

King Abdullah University of Science and Technology

Graduate Student Handbook

Academic Year 2011-2012

Graduate Student Handbook

The Graduate Student Handbook is produced by the Office of Graduate Affairs to serve as a resource for graduate students throughout their experience at King Abdullah University of Science and Technology. The Handbook is intended to complement other publications of the University and to assist students as they navigate the University and the community; information and policies contained in the Graduate Student Handbook do not supersede other University policies and procedures.

For the most up-to-date version of the Graduate Student Handbook, please refer to the University website. The contents of the Graduate Student Handbook are not static; rather, they will be continually revised and edited to better meet the emerging needs of our graduate students. As King Abdullah University of Science and Technology grows and evolves, there will be additions and changes to the content of the Handbook. Please refer suggestions for future additions to the Graduate Student Handbook to the Office of Graduate Affairs. The University reserves the right to make changes to policies and procedures at any time and will announce changes broadly.

In the event of an emergency, dial 911 from a campus phone or (02)-808--0911

ACADEMIC CALENDAR
2010–2011

Fall Semester

September 3, 2011	First day of classes
September 5, 2011	Academic Convocation
September 9, 2011	Last day to add a class
September 14, 2011	Last day to drop a class without a W grade
September 24, 2011	National Day Holiday
October 26, 2011	Last day to drop a class with a W grade. No drops permitted after this date
November 3 – 11, 2011	Eid Al Adha Holiday
November 12, 2011	Classes resume
December 7, 2011	Classes end
December 10 – 12, 2011	Final exam period
December 14, 2011	Fall semester ends
December 16, 2011	Commencement
December 17, 2011 – January 13, 2011	Mid-Year Break – no classes

Winter Enrichment Period

January 14 2012	Winter Enrichment Period Begins
January 29, 2012	Winter Enrichment Period Ends

Spring Semester

February 4, 2012	First Day of Classes
February 10 2012	Last day to add a class
February 15, 2012	Last day to drop a class without a W grade
March 28, 2012	Last day to drop a class with a W grade. No drops permitted after this date
March 29 – April 4, 2012	Spring Break – no classes
April 7, 2012	Classes resume
May 9, 2012	Classes end
May 12 – 16, 2012	Final exam period
May 16, 2012	Spring semester ends

Summer Session

June 9, 2012	First day of Summer Session
August 1, 2012	Summer Session ends

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Welcome

A warm welcome to our incoming and to our continuing students. I wish you every success in your studies, whether ongoing or just beginning. May you enjoy your time at King Abdullah University of Science and Technology and take every opportunity to avail yourself of our interdisciplinary academic culture and the rich multi-cultural environment that makes up our growing community.

The Graduate Student Handbook is published by the Office of the Associate Provost for Graduate Affairs. The Handbook summarizes policies and procedures concerning students and also provides useful information about the campus and community.

Incoming and continuing students are encouraged to familiarize themselves with the policies and procedures outlined in the Handbook. These policies and procedures may change from time to time and students are encouraged to consult pertinent university websites to confirm the most up-to-date policy.

This Handbook integrates contributions made by several members of the academic community, most notably Dr. Faizi Ghodsi and Dr. Todd Pietruzka. I thank them and others for their contributions. I hope that the Handbook becomes a useful resource to Faculty, Students, and Staff.

Brian Moran, Ph.D.

Associate Provost for Graduate Affairs

Section 1 – Introduction to King Abdullah University of Science and Technology

Overview of the University

King Abdullah University of Science and Technology is an international, graduate-level research university dedicated to inspiring a new age of scientific achievement in the Kingdom. The University is the realization of a decades-long vision of the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz Al Saud.

King Abdullah University of Science and Technology is:

- supported by a multi-billion dollar endowment
- governed by an independent, self-perpetuating Board of Trustees
- merit-based and open to men and women from around the world

Unlike any other university, King Abdullah University of Science and Technology is designed to allow physical and human networks, operating largely without regard for organizational or national boundaries, to flourish, thereby creating a vehicle for the exchange of ideas and the development of new knowledge.

The University's academic structure organizes interdisciplinary teams around research themes that apply science and technology to problems of human need, social advancement, and economic development.

Students at the University pursue graduate degrees that span the fundamental and applied sciences. Blending the educational process with the pursuit of strategic research advances, students and researchers seek to transform existing industries and spawn new ones.

The University campus reflects this open academic philosophy and builds collegial relationships that encourage innovation and invention. Students and faculty work with, and have access to, our Global Collaborative Research partners on special research projects at the University.

Vision

King Abdullah University of Science and Technology will be a globally renowned graduate research university that makes significant contributions to scientific and technological advancement, and it will play a crucial role in the development of Saudi Arabia and the world.

By 2020, the University will be characterized by:

1. Cutting-edge, basic and goal-oriented research in science and technology comparable to that of the world's top 10 science and technology universities, the success of which will be demonstrated by:

- publications in *Science*, *Nature*, and other prestigious professional journals;
 - a significant number of scientific discoveries and technological innovations;
 - a high average citation index (ISI) among University faculty.
2. A focus on research and academic activities in areas where the University can be exceptional by global standards. The focus will be on impact rather than quantity, and the University will have Research Centers that are recognized as world leaders in their fields.
 3. Graduates who are highly trained and skilled and who will have the capabilities and drive to be leaders in education and business.
 4. Research and commercialization activities that demonstrably contribute to the diversification and strengthening of the Saudi economy, as measured by job creation, new industry development and growth in GDP per capita.
 5. A diversified and sustainable revenue base that supports both its operating and capital requirements.

Mission

King Abdullah University of Science and Technology advances science and technology through bold and collaborative research. It educates scientific and technological leaders, catalyzes the diversification of the Saudi economy and addresses challenges of regional and global significance, thereby serving the Kingdom, the region and the world.

Research and education, as well as their transformative potential, are central to the University's mission. The University has a three-part mission:

- 1) Research at the University – both basic and goal-oriented – is dedicated to advancing science and technology of regional and global impact. Research excellence inspires teaching and the training of future leaders in science and technology.
- 2) Research and education at the University energize innovation and enterprise to support knowledge-based economic diversification.
- 3) Through the synergy of science and technology, and innovation and enterprise, the University is a catalyst for transforming people's lives.

Values

Members of the University community are committed to the values of **achievement, passion, inspiration, diversity, openness, integrity and citizenship**. At all times, community members are expected to uphold these values, both as individuals and as representatives of the University.

Achievement: Determination to advance science and engineering for the welfare of all mankind.

Passion: Pursuit of the University mission with enthusiasm and confidence and seeking individuals who share that passion.

Inspiration: Commitment to stimulate inspiration and celebrate those with the ability to inspire others.

Diversity: Collaboration among scientists, researchers, and students from different disciplines, nationalities, and cultural backgrounds.

Openness: Commitment to openness, which allows students and faculty to think clearly, study freely, and examine complex problems through the clear light of reason.

Integrity: Commitment to uphold the highest standards of moral, ethical, and professional conduct.

Citizenship: Being a good neighbor and striving to make a positive impact on the University's surroundings.

Section 2 – Academic Overview

Academic Calendar

For purposes of classroom instruction, the *Academic Calendar* consists of two semesters, a Winter Enrichment Period, and a Summer session. Fall semester extends from late August/early September through the second or third week of December. Graduation exercises will take place in mid-December. The Winter Enrichment Period, extending from mid to late January, consists of special short courses offered by visiting faculty, workshops, symposia, and other scholarly activities. Spring semester extends from early February through mid May. Summer session consists of four- or eight-week intensive courses and extends from mid-June to early August.

All dates are approximate and are adjusted annually to begin and end on appropriate weekdays. Each semester may include scheduled holidays.

The Office of the Registrar

The Registrar's Office is the custodian of the official students' information and records. It registers students, creates and maintains their records, provides certified documents, issues transcripts, and processes grades. The Registrar's Office is responsible for course enrollment management, classroom assignment, final exam scheduling, academic and administrative policy monitoring, and information dissemination. The office publishes the course schedule, available before registration for each semester and Summer session. Information about registration procedures; time and location of the courses; faculty; and course prerequisites and requirements will be provided to students prior to the beginning of the advising period.

Registration Procedures

Students register for classes online. Complete information about the registration process and instructions are provided prior to the beginning of the advising period. The course schedule is published by the Registrar's Office twice a year: in April for the courses offered in the Summer session and Fall semester, and in November for courses offered in the Spring semester.

Students will not receive credit for courses unless they are properly registered. Students are responsible for ensuring that they are officially registered.

All students are required to meet with their academic adviser and register for each semester or session, including the Winter Enrichment Period and Summer session, whether they are attending a regular course of study, conducting research, doing independent reading, writing a thesis, or utilizing any other academic service or campus facility. The standard course load for a full time student is twelve (12) credit hours. Masters degree students must take a minimum course load of nine (9) credit hours. A maximum course load of fifteen (15) credit hours may be taken with the approval of the Registrar. Doctoral students

are required to register for twelve (12) credit hours. Exceptions to the minimum credit hour requirement must be approved by the Office of the Associate Provost for Graduate Affairs.

