
STUDENT RIGHTS AND RESPONSIBILITIES POLICIES

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| Title: | Student Rights and Responsibilities Policies |
| Policy Number: | SA 15/08.2018 |
| Effective Date: | September, 2018 |
| Issuing Authority: | Office of the President |

1. RATIONALE

Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others. Student Rights and Responsibilities are set forth in writing in order to give students general notice of some of their rights and responsibilities at Rafik Hariri University. By enrolling in the University, students embrace the commitment to the Honor Code and Conduct Code as well as to other University expectations and responsibilities.

2. POLICY

Rafik Hariri University pledges to its students:

- The Right to be challenged to enrich the capacity for critical judgment.
- The Right to receive support in pursuit of answers and meanings.
- The Right to an inspiring and supportive learning environment.
- The Right to receive proper academic advising and mentoring
- The Right to be treated with dignity and respect by all.
- The Right to receive a clear and informative course outline at the start of the semester and to be informed of any modifications thereafter.
- The Right to receive constructive feedback on course work within a reasonable timeframe.
- The Right to be assessed on the merits of your academic performance without prejudice or other discrimination.
- The Right to the confidentiality of your academic and personal information.
- The Right to access all information and documents to which you are entitled.
- The Right to express opinion and convey grievances without fear of retribution.
- The Right to protest violation of rights, appeal judgment deemed unfair and receive and understand related decisions.

And expects students to accept:

- The Responsibility to understand, comply and safeguard the University by laws and student code of conduct.
- The Responsibility to set a purpose and have the drive to achieve it.
- The Responsibility to study hard to learn the contents of each course and commit to forever learning.
- The Responsibility to know program study plan and graduation requirements.
- The Responsibility to follow course outline, attend all classes, and accomplish course requirements timely and honorably.
- The Responsibility to respect and adhere to established University deadlines.
- The Responsibility to be courteous, respectful of diversity, and tolerant to others' beliefs and concerns.
- The Responsibility to express concerns and grievances within the confines of civility.
- The Responsibility to follow due process and react with reason in the face of conflict.
- The Responsibility to protect University property and preserve campus beauty.
- The Responsibility to embrace sustainable practices and to use natural resources wisely.
- The Responsibility to represent the University with honor and professionalism.

3. PROCEDURES

Students are expected to behave morally, act responsibly and work diligently to advance their lives and that of their communities. In so doing they will:

- Work hard and intently engage the educational experience
- Speak out in a respectful manner and feel free to propose initiatives to improve the university experience
- Refrain from smoking except in designated spaces
- Help maintain the cleanliness and beauty of the premises
- Place trash and recyclable items in designated receptacles
- Protect University facilities that are built for their own benefit
- Never cheat or claim credit for work that is not their own
- Respect diversity and be tolerant of all points of view that are different from their own
- Understand the rights and responsibilities and appreciate the premise on which they are founded

- Adhere to the university bylaws and policies and assist in implementing them.
- Be appropriately attired in a manner befitting the status of university students as well as the occasion, when you are on campus. This is to maintain the good image of the University.

Grievance Procedure:

- a. Any student or recognized student organization (club/society) may file a grievance in writing with the staff of the Student Affairs Office or the involved college when it is alleged that a right enumerated in the Student Rights and Responsibilities Code has been violated by any agent of the University.
- b. Every effort will be made to resolve grievances informally, i.e., by mutual agreement of all parties involved. Students are encouraged to attempt to resolve their grievance within the administrative structure of the organization, or with the agent, through mediation and/or consultation, before filing a grievance.
- c. If a suitable solution cannot be reached through ordinary means, the Student Affairs Office will evaluate whether the student has followed all appropriate procedures. Thereafter, the SAO will make a good faith effort to assist the student in resolving the grievance informally and confidentially.
- d. If informal resolution of the grievance is not possible and no other suitable agency exists for resolution of the grievance, the head of Student Affairs and the Office of the President will determine whether it is appropriate to convene a Grievance Committee.
- e. The Grievance Committee will employ the procedural guidelines in place within the University Student Conduct System. Decisions of the Grievance Committee will be forwarded to the President of the University with recommendations for further action.

Comment [u1]: This procedure did not exist for RHU before, but after our research, we found this grievance procedure and we found that it is the most appropriate for our university.

4. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student, faculty, and staff member to familiarize themselves with policies and procedures relevant to rights and responsibilities, and to adhere to its contents.

5. RELATED DOCUMENTS

- > RHU General Code of Conduct
- > RHU Bylaws and Policies

6. APPROVAL AND REVIEW

OFFICER RESPONSIBLE:

AUTHORITY:

POLICY REVIEWED BY:

EFFECTIVE DATE:

REVIEW DATE:

REVISION HISTORY:

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature: 

Date: