



The Guidebook for Scholarship Students
Prepared by Grants Administration
1439-1440H



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Introduction:

The Kingdom of Saudi Arabia is a successful leading model in all fields in the world . To achieve success, the Kingdom based its vision on three main factors, in which the first one is the Arab - Islamic depth. Saudi Arabia is the haven for more than 1 billion Muslims around the world.

The second factor is the pioneering investment force as the country is regarded as a great economic power. The third factor is the site of the Kingdom. The Kingdom is considered as the gate of the world as it is linking three continents. Saudi Arabia is known as a title and symbol of hospitality. The vision of 2030 came to keep pace with the global modern changes and to maintain this model to be compatible with these changes. One of the cornerstones of this vision is education. It aims at bridging the gap between the outcomes of higher education and the requirements of the labor market. The vision aims to enable at least five Saudi universities enter into the list of the top 200 universities in the world by the year 2030.

In response to the above, and in hope that the university of Taif will take its competitive position among Saudi and regional universities, His Excellency, the Rector, under his enlightened decisions, launched the restructuring of the university to put it on the road to the realization of the Kingdom's vision. In order to achieve its mission of developing competencies which are locally competitive and contribute to the production and transformation of knowledge into an engine of development, efforts ae being made to exploit all educational means to achieve an international and effective partnership in the field of education in the light of the established quality standards and, thus, enhance the international status of the University; improve its

environment and mental image in a bid to make it a destination as a scientific and academic lighthouse for international students from non-Saudi abodes.

In keeping with the two initiatives (Taif cultural resurrection) and (how to be the pacemaker), the Rector issued his timely decisions to establish the Scholarships Department as an independent department that is affiliated with the University's Academic Affairs and Development Agency and has the authority to deal with all matters relating to the scholarship students' affairs.

It is based on the activation of the "Rules for the Admission of Students of Scholarships for Non-Saudis in Higher Education Institutions in the Kingdom of Saudi Arabia and Their sponsorship", which the council of ministers approved by Decree No. (94) Dated 29/3/1431 H.

The guidebook is aimed to strengthen the role of the university in achieving leadership. It also comes from the role of the university in investing all its material such as the human and technological resources. The University provides this guide as a cultural window for external scholarship students. The guide reflects the Arab-Islamic cultural dimension of Saudi Arabia. It also reflects its economic, political, ideological and social status as well as the status of Taif as a civilized cultural environment incubator.

The Department of Scholarships has also been keen to make this guide an academic reference, in which scholarship students can see the status of Taif University as a prestigious academic institution among Saudi and Arab universities. Through this guide, students can learn about the academic systems and programs available. This guidebook also reflects clearly the regulations governing the rights and obligations of university students and the subsequent regulations for those who violate those regulations, and the administration of scholarships as the basis of their functions and services to care for the duration of their studies, and facilitate all ways to enjoy the benefits granted to them.

Justification for the guidebook:

University students generally today face psychological and intellectual challenges due to the technological, cognitive and ideological development, which affect the whole of their thoughts, feelings and behavior, and may contribute negatively to the decomposition of their religious and social beliefs and the penetration of the society's rules of customs, traditions and social norms. Such tendencies may lead the students towards behaviors which cause unpleasant relationship with members of the society, or lead to low morals, lack of self-confidence and shaking the bond of his relationship with colleagues and professors; and thus be a strange member in his university and society. This is especially important with scholarship students of different nationalities and cultures who need to be enlightened about the cultural, social and ideological nature of the Kingdom. Especially, since they come from communities that may differ in their cultural specificities from the Saudi national culture.

Based on these justifications, it was necessary for the administration of the university scholarships to establish this guide for scholarship students. The guide acts as a cornerstone in building relationships and actions based on academic, ethical and disciplinary regulations by adhering to student rights and duties within their psychological, academic, ideological and cultural stability throughout their studies at the university.

Concept of the Scholarship Guide:

The Scholarship Guide is simply a source of guidance information, which seeks to achieve cultural awareness among the scholarship students in the most important aspects of the Saudi culture and the state system of ideological, political, social, and economic spheres as well as the host civilization. It delivers a brief description of the Taif community and its features and awareness of the University's academic systems. It also enlightens them with the rights and duties (obligations) that students can use as a guide during their academic studies at the university, enabling them to achieve psychological stability and

academic safety through the understanding of their rights and duties; and then inform them of the benefits granted to them.

Target groups of the guide for scholarship students:

Scholarship students in both internal and external schools of different nationalities and cultures are subject to accept the related regulations. The scholarship students for non -Saudis in institutions of higher education in Saudi Arabia and their sponsorship issued by the Council of Ministers Resolution No. 94 dated 29/3/1431 H:

- All the employees of the university (members of the faculty and the like and administrators) who have a direct relationship with the service and sponsorship of scholarship students in accordance with what is stated in the record of the organizational commitment of students of university scholarships.

Terms used in the guide for scholarship students

Guide manual:

The following terms and phrases, wherever found in this Guide, shall have the following meanings:

Guide manual:

It means all the either information that guide the guests of the Kingdom - the scholarship students who have come to the university in order to study in the scholarship programs for the bachelors, masters or doctorate.

Rights:

It means what Taif University guarantees to the scholarship students, including academic and non-academic sponsorship and what students can enjoy from the time of their arrival to the university until their graduation from college and departure to their homeland.

Commitments:

The set of duties and obligations, which the students comply with, in accordance with the university regulations. These are the laws governing the internal and the external scholarship student. These laws ensure that students do not violate the system and the social customs and traditions.

Scholarship:

The non-Saudi student's seat (male or female) is not to be taken by a Saudi student to study in the institutions of higher education in the Kingdom of Saudi Arabia. There are two types of scholarships:

A) [Internal grants for students residing in the Kingdom](#)

B) [External grants for international students](#)

The grants shall be partial, free, or paid, in accordance with the rules governed by the Council of the educational institution, in accordance with these regulations.

The academic affairs:

It means all that includes the educational process with its various elements such as teacher, student, curriculum and learning environment.

The non-academic affairs:

It means the regulatory environment adopted at Taif University, and the activities of the grant student with the employees of the university, including administrators, officials, systems, regulations, equipment, facilities and buildings.

The academic registration: This is a statement showing the students' course of study, including the courses they study in each semester with their codes, numbers, the number of their units assessed, the estimates obtained, the symbols and the values of these estimates, as well as the quarterly average score, the cumulative average and the general assessment. The transferred student is exempted.

Disciplinary Violation:

It includes any act committed by the scholarship students as a statement or an act that contravenes the regulations and instructions of the university, and all acts and statements that disturb the system, public morals and the provisions of Article 7.

Disciplinary Punishment:

Each penalty is stated in the disciplinary regulations for students at Taif University.

The basic values of the scholarship guide

The guide book of Scholarships is based on a set of basic principles and values governing:

Transparency:

The Scholarship Department is committed to the principle of transparency and clarity in its work among its employees through the clarity of roles and tasks that ultimately contribute to the benefit of scholarship students.

Integrity:

The Scholarship Department is committed to integrity, which means that we should adhere to the university community, be committed and responsible for the main tasks we are involved in different situations and roles; and be guided by our conscience inside and outside the university community throughout their study until the graduation.