When registering for research, students should indicate the name of the faculty, and should consult with their academic adviser to determine the number of credit hours granted for the research project. Directed research classes are not usually granted more than three (3) academic credit hours.

Registration for Continuing Students

To continue at the University beyond the first semester, the student must make satisfactory progress in fulfilling any admission conditions, meet program requirements determined in consultation with his or her adviser, maintain a satisfactory grade point average and complete the required number of credits. Any student whose work is not satisfactory and who is not anticipated to make substantial progress may be refused registration and have their program terminated by the appropriate academic division and the Associate Provost for Graduate Affairs. Students are required to be registered in each semester and session until they complete the requirements for the degree in their program of study.

Late Registration

Students who seek to register for a class or classes after the formal registration period must have the permission of the instructor of the course and the consent of the appropriate academic division as well as the Registrar. Registration after the first week of classes is permitted only under exceptional circumstances.

Approval for Special Circumstances

Approval is required for changes of degree programs or courses, variations to course credit requirements, and late registration. The student must fill out the appropriate form and obtain approval from the student's adviser, the appropriate academic division, and the Registrar. Students can get the appropriate form from their Graduate Program Coordinator

Academic and Research Advisers

Each student is assigned an academic adviser. A student's academic adviser is determined by the major track of the student and is particularly important for assistance in course planning at the beginning of the student's program. Each major track has at least one faculty member adviser, who will hold extra office hours at the time of registration for classes. These advisors will be available to the student to help plan for course registration and to answer academic questions. As the student progresses and becomes more involved in research, he/she can be assigned a research adviser. The research adviser will play a greater role in helping the student to choose courses and advising the student, but the student should continue to see his/her academic adviser to make certain that all degree requirements will be met.

Student-Adviser Relationship

Graduate students share responsibility with faculty advisers in creating a professional academic student-adviser relationship. Mutual respect, honesty, and effective communication will help cultivate a successful relationship. Early in the student-adviser relationship, graduate students and faculty advisers should discuss expectations of the relationship, and both should discuss not only academic, research, and professional goals but also issues pertinent to academic and research circumstances, including schedules, work-life balance, and personal and family responsibilities. Both graduate students and faculty advisers are responsible for communicating as necessary.

Change of Adviser

A student who wishes to change his/her adviser will need to complete the Change of Adviser form, available from his/her graduate program coordinator. A student who is changing his or her degree program will need to change his/her adviser to an adviser in the new program of study.

Grade Point Average (GPA) Requirements

Satisfactory performance requires that students must earn at least a B- grade in each course and maintain at least a 3.00 grade point average. Courses in which a grade below a B- is earned will not count toward the student's degree.

Adding a Course

A student may add courses during the first week of the semester. After the first week of a full semester, students need the instructor's permission to add a class.

Dropping a Course

Courses dropped during the first two weeks will not appear on the student's transcript. Classes dropped between the third and eighth week of classes will appear with the mark of 'W' (withdrawn) on the student's transcript. The student's grade point average (GPA) will not be affected.

Students will be allowed to withdraw from a class after the first eight weeks only under exceptional circumstances. Withdrawing from a class after the eighth week will require a written explanation for withdrawing, as well as approval from the academic adviser, the Dean, and the Registrar.

Leave of Absence

Students are required to maintain their admission status until all requirements for a degree are fulfilled, whether by continuity of registration or on the basis of an approved leave of absence. A leave of absence for medical or other reasons may be approved for up to one year. If a PhD student has not yet been admitted to candidacy for the doctoral degree, this request must be approved by the academic adviser. If the student has been admitted to

candidacy, the academic adviser, the Dean, and the Associate Provost for Graduate Affairs must approve the application.

An approved leave of absence indicates that the student intends return to the University at the end of the leave of absence period. However, a student on approved leave must petition to return to the University. A leave of absence for medical reasons requires a petition to the Registrar, supported by documentation from a physician, prior to reinstatement. Students who, due to a leave of absence, need additional semester(s) to complete a degree program must file a petition with the Registrar's Office. The Associate Provost for Graduate Affairs will determine if such a request is warranted.

The Associate Provost for Graduate Affairs may place a student on involuntary leave of absence if persuaded by the evidence that such an action is necessary for the protection of the community or for the personal safety or welfare of the student involved. Such a decision by the Associate Provost for Graduate Affairs is subject to automatic review within seven days by the Provost.

Grading System

The University uses letter grades and symbols to record the evaluation of students' performance in a course. Grading is based on a 4.0-point system as follows:

A = 4.0	C+ = 2.33	D- = 0.67
A- = 3.67	C = 2.0	F = 0
B+ = 3.33	C- = 1.67	
B = 3.0	D+ = 1.33	
B- = 2.67	D = 1.00	

W = Withdrew (does not affect grade point average)

I = Incomplete (does not affect grade point average)

AU = Audit (does not affect grade point average)

S = Satisfactory (does not affect grade point average)

U = Unsatisfactory (does not affect grade point average)

IP = In Progress (does not affect grade point average)

Incomplete Grades

Students who complete the majority of the assignments required in a class but are unable to complete the course may request that the instructor of the class give a grade of incomplete (I). The instructor and student will then agree on the assignments due as well as the final date the assignment is to be submitted, at which time the instructor will assign a grade. Instructors may refuse to assign an incomplete grade if they feel that the student has had sufficient opportunity to complete all the work, or assign a lower grade because the work is submitted late.

Incomplete course work must be completed within the first two weeks of the subsequent semester or session. If the course work is not completed within the first two weeks of the subsequent semester or session, the incomplete grade (I) will be converted to F (fail).

Grade Appeals

Students have the right to appeal their final grade in a course but must do so prior to the end of the drop period of the subsequent semester. The following is the Grade Appeal Procedure:

1. The student should first discuss the issue informally with the relevant faculty member.
2. If the matter cannot be resolved this way, the student may initiate an appeal to the academic adviser outlining the reasons in writing.
3. Copies of the appeal will be forwarded to the Dean. The Dean will assign a faculty member in the same subject matter to review the grade.
4. The final decision is made by the Dean and conveyed to the student in a timely manner.
5. If a change of the final grade is approved, the new grade will be recorded on the student's record and the disputed grade will be deleted.

Satisfactory Academic Progress

There are two criteria that need to be met for a student to maintain satisfactory academic progress at the University: minimum cumulative grade point average (CGPA) and progress toward degree.

Minimum cumulative grade point average:

The minimum cumulative grade point average required for master's degree and doctoral degree students is 3.0 or B (on a 4.0 scale).

Progress toward degree:

Progress toward degree is determined by credit hours earned. Masters Degree students must take a minimum of nine (9) credit hours per academic semester (Fall and Spring). Doctoral students must take twelve (12) credit hours per academic semester. All students must complete the degree requirements within the amount of time designated by the student's academic program which can be found in the Graduate Programs Bulletin.

Academic Sanctions

Students who fail to meet the criteria for satisfactory academic progress will be subject to academic sanctions. There are three levels of academic sanctions: Academic Notice; Academic Probation; and Academic Dismissal.

Academic Notice:

Academic Notice is applicable to those students who failed to meet the required credit limit of 9 per semester but achieved the minimum grade point average of 3.0 or to those students who completed nine (9) or more credits per semester but failed to meet the minimum grade point average by one grade increment (2.67 to 2.99 [B-]). Students placed on Academic Notice will have a letter placed in their file, but there will be no notation placed on the academic transcript. These students will be monitored in subsequent semesters to ensure satisfactory progress toward the degree. If the student's performance does not improve in the following semester, the student will be placed on academic probation.

Academic Probation:

Academic Probation is applicable to those students who completed at least 9 credits per semester but failed to meet the minimum CGPA by two grade increments (2.33 to 2.65 [C+]) but still have a reasonable chance of improving their performance to that required by the University by the end of the next semester or those students who completed fewer than 9 credits per semester and failed to meet the minimum required CGPA by one increment (2.67 to 2.99 [B-]). Students placed on Academic Probation will have one semester to improve their academic performance. If their performance does not improve to the standard of the University by the following semester, they will be sanctioned with academic dismissal.

Academic Dismissal:

Academic Dismissal is applicable to those students who failed to meet the minimum CGPA and, based on current semester performance, are not likely to succeed (below 2.33 [C or lower]). The sanction of Academic Dismissal will result in dismissal from the University. Students dismissed will have one (1) week from receiving notice of dismissal to file for an appeal. If, in the appeal process, it is decided to rescind the dismissal, the student will be allowed to continue at the University on probationary status, and the subsequent performance of the student will be monitored to ensure satisfactory progress.

Students' Permanent Records

Students' permanent records at KAUST include: basic identification information on the student; a listing of all coursework accepted by KAUST for transfer; a semester-by-semester listing of all KAUST courses attempted and completed; all grades, credits, and grade point averages earned each semester; any necessary notations concerning academic probation or dismissal; any necessary notations concerning conduct proceedings or sanctions; waivers and/or substitutions for program requirements; and notation of degree completion for graduated students. A student record is considered to be permanent in that it will be kept as an active record in perpetuity and will never be disposed of by the institution. It is the permanent and official record of all grades, credits, and certificates earned by the student at the University.

