students are not allowed to send or publish advertisements on social media without the approval and consent of the supervisor.
9. Approval from the Deanship of Student Affairs is required if the club president wishes to honor a club member, service provider, or collaborators, whether they are departments, individuals, or institutions.
10. If any activity is approved within the fiscal year, it must be implemented within the same year, and students are not allowed to transfer it to another fiscal year.
11. If the club president requests a budget item transfer, approval from the Director of Student Activity Management is required.
12. If the club president wishes to add programs to the club's plan after its approval, complete justifications must be provided to obtain approval from the Vice Dean of Student Affairs.
13. Approval from the Student Activity Management is required to host any person from outside the university.
14. Inciting religious, sectarian, tribal, or similar tensions is prohibited.
15. It is necessary to comply with the regulations and rules of the Student Activity Management. Violation of any of these regulations may subject the student to accountability.

Article 4: Candidacy Requirements for Club Presidency:

1. The candidate must have a good reputation and behavior.
2. The candidate must be a regular student, with a minimum cumulative GPA of 2.25. She should be an undergraduate student, except for the Club of Graduate Studies.
3. The candidate must have at least one full academic year remaining before graduation and should not be a candidate for the Cooperative Training Program during her presidency of the club.
4. The candidate must have actively participated in student activities for a period of no less than one year.
5. If running for the presidency of a scientific club, the candidate must have the same specialization as the club she is running for.
6. Independent candidacy does not guarantee the student's eligibility for the presidency and acceptance of her candidacy.
7. The tenure of club presidency is limited to one academic year only, and the student is not allowed to hold the position for more than one year.
8. The candidate for club presidency must pass a personal interview.
9. The total number of violations for the candidate should not exceed five violations within the green range.

Article 5: Mechanism for selecting the club president:

1. The Student Activities Administration opens the nomination process for the presidency of student clubs in the middle of the second semester of each year, within a specified period for nomination.
2. The Student Activities Administration reviews the names of the applicants, verifies the accuracy of their information, and ensures that they meet the required conditions for nomination by reviewing the student's file and academic record.
3. Personal interviews are conducted with those who meet the conditions mentioned in Article 4 by the Student Activities Administration.
4. After passing the personal interviews, the candidate for the club presidency is approved, and a letter of accreditation is sent to her appointing her as the club president.
5. If multiple female students who meet the nomination criteria run for the presidency of a specific club, the Student Activities Administration follows these procedures:
 - a. They work on reaching an agreement between the candidates to form a unified and integrated team, if possible, with all applicants withdrawing in favor of a specific candidate.
 - b. If an agreement cannot be reached between the candidates or if any of them refuses to withdraw, the Student Activities Administration conducts elections among the candidates (the Student Activities Administration announces the date and location of the elections) for club members in the previous academic year to elect one of the applicants as the club president.

Article 6: Membership requirements for student clubs:

1. Having a good reputation and conduct.
2. Being a regular student with a minimum GPA of 2.00 and being a undergraduate student, except for the Graduate Studies Club.
3. Membership is limited to a maximum of two clubs, and she is only allowed to hold an administrative position in one club.

Article 7: Duties of the club president:

1. Developing and presenting a comprehensive work plan for the activities to be carried out during the academic year, along with the proposed budget, to be discussed and approved by the Student Activities Administration.
2. Appointing a vice president and a treasurer, forming committees and the administrative structure, and distributing tasks within the club.
3. The club president is committed to providing the names of club members, including their national ID numbers, university ID numbers, and mobile numbers, within two weeks of her appointment as president. Another opportunity is given to open membership at the beginning of the second semester for a period of two weeks.
4. Implementing and monitoring programs according to the approved plan and budget.
5. Providing a brief report on each activity, as well as a final report on the club's activities at the end of each semester.
6. Ensuring the club's expenses are monitored, verifying invoices, and ensuring compliance with the university's financial regulations (according to the Student Fund Management Guide).
7. Preserving the club's assets and ensuring the cleanliness of the club's premises.
8. Evaluating club members according to the specified criteria by the Student Activities Administration.
9. Scheduling club activities and sending them to the supervisor to be added to the dean's calendar.
10. If the club president fails to fulfill any of her duties, the Student Activities Administration has the right to suspend the financial support for the club until the club president fulfills her required duties.

Article 8: Duties of the Activities Supervisor at the Student Affairs Deanship:

1. Supervising the development of an action plan and budget for the club in coordination with the club president and ensuring its implementation in accordance with the regulations and approved university policies.
2. Coordinating with relevant entities within and outside the university regarding club activities.
3. Ensuring the budget is allocated according to the approved plan and in accordance with the financial regulations of the university.
4. Communicating with the club through visits and attending public club events, as well as communicating with club members and administrative committees.
5. Evaluating the overall performance of the club and assessing the club president based on specific criteria through student activity management.