Security, privacy and confidentiality:

The Department of Scholarships, in cooperation with the Deanship of Information Technology, provides an effective system for managing identity verification, monitoring electronic communication hours, protecting privacy and monitoring plagiarism, ensuring the safety of services, monitoring the educational performance of teachers and

learners (Grades, phone numbers, e-mail, assessment of student activities and discussions). Faculty members should not publish the data unless personally authorized by the student; login information on the system is the student's responsibility (user, password).

Justice, equality and non-discrimination:

The Department of Scholarship is committed to providing services to all scholarship students of all nationalities without discrimination. The principle of natural justice calls for respect and equitable treatment.

Accountability:

The Department of Scholarship is committed to regular review and evaluation of the performance of all scholarship administration staff as well as the concerned parties in the provision of care services to scholarship students since their arrival in the Kingdom until their departure after graduation. With regard to the regulations that support their care, the Students are also to be held accountable in case they commit violations of the regulations in the Kingdom or the University.

Credibility:

The scholarship administration is committed to the implementation of a credible, transparent and fair policy in all decisions taken by the senior management of the university and respect for the legal frameworks of the state.

Flexibility and Availability:

The scholarship administration is committed to ensuring that educational opportunities at Taif University are available to all students regardless of their nationality or cultural identity. The Scholarship Department is committed to providing all the facilities that allow undergraduate students to upgrade to their postgraduate level (master's and doctorate).

Regard and respect:

The scholarship administration is committed to assessing the opinion the students regarding their works toward satisfying those needs through specialized training courses or immediate response to inquiries and complaints.

Trust:

The Scholarship Department is committed to providing a confident atmosphere in the support services it provides to all students in a climate, free of threats and psychological instability.

Excellence and Quality:

The Scholarship Department is improving its services by following the international and national quality assurance standards in providing care and service to scholarship students, from their arrival to the Kingdom until they leave.

Objectives of the Scholarship Guide

The Scholarship Guide seeks to enlighten the scholarship students, who have come to the university to study, about the following:

- Saudi Arabian Islamic Culture and the Kingdom's Ideological, Political, Social, Economic and Cultural System
- A brief description of the community in Taif and the geographical and economic status of Taif and its impact on Taif University
- University academic systems and programs for scholarship students
 - The tasks of administering the scholarships and the affiliated work branches being their administrative reference for their service and care at the university
- Moderating the students' behavior regarding the external grants inside and outside the university within the limits of regulations of the university, traditions, Islamic values and social norms in the Kingdom in general and Taif in particular.

- Identify the ethical characteristics that should be fortified and awarded by the scholarship students of the university.
- Educating scholarship students about the rights enjoyed by scholarship students and their obligations within the university.
- Raising students' awareness of the rules of commitment and study systems at the university and complying with the good morals in both speech and action with the administration, faculty members, colleagues and university employees
- Respect for scholarship students regarding the rights, obligations, laws, and regulations applied in the Kingdom and the University. To notify the scholarship students of their responsibilities towards the university and to raise their interest and reflect the nature of their university role
- To emphasize the role of the university in the development of the personality of scholarship students to take responsibility and accountability as applied in the details of student discipline at the university.
- The academic calendar of students, who commit disciplinary offenses, will be dealt with according to the regulations of discipline of students at Taif University.
- The university students are prevented from committing violations through providing the knowledge of the related penalties and punishments.
- To achieve the leadership and competitive advantage of Taif University as the first university to provide a guide for scholarship students.

Saudi Arabian Islamic culture and the Kingdom's system

God has given Saudi Arabia many religious, geographical, civilizational, social, demographic and economic components that enable it to take a high position among the leading countries in the world.

The Kingdom:

The Kingdom of Saudi Arabia is an Islamic Arab state with full sovereignty. Its religion is Islam and its constitution is the book of Allah and the Sunnah of His Messenger, peace be upon him. Its official language is Arabic.

The reformist call on which the Saudi state was found is the basis for the establishment of the laws of Islam, the promotion of virtue and the prohibition of vice, the application of the principles of Islamic law, the reform of the doctrine and purifying it from fading, and thus derives its principles from the actual pure Islamic principles.

The Kingdom's policy is based on universal monarchy. Decision-making is based on the consultation between the highest princes of the royal family represented by the Allegiance and the Religious Establishment in the form of the Council of Senior Scholars. The Kingdom enjoys a high political status at the international level and has effective policy roles at the regional and global levels.

Religion and Ideology in the Kingdom:

The Kingdom of Saudi Arabia is the place of revelation of the message, and it is the haven of all Muslims. Islam and its principles represent a way of life. It is a reference to its systems, actions, decisions, and directions. God has bestowed on Islam, and in the service of its religion, its approach to moderation and non-extremism. The kingdom enjoys the blessing of serving the guests of the Lord.

The Kingdom of Saudi Arabia has occupied a prominent position in the world as it has become the symbol of hospitality, and has been able to have a special place in the hearts of the guests of God, Muslims,

everywhere. God has honored Saudi Arabia to serve the two holy mosques as well as pilgrims and Umra performers.

The Saudi leadership has worked to expand the two holy mosques. This resulted in accommodating an increased number of pilgrims by three times over the past decade. The number of pilgrims from abroad reached 8 million in 1436H. The expansion was also followed by increasing the capacity of the system of services such as transport and housing etc., which are provided to pilgrims to facilitate their visits. The Kingdom seeks to enable more than 15 million Muslims to perform Umrah annually by (1442 H / 2020), and to provide them all with satisfactory services.

The Kingdom in terms of Culture, History and Civilization:

The Kingdom is proud of its Saudi, Arab and Islamic cultural and historical heritage, and recognizes the importance of preserving it to reinforce national unity and establish the Arab and Islamic values. Throughout history, the Kingdom has been known for its ancient civilization and commercial routes, which have linked the civilizations of the world to each other, giving the Kingdom diversity and a unique cultural depth.

This is why the Kingdom is proud of its historical, Islamic heritage, especially since Prophet Mohammed, peace and blessings be upon him, was sent in Makkah, and from there the message of Islam was sent to the whole world.

The Kingdom seeks to preserve its national identity and endeavors' to transfer it to the future generations by instilling national principles and values, taking care of socialization through the Arabic language, establishing museums and events, organizing activities that promote this aspect, and continuing to revive sites of the national, Arab and Islamic heritage.

This is the reason why the Kingdom is currently establishing an Islamic museum in accordance with the highest international standards. It will rely on the latest means of collection, storing, presentation and

documentation. It will be a main station for citizens and guests of the Lord to learn about the ancient Islamic history.

The Kingdom's Economy:

Saudi Arabia, supported by its God-given natural resources, has entered the G20 with the world's 20 most powerful economies. The Kingdom has a thriving economy that is based on oil. Saudi Arabia has 25% of oil reserves in the world. It is the world's largest oil exporter and plays a leading role in OPEC. The petroleum sector accounts for 45% of the budget revenues, 45% of GDP and 90% of export earnings, About 40% of GDP comes from the private sector. The present government is currently encouraging the growth of the private sector in a bid to reduce Saudi Arabia's dependence on oil as well as to increase job opportunities for the growing population. As oil revenues raised, the government sought to increase spending on job training, education, infrastructure development and increased salaries for Saudi government employees. Values of work, mastery, discipline, tolerance and transparency are key to economic development in various fields.