Academic Transcripts

An official transcript is a copy of the student's courses, grades and, if applicable, degrees received, printed on a University transcript form, bearing the official seal or stamp of King Abdullah University of Science and Technology and mailed directly to the individual who needs official confirmation of the student's academic achievements at KAUST. Students may request a copy of the official transcript be sent directly to them. The copy of the official transcript given directly to students will be marked as a 'Student Copy.'

Falsification of Records by Students

All instances of alleged falsification of University records (admission, registration, records, placement, *etc.*) will be reported to the Registrar's Office. The Registrar will review the evidence and notify the student of the alleged infraction. The student will be given an opportunity to reply, in writing, to the charges. All findings will be referred to the Office of the Associate Provost for Graduate Affairs for review. If it is determined that an infraction was committed, the University will impose an appropriate penalty, up to and including dismissal from the University. Entering the University using falsified or misleading documents or intentionally omitting documents may lead to dismissal or degree revocation. The University also reserves the right to initiate legal proceedings against the student.

Policy on Release of Student Records

With the exception of authorized personnel, the University will not release any personal information from a student's permanent academic record to a third party without the written consent of the student. The University does reserve the right to release the enrollment status of students, and information about degrees, honors, and awards received as well as information about a student's academic progress to agencies from which a student receives financial aid, and to educational institutions in which the student is enrolled or seeks to enroll.

Commencement / Graduation

Upon recommendation to the Graduate Committee, degrees are awarded once each year, at the conclusion of Fall semester. Students' academic records are reviewed by the student's academic department and the Registrar's Office to verify completion of degree requirements. The University reserves the right to confer a degree on a student who has completed all of the requirements for a degree even though the student has not indicated that he/she will graduate; such an individual would then be subject to the University's usual rules and restrictions regarding future enrollment or registration.

Ceremonies:

Commencement ceremonies are held at the end of the Fall semester for students who have completed degree requirements at the end of the previous Spring, Summer, and Fall

semesters. In mid-September, students eligible to graduate will be provided with information on commencement activities and the distribution of diplomas.

Academic Dress:

The university has designed and will provide formal academic robes and apparel to be worn by those graduating who may be participating in official ceremonies at the University, including graduation/commencement.

Withdrawal from the University

A student who wishes to withdraw from the University must indicate this intent by filling out the Withdrawal form and submitting it to the Registrar's Office. The student will need to return his/her student ID, iqama, library books, any other University property, and housing keys. A housing inspection will take place prior to the student being permitted to leave. Transcripts, grade reports or other official documents will be released to the student only after all University obligations have been met.

If the student does not enroll for classes in a given semester, without the written permission of the Registrar, he or she will be withdrawn from his or her selected program of study. To continue in the program, the student must reapply for admission to the University.

Section 3– Student Life

Students as Community Members

The King Abdullah University of Science and Technology provides innumerable opportunities for academic and research collaboration as well as a rich cultural experience in which students are part of a community representing over 75 countries. Being part of the University residential community affords graduate students accessibility to campus resources and the myriad programs and services offered by the University, its partners, and invited guests from around the globe.

Campus and Community Overview

The University campus and community are situated in a unique coastal location on the eastern shore of the Red Sea, approximately 80 kilometers (50 miles) north of Jeddah and neighboring the quiet fishing village of Thuwal. The campus spans more than 36 million square meters, including a unique coral reef ecosystem that the University will preserve as a marine sanctuary. The campus was constructed to have a minimal environmental footprint and high aesthetic impact, with an emphasis on energy efficiency, sustainable development, and conservation of historical/cultural sites and sensitive ecosystems.

The campus and surrounding community incorporate a distinctive blend of traditional regional architecture and modern amenities. The buildings evoke a vision of ancient centers of learning within a context of high-tech science and research facilities. Surrounded by the beauty of the Red Sea, the campus is located in a secure environment featuring a well-planned and landscaped academic core and research laboratories, along with seaside community facilities and services. Adjacent to the academic core and research laboratories, the Safaa Harbor District commercial center provides numerous opportunities for work/life balance, including a wide variety of shops and waterfront locations. Further out from the campus and Safaa Harbor District, parks and playgrounds line two distinct residential communities and neighborhoods. Notable features of the campus include: world-class research labs and facilities; children’s schools; a variety of housing options; retail and community services; and diverse recreational amenities which include libraries, athletic fields, bowling lanes, public parks, garden spaces, golf course, and marina.

Graduate Student Accommodation

All graduate students are required to live on campus and are housed in a unique living environment that combines quality residential apartments and a range of community amenities specifically developed for a multi-cultural population. Student residences are divided into sections for single/unmarried males, single/unmarried females, married couples, or families and come furnished with a variety of household furniture, appliances, linen and other necessities.

Community Services

The University provides a variety of community resources to help students and their family members enjoy active, healthy lives and balance their professional and family commitments with satisfying leisure opportunities. Community and residential services provided include: schooling for students from age three (3) through grade 12; home maintenance; high-speed wireless Internet; free to air television; electricity and water; waste removal and recycling; and local telephone service.

Security and Safety

The University is committed to providing residents with a safe and secure environment in which to work, live and play as well as to supporting safe and secure practices in the conduct of University activities. The University maintains its own Security team which is a multi-service, community-oriented, public safety agency providing emergency and non-emergency services on Campus 24-hours a day. Important safety departments and programs include:

Health, Safety, and Environment:

Fire Protection and Emergency Services: King Abdullah University of Science and Technology is one of only a few universities with its own dedicated fire department providing a full range of emergency response services including fire response, emergency medical services, and hazardous materials response.

Environmental Protection: Environmental protection is charged with increasing the awareness of university employees and the community about environmental issues such as waste management, water quality, and air quality as well as addressing university procedures and information regarding these issues.

Safety division:

The Safety staff consists of specialists working in the broad areas of general workplace and community safety; campus and laboratory safety; and facility design review and commissioning. In each of these disciplines the Safety staff provides information and training, technical support, consultation, and periodic audits of safety practices and regulatory compliance.

Student Identification Cards:

Every student is required to have a University photo identification card, which is necessary to access University facilities including the libraries, health services, and recreational facilities. Each student is expected to possess, maintain control of, and prominently display his/her ID card at all times and to present it to campus officials upon request (see Campus Safety and Security Policy in Section 4 of this handbook). The identification card is intended to be used throughout the student's enrollment at the University. To be eligible for a University Student ID, you must be accepted as a student for the current semester. The ID

card cannot be used by others or for purposes not intended by the University. Misuse of an ID card could result in disciplinary action, and students must replace their ID before the validity period expires. To obtain an ID, present your passport, Iqama or Saudi National ID to the ID office in the Security HQ building during specified hours of operation. Lost or stolen cards should be immediately reported to the security office at Building 3 level 2.

For more information on security and safety please visit the facilities and community website at <http://facilities.kaust.edu.sa/Pages/home.aspx>

The Safaa Harbor District Commercial Center

The Safaa Harbor District Commercial Center is the main commercial center on campus and provides the following services for students, faculty, and staff: grocery store; bank; post office; dry cleaners; theater with cinemas and a stage for live performances; beauty salon and barber shop; and a variety of restaurants, cafes and retail shops.

KAUST Medical Center

Upon arrival at the University, all students will be enrolled in the BUPA medical insurance plan and are eligible to receive services at the KAUST medical center. In order to provide world-class medical care, the University has partnered with the International Medical Center (IMC) in Jeddah, one of the premier medical facilities in the Middle East. Most outpatient medical needs can be provided through the state-of-the-art KAUST Medical center (KMC) located on campus. Services include family medicine, pediatrics, physical therapy, pharmacy, dental services (up to 3000SR), lab, x-ray, and 24 hour emergency services with same day appointments generally available. Specialty services such as obstetrics, gynecology, dermatology, and ophthalmology are provided twice a month between the hours of 9 am – 4 pm. Additional specialty services are provided at the IMC in Jeddah and can be accessed via regular bus service that runs twice daily from the University to the IMC Saturday through Thursday. Inpatient services are provided at the IMC and will be arranged through the KMC outpatients clinic or emergency room.

The KAUST Medical clinics located within the community support services area adjacent to the main campus and town center. A helipad is located within close proximity of the medical center for emergency evacuation to regional health care facilities.

Outpatient Clinic Hours: Saturday to Wednesday 8:00 a.m. - 4:00 p.m.; Thursday 8:00 a.m. - 12:00 p.m.

Phone: +966 (2) 808-4111 for Medical and Dental Clinic Appointments

For more information please visit the KMC website at <http://facilities.kaust.edu.sa/HSE/Medical/Pages/MedicalServices%20Old.aspx>

The KAUST School

Located in a University setting, The KAUST School's curriculum within the International Baccalaureate Framework takes advantage of our unique learning environment near the Red Sea. Our students enjoy a wide range of inquiry-based learning activities across several interest areas including sports and the arts. The focus is on providing activities that stimulate both the mind and the body, and give students an outlet for expression in multiple ways, enabling each child to develop and explore a broad spectrum of interests. The school experience at KAUST focuses on the entire child. Central to our mission is giving students the opportunity to grow in all ways, not just academically.