Article 9: Duties of the Academic Supervisor of the Club:

1. Monitoring the academic performance of club members to ensure that club activities do not conflict with students' academic achievement.
2. Providing scientific advice and expressing opinions regarding scientific projects proposed by the club president and assisting in their development if possible.
3. Participating in the annual plan for scientific club activities, including projects and research.
4. Encouraging department students to participate in club activities.
5. Reviewing the program of any scientific course to ensure its relevance to the club's specialization and its benefits to the students.
6. Assisting the administrative supervisor in understanding any technical or scientific problems that may arise in any scientific program of the club.
7. Evaluating the scientific lectures of the club in terms of content and benefit.
8. Facilitating communication between club members and faculty members.
9. Assisting the Student Affairs Deanship in representing the university in scientific exhibitions and cultural weeks at the local, regional, and international levels through the supervised club.

Article 10: Furniture and Activity Halls of the Clubs:

1. The furniture and equipment in the club premises are the responsibility of the club president, who bears full responsibility for them. They should be used for their designated purposes, and if any loss or damage occurs, the club president will be held accountable.
2. The furniture and equipment are considered public property, and their use outside the club premises or any changes to them are prohibited unless required for work purposes and after obtaining approval from the Student Activity Administration.
3. After receiving equipment for any scientific project or competition with the approval of the administrative supervisor, they should be handed over to the Student Fund Management after completing the project.
4. Club premises should be provided according to the nature of the club's work and the available resources. It is not necessary for each club to have a separate premises.
5. The responsibility for the premises lies with the club president, and duplicating the key of the premises is strictly prohibited. In case a duplicate key is required, approval from the deanship must be obtained.
6. The club president must hand over the key to the club supervisor when their term ends or if they travel for emergency circumstances. Any violation of this rule will result in a financial penalty.
7. If the premises are not activated or used improperly, the Student Affairs Deanship has the right to withdraw the premises, rehabilitate them, or hand them over to another club.
8. If the club needs to reserve one of the halls or classrooms in the university, it should be done through the club supervisor at least three working days before the event, and the premises must be returned promptly after the need is fulfilled.

Article 11: Scientific Research and Projects:

1. Detailed information about the project or scientific research, certified by the academic supervisor or department head, must be provided, including the financial costs and the duration required to implement the project.
2. A project initiation report should be prepared, and the Student Affairs Deanship should be provided with a timeline for project completion. Periodic reports should also be submitted to the club supervisor.
3. The project should be submitted to the Student Affairs Deanship, and the ownership of scientific projects belongs to the Deanship. The Deanship has the right to participate in competitions and exhibitions with the project as needed, without referring back to the project owner, while retaining her intellectual and literary rights.

Article 12: Scientific and Final Trips:

1. Trips should be included in the club's plan and approved by the Student Affairs Deanship.
2. The request for a visit should be submitted at least ten days prior to the visit, including the name of the institution to be visited and a list of participating students with their university numbers and civil IDs. The number of participating students in any trip or visit should not be less than 15 students.
3. All internal and external correspondences related to the trips should be conducted through the Student Activities Management.
4. If transportation is required, communication should be made with the administrative supervisor to book the bus three working days before the trip.
5. If the visit is outside the Eastern Province, the request should be submitted at least one month in advance, including the proposed visit program and approved budget details.
6. Recreational trips to the university beach are limited to one day only in the first semester, provided that 20% of the club's programs (excluding regular meetings) have been completed. An allowance of 50 SAR per participating student should be allocated, with a maximum limit of 1,500 SAR for the trip.
7. If there is a desire to visit charitable organizations and civil associations, the association must be recognized and registered with the Ministry of Social Affairs. A detailed program for the visit should be provided.
8. The conditions for organizing final trips to the university beach are as follows:
 - a. 80% of the approved club programs during the academic year must be completed.
 - b. The detailed trip program should be submitted upon request.
 - c. Active club members should participate, and an allowance of 150 SAR should be allocated for each student, with a maximum of 5,000 SAR for the trip.
9. It is strictly prohibited to purchase gifts, promotional materials, assets, or hosting services from outside the club during visits and trips. If necessary, purchases should be made through the Student Fund before the visit or trip, with the supervisor's approval.

Article 13: Training Courses, Lectures, and Workshops:

1. The lecture or course must be part of the club's plan and approved by the Student Affairs Deanship.

2. Courses are provided by university faculty members. If they are offered by qualified students or individuals outside the academic staff, a recommendation letter for the course presenter is required.
 3. Recommendations for scientific course presenters should be provided by the academic supervisor, while general course presenters should be recommended by the Director of Student Activities Management.
 4. A registration fee of 15 SAR should be collected from each student attending the course.
 5. A fixed amount of 300 SAR should be allocated to the course presenter, which will be received through the Student Fund.
 6. An amount of 200 SAR should be allocated for miscellaneous expenses, hospitality, and course supplies for each registered student, provided that the number of registered students is not less than 15 and does not exceed 30 for each course.
 7. Course fees should be submitted to the Student Fund along with a list
1. Translation:
 1. Deliver the course fees to the student fund, accompanied by an attendance list.
 2. Certificates templates should be obtained from the Student Activity Administration, and no other template is to be used.
 3. An amount of 200 Riyals is approved as miscellaneous expenses and hospitality for each lecture, subject to the course conditions specified by the presenter, including endorsements and approvals.
 4. A written and scheduled workshop plan must be submitted, and the workshop presenter must meet the same requirements as course presenters, including endorsements and approvals, with a minimum participation of 40 students.
 5. A fixed amount of 300 Riyals is allocated to the workshop presenter, to be received from the student fund in exchange for delivering the complete workshop.
 6. An amount of 200 Riyals per day is allocated for workshop expenses, to be spent on hospitality during the workshop.
 7. The club president should submit a report on the lecture, course, or workshop to the club supervisor, along with a signed attendance list from the event organizer.