The Kingdom in terms of Recreation and Social Support:

Through its Vision 2030, the Kingdom seeks to develop the social services system to be more efficient and equitable. It works to maximize the benefits of subsidies on food, fuel, electricity and water by providing support to its beneficiaries. The Government pays particular attention to citizens in need of permanent care. It also seeks to activate the role of government funds in contributing to the establishment and development of entertainment centres, so that citizens and residents can invest their energies and talents, encourage investors from home and abroad, and build partnerships with international entertainment companies, museums, arts and others.

Kingdom and Health Sector:

The Kingdom has made great efforts to develop its health system over the past decades. The number of beds reached 2.2 per 1000 inhabitants. It

employs some of the best international physicians and practitioners in the most specialized medical facilities. The average age of the individual during the last three decades rose from 66 to 74. It seeks to make optimal use of its hospitals and medical centers to improve the quality of health services both preventive and therapeutic.

Taif in brief.....

With its four directions, Taif is the incubator of the demographic environments. It is a city with historical, social and cultural depth. Historians, travelers and reporters wrote about its nature and historical achievements as it is the city of great men throughout the history. People of Taif have contributed to the establishment of great values before and after Islam. It is the city of importance with Mecca as they are the two villages mentioned in the Koran. The Almighty said: Also, they say, " Why is not this Quran sent down to some leading man in either of the two chief cities?") Ibn Katheer said that the two men are Al-Walled bin Mughira Makhzoumi Qurashi from Mecca, and Erwa bin Saud Al-Thaqafi of Taif, and the two villages are Makkah and Taif (interpretation of the Great Quran 4 137). This is an evidence of the importance of Makkah and Taif and their status before and after Islam. The two tribes merged through marriage and that was the reason behind the development of mutual interests socially and economically in the pre Islamic and Islamic times, and the development of the scientific movement in Taif through the role of scientists from Mecca during the thirteenth and fourteenth century AH.

Taif is full of beautiful orchards, gardens, fruit trees such as pomegranates, grapes, apples, and the finest roses and so on, with its national flavor factories. Taif also includes historical buildings that were established in previous eras. The most famous of these is Shoubra Palace, which was recently given to the Department of Museums and Antiquities. In the past, it was an office of His Majesty King Faisal bin Abdul Aziz, may God bless him and grant him peace.

The name of Taif derives from its wall built around it. In Taif, there were water springs. There are also historical dams, including the Ekrama Dam

and other ancient dams. Taif has been the focus of the vacationers and fresh air seekers. It has now become the first tourist resort of the Arabian Peninsula.

God bless the Arab poet Fouad Alkhatib, who wrote some great lines of poetry describing the fascinating nature of Taif, including the flowers, the running springs, the gardens, and the twittering birds on the branches of the trees. This is an invitation to those who read the Arabic language to enjoy the poetic lines, published on the Arabic version of this guide.

From the literary point of view, Taif is known for its poetry. It was a city of poets since the pre-Islamic era. The geographical location of Taif has a great impact on the creative gift of its beautiful scenery and atmosphere, and the elements of the civilization of that era.

In the social and economic sphere, Taif has a significant social and economic impact. God gave Taif the natural environment and the elements of economic life, such as agriculture, livestock and its products. People of Taif made use of the great prosperity that their town witnessed recently.

Taif has its considerable religious status. The mosque of Ibn Abbas was built in 592 H. The mosque was used as a defense garrison for the town from the southeastern directions, as soldiers took its roof as a point of defense control. Shams (Alghareeb) mosque was also built in Sulaymania district after the tenth century. Mosques were not only for prayer and worship, but were also the seat of the judiciary and leadership to hold brigades, run armies and receive delegations.

Al-Taif has a great scientific status. Taif society has known scientific books since the beginning of Islam, specifically when the town received the chief leader reference of interpreters, Abdullah Ibn Abbas in the year 668 H. May God be pleased with him. These books included methods of interpretation, Hadith, jurisprudence, judicial systems, Pedigree and poetry. The Library of Abdullah bin Abbas, May Allah be pleased with them, was established in (1291 AH / 1874). It contains many valuable

books and manuscripts, which have a great impact on enriching the culture of the Taif society.

Taif University and Its Academic Systems:

About the university:

The University of Taif was established to reflect the objectives of the vision and orientations of the education system in the Kingdom. The university also aims to serve as a cultural and leadership platform in the cradle of Islam and incubator of the two Holy Mosques; to become a true center for academic excellence, to promote quality knowledge in all fields, education, training and research, which keep pace with the universities of the whole Kingdom in the same steps and method.

The University of Taif is characterized by a variety of teaching and learning resources including labs, libraries, information technology, research centres, language centre and gymnasiums. These resources integrate to provide a university environment that develops students' awareness and openness to the community and the world around them, making them more creative for themselves and their role in addressing the issues that arise in their lives on the personal, professional and social levels, which helps to promote their homeland.

University site:

The headquarters of the University of Taif is located in Al-Hawiyah in Taif Governorate, which lies within the Emirate of Makkah Region, west of the Kingdom, on the eastern slopes of the Sarawat Mountains at an altitude of 1,700 meters above sea level in the south-west of the Arabian Peninsula. The University also has three branches in Taif Governorate: Tarba Branch (approximately 150 km from Taif), Al Khurma Branch (approximately 200 km away from Taif), and Rania Branch (approximately 350 km away).



The city of Taif is about 85 km from Mecca, while 160 km from the city of Jeddah, and about 800 km from the city of Riyadh. The total area of the city is 80 square kilometers.

The location of Taif is distinguished by being the main road junction coming from the south, north, east and west. This has reinforced the city's tourist, commercial, agricultural, and military dimensions since ancient times. In addition, the city hosted a number of delegations and conferences inside and outside Saudi Arabia.

Development stages of the University:

- The Royal Decree No. 115 issued on 27/2/1400 AH announced that the establishment of the Faculty of Education of King Abdul Aziz University as the nucleus of university education in the governorate.
- 180 females and 85 males started to study in the college in 1401 H. The available disciplines were Arabic language, English language, Islamic studies, biology and mathematics. The department of Educational Sciences was established as an assistant department.
- The College of Education in Taif was annexed to Umm Al-Qura University after its establishment under the Royal Decree No. 24187 dated 27/10/1402 AH.
- The Faculty of Science in Taif was established under the Supreme Order No. (17) dated 6/4/1419 H. The following scientific sections were opened: Mathematics, Biology, Physics and Computer.
- The Faculty of Education and Science were transferred to the current university headquarters. The Royal Decree was issued to grant the King Saud Palace (may God have mercy on him) to the branch of the University, which is 380,000 square meters.
- The transfer of Umm Al-Qura University branch in Taif to an independent university in its own right under the Royal Decree No. (22042) dated 10/5/1424 AH, followed by the issuance of the Royal Decree No. (20047) dated 19/4/1425 H.
- New colleges were introduced such as Faculty of Medicine and Medical Sciences, Faculty of Science, College of Business Administration, College of Computing and Information Technology, College of Engineering, College of Pharmacy, Community Service

and Continuing Education. Deanship of Graduate Studies, Deanship of Academic Development, Deanship of Scientific Research, Deanship of e-learning and distance education, which was recently merged with the Deanship of Information Technology and the Deanship of Supportive Studies were established.