Calendar: Starts September 3, 2011
Concludes June 6, 2012

Vacations: Vacation dates may be found on the KAUST School website
<http://www.kaustschools.org>

School Week: Saturday through Wednesday

Curriculum: KAUST Schools is an International Baccalaureate (IB) School. The IB program is a universally accepted, college preparatory course of study. The IB program (www.ibo.org) is a continuum of high-quality education that encourages international mindedness and a positive attitude toward learning.

Ages served: The school serves age 3 through age 19. Children must be 3 years old on or before August 31 of the entry year to enter the KAUST early childhood (K1) program, and must graduate before their 20th birthday.

Language of Instruction: English

For more information please visit the KAUST school website at <http://www.kaustschools.org>

Building Blocks Daycare

Located within a short distance of the main graduate student residential area, Building Blocks daycare offers childcare services for children 2 months to 5 years of age and allows for both regularly structured and flexible childcare services. All teachers and childcare specialists are trained in early childhood development and the school is designed and equipped to meet the unique needs of children in each appropriate age range.

Childcare Assistance:

All students are eligible to enroll their children in the Building Blocks daycare services and pay the regularly advertised rates. Female students with children between 1 month and 4 years of age may be eligible for childcare funding assistance through Graduate Services. For more information about childcare assistance and to discuss individual eligibility contact

Indira Rajagopalan at indira.rajagopalan@kaust.edu.sa or Iffat Saadeh at iffat.saadeh@kaust.edu.sa

Libraries

There are three libraries in the University community: the University (MAIN) Library, which serves the research and teaching needs of the University; the Harbor Library, which serves as the public library for recreational reading and cultural activities; and the Harbor School libraries, which serve the educational needs of K-12 students.

University (MAIN) Library:

The main University library is a three-storied, translucent marble-clad research facility occupying Building 12 at the center of campus on the Red Sea shore. Open to all community members twenty-four hours, seven days a week, this library houses the science and technology collections and information services that support the University's graduate programs and scientific research. The University library collection contains over 20,000 print books, 100,000 e-books, 10,000 online journals, and subscriptions to major scientific indexing and abstracting services. Reference and research assistance, document delivery, digital archiving, and printing and scanning services are available upon request. The University Library facility offers 150 public workstations, seating for 400, quiet and group study areas, a café, a computer lab, and a meeting/presentation room. For more information please visit the University Library website at www.kaust.edu.sa/library, e-mail library@kaust.edu.sa, or call (02) 808 -3630.

Harbor Library:

Located directly on the shore of the Red Sea in Harbor Square, a few blocks west of Discovery Square, the Harbor Library serves the recreational and cultural interest of the community. Community members may find popular books, children's literature, current newspapers and magazines, basic reference and online databases, as well as DVDs, CDs, and audio books. Although most of the collection is in English, there are some items in Arabic and Tagalog. On the ground floor of the two-story library, there are two seminar rooms for training, demonstrations, and meetings and a coffee shop. Library hours are 9:00 a.m. – 10:00 p.m. seven days a week. Phone (02) 808-6648, 808-6649.

Harbor School Libraries:

The Harbor School has three well-stocked library media centers, located in the Early Childhood Center, the Elementary School and the Secondary School. The Harbor School Libraries serve students in grades Pre-Kindergarten through 12, their parents, and the community. The libraries have over 50,000 books, plus e-books, Playaways, and Kindles, as well as online databases geared towards the students and faculty of the community schools and their families. The Libraries have a small but growing collection of Arabic and Islamic Studies materials and books, as well as many picture books for younger readers, literary classics, contemporary and young adult novels, and a well-rounded nonfiction section.

Library hours are 7:30am – 4:00pm on weekdays. All University community members are welcome to browse the collections and become members.

Banking

On campus, there is a local branch of the Saudi based SAMBA bank which offers deposit and withdrawal, internet banking, credit card and international banking services. SAMBA also maintains a number of ATM machines conveniently located around campus for deposit and withdrawal in both SAR and USD and which recognize other international banking / ATM cards. Additionally, Saudi Arabia hosts a number of banks with major international partners, which offer full international banking services.

Upon arrival at the University, all students are required to open a Saudi Arabian bank account as payments of monthly stipends will be made in SAR by wire transfer to a bank account only in Saudi Arabia. To ensure a timely deposit of their stipend, students are encouraged to visit the branch of SAMBA at Discovery Square as soon as they obtain their Iqamas and open a personal account. Once an account has been established in Saudi Arabia, each student must provide a copy of the bank card via email to gra_finance@kaust.edu.sa.

Insurance

The University protects its students and their dependents through a variety of insurances, including but not limited to:

Medical Insurance:

The University provides comprehensive Medical Insurance for all students and their dependents. The insurer will provide credit card sized Medical Insurance cards that you will have to show as proof of insurance each time you visit the KAUST Medical Clinic and/or any other hospital or clinic in the Kingdom. Whilst this insurance is very comprehensive and comparable to Medical Insurance standards internationally, we encourage you to raise any questions you may have with our Insurance office by sending an email to insurance@kaust.edu.sa.

Whilst on authorized business travel, the University will automatically provide additional coverage through the KAUST Business Travel Insurance which not only covers Emergency Medical Expenses overseas, but also baggage, flight cancellations and other benefits. For any travel exceeding 90 days, you are required to inform the University Insurance office a minimum of 48 hours prior to departure by sending an email to insurance@kaust.edu.sa.

Personal Accident insurance:

The University provides Personal Accident Insurance for all students (not for dependents). In case of a serious incident/accident involving loss of life, limbs, eyes or other permanent

disabilities such as partial or complete paralysis, this insurance will provide a Lump Sum benefit to the Student or, in case of death, their next of kin.

Internships:

For internships up to 6 months: the existing University Student Medical Insurance will continue to provide cover for regular medical treatment (i.e. visit to doctor or dentist for minor treatments) on the same conditions however on the basis of reimbursement rather than through direct billing. To ensure an efficient and effective claims reimbursement process, the student is required to lodge the reimbursement claim no later than 4 weeks after the treatment was received. For Emergency Medical Treatment (accidents and other injury or condition requiring Emergency Room (ER) hospitalization) the University Business Travel insurance will provide cover provided the student informs the insurer immediately (when he/she is capable of doing so). In most cases the cost for this will be charged directly by the hospital to the insurer but in some cases it may be necessary for the treatment to be on the basis of reimbursement. If the costs are prohibitive the student is encouraged to approach Graduate Affairs to discuss an alternative arrangement.

For internships over 6 months: will provide an International Student Medical Insurance for the duration of the internship on the basis of good local standard or better but at least equivalent to the standard that the University provides to students in the Kingdom, subject to local law, legislation and availability. Furthermore the travel to and from the internship location will be covered under the University Business Travel insurance (including for lost luggage etc.)

Personal insurance:

The University is not responsible for personal effects, personal motor vehicles, personal travel or any other personal responsibility. The University encourages you to seek insurance cover for these risks through the available insurers in the Kingdom or by sending an email to insurance@kaust.edu.sa which will bring you in contact with a local insurance provider. The University's insurance office is not responsible for providing personal insurance and it is the responsibility of the student to discuss personal insurances, paying premiums, lodging claims and the like with the insurance provider(s).

Transportation

Transportation services include taxi service, car rental, shuttle bus service, shopping bus service and special events bus service. These services are available seven days per week.

Campus transportation:

Bus: Regular shuttle bus is available within the University on regular intervals, with color-coded routes that pass through major buildings and establishments. In addition, complimentary bus service is offered to nearby cities and retail destinations.

Bicycle: The campus easily navigated on bicycle. Cyclists should heed traffic regulations and wear helmets. There is a bicycle shop (sales and repair) on campus.

Pedestrians: Many areas of campus are conducive to walking for both convenience and recreation. In addition to sidewalks, there are several areas on campus with designated walking paths.

Rules and regulations:

- Drivers must be at least 16 years of age, yield to pedestrians and bicycle riders at roads crossing, and obey traffic lights, stop signs and posted speed limits.
- Seat Belts must be worn by all drivers and passengers. Small children must ride in an appropriate Child Safety Seat and must never ride in the lap of another person.
- Helmets must be worn by all riders of motorcycles, motor scooters and quads.
- Bicycle Riders should wear helmets and have proper lighting while riding at dusk or in darkness.
- Children under the age of 16 are not allowed to operate a motorized vehicle, motorcycle, motor scooter or quad bike on University of community roads.
- The Speed Limit within the University is 60 km/h on divided roads, 40 km/h on community roads and 30 km/h on Exploration Avenue between Discovery Boulevard and Transformation Boulevard.

