



وزارة التعليم
Ministry of Education



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

College of Engineering and Computer Science

Computer Engineering Program

Rights & Duties (Student Manual)

Issued by Board of Trustees Decision No. (359/38) taken in its (first) session on
04/28/1438 AH, for the academic year 1438/2017

2022



**MUSTAQBAL UNIVERSITY
COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
COMPUTER ENGINEERING PROGRAM**

Rights & Duties (Student Manual), 2022

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College Vision

A nationally distinguished college in education and community partnership in the fields of engineering and computer science.

College Mission

Providing distinguished education and enhancing the skill side in the fields of engineering and computer science, to prepare qualified graduates with skills and knowledge and to ensure their equipment to meet the changing demands of the labor market and society, through the development of technologies and innovation.

College Objectives

1. Providing distinguished education that contributes to achieving economic development and meets the requirements of the public and private sectors.
2. Preparing distinguished graduates in terms of knowledge and skill in the fields of engineering and computer science who are able to successfully engage in various fields of work.
3. Preparing graduates capable of developing their skills and pursuing higher education.
4. Preparing graduates capable of serving the community and meeting its needs.
5. Preparing graduates capable of leadership in various areas of professional life.

Department Vision

To become a national leader in providing high quality education in the area of computer engineering and computer network.

Department Mission

To excel in embracing knowledge and continuing education; to be recognized as a program that offers one of the best programs in computer engineering and computer network; to provide an environment in which students are given the essential resources to address and solve real-world problems; and to promote active learning, critical thinking, and engineering judgment. In addition, offering internship, co-op and continuing education programs that produce graduates for the highest paid jobs.

Educational Objectives

Providing distinguished education that contributes to:

1. Demonstrate success in the professional practice of computer and network engineering by interacting with members of professional teams in industry, government, and other organizations.
2. Keep students' professional knowledge updated through continuously learning new concepts and identifying the new directions in areas of computer engineering and network engineering.
3. Have good manners in their professional environment and develop skills to enhance the state of their practice in a dynamic professional environment.

1 Introduction

This guide aims to inform the student about his most important duty towards the university and his department. This guide is derived from the University's Guide for Rights and Duties, issued by Board of Trustees Decision No. (359/38) taken in its (first) session on 04/28/1438 AH for the academic year 1438/2017, as discussed in the Computer Engineering Department council number 4 on 18 April 2022.

2 Students' Rights in the Academic Field

- Providing an appropriate learning and educational environment.
- Maintaining the confidentiality of student academic information
- Notifying the student of any decision and providing the means of appeal and defense.
- Discussing and inquiring from a faculty member at any time during official working hours, through lectures or office hours.
- Commitment to lectures, laboratories, exercise classes, and office hours by faculty members, informing students in case of any change.
- Ability and right to access identification guides, regulations, and codes.
- Obtaining a student card specifying his academic identity and affiliation to the university and enabling him to use the university's public facilities (parking areas, central library).
- Obtaining his academic schedule (Timetable) before the start of the study according to the rules and regulations. There is a possibility to access the plans and syllabuses to learn about the content of course for which he is enrolled.
- Deleting or adding any available course of academic evaluation or withdrawal from the whole semester according to regulations and within the period specified.
- Obtaining the graduation document after fulfilling all its requirements according to the rules and regulations.
- Complaining.
- Getting academic results within specific deadlines and knowing the complaint procedure.
- Balanced and logical grades distribution of the exam within the prescribed content given to the student.

- Benefiting from academic support and guidance throughout his academic career at the university.
- Availability of facilities to students with special needs to assist in educational attainment.

3 Students' Rights in the Non-Academic Field

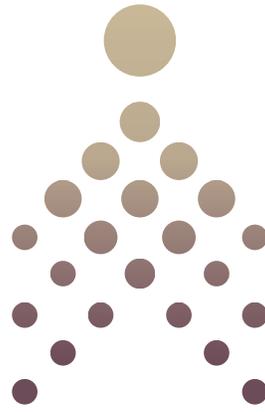
- Taking advantage of the social and health services provided by the university.
- Benefit from department services and facilities (Accommodation, Learning Resources, Recreation Halls and Sports Playgrounds, Student Activities, Cafeteria, Parking, and others), according to regulations and available resources.
- voting to nominate members of the Student Council.
- Evaluation of student services provided to him through questionnaires or other information-gathering means.

4 Students' Duties in the Academic Field

- Commitment to regular attendance and covering of study requirements.
- Respect for all department, college, and university employees.
- Commitment to the procedures governing lectures, Labs, Exams, and avoiding cheating.

5 Students' Duties in the Non-Academic Field

- Students' commitment to regulations, codes, and instructions.
- The student must carry his university card while he is at the university.
- Commitment not to tamper with or damage the department or university's property and public facilities.
- Commitment to the user manual for the department and university facilities and taking care to arrange and organize them.
- The student's commitment to appearance, appropriate behavior, and Islamic manners.



جامعة المستقبل

كلية الهندسة وعلوم الحاسب

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