- The construction of the buildings was completed at the headquarters, where 30 administrative and academic establishments were set up, including 130 lecture halls, 90 laboratories and a number of research units. The University also received from His Royal Highness Prince Sultan bin Abdul Aziz Al-Saud - may God have mercy on him - the Prince Sultan bin Abdul-Aziz Medical Education Complex as a grant to the University.
- The separation of college of Arts from college of Education was approved by the supreme order No. 6204. In 1428, the College of teachers and the Girls' branch in Khurma were annexed to the university. The College of teachers was reconstructed and its departments were merged in the corresponding departments in the college of education, while the scientific departments were merged in the corresponding departments in the college of Science.
- On 21/11 / 1428H, the Royal Decree No. (1093) issued the establishment of three new faculties: Faculty of Applied Medical Sciences in Terba, Community College in Kharrama, and Faculty of Science and Arts in Rania.
- On 30/12/1429 AH, the Supreme Decree No. (10209 / AD) issued the University's proposal to establish five new faculties: Faculty of Sharia and Law, College of Design and Home Economics, College of Education and Arts in Rania.
- After enrolling the health colleges in the universities in 1429/1430 H, the supreme approval No. (5088 / m b) was issued on 7/8/1432 AH restructuring the health college for boys and the health college for girls in Taif to become the Faculty of Applied Medical Sciences and the Faculty of Dentistry.

University classification:

- Universities differ in terms of their own aims. Teaching universities concentrate on training and profession. These universities serve people in the surrounding communities delivering BA and maximally MA degrees. Research universities concentrate on research. These universities are limited to research and postgraduates.
- Taif University adopts the style of teaching, which works to equip and prepare the human resources efficiently trained by the needs of the labor market according to the requirements of future jobs. Its aims focus on practical aspects to enhance its leading role to develop the community and enrich it intellectually, scientifically, culturally, nationally, regionally and internationally.

Future expansion of the University:

- A total of 17,000,000 m² of land has been allocated in Siesyd to serve as a new headquarters for the University to meet its future needs. The construction of an integrated educational complex is currently underway as soon as the building and equipment have been completed, as 7,000,000 m² of land has been allocated to each of the three branches.

University statistics:

- The number of administrative staff at the university is 1,477 employees.
- The number of university students is 65,037 for the academic year 1438/1439 AH.
- The number of members of the teaching staff and the like is 2,758 members, according to the current academic year 1438/1439 AH.
- The University offers 45 academic programs, distributed over the university faculties and departments.



University Vision:

- University has a unique role to achieve the Kingdom's vision of 2030 in terms of its contribution towards the individual and community.

University Mission:

- Developing competencies that are locally competitive and able to contribute to the production and transformation of knowledge into an engine for development.

Strategic objectives of the University:

- Improving the quality of educational outcomes
- Effective contribution to scientific research in community development
- Effective contribution to the provision and development of community services
- Raising the efficiency of the administrative system
- Raise the efficiency of human resources and infrastructure
- Raise financial efficiency and develop self-resources

Terms used in the academic record

School Year:

Two main terms

Term:

A period of not less than fifteen weeks shall be taught on the extent of the courses and not including the registration periods and the final exams.

General assessment:

The general assessment of the cumulative average at the graduation of the student, based on the cumulative average on the basis of the scale of 4.00.

Summer term:

A period not to exceed eight weeks and not including the registration periods and the final tests, and doubled the duration of each course.

Academic Level:

It is indicative of the academic level, according to the approved study plans.

Study:

It is a set of courses (compulsory, elective, and free) that make up the total graduation requirements that the student must pass successfully to obtain a degree in the specific specialization program.

Syllabus:

Each course has a number, code, name, and detailed description of its vocabulary, which distinguishes it in terms of content and level from other courses, and a special file maintained by the department for monitoring, evaluation and development. Some courses may have require a pre-requisite or a concurrent course with it.

Units:

A weekly theoretical lecture of not less than fifty minutes, a clinical lesson of not less than 50 minutes, or a practical or field lesson of not less than 100 minutes.

Academic warning:

A warning to the student due to a lower than (1)

Workable semester grade:

The degree awarded to the work that shows the student's achievement during a semester of tests, research and educational activities related to the course.

The final test:

The test in the course is held once at the end of the semester.

Final test score:

The degree obtained by the student in each course in the final exam for the semester.

Final grade:

The total grade of the semester work plus the final test score for each course.

Grade:

A description of the percentage or alphabetical code of the final grade obtained by the student in any course.

An incomplete estimate:

A provision that is temporarily made for each course that the student cannot complete on time, and which is indicated in the academic record by letter (I) or IC.

Continuous assessment:

It is an assessment that is made temporarily for courses, which require more than one semester to complete, and is marked with the symbol (m) or (IP).

Prohibited:

An assessment, which is made for each course that prevents the student from continuing his studies and entering the final exam for it because the percentage of absence is exceeded.

Withdrawal:

An assessment is made for all the courses of the semester, in which the student's apology is accepted for continuing the study, and is indicated in the academic record with the letter (p) or (W)

The symbol (ch):

A code in the academic record of the course in which the student is caught cheating or attempting to cheat, or violating the instructions and rules of a test procedure, and has no weight of points. A result of this decision should be monitored.

Cumulative average:

It is the sum of the total number of points obtained by the student in all the subjects he has studied since joining the university divided to the total units determined for those subjects.

General Assessment:

It is the description of the level of achievement of the student during the period of study at the university and is the semantic range of the cumulative rate.

Booking:

Is a symbol that shows the section is opened for students by the college in that need it.

College Coordinator:

He is a faculty member nominated by the College to coordinate and follow up its academic schedules with the Deanship of Admission and Registration.

Study burdens:

The number of hours a student is allowed to register in the semester and is determined according to the student's average.

Exceeding burden:

The number of hours permitted for the student is exceeded.

When a student registers for the minimum number of hours allowed.

Prerequisite:

A preliminary course to be taught before the course.

Elective course:

The study of an optional course from outside the department or college.

Free course:

The study of an optional course from within the department.

Section blocking:

It is to freeze the effectiveness of the section when it is no more ready for registration until it is needed or cancelled.

Regularity and attendance:

The regular student must attend lectures and practical lessons. He is prohibited from continuing to study the course and entering the final exam if his attendance is less than 75% of the lectures, practical lessons or specific clinical lessons for each course during the semester.

A student who has been denied the right to continue studying a course due to absenteeism will fail in the course even if he / she attends the final exam. The degree of the semester work will be verified, and assessment (p) or (DN) will be entered in the record. The prohibited student's teacher informs him at the time and shows the percentage of absenteeism in his or her personal account.

- The College Council (which is concerned with the course) or his / her delegate may on the basis of a report submitted by the Head of Section (which delivers the course), can lift the prohibition and allow the student to enter the test, provided that the student presents an excuse before the final tests. The student must submit his excuse before the final exams.

The council has the right to accept or reject the excuse. The council will not consider the excuse of a student whose attendance is less than 50% of the total lectures, practical and field lessons.

The student whose prohibition has been lifted is tested with his class fellows on time.

Excuses should be presented before the beginning of final examination. The council will not consider any excuse presented after final exams begins.

- If the student misses the final test, the term (A) which means absent from the final test, is stated in the result statement.

Dropping out:

The student is considered dropped out if he is absent for a whole semester (without a request for apology or postponement done on the university system).