The University is adopting a sustainable approach to transportation through the utilization of low carbon emission and environmentally friendly types of vehicles and electric carts or bicycles for short distance transport. The transportation services within the University will rely on public transit through the provision of buses connecting all zones and buildings. They will include community buses, school buses, staff buses, and taxi services inside and outside of the community. For more information on campus transportation visit the transportation website at

<http://facilities.kaust.edu.sa/CommunityServices/Support/transportation/Pages/welcome.aspx>. Additionally, online taxi booking is available at <http://taxi.kaust.edu.sa>

Mail and Courier Services

Upon arrival at the University, all students are issued their own personal post office box where they can receive mail. Mail services are located in Discovery Square. Services available include: international and domestic express courier service; mailbox service; internal mail service; mail pickup and deliveries; mail receiving counters; proof of delivery; mail tracking; receiver information; and security mail check. Residents' mail should be addressed as follows:

4700 King Abdullah University of Science and Technology

NAME of RECIPIENT

Mail Box # **(assigned number of mail recipient)**

Thuwal 23955-6900

Kingdom of Saudi Arabia

Visit the post office (located at Discovery Square) to obtain an individually assigned combination to access to your mailbox.

Restaurants and Food Services

Food Services vary from fast-food eateries to fine dining to cafeteria-type restaurants at the Main Campus and Central Services area. Snack bars, cafes, and vending machines are also available at the recreation centers and the KAUST Medical Center. The food service outlets provide full meal services from breakfast to dinner, hot and cold snacks and beverages. Food Services also provide menu options to meet diverse cultural expectations, budgets, and special dietary needs, and will provide hospitality and themed meals to celebrate seasonal festivities when requested. Banqueting and catering is also possible for both small and big occasion. For more information on food services visit

<http://facilities.kaust.edu.sa/CommunityServices/Support/foodservice/Pages/Welcome.asp>
[x](#)

Museum of Science and Technology in Islam:

The Museum celebrates the historical contributions of Muslim scholars to science and technology during the Islamic Golden Age (7th-17th centuries), linking the history of science and technology to the new 'House of Wisdom': the King Abdullah University of Science and Technology. The Museum aims to raise awareness of the Islamic Golden Age and inspire a new generation of scientists.

Museum volunteer program:

The Museum has a program for university community members (students, faculty, staff, and families) to share their time starting with a minimum of one two-hour session per week.

Activities:

The Museum is open for University community members, offers scheduled visits for students of all levels from within the community and from around the Kingdom, and coordinates workshops, lectures, and events related to the content of the Museum. For more information visit the Museum website: <http://museum.kaust.edu.sa/about.html> "Like" the Museum's Fan page on Facebook, email: museum@kaust.edu.sa , or call: (02) 808-3175/3053.

The Student Center

The Student Center (also known on campus as Building 18), is open to all students, faculty, and staff; is located on the spine, near the town center (Discovery Square) and is open 24 hours a day. In addition to housing the Offices of Development and Support; Graduate Services; and Health, Wellness and Counseling, the Student Center offers meeting rooms; office space for the Graduate Student Council; workspace for student groups and associations; computers for student use; areas for student-oriented functions; a recreation room with table tennis, air hockey, Wii, PS3, Guitar Hero, and other entertainment such as board games; Tihama Bookstore; televisions showing a range of satellite channels from around the world; and the Fellowship Hall (a multipurpose events and meeting room).

The following offices, located in Student Center, support graduate students' academic, personal and professional development and success:

Student Information Hub:

The Student Center has its own dedicated Information Hub that offers information about the campus and its activities to graduate students. The main services of the Information Hub include:

- Providing directions to the various Graduate Affairs and other offices for services that students need.
- Answering questions about the offerings of Graduate Services and other campus services
- Supplying information about student activities and events.
- Providing campus maps, shuttle bus route maps, bus schedules, list of graduate student groups and associations, office and program brochures.
- Housing official forms, including Exit & Re-Entry Visa Applications and Family Visit Visa Applications.
- Registering and booking events.
- Providing games and recreation equipment to graduate students.

The Student Information Hub is open from: 8.00 am to 5.00 pm from Saturday to Wednesday.

Contact: Graduate Services Assistant Yaming Yu, Graduate Services Student Information Hub; Student Center. Email: yaming.yu@kaust.edu.sa, Tel: 808-3412

The Graduate Services Office:

The Graduate Services Office supports student success by managing and coordinating the delivery of programs and resources across a variety of domains which include Graduate Residential Life; Graduate Involvement and Recreation; Professional Development; and Health, Wellness, and Counseling. In addition, Graduate Services works closely with the Graduate Student Council and collaborates with larger campus community to enhance graduate students' experiences. For more information or to make an appointment, contact:

Dr. Faizi Ghodsi, Director of Graduate Services, faizi.ghodsi@kaust.edu.sa , Building 18, Room 4225, 808-3435.

Graduate Skills Lab:

The Graduate Skills Lab provides resources and services to graduate students in support of their overall academic success. The Graduate Skills Lab has services to assist students with English for Special Purposes, Academic Writing, presentation skills, and Thesis preparation. It offers subject-specific tutoring as well as course instruction, workshops, seminars and one-on-one tutoring. Graduate students may make appointments for individual consultations by contacting: skillslab@kaust.edu.sa

Graduate Residential Life:

Graduate Residential Life serves as the primary contact point for students for all aspects related to their residential experience. The office coordinates with Housing, Maintenance and other departments within Graduate Affairs to offer students programming and services aimed at ensuring a safe and positive living experience on campus. Students should contact the office of Graduate Residential Life with queries related to spousal relocation, apartment assignments, moving, roommate issues, visitors, assigning a caretaker to the apartment when away, apartment inspections, unresolved maintenance and Housing issues, apartment check-in and check-out process for students, and final departure clearance. For further information contact, Indira Rajagopalan, Coordinator of Student Residential Life at indira.rajagopalan@kaust.edu.sa

Graduate Involvement and Recreation:

Graduate Involvement and Recreation provides opportunities for graduate students to develop their leadership and intercultural skills; fosters their learning and engagement; and promotes community in support of graduate student success. Graduate Involvement and Recreation manages graduate student organizations, which provide graduate students with opportunities to participate in educational, social, cultural, and recreational programs, activities, and special events with peer colleagues. In addition Graduate Involvement and Recreation sponsors a number of events throughout the year and holds trips to cultural and educational places of interest. An Intra Mural league program is also offered to graduate students and leagues are held throughout each semester. Graduate students interested in forming new graduate student organizations or holding events should contact the Office of Graduate Involvement and Recreation: Paul Bennett, Manager of Involvement and Recreation paul.bennett@kaust.edu.sa , Room 2231. Tel: 808 3408

Examples of current graduate student groups and associations include:

- Toastmasters: a public speaking and leadership development group
- Amateur Astronomy Association: an astronomy group which has regular meetings and events
- Culture & Language Exchange: holds cultural arts and language events

- Theater Troupe: performs plays each semester
- Underwater Photography: a specialist marine photography group
- Graduate Association of Musicians: regularly perform live music
- Live Museum: hold a range of arts ; photography and cultural exhibitions and events
- SPE: Society of Petroleum Engineers
- AAEE: American Academy of Environmental Engineers
- IEEE: Institute of Electrical and Electronic Engineers
- AIChE: American Institute of Chemical Engineers
- SIAM: Society of Industrial & Applied Mathematics
- IET: Institute for Engineering & Technology
- Engineers Without Borders

Professional Development:

Professional Development prepares graduate students to make appropriate decisions and develop lifelong career management skills and to successfully negotiate and promote themselves in the job market; promotes employment and internship opportunities worldwide; facilitates on-campus networking opportunities with employers; manages the On-Campus Internship program, Off-Campus Internship program, and Conference Travel; and informs graduate students of the latest employment trends in science and technology. Graduate students may make appointments for individual consultations by contacting Ann MacDougall at ann.macdougall@kaust.edu.sa

Working on Campus (On-Campus Professional Development Internships):

University departments may have professional development opportunities in their units that are of interest to graduate students whose expertise and professional development goals match the position's requirements. The Professional Development Office collaborates closely with campus departments to create suitable student positions commensurate with students' level of study that will enhance the professional development, leadership development, and on-the-job skills development of University students. Developing such skills will complement the students' formal knowledge acquisition and training in their degree programs. The Guidelines for On-campus Professional Development positions are available at the Professional Development Office

Health, Wellness, and Counseling (HWC):

The mission of HWC is to serve as a resource network and clearinghouse for evidence based best practices and services that support the complete physical, emotional, mental, spiritual, social, and environmental well-being of the graduate students. In essence, HWC's services and programs are aimed at helping graduate students enhance their academic and personal well-being. HWC provides prevention, intervention, information, and referral resources free of charge to all graduate students across a range of developmental and psychological issues.

Some of the most common concerns are stress management, adjustment, loneliness, depression, academic difficulties, cultural differences, self-esteem, abuse, career decisions, and communication skills. In addition to these services, HWC provides outreach and consultation to faculty and staff to assist them in addressing the psychological needs of their students.

To make an appointment, please call one of the numbers below or stop by our offices:

Dr. Temille Porter, Ph.D. / Counselor and Manager

Student Center, Building 18 R-3204

Office Phone: 808-3163

Email: temille.porter@kaust.edu.sa

Dr. Todd Pietruszka, Ph.D. / Counselor

Student Center, Building 18 R-3205

Office Phone: 808-3416

Email: todd.pietruszka@kaust.edu.sa

For more information and resources, please email hwc@kaust.edu.sa

Graduate Student Council:

The Graduate Student Council is a student-run governing body dedicated to improving the quality of life for the diverse population of graduate students on campus. The Graduate Student Council consists of four Committees.

