



كَلْبَةُ الزَّهْرَاءِ لِلنِّسَاءِ

تميز وإبداع لمستقبل واعد

Student Charter

Version (1)

Endorsed by:
Students Affairs Department

Approved by: CB, BoTs

Issued by: QA

Date Approved
CBM15, July 27, 2023

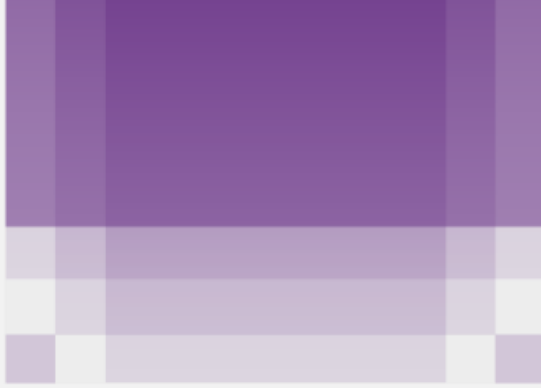
Next Revision Date
2 years

Signed by: Dean

Student Charter

Prepared by:	Students Affairs Department
Approved by:	CB, BoTs
Issued by:	Quality Assurance Department
Version No:	(1)
Date Approved:	CBM15, July 27, 2023
Next Revision Date:	Two Years
Signed by:	The Dean

☒ مترجمة ☐ أصلية: هذه الوثيقة:



Student Charter

This Student Charter was issued at ZCW to clarify the duties, rights and obligation of students that studying in ZCW towards each other, the college and the staff of the college.

23, July 2023



This charter does not constitute a contractual document, nor does it aim to create legal rights or obligations, whether contractual or otherwise, but this charter was issued to promote understanding between the college and its students. The college and the Student Council expect staff and students to respect the principles of this charter on the basis of reciprocity. Any breach of the obligations referred to in this Charter will not give rise to any claims for damages or losses.



Introduction

The mission of Al-Zahra College for Women is "To become a leading university college locally, regionally and internationally, providing a sustainable environment that incubates creativity and innovation, and to be the first choice for students".

This lofty goal can only be achieved if there is an active partnership between the college and the students. To this end, the College has prepared this Student Charter in consultation with the Student Advisory Board to reflect the strong relationship between the College and the students.

This charter has been prepared to determine what students can expect from the college, and what the college expects of obligations and duties from students to the college for the duration of their studies in accordance with the regulations and laws.

The importance of this charter is reflected in the expression of our commitment to strengthening the college community, in which each of us fulfills our duties and responsibilities to each other.

The college is keen to have this charter in the hands of students to be informed of its entitlements and obligations.

This charter will be distributed annually upon registration, noting that many of the services referred to in the student charter are fully described in other college documents such as the academic regulations, the college regulations and other regulations.

The College and the Student Advisory Board have agreed on the need to adhere to this charter and not to make any amendment to it without the approval of the Student Advisory Board and the College Board.



Aspirations and general Responsibilities

The student expects the college to :

- allow her to have free access to information about the college's regulations, laws, policies and procedures.
- Have clear and concise administrative procedures.
- All dealings with the college are based on clarity, transparency, integrity and fairness.

The college expects the student to:

- Enable her to view all regulations, laws, policies, and procedures followed in the college easily and easily.
- Adhere to the regulations, laws, policies and procedures of the college.
- Maintain all college property.



Admission

The student expects the college to:

- Enable her to obtain all information about the courses, registration and admission procedures, and tuition fees.

The college expects the student to:

- Reveal all the required data during the application for admission to the college.
- The data provided is accurate and correct.
- Adhere to the dates of interviews or exams that may be part of the admission criteria.





Teaching and learning

The student expects the college to:

- Provide a supportive and stimulating learning environment supported by high-quality education and supervision.
- Select the appropriate curricula and materials for the courses according to the intellectual and professional needs of the students.
- Offering courses that contribute to raising the efficiency of specialization.
- Regularly review courses to ensure curriculum quality based on recent research findings.
- Commit to transparency when submitting the requirements of each course at the beginning of each semester.
- Defined as changes made to any course during the academic year, provided that these changes do not affect the course of study.
- determine the types of non-academic behavior that are rejected and prohibited in the college, such as: plagiarism, cheating, collusion, data fabrication, and copyright infringement.
- Ensure that they receive fair feedback and useful feedback on their course performance in a timely manner.
- Inform her of her final results at the end of each chapter without delay.
- Enable her to communicate with Academic members, administrators and technicians in the college regarding her studies, registration and benefit from the college's facilities as a student.
- enable her to benefit from all the college's facilities and resources, such as laboratories, libraries, entertainment halls, and arenas designated for sports and artistic activities, to achieve its educational goals, refine its talents and improve its various skills.

The college expects the student to:

- Do her best to study.
- Seeks to know and adhere to all course requirements.
- inquiries about her academic level from the academic in a timely manner.
- Adhere to academic integrity by submitting original work and adhere to the procedures required when quoting and documenting references.
- Committing to attend academic advising sessions and communicating with the academic advisor when registering for courses at the beginning of each semester.
- Participates in all activities associated with each course and complies with the expectations of the teaching load.
- Committed to respecting intellectual property rights.
- Have the ethics of scientific research by obtaining the necessary approvals before proceeding with data collection.
- Actively contribute to teaching and learning activities.



Grievance

The student expects the college to:

- The grievance procedures in the college are clear, fair and transparent, and the complainant has the right to obtain the results of the grievance without delay or complexity.
- The college listens to all students' complaints in a spirit of justice and responsibility and responds to them at specific times in accordance with the regulations and procedures followed therein.

The college expects the student to:

- Be aware of the grievance mechanisms and procedures followed in the college as stipulated in its rules and regulations.
- Resort to resolving disputes and problems through understanding, compromise and reconciliation before resorting to grievance if possible.



Justice & Privacy

The student expects the college to:

- Meet their legitimate needs regardless of religion, race, age, social and family status and physical disability, if they have special needs.
- Allow her to participate fully in the activities of the college without fear or discrimination.
- Provide a safe study environment that meets health and safety standards.
- Allow her to view the data related to her such as transcripts, financial status and other data related to her study plan.
- Treat her with respect by providing a healthy learning environment free from abuse and abuse of power to harm others.
- Keep her personal data confidential and do not disclose it to a third party without its consent unless legally required.

The college expects the student to:

- treat her fellow students and all college staff with politeness and respect regardless of their social backgrounds, external appearances, religious, sectarian, geographical and ethnic affiliations.
- Inform the competent authorities in the college immediately when they feel that their personal safety is threatened.
- Be careful to avoid transferring what threatens the health of college students and employees and take all precautions to avoid this.




Discipline

The student expects the college to:

- Have appropriate procedures to deal with violations that occur within the college campus.
- Have a proportional disciplinary proceeding to the principles of natural justice.
- Have a proportional disciplinary proceeding to the offenses committed.

The college expects the student to:

- Comply with all general and academic rules, regulations and laws as set forth in college publications.
 - Consider the needs of others and understand their requirements.
 - Do not interfere in the affairs of others.
 - Maintain the reputation and prestige of the college.
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