Postponing study:

The student may apply for the postponement of the study before the end of the first week of the commencement of the study for an excuse accepted by the college, if the postponement period does not exceed two consecutive semesters (or three non-consecutive semesters during his stay at the university). Then he will be dismissed. The Coordination Council may in case of necessity, exclude any case according to the recommendation of the College Council.

The council consider only considers compulsive reasons of excuses, under which it is impossible for student to attend regularly.

Rules for taking tests:

- The student is not allowed to enter the final examination room after half an hour from the start of the exam, and no exit from the examination room is allowed before half time of the examination period.
- Cheating or attempting to cheat in the test or violation of the instructions and the rules of test conducting are punishable, according to the regulations of student discipline issued by the University Council.
- Students are not allowed to enter the test room without showing their identity cards or university cards.

Cases where excuses are accepted:

The excuse of missing a test shall be accepted in the following cases:

- To submit the excuse to the academic department within the period specified by the university calendar.
- The excuses considered by the College Board are excuses, such as hospital admissions, car accidents, fire accidents...
- The date and time of the supplementary test is determined by the university calendar.
- • The Deanship of Admission and Registration shall be notified of the assessment, received by the student after performing the alternative test, by means of the relevant form.

Student Advisory Council:

This Council is the highest official administrative body representing all Taif University students. The members of the Board are elected by representatives of the students who are members of the student council of the different faculties of the university. Members of the council represent the university students regarding their rights and interests.

The Student Advisory Board is considered one of the most important communication channels between the students and the senior leadership of the university. The council helps administrative authorities to recognize directly the views of the students and the problems they face and helps them find suitable solutions in addition to adopting the student's developmental and innovative ideas that achieve the mission, vision and objectives of the university.

Objectives of the Student Advisory Council:

1. Enhance the spirit of cooperation and the concept of teamwork among the students themselves and strengthen the links between them and the administrative and academic bodies at the university.
2. Develop leadership among students and allow them to express their views.
3. To give an opinion on the various decisions issued by the university, whether these are relating to students, academic or administrative affairs or even decisions related to the services provided by the university to them.
4. Contributing to solving the students' academic, social and ethical problems in cooperation with the competent authorities at the university.
5. Supporting academic achievement and academic progress for university students.



6. Supporting student activities in the scientific, cultural, and social domains as well as in the field of sports.

7. Raising student's awareness of their rights and duties in accordance with the applicable university regulations, increasing their awareness of preserving the achievements of the university, and ensuring the establishment of the system in accordance with the mission of the university and its vision and objectives.

8. Develop the national spirit of students.

9. Defending the rights of the regular students according to the rules and regulations of the university.

Membership

The Advisory Board shall be nominated from each department and faculty as follows:

1. The formation of the student council of the department, headed by the head of the department and the member of the deputy head of the department for female students. Then the selected members of a group of students, each of them representing a batch of the section and a student, is chosen to represent the department in the College Council by nomination and the majority of votes.
2. The formation of the sub-consultative council headed by the dean of the college, the membership of each of the college's vice deans for the students and the membership of the proxies for the female students. It also includes the membership of the department representatives and the nomination of one of the students of the college to be represented in the advisory council for university students.
3. The establishment of sub-student advisory councils for the supporting dues, and the discussion of the services provided by the Deanship related to students. It is headed by the Deanship concerned, and the membership of one of the vice deans of the D

and a representative of each of the university's colleges, and are nominated by the deanship or the concerned college.

Membership falls under the following conditions:

- Failure to attend meetings of the Board without an excuse three times, by a decision issued by the President of the Council.
- Resignation

The President of the Council has the right to issue a disciplinary decision to drop the membership of one of the members, after it has been proved that the member committed an act contrary to the objectives of the council or offending its reputation.

Academic programs available to scholarship students:

In accordance with the admission requirements set out in the Regulations of Admission of Non-Saudi Scholarship Students in Higher Education Institutions in the Kingdom of Saudi Arabia and their Care "issued by the Council of Ministers by Decree No. (94) dated 29/3/1431 H, the nomination shall be applied to all majors in the University. By virtue of the decision of His Excellency the Minister of Education No. (301) dated 21/9/1432 H, which is limited to the Saudis, the University therefore offers scholarship students the study programs shown in the following table:

No	College	Academic programs
1/	Engineering	<p>Architecture</p> <p>Mining engineering</p> <p>Mechanical engineering</p> <p>Civil engineering</p> <p>Electrical engineering</p> <p>Industrial engineering</p>
2/	Sciences	<p>Chemistry</p> <p>Physics</p> <p>Mathematics</p> <p>General Biology</p> <p>Microbiology</p> <p>Plants</p> <p>Animals</p> <p>Nutrition and Food Science</p>
3/	Sharia and Law	الشريعة والأنظمة

		<p>Systems</p> <p>Readings</p> <p>Quran Science</p> <p>Islamic Studies</p>
4/	Computer and information technology	<p>Computer engineering</p> <p>Computer Science</p> <p>Information Technology</p>
5/	Arts	<p>Arabic Language</p> <p>Foreign Languages</p> <p>History</p> <p>Information and Communication Sciences</p> <p>Psychology</p>
6/	Business Administration	<p>Management of information systems</p> <p>Economy</p> <p>Accounting</p> <p>Marketing</p> <p>Insurance</p> <p>Financing of banking institutions</p> <p>Business administration</p> <p>Hospitals administration</p> <p>Management of social institutions</p>

Scholarship Administration

The establishment of the Scholarship Department was a decision based on the University's vision to provide an integrated educational and research environment, and to fulfil its mission of developing, supporting and transferring knowledge through effective management of education and scientific research in accordance with international standards to ensure the promotion of sustainable development efforts in Saudi Arabia. In recognition of its objectives of achieving quality and excellence in education and scientific research, achieving effective community partnership and financial and administrative development in the light of quality standards, enhancing the international status of the university and improving its environment. In accordance with the decision of the Council of Ministers No. (94) issued on 29/3 / 1431H, issuing "Acceptance Regulations for Students of Scholarships for Non-Saudis in Institutions of Higher Education, (21347) dated 21/3/1438 AH on the establishment of scholarship administration as an independent department directly affiliated to the university's academic affairs and development and contribute to the psychological and academic stability of students.

The importance of Scholarship administration

The idea of establishing the scholarship administration at Taif University came as an important step to keep up with the aspirations of the Rector to restructure the University to follow the contemporary global trends in this field. The decision also comes in response to the Kingdom's 2030 vision and the ambition of the wise leadership to make the Kingdom occupy a leading role among the world countries.

Grant management is the main destination for attracting scholarship students from all over the world to achieve cultural diversity and enrich scientific research through university programs for undergraduate and graduate programs and Arabic language instruction for non-native speakers.

Scholarship management is therefore the primary reference for scholarship service and sponsorship

The vision of Scholarship administration

To play a pioneering role in the recruitment of students from the entire world.

The mission of the administration

Providing the best services and care in support of the scholarship students by creating the attractive educational environment in accordance with the latest developments and future requirements.