Academic and Research Committee (ARC)

The Academic and Research Committee exists as a link between University students, faculty, and research scientists to provide constructive feedback and suggestions regarding academic and research issues affecting students. Additionally, ARC promotes awareness of scientific research opportunities at the University through organized events.

Graduate Life (GL)

The Graduate Life Committee exists as a communication link between the Student Council and the University student body and is responsible for setting up activities that help in forming groups, using communication enhancement tools, organizing student competitions, and serving the students' needs and requests regarding their non-academic life.

University Relations (UR)

The University Relations Committee exists as a relational link between the University Administrators in the President's Office, Graduate Affairs Office, Graduate Services Office, and amongst community service providers to find solutions for problems

affecting students including, but not limited to, housing, IT, transportation, library services, health and safety, and dining services.

Business and Entrepreneurship Committee (BEC)

The Business and Entrepreneurship Committee exists as a networking bridge between students, University administrators, and industries that are potential student employers and research collaborators. Additionally, the BEC is responsible for cooperating with the Professional Development / Career Development Office to organize and facilitate business and entrepreneurship workshops, professional training, and career fairs each semester.

For graduate student general enquires please email us at Graduate.Council@kaust.edu.sa

Recreation Services

Recreation Services has extensive recreation and sports facilities, including the current and planned facilities described below, which are accessible to all students and their dependents. There is also a host of clubs, leagues and competitions that will keep you both fit and busy.

Harbor Sports Club:

The Harbor Sports Club is situated in the Town Center and is the community's largest recreation center. Facilities include swimming pools with lifeguards; fully automated *AMF* ten pin bowling alley; fitness rooms with *Life Fitness* cardio and resistance equipment and staffed by professionally trained instructors; exercise studios; indoor rock climbing; pool tables; squash, racquetball, tennis courts; a restaurant with a terrace overlooking the canal; gymnasium for basketball, volleyball, badminton, and other sports; athletics track; club and self directed group meeting rooms; and a soccer pitch. For additional information please call the Recreation Information Desk on 808-6616 or email us at recreation@kaust.edu.sa. For Swimming pool activities please mail to aquatics@kaust.edu.sa

Beaches:

The community Water-sports Beach has trained lifeguards on duty during operating hours. Qualified water sports instructors offer lessons in sailing, kayaking and windsurfing, and rentals include paddleboats, kayaks, windsurf boards and sailing dinghies. Other beach activities include beach volleyball and beach soccer, in addition to other scheduled fun events.

Located along the shore of Safaa Island is Discovery Sands. This 1km long stretch of sand is the perfect location for kite flying, beach games or simply watching the sunset over the Red Sea. Unsuitable for swimming.

Safaa Golf Club:

Safaa Golf Club is a championship-designed golf course. The 9-hole course has state of the art practice facilities including driving range and chipping and putting greens. Memberships are available to the golf club and the golf course is fully grassed, floodlit, and has golf buggies. Clinics taught by the PGA professionals are aimed at all ages and abilities. The clubhouse consists of a Pro-Shop, restaurant, locker rooms, members only lounge and a teaching room. Membership is open to all University students and their dependents.

Self-Directed Groups:

Self-directed groups are made up of community members with a common or shared interest, and operate in a very similar way to clubs or associations. Each group works with a Recreation Advisor to establish the group and to manage the areas such as membership development, constitution, meetings, rules, and finance. Typically, 25 people should be available to start a group, although smaller-sized groups will be considered. More information is available on the Recreation website.

Theater and Cinema:

Situated in Discovery Square, the 150 seat Theater and Cinema shows the latest movies and Hollywood Blockbusters in English; Arabic and Hindi. Other popular international movies are shown at certain times.

Outdoor Recreation:

There are extensive outdoor recreational areas including several soccer fields; areas designated as parks, open spaces, and picnic areas; and playgrounds for children. Both walking and cycling are popular on campus as effective exercise, recreation, and transportation.

Marina:

The Harbor area includes a deep-water marina with pontoon berthing for up to 85 boats and all associated facilities such as maintenance, fuel and expert advice. The Harbor Master serves as a resource regarding local navigation and weather information. Regular scheduled boat trips are available including diving, snorkeling and traditional fishing or book a boat for your own private trip to the sea.

Al-Marsa Club:

The Al-Marsa Club consists of a restaurant with indoor and outdoor seating, meeting rooms and stunning views of the Marina, the Breakwater Beacon and the Red Sea. The Club serves both as a social hub and as the hosting venue for a regular program of marine events. The Marine Guest Care Bookings office is located in the Al Marsa club and can be contacted on Tel: 808-6621 / 808-6634 or marine.bookings@kaust.edu.sa

Stadium:

The University has its own 5,000-seat stadium for large ceremonies, functions and sports events. The Stadium has its own media center for televised events and also hospitality areas.

Water Sports Center:

Opening academic year 2011-2012, the Water Sports Center will offer various water sports and activities, including SCUBA diving, fishing, sailing, windsurfing, kayaking and Powerboat Training. The University is an approved Royal Yachting Association (RYA) training center for powerboat courses and the Water Sports Center will provide residents with the opportunity to learn and improve skills through expert instruction. The University PADI Dive School, based at the Water Sports Center, will provide instruction, services and programs for beginners, novice and experienced divers.

Recreational Programs:

Recreation Services offers a range of programs for the community, including the following examples of current and anticipated offerings:

- Fitness Classes – including spinning, high/low impact aerobics, step classes, and yoga
- After School Program – after-school programs for elementary and secondary school children
- Youth Program – special programs for children and teenagers during school holidays
- Holiday events – special events held during the Eid Holidays and other holidays
- Water Safety Programs – for pools and beaches
- Coaching and Instruction Program – coaching sessions in various sports, including golf, tennis, squash, and swimming
- Entertainment Program – variety of entertainment to appeal to all community members
- Water Sports Program – activities and lessons, including kayaking, windsurfing, snorkeling, diving, sailing, and fishing
- Wellness Education – including stress and weight management

Section 4– Policies

KING ABDULLAH UNIVERSITY OF SCIENCE AND TECHNOLOGY GRADUATE STUDENT CODE OF CONDUCT

This Graduate Student Code of Conduct along with the King Abdullah University of Science and Technology (KAUST) Community Code of Conduct represent the foundation for the living and learning environment at KAUST. It supports the vision, mission, and values that constitute the cornerstone of KAUST. To achieve KAUST’s goals, this Graduate Student Code of Conduct serves as a guiding document to maintain an open environment and to support the free and open exchange of ideas and opinions by all members of the university.

PART I – INTRODUCTION TO THE GRADUATE STUDENT CODE OF CONDUCT

PURPOSE OF THE GRADUATE STUDENT CODE OF CONDUCT

The purpose of the Graduate Student Code of Conduct is to protect and promote KAUST’s pursuit of its educational and related goals. These interests, with respect to the governing of graduate student conduct, include the following:

- The opportunity of all members of the KAUST graduate student community to attain their research and academic objectives;
- The generation and maintenance of an intellectual and educational atmosphere throughout the KAUST community;
- The protection of the health, safety, welfare, property, and dignity of all members of the KAUST community and the safety, property, and reputation of KAUST.

All who work, live, study, and teach at KAUST are here by choice, and within that choice is an obligation to respect and follow KAUST’s interests, traditions and mission.

Scope of the University Graduate Student Code of Conduct

The Graduate Student Code of Conduct shall apply to conduct that occurs on University premises and at University-sponsored activities, and to off-campus conduct that may adversely affect the University Community and/or the pursuit of its objectives. Each graduate student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree or completion of final clearance procedures and departure from the KAUST campus (whichever is later), even though conduct may occur before classes begin or after classes end (and even if the conduct is not discovered until after a degree is awarded).

The Graduate Student Code of Conduct shall apply to a graduate student’s conduct even if the graduate student withdraws from the University while a disciplinary matter is pending. The University reserves the right to initiate the disciplinary process against a graduate student for an off-campus offense when it is required to do so by law or when the nature of the offense is such that, in the judgment of the Associate Provost for Graduate Affairs or the Conduct Officer (refer to the definition section at the end of this document), (a) the continued presence of the graduate student on campus is likely to interfere with the educational process or the orderly operation of the University; (b) the continued presence

of the graduate student on campus is likely to endanger the health, safety or welfare of the University community or is intimidating or threatening to another individual within the University community; (c) or the offense committed by the graduate student is of such a serious nature as to adversely affect the graduate student's suitability as a member of the University community. If the Associate Provost for Graduate Affairs or the Conduct Officer determines that disciplinary action is warranted, the Conduct Officer shall notify the graduate student and initiate the disciplinary process described below. Any disciplinary action of the University with respect to any off-campus conduct shall be taken independently of any action of any off-campus authority.

The Graduate Student Code of Conduct applies to all graduate students, regardless of location, including those participating in internships, research, and other initiatives, regardless of whether the initiative is sponsored by KAUST. Graduate students continue to be subject to applicable Kingdom laws while at KAUST, and violations of those laws may also constitute violations of the Graduate Student Code of Conduct. In such instances, KAUST may proceed with University disciplinary action under the Graduate Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violations of the Graduate Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the graduate student's favor.