Article 14: Competition Requirements:

1. The competition should be included in the club's plan and approved by the Dean of Student Affairs.
2. The type of participants in the competition (individuals or teams) should be determined, and the number of individuals within each team should be specified. The club president is not allowed to change the competition format from individual to team or vice versa.
3. The number of winning positions in the competition must be determined. If the competition involves teams rather than individuals, the prize should be distributed equally among the team members.
4. If the number of participants is less than three times the number of winning positions, the Activity Administration has the right to cancel the competition.
5. The club president should submit a detailed report on the competition, including a summary of the competition, evaluation criteria set by the judging committee, and the names and signatures of the committee members, as well as the names of the winners and their banking details for prize distribution.

6. The judging committees should be chaired by a faculty member or an activity supervisor, and no competitor is allowed to be part of the judging committees.
7. The maximum total value of prizes is 6,000 Riyals, and the value of prizes should be estimated by the budget discussion committee based on the nature and size of the competition.
8. The club is allowed to seek external referees for general and sports competitions with the approval of the Dean of Student Affairs.
9. The prizes should be delivered to the winners by the student fund, and the club president should fulfill all the requirements for prize distribution and fill in the required forms.
10. The club president is not authorized to provide any amount as a prize. If there is a desire to purchase coupons and gifts for public events, it should be done through the student fund or with the fund's authorization.
11. The club president, administrators, and organizers of the competition are not allowed to participate in club competitions.

Article 15: Student Meetings:

1. An amount of 150 Riyals is allocated for hospitality per meeting, with a maximum limit for each meeting, whether they are regular, sports, social, or administrative meetings.
2. An amount of 500 Riyals is allocated for hospitality in department heads' meetings only once.
3. The club president should submit a brief report after each meeting, including the meeting agenda and outcomes.
4. Each club is allowed a maximum of 8 student meetings per semester, whether for members or administrators in the club.
5. A hospitality amount not exceeding 700 Riyals is allocated for public events.

Conclusion:

It goes without saying that extracurricular student activities are an essential necessity required by university life. They are an important source for discovering talents, potentials, and inclinations of students in various fields of cultural, social, sports, and scientific activities, based on firm religious foundations derived from our true religion.

King Fahd University of Petroleum and Minerals, represented by the Student Activity Administration at the Deanship of Student Affairs, has a rich history of continuous dedication and diligent work with extracurricular activities. Through these activities, it has achieved remarkable accomplishments in all branches of student activities. The management, supervision, and valuable experience possessed by the Student Activity Administration, along with the unlimited support from the university administration and the Deanship of Student Affairs, with the guidance of Allah, have been behind these achievements and gains at the local, regional, and international levels.

Classification of Violations for Preserving Public Decency Regulations

VIOLATION		PENALTY	
		FIRST-TIME VIOLATION	REPEATED VIOLATION
1	Indecent behavior, including acts of sexual nature.	3,000	6,000
2	Playing music at a high volume in a residential area where a complaint has been made by one or more residents, without obtaining a prior approval.	500	1,000
3	Playing music during prayer times.	1,000	2,000
4	Non-removal of pet feces by its owner.	100	200
5	Littering in non-designated areas and spitting.	500	1,000
6	Occupying the seats and facilities designated for the elderly and less-abled.	200	400
7	Bypassing barriers to access public places.	500	1,000
8	Wearing improper clothing in public places. The dress code for visitors of the Kingdom of Saudi Arabia must be in accordance with the standards set for such purposes.	100	200
9	Wearing underwear and sleepwear.	100	200
10	Wearing clothes in public that bear profane language, obscene images or symbols.	100	200
11	Wearing clothes in public that bear language, images, or symbols that encourage discrimination or racism, or promote porn or drug use.	500	1,000
12	Unauthorised writing or drawing, or any other similar act on public transportation vehicles and on public walls.	100	200
13	Placing slogans or images on public transportation vehicles that encourage racism, or promote porn or drug use.	100	200
14	Placing commercial labels and distributing flyers in public places without permission.	100	200
15	Igniting fires in non-designated areas in parks and public places.	100	200
16	Any act, whether physical or verbal, that may harm, frighten, or endanger any individual in a public place.	100	200
17	Skipping waiting lines in public places, unless permitted.	50	100
18	Exposing people in public places to harmful lighting, such as laser beams, that may harm, frighten, or endanger a person.	100	200
19	Taking pictures or videos of people, traffic accidents, crimes, or other incidents without permission.	1,000	2,000