Strategic aims of scholarship administration

Objectives of the Scholarship Department at Taif University are derived from the objectives of scholarships in accordance with the decision of the Prime Minister No. (94) issued on 29/3/1431 H as follows:

- Ensuring that the message of Islam is communicated to the world, teaching the Arabic language and spreading the culture of moderation.
- Develop effective specialists in their communities in all disciplines.
- Attracting outstanding science students to achieve diversity and enrich scientific research.
- Establishing scientific and cultural ties with Islamic educational institutions and scientific institutions in the world, and benefit from these ties to serve humanity.
- Strengthening solidarity between the Kingdom and the international students' home countries.
- Introducing students to the Kingdom's scientific, economic, political, social and health renaissance.
- Strengthening the link between scholarship students and Saudi students through their integration into extracurricular activities and joint academic programs.

Functions of scholarship administration

- Drawing up the internal policies of the Department to provide the best services to scholarship students and achieve the vision and mission of the University's Agency for Academic Affairs and Development and then the vision and mission of the university.
- Preparation of executive regulations for scholarship students.
- Prepare a comprehensive database about grant students to be a basic reference on which to make decisions.
- Recommending the number and nationality of scholarship students annually according to the university's vision and the recommendations of the Ministry of Education, and determining the admission mechanisms.
- Coordinating and cooperating with the concerned authorities at the university to maintain facilities for the scholarship students.
- Complete the necessary procedures for the candidates after the approval of the Ministry of Education.
- Follow-up the issuance of regular residence for students of scholarships and their university cards.
- Follow-up the housing and subsistence of scholarship students and payment of their dues, tickets, exit and return visas each year and final exit visas at the end of the grant.
- Supervising the care of scholarship students during their studies and assigning a coordinator to them in all colleges.
- Making cooperation contracts and partnerships with the official and charitable authorities in support of scholarship students. Recommend the establishment of a charitable fund at the university to support the grant programs, and propose a regulation and structure.
- Encouraging excellent scholarship students and allowing them to participate in various media in the Kingdom.
- Provide the necessary visions to develop the educational system for scholarship students to achieve the vision of the administration.
- To facilitate the job of benefiting from distinguished scholarship students in some programs of ministries and government

institutions and official charitable institutions in the Kingdom, and use them in teaching, scientific research and translation.

- Supporting communication with scholarship students after graduating in order to offer them care of, and activate their influence in their countries as representatives of the Kingdom in their communities.
- Inviting prominent graduates to participate in conferences and seminars held by the Kingdom.
- Studying the applications of scholarship students regarding matters of apology, withdrawal or interruption.
- Notifying the relevant official authorities in the Kingdom of the scholarship applicants who have postponed their studies or presented excuses or have dropped out of study for any reason to take the necessary measures.

Privileges offered to scholarship students

Without breaking any financial advantage determined by the regulations governing the financial affairs of universities, the student of the free scholarship from abroad shall enjoy the following benefits:

A. Health Care:

- Health care for him and his family
- If they are brought to stay with him, they enjoy the same health care provided to citizens, and provided by the educational institution, if required by regulations
- Medical clinics in the university or university hospital, where available, provide medical care to grant health care to such students and their families. If they do not have the necessary means, they are transferred to a public hospital.
- Provide health care to the family of the student free of charge as stated in the Royal Decree No. (26478) and dated 29/5/1437 AH.

B. payment of two months reward as settlement allowance when coming:

- The student is entitled to the processing allowance upon arrival at the university headquarters.
- If for any reason, the payment of settlement allowance is delayed, the student will be given a grant from the charity fund, if available

C. Payment of three months reward as graduation allowance for shipping books:

- The student is entitled to a graduation allowance once he receives the graduation certificate.
- The student's graduation allowance should be paid once, at the time of his / her final exit and at the end of his relationship with the university.

D. Advantages for the students of the educational institution:

- The applicant for the external grant shall apply for the provisions of the Saudi students with respect to the benefits they enjoy.

E. Treatment of the regular grantee in the Institute for the Teaching of Arabic Language for non-native speakers in the financial advantages the same treatment of undergraduate students from their counterparts in theoretical disciplines:

- The University seeks to provide Arabic language units for non-native speakers in order to increase the understanding of non-Arabic scholarship students and intensify admissions in accordance with the directives of His Excellency the Minister of Education No. 39857 dated 14/6/1437 AH.

F. University guarantees three subsidized meals every day, and the University Council determines the amount paid by the student for the meal:

- The Deanship of Student Affairs provides meals (breakfast, dinner, dinner) for special discounts for scholarship students, either by coupons or other means.
- The Deanship of Student Affairs selects the appropriate place for meals and is accessible to students between residence, colleges and university facilities.

G. Provision of adequate housing, scientific, social, cultural and training care:

- The Department of Housing is responsible for providing adequate housing in accordance with the standards approved by the University.
- The University forms the housing committee for external scholarship students with the membership of a member of the Deanship of Student Affairs, Scholarship Management and Housing Administration, whose task is to supervise the housing and ensure that the required specifications are available in the residence.
- The Deanship of Student Affairs, represented by the Scholarship Club and in cooperation with the Department of Scholarships, provides social, cultural, training, scientific, educational and recreational services to scholarship students.
- The Scholarship Department may implement cultural, educational and training programs for scholarship students and have the right to partner with specialists from centres or foundations, charities, cooperatives, or commercial institutions, provided that this does not conflict with the programs of the Deanship of Student Affairs.

H. The ticketing is provided for the students in the Financial Regulations of the University, if another party has not paid it. The University may indemnify it by its value if it is paid at his own expense, if the compensation does not exceed the value of the ticket paid to his class fellows from the same country.

- The university will provide a return ticket for the foreign scholarship student once a year at the end of the school year.
- The route may be changed in accordance with the circumstances of the student or the circumstances of the country to which he belongs if the price of the new ticket does not exceed the price of his normal ticket.
- In the event that there is no alternative route to the circumstances of the student or his country, he is compensated by the value of the ticket on his country's route.

Rights of scholarship students

Scholarship students are entitled to the same rights guaranteed by the university to their Saudi students, which are listed in the student's rights and obligations document and are as follows:

A. General rights for all

- 1- Obtain a copy of this manual book through the university's website or through the college or the department that follows it.
- 2- To facilitate access to all his rights within the whole university through the administrative and academic bodies according to the regulations in force.
- 3- The commitment of faculty members, employees and employees of the university to respect the student and give him all his academic and literary rights.
4. Not to be subjected to discrimination or racism.
- 5- Provide the requirements of safety and guidance on the campus to ensure that the student is not exposed to risks.
- 6- Enabling him to defend himself before any party in the university, in any disciplinary case against him, and not to be punished in his right only after hearing his words, unless it is

proved that his absence was an unacceptable excuse, after being summoned for the second time.

7 - Grievance from the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions of discipline of students.

8. Preserving the contents of his file, and not handing over any of them except to the student himself or his guardian or his authorized representative, by the investigative authorities, the judiciary or any other governmental body.

B. Academic Rights

1. To provide the appropriate learning environment to achieve the educational objectives entrusted to it.

2. Obtaining the scientific material and knowledge related to the university courses that he is studying in accordance with the university rules and regulations governing the academic work.

3 - Obtain the study plans at the college or department and the disciplines available to him, as well as access to the school schedules before the start of the study and registration in the courses provided by the system according to the mechanism governing it.

4 - Delete or add any decision or apology or postpone the entire semester as provided by the system of study and registration at the university in the period specified for that and announced to students.

5- Evaluating the education received by students and this helps in achieving the university's desire to improve the quality of academic education.