ADMINISTRATION OF GRADUATE STUDENT CODE OF CONDUCT

KAUST reserves the right to administer the Student Code of Conduct and take necessary and appropriate action to protect the safety and well-being of the campus community even if the student withdraws from KAUST, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending. KAUST also reserves the right to amend any of the elements of the Graduate Student Code of Conduct and will disseminate these amendments widely so as to inform the KAUST community. In addition, the Associate Provost for Graduate Affairs has the authority to:

1. Develop policies for the administration of the Graduate Student Conduct System and procedural rules for the conduct of Graduate Student Conduct Committee Hearings that are consistent with provisions of the Graduate Student Code of Conduct.
2. Determine the outcome of the appeals in lieu of authorizing an Appellate Committee to make such determinations; and to
3. Determine whether Graduate Student Appellate Committee shall be authorized to hear an appeal.

Similarly, the Conduct Officer has the authority to:

1. Determine the composition of Disciplinary Hearing Committees and Appellate Committees and to determine whether Graduate Student Disciplinary Hearing Committee shall be authorized to hear a complaint; and
2. Assist the Associate Provost for Graduate Affairs to develop policies for the administration of the Graduate Student Conduct System and procedural rules for the conduct of Graduate Student Conduct Committee Hearings that are consistent with provisions of the Graduate Student Code of Conduct.

PART II – GUIDELINES FOR GRADUATE STUDENT CONDUCT

FOUNDATIONS FOR CONDUCT: ACADEMIC INTEGRITY AND ETHICAL BEHAVIOR

Academic integrity is crucial to the fulfillment of KAUST's vision, mission, and values. Enhancing learning in the fields of science and technology is dependent on individuals working together with honesty, trust, fairness, respect and responsibility. Academic integrity encompasses:

Personal Ethics – Graduate students are responsible for maintaining an academic environment in which they act honestly with peers, the faculty, and staff at KAUST to inspire relationships of trust, fairness, and respect. A graduate student must not engage in any dishonest behavior or behavior that would lead to deleterious consequences for others. Graduate students must aspire to the highest form of personal and academic conduct. Following KAUST's academic and community rules and regulations are obligatory for all members of the community. Adherence to these rules is not open to one's interpretation based on their cultural norms or beliefs.

Social Responsibility – The commitment to ethical conduct at KAUST is not only an individual matter but a social contract between graduate students and the University.

Awareness – Graduate students are expected to practice awareness and address acts that may compromise the University. An example of this is safeguarding KAUST's resources from misuse. Students who do not address wrongdoing within KAUST by reporting violations to authorities tacitly condone behavior that could ultimately compromise their own positions and security.

PROHIBITED CONDUCT

Prohibited conduct is divided into three classes of violations: Class A (Dismissible Offenses); Class B (Sanctionable Offenses); Class C (Disciplinary Offenses).

Class A (dismissible) violations may result in: 1) permanent expulsion from KAUST; 2) restitution of damages; 3) possible criminal or civil prosecution; 4) suspension or dismissal for at least one academic year (after which a hearing will be held to determine if the graduate student will be readmitted); and/or 5) revocation of awarded degrees. All faculty, staff and graduate students are required to report all suspected Class A violations by students to the Associate Provost for Graduate Affairs or the Conduct Officer.

Class A violations include:

Cheating: While sitting for an exam, using unauthorized notes, aids, or information obtained from sources other than the instructor; knowingly providing or receiving information during examinations, or the possessions and/or use of unauthorized materials during those examinations; trying to falsify any part of an examination that would represent learning by any other person than the exam taker. Cheating includes obtaining copies of examinations beforehand (if not permitted), trying to take someone else's exam or trying to have someone else take one's own exam.

Plagiarism: Submitting a written document (homework, term paper, research findings, etc.) that in part or in whole is not one's own work, whether it be a quotation, an opinion, an idea obtained through conversation or reading, a fact, or research findings. All such materials must be given proper attribution through a citation specifying the source of the information.

Fabrication: Falsifying or inventing information, laboratory or other data, citations; presenting data gathered outside of acceptable professional guidelines; failing to provide an accurate account of how information, data or citations were gathered; altering documents affecting academic records; forging signatures or authorizing false information on an official academic document, grade, letter, form, ID card, or any other KAUST document.

Endangering Self and Others: Stalking, taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence/ breaching campus safety or security; engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action; violence, disorderly discriminatory or threatening/offensive behavior during any KAUST activity or on KAUST premises; any physical or mental abuse occurring between spouses or unrelated individuals; engaging in physical aggression including, but not limited to, assault; engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery.

Disruption/Obstruction: Obstruction or improper interference with the functions, duties or activities of any graduate student, member of staff or other employee of KAUST or any authorized visitor to KAUST; holding demonstrations, protests, sit-ins, and the like without approval by the Associate Provost for Graduate Affairs; disrupting or obstructing the normal education process or any KAUST function or activity by graduate student demonstrations, sit-ins, or "strikes;" preventing faculty, staff and graduate students from executing their normal duties by virtue of intimidation or threat.

Theft: Stealing on campus or at a KAUST-authorized event off campus, including unauthorized use of KAUST equipment or services, or possession of stolen property.

Dangerous Weapons or Materials/Drugs: Producing, distributing, possessing, storing, or using on campus or at an off-campus KAUST-authorized event any kind of weapon, device, explosive, dangerous chemical, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm; producing, distributing, possessing, storing, transferring, selling or attempting to sell, deliver, use or attempting to use, any illegal drugs or drug paraphernalia, narcotics or hallucinogens, on campus or at any off-campus KAUST-authorized event.

Sexual Assault: Sexual penetration without consent or through coercion and/or sexually explicit touching without consent or through coercion.

Sexual Exploitation: Taking non-consensual, unjust or abusive sexual advantage of another, including prostituting another graduate student, non-consensual video or audio taping of sexual activity, engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually Transmitted Disease (STD) or Human Immune-Deficiency Virus (HIV) without the knowledge of that person.

Class B (sanctionable) violations: These violations may result in: 1) suspension or dismissal from KAUST for up to one year; 2) community service; and/or 3) restitution, if required. The graduate student is not guaranteed readmission at the end of a suspension period, but is guaranteed a review of the case and a decision regarding eligibility for readmission. If more than one Class B violation has been committed, it may be deemed that a Class A violation has occurred. All faculty, staff and graduate students are required to report all suspected Class B violations by students to the Associate Provost for Graduate Affairs or the Conduct Officer.

Class B violations include:

Multiple Submissions: Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement.

Obtaining Unfair Advantage: Engaging in activities that unfairly place other graduate students at a disadvantage, such as stealing, hiding, defacing or altering library or other resource material; unauthorized collaboration on an academic or research assignment; obstructing or interfering with another graduate student's academic work; offering bribery to staff or any university employee to effect a grade change, or gain unfair advantage over other graduate students.

Dishonesty: Copying copyrighted materials for sale or unlawful distribution or purchase of such materials by others without receiving appropriate publisher's approval; unauthorized entry into, unauthorized use of, or issue of university property, including computers and data and voice communication networks; unlawful copying of computer software; misrepresentation of personal circumstances to an instructor to gain personal advantage (e.g., requesting a makeup exam or special due date for an assignment); taking credit for participating in a team research effort or an assignment when little or no contribution to the work has been made.

Destruction of Property/Endangering Public Safety: Engaging in vandalism, defacement (including urination or defecation in public areas), or other intentional damage (including spray painting, chalking, or graffiti) to property on campus or at off-campus KAUST-authorized events; unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices; taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible; unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

False Reporting: Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

Smoking and Alcohol: Producing or drinking alcoholic beverages on campus. Smoking in KAUST buildings other than private residences and designated locations.

Discrimination: Discrimination on the basis of race, color, religion or gender.

Unauthorized Visitation: Student accommodation at KAUST for single/unmarried students is separated into male only and female only buildings and apartments. It is prohibited for any members of the opposite sex to visit or stay in the male or female only buildings or apartments. Students must adhere to these regulations at all times when inviting friends or guests to their residences. Both the guest and the resident will be held accountable for violations of this provision.

Sexual Harassment: Any behavior that fails to respect a person's gender that could be construed as being injurious to the well-being of the victim, either mentally, emotionally, or physically, in which any words, interactions, writings, or other behaviors are of a sexually offensive nature.

Public Sexual Displays: Any indecent exposure of the private or intimate parts of the body, in a lewd manner, in public or in private premises, when the accused may be readily observed; any public displays of sexual behavior that might contravene Saudi Arabian law.

Sexually Offensive Materials: The creation, possession and/or dissemination of materials of a pornographic or abusive nature.

Class C (disciplinary) violations: These violations may result in, but are not limited to, 1) warnings (oral or written); 2) reprimands (in writing); 3) dean's warning (in writing – only two are allowed during a graduate student's academic career at KAUST); 4) reduction of grade; 5) removal from the major. These violations are normally addressed by relevant faculty or staff and/or a relevant department or division of KAUST and do not need to be reported to the Associate Provost for Graduate Affairs or the Conduct Officer unless the dean deems it necessary to do so due to the circumstances surrounding a specific case. If more than one Class C violation has been committed, the case will be presented to the Conduct Officer as a Class B violation.