6 - Commitment of members of the faculty of the university to the dates and times of lectures and the completion of scientific and practical hours for them. No one has the right to cancel

lectures or change the times. However, this may take place only in case of necessity and after the announcement of that, to be given alternative lectures for those that have been canceled due to the absence of the faculty member. To complete the course, after coordination with the students and the department concerned.

Inquiry and scientific discussion appropriate with the members of the faculty without censorship or punishment in that, whether during the lecture or during office hours announced to meet students.

8 - Conduct all tests that are held for the rapporteur unless there is a systematic impediment to conducting them in accordance with the relevant regulations and instructions, if the student is declared to be denied entry to the test well in advance.

9 - Knowing the results obtained in the monthly, quarterly and final tests that he performed after the completion of the correction and adoption.

10 - Selection of the specialization approved by the student does not contradict with the rules governing it.

11 - Know the requirements for graduation.

12 - To be provided with academic guidance, which enables the student to choose the courses necessary to obtain a university degree. To provide with appropriate instructions which help them avoid problems and keep in harmony with the university life.

C. Rights in the field of tests

1. The test questions should be within the curriculum and its contents and the issues raised or referred to during the lectures. The test maker must take into account the parallel and logical

distribution of grades to achieve a fair assessment of the students' abilities.

2. The time limit for the answers shall be sufficient.

3 - To take into account the proper distribution of grades in the questions, quizzes and final examinations in a bid to achieve a fair assessment of the capabilities of the student

4 - To be allowed to perform all tests that are held for the course unless there is a barrier to this in accordance with the relevant regulations and instructions, if they are informed of the denial of entry to the test before long enough.

D. Rights in the field of university services

Students are entitled to the following university services (if available) in a manner that does not conflict with the regulations and laws governing the use of these facilities;

1- Obtaining a university card.

2 - Utilization of university services and facilities (books - electronic and sub , libraries, gym, and cafeteria etc.) in accordance with the regulations in force at the university.

3 - Access to university residence.

4. Access to health care and treatment within the hospitals and health centres of the University.

5 - Participation in various sports activities and the use of facilities dedicated to that within the university.

6. To enjoy the subsidy, social welfare and any other services provided by the University.

Commitments of scholarship students

Scholarship students are committed to the following obligations:

- The University has the right to terminate the student's grant as well as to withhold the graduation document from him, even if he completes the study of his courses in case he is found to be falsifying any of his documents and official documents required.
- The university has the right to ask scholarship student to sign an endorsement stating that he has not been dismissed from any Saudi university. If it is proven otherwise, it is entitled to cancel its grant, as well as to withhold its document even after completing his studies.
- The university has the right to terminate the student's scholarship and address the ministry to notify him of the end of his mission to end his study of Arabic language in the unit of Arabic language for non-speakers at the university.
- The student does not have the right to transfer from one university to another, and the university has the right exception in appropriate.
- The external grant applicant is prohibited from working with companies, institutions or individuals during the period of study.
- The university is entitled to penalize the scholarship student in the way that it deems appropriate, including cancelling his scholarship and deporting him, if proven that he works for a company an institution or an individual. In such cases, the scholarship student is bound to pay his travel expenses.
- The University has the right of beneficiary of Scholarship students in some programs of ministries, government institutions and official charitable institutions in the Kingdom. The university has the right to benefit from outstanding

graduates in teaching, scientific research, translation and supervision.

-The university has the right to provide the Passport Department in Taif Governorate directly with the names of the scholarship students (withdrawn, apologized, delayed) to study for any reason who are on the university register, and to complete the necessary procedures.

The university has the right to take decision about the application of re-entry visas submitted by students with special cases such as delaying, withdrawn, apologizing or dropping out students.

- The university may apply to the scholarship student the penal penalties stipulated in the disciplinary regulations of university students.

-Scholarship students shall abide by all the obligations contained in the University's Rights and Obligations Act.

- The student must bring a certificate from the security authorities in his country stating that he does not have criminal history.

- The university has the right to terminate the student's grant if he is diagnosed with an infectious disease by health reports provided by the official health authorities during his studies.

- The scholarship student is obliged to have a mahram with her, in accordance with the instructions of that, provided that he is covered by a grant or has a regular residence or is submitted on the register of an employer in need of his services.

- The applicant must be a regular resident in the Kingdom

- The university's relationship and responsibilities for the graduate student are terminated after he receives the final exit visa, the ticket, returns his residence card, and receives his passport. The concerned authorities will be informed of the end of the student's scholarship.

- When the scholarship student transfers from Taif University to any other university, his relationship with Taif University comes to an end, and his sponsorship must be transferred to the new university.
- The university has the right to benefit from the graduates of the scholarship programs in the summer courses held in their country by governmental, charitable and official authorities in the Kingdom.

Scholarship students are also committed to the same obligations as their Saudi counterparts. These obligations are as follows:

A. General Commitments

- 1- Not to carry out acts that violate the Islamic ethics and public morals, and they need to adhere to the codes of proper dress and behaviour.
- 2- Respect the regulations, resolutions and instructions of the University.
- 3- Not to tamper with, damage or disable equipment or university facilities.
- 4- Not to use the university facilities and equipment other than for the purposes assigned to them.
- 5- Not to abuse with words or action anyone of the university staff, students or guests, and should rather treat them with respect
- 6- Carrying the university card inside the university and submitting it to the officials upon request.
- 7- Not to submit forged documents for obtaining a benefit of any kind.
- 8- Not to smoke in the university.
- 9- Not to cause disturbance or assembly in places other than those designated for this purpose.

B. Commitments in the academic field

- 1 - Respect for the rules and arrangements relating to courses and the implementation of all requirements.
- 2 - Regularity of study according to the scheduled dates.
- 3 - Not to attend any theoretical or practical meetings in non-registered courses except with special permission from the professor of the course.
- 4 - Make sure to close the mobile phone before entering the halls or laboratories, and not to use it during lectures or tests.
- 5 - Not to have food or drinks in the classrooms, laboratories or university libraries.
- 6 - Not to bring prohibited materials or devices in the classrooms or laboratories
7. To be honest, and not to take over the work of others or resort to illegal means or assist others to cheat in preparing homework, research and other study requirements related to the courses.
- 8 - Preserving the materials, tools and university books and bringing back the borrowed materials on time.
- 9 - Transfer, registration, apology, deletion and addition in the system should be in accordance with the provisions and regulations in force at the University.
- 10 - The student's commitment to the regulations and instructions directed by the official in the examination hall.

C. Commitments in the field of tests

- 1- Not to violate the rules and regulations of tests.
- 2- Not to cheat, attempt or assist others to commit it.
- 3- Not to impersonate others.
- 4- Be calm in the testing room.
- 5- The student's commitment to the rules and arrangements of tests and the system.
- 6- Avoid literal plagiarism and staying away from intellectual theft.

D. Commitments in the field of university services

- 1 - Payment of the due amounts of money whether for the value of the student services or fines or otherwise to the parties concerned.
2. Inform the university authorities of any case of falsification of documents, or any activity intended to offend the university or its property.
- 3- Follow-up on the university's advertisements, which are intended to inform the student of all the developments that concern him. These advertisements can be found in internal boards or e-mails on the student's e-mail or messages via mobile and others.
4. Participate in sports, social and community activities provided by the University in accordance with the regulations.

Violations of the regulation of rights and obligations and their penalties

A. General Violations

1. Any statement or act that violates honour and dignity or is in conflict with the good behaviour and values within and outside the university
2. Any damage or attempt to damage the university facilities.
3. Organizing of gatherings within the university or issuing or distributing leaflets or collecting funds or signatures before obtaining approval from the university authorities
4. Harming or threatening any student or administrative or teaching staff at the university or showing disrespect towards him directly or indirectly
5. Committing acts that violate the university system or refrain from directing or inciting not to attend lectures
6. Expropriation or unauthorized access to any of the university's buildings, buildings or facilities.
7. Theft, which includes theft of services or personal or university property within its premises or in any university activity.
8. Violating the University's dress code. The University takes into account cultural diversity and respects the requirements of providing a productive learning environment. Therefore, students must respect the local culture and traditions where the inappropriate dress is not acceptable to males or females as the infringing student faces appropriate disciplinary action.
9. Owning keys, facilities or property in university buildings, or copying or using them without permission.
10. Access to, or use of, the University's facilities or properties without authorization, including computer tools or programs

B. Academic Violations

1. Not being punctual for lectures or not performing exercises, scientific lessons, and other provisions of the regulations
2. Cheating in tests or attempting it
3. Violation of the testing system
4. Literal or intellectual theft

- Use references such as books, newspapers, encyclopaedias or the web without acknowledging them
- Provide the same work in different classes / section
- Purchasing an academic work or submitting work prepared by another person
- Submitting work without regard to the reasons of quotation within the text

5. Completion of the tasks assigned to the student in a manner that is not scientifically appropriate, such as the fabrication of results and data, providing false certificates, presenting group work as an individual work or avoiding active participation in the group activity.

6. Intervention in the work of other students without permission and to contribute to the academic misleading of the results.

C. Disciplinary sanctions

The Disciplinary Committee shall, after proving the offenses referred to it, shall be entitled to one or more of the following penalties:

- 1- Verbal alert and documenting it in a written commitment
2. Written warning
3. Temporary denial of participation in student activities or from some university services
- 4 - Deprivation from appearing for examination in one or more courses in one semester
- 5 - Cancel the exam/s in cases of fraud or an attempt of fraud
- 6 - Suspension from study for a period of not less than one semester and not more than two semesters
- 7- Final dismissal from the university
- 8- Referral of any case, containing criminal act, to the competent authorities outside the university for investigation

D. General notes

- 1- Decisions issued by disciplinary penalties shall be kept in the student's file
- 2- The decisions of the final dismissal shall not allow the student to be re-enrolled in the university
- 3- The decision of the disciplinary punishment may be declared within the university
- 4- The guardian of the student or student himself may be notified

E. Complaints and Grievances

It includes an academic complaint or grievance on academic matters such as admission, grades, academic suspension, disinformation, plagiarism, intentional falsification of information, submission of work for a course in another course, and copyright infringement.

Complaints also include non-academic complaints, such as verbal or physical harassment, threats, vandalism or arbitrary behaviour on the campus, fines, fees, exclusion from the use of a particular service, discrimination, and access to records.

Taif University pursues a fair and transparent policy on students' grievances against their disciplinary punishments. If the student is not satisfied with the disciplinary action taken against him, he must submit an application to the Dean of his College within two weeks. The College shall look into the penalty through a special committee, formed for this task. The student shall be informed of what the committee sees, and if he is not convinced, the matter shall be referred to the Standing Committee for the Protection of Students' Rights, which is responsible for the study of the case and the related investigation, and its decision is binding on all.

Ethics to have

Scholarship students must have the following ethics:

Faithfulness to God Almighty

- The students' main aim is to broaden their horizon and acquire knowledge.

Patience and perseverance to acquire knowledge

- The student must be patient and persevering. He must make every effort to acquire knowledge and bear the difficulties and hard time.

Seriousness and commitment

- The student should be serious and committed in his dealings with his colleagues, professors and administrators who serve him. He should be committed to attend lectures and abide by the rules and regulations of the university.

Respect the teaching staff

- The student should respect his professors who are keen on his testimony, and enlighten him with knowledge and follow their roles and implement their instructions and deal politely with them.

Establish good cooperative relationship with his colleagues

- The student should try to establish cooperative relationship with his colleagues by being friendly and honest.

Appearance and reputation

- The student should have a balanced personality, consisting of the clarity of reason,, a reflect good behaviour and good cohabitation concerned with the appearance.

Bearing responsibility

- The student must be accountable to himself, his professors and the university regulations. He must be accountable for to his acts.

Loyalty and respect to the University

- The student should enjoy a good loyalty to the University, which respects its regulations, instructions, interacting with its vision, mission, goals and programs.

Accepting others' views

The student must have the ability to absorb, and respond to, the opinions of others, without creating problems.

- The student should be honest and credible in his speech and action while acquiring knowledge.

Language proficiency and fluency

- The student should have a competent linguistic ability and fluency that enables him to understand the text and express his views in a simple manner. Language is the communication and learning tool, especially for external scholarship students.

Professional and moral commitment of the scholarship management team

The Scholarship administration Team at Taif University is committed to the following professional and ethical responsibilities:

- Conduct professional and ethical standards based on accuracy, integrity, responsibility and accountability to scholarship students, and adhere to the standards of good taste and good treatment recognized by the teachings of our tolerant religion of Islam.
- Providing unmatched administrative support from the scholarship management services and pursuing their academic and non-academic benefits.
- Continuing cooperation with the administrative bodies which are related to the scholarship students at the university and the ministry in order to ensure the provision of high quality services to scholarship students, and to continue working to overcome the obstacles they face while studying at the university.
- To maintain the confidence of the beneficiaries of scholarships by providing them with the necessary information and data that will achieve intellectual and academic stability for them throughout their studies at the university.



- Compliance with the principles of honesty, confidentiality and privacy of students' data in terms of their addresses, telephone numbers and so on.

General Provisions

- If the university finds out about the employment of the external scholarship applicant at any company, institution or with an individual, it is entitled to punish him as it deems fit, including cancelling his scholarship and sending him to his country as well as to bear the expenses of ending his grant and travel costs.
- If the scholarship student refuses to study, apologize, withdraw or discontinue, and the educational institution wishes to bring him, he will address the Ministry of Foreign Affairs to bring him to continue the study.

The student has no right to transfer from one university to another, and the university has the right of exception in cases that it deems appropriate.

- Students must follow the residence regulations in Saudi Arabia.
- The university shall be responsible for the grant during the period of the grant.
- The passport document carried by the grant student must enable him to return to his country without restrictions or conditions.
- The scholarship administration supervises the implementation of disciplinary sanctions against the student, who violates the regulations.
- The Scholarship Department may announce the punishment for the offender on the notice board of the administration or the university.

- Unless otherwise provided for in this Charter, the Council of Higher Education, the universities and its executive regulations and decisions in force in the Kingdom shall apply to it.

Scholarship Administration staff

1	Dr. Hatim Abed Al qurashi	General supervisor
2	Prof. Ahmed Abdalnabi Abdaal	Director of academic affairs
3	Bander Awad Alharthi	Grants director
4	Abdalaziz Alsahli	Director of Student Welfare Unit
5	Turki Masheeb Alasmri	Administrative Communications Officer
6	Yousif Aeda Almalki	Director of the Administrative Communications Unit

Channels of communication:

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Best wishes