Class C violations include:

Academic Disruption/Misconduct: Disruption or improper interference with the teaching, learning, research, administrative, consultative, social or other activities of KAUST; violation of course rules as contained in the course syllabus or other information provided to the graduate student; violation of program regulations as established by departmental committees and made available to graduate students; failure to observe punctuality in attending classes, workshops or other academic gatherings.

Fraternization: In accordance with the local culture, public displays of affection between persons of opposite gender, including kissing and hugging are considered inappropriate and therefore not allowed.

Inappropriate dress while on the academic campus: In accordance with the community “Code of Conduct at the Thuwal Campus,” the academic and administrative buildings are public areas as well as a setting for teaching, study, research and work. In addition, different cultures have different norms. In view of these considerations, attire while on the academic campus should reflect a professional or “smart casual” appearance that respects the customs and values of the diverse groups among KAUST community. For men, appropriate attire generally means slacks and collared shirts. For women, appropriate attire generally means tops with sleeves, slacks, and skirts of modest length. Short, transparent or revealing garments are not appropriate in public areas.

Inappropriate dress while using community and recreational facilities: Modest and non-revealing attire is required when using community and recreational facilities. Revealing or transparent sports or swimwear is prohibited.

Inappropriate dress while using swimming pools/beaches/boating areas: conservative, non-revealing, swimsuits are considered appropriate at communal swimming pools, beaches and boating areas. Uncovered swimwear outside the swimming areas is prohibited.

PART III – CODE OF CONDUCT PROCEEDINGS

ADMINISTRATION OF ALLEGED GRADUATE STUDENT CODE OF CONDUCT VIOLATIONS

The following describes the administration of alleged violations of the Graduate Student Code of Conduct.

Complaint: Any person subject to, or who witnesses, an alleged violation of the Graduate Student Code of Conduct or KAUST Community Code of Conduct should submit a written complaint to the University. In general, all complaints against students on academic as well as non-academic violations should be submitted to the Office of the Associate Provost for Graduate Affairs, in addition to other reporting agencies (i.e. Human Resources, Community Services, Department Head, or Security) that would be appropriate to the alleged violation. Upon learning about the alleged violation, the Associate Provost for Graduate Affairs will determine if a violation of the Graduate Student Code of Conduct has been committed and, if so, will then launch the appropriate process as presented below.

The complaint should include: 1) a description of the alleged violation; 2) date the violation took place; 3) place the violation took place; 4) the name of the individual who allegedly committed the violation; and 5) any other witnesses to the violation (with their contact information). The complaint should be signed by the complainant and should include the complainant’s contact information.

Preliminary Review: The Associate Provost for Graduate Affairs will direct the Conduct Officer to conduct a Preliminary Review of the complaint. The purpose of this review shall be to determine if the complaint has sufficient merit to continue the process. Matters discussed during the Preliminary Review may become part of the case record and may be presented during any hearing or disciplinary conference.

After conducting the Preliminary Review, the Conduct Officer shall take one of the following actions in cases of Class A and Class B violations: (1) dismiss the complaint or (2) take administrative action through a Disciplinary Conference or a Disciplinary Hearing. A less serious charge will typically be administered through a Disciplinary Conference. A more serious charge will typically be administered through a Disciplinary Hearing.

A Disciplinary Conference (as described below) will not be necessary for a graduate student who has been charged with a Class C violation and acknowledges engaging in the prohibited conduct.

Failure to contest a charge or failure to respond to a charge will be considered the same as a positive acknowledgement of the charge. Disciplinary actions will be determined in accordance with the violation and any applicable penalties, restitution, or disciplinary action required shall be submitted for procedural review to the Associate Provost for Graduate Affairs by the Conduct Officer.

Investigation: If the Preliminary Review indicates that a violation has likely occurred, the Conduct Officer will inform the graduate student in writing of the charges. The Conduct Officer may order an investigation of the alleged violation. Designated University personnel, including, but not limited to, security officers when appropriate, may conduct the investigation.

Disciplinary Hearing: The complainant and the respondent (and the victim, if different from the complainant) will be notified within 21 days from the date of the complaint (excluding official holidays and University breaks) to attend a hearing set by the Conduct Officer. The notice must contain: 1) the time and place of the hearing; 2) specification of the charges against the respondent; and 3) statement of the respondent's right to be accompanied by an advisor or support person of the respondent's choice; provided that the advisor may not actively participate in the hearing and may only provide advice to the graduate student. The Disciplinary Hearing Committee shall be appointed by the Conduct Officer and be comprised of at least 3 members selected from faculty, staff, and/or students. Committee members should have no personal interest in the outcome of the proceeding.

At least three (3) working days before the Disciplinary Hearing, respondents and complainants shall inform the Conduct Officer of their choice of support person, if any, who will accompany them to the hearing. The respondent shall be free to choose any member of the KAUST community as his/her support person. Additionally, respondents will be provided reasonable access to the case file prior to and during the Disciplinary Hearing.

At the hearing(s), evidence will be presented, and parties and all witnesses to the alleged violation will offer testimony and rebuttal to any testimony. The KAUST Disciplinary Committee, through the Chairperson (the Conduct Officer or his/her designee), shall be allowed to call witnesses, to question the involved parties, and to question any witnesses appearing at a hearing in an effort to determine the relevant facts about the complainant's charge(s) and the respondent's response.

The KAUST Disciplinary Committee, upon the completion of the hearing, shall conduct closed deliberations to determine responsibility and, when applicable, appropriate sanctions. The KAUST Disciplinary Committee's deliberations shall not be recorded or transcribed. Decisions shall be made by majority vote and according to a preponderance of evidence. Each Committee Member must vote and may not abstain.

The decision(s) reached by the KAUST Disciplinary Committee will be forwarded to the Associate Provost for Graduate Affairs for procedural review. Following this review, a letter describing the outcome of the Disciplinary Hearing shall be sent to the respondent, and if necessary to the complainant.

Written notes of the hearing, but not the closed deliberations of the KAUST Disciplinary Committee, shall ordinarily be made and shall be preserved for five (5) years in the custody of the Conduct Officer as a part of the case proceedings.

Disciplinary Conferences: If violations have been determined to fall within Class C, a Disciplinary Conference will be held to determine the specific penalty of such violations. A Disciplinary Conference is an informal, non-adversarial meeting usually conducted between the respondent and the Associate Provost for Graduate Affairs or the Conduct Officer. Complainants would not be required to participate in the Disciplinary Conference, unless cross-examination is necessary to resolve any factual issues.

Procedures for the conduct of a Disciplinary Conference include the following:

- Written notice of charges at least five (5) working days prior to the scheduled Disciplinary Conference.
- Reasonable access to the case file prior to and during the Disciplinary Conference.
- An opportunity for the respondent to respond to the evidence against him or her and to call appropriate witnesses on his or her behalf.
- The right to be accompanied by a campus advisor. The advisor can only offer advice to the graduate student and not act on his or her behalf.

Written notes of the Disciplinary Conference shall ordinarily be made and shall be preserved in the custody of the Associate Provost for Graduate Affairs or the Conduct Officer.

Class C violations will generally be handled in the following manner:

First Offense: A verbal warning with a written record kept of the warning in the graduate student's file.

Second Offense: A written warning with the rule reviewed and a statement signed by the graduate student stating that the rule is understood and will be followed. Should the graduate student refuse to sign the agreement, a temporary restriction of student privileges (i.e., attending class, utilizing laboratories, etc.) will be enacted until a disciplinary conference is held with the graduate student and the need for disciplinary action determined.

Third Offense: If the graduate student persists in committing the offense, the graduate student will be referred to the Associate Provost for Graduate Affairs for formal disciplinary procedures.

Appeals - Should a graduate student be found to have committed a disciplinary offense and wishes to appeal a ruling of the KAUST Disciplinary Committee he or she may do so if any of the following has taken place, as determined by the Associate Provost for Graduate Affairs or the Appeals Committee:

- Procedural errors
- Misapplication or misinterpretation of the rule alleged to have been violated
- Discovery of substantial new facts that were unavailable at the time of the hearing
- Findings of facts not supported by a preponderance of evidence
- Disproportionate sanctions

The appeal must be submitted to the Associate Provost for Graduate Affairs no more than five (5) working days (not including official university holidays or semester breaks) after the respondent has been notified of the findings and sanctions. Failure to appeal within the allotted time will render the original decision of the KAUST Disciplinary Committee final and conclusive.

Upon the receipt of the appeal, the Associate Provost for Graduate Affairs shall review the reasons for appeal and decide on one of the three options below for proceeding with the case:

- Dismiss the appeal and let the Disciplinary Committee sanctions stand
- Modify the sanctions or remove all sanctions
- Refer the case to an Appeals Committee

If the Associate Provost for Graduate Affairs decides the appeal at this point, his/her decision shall be final and not subject to any further appeals.

The Appeals Committee shall be chaired by the Conduct Officer and be comprised of at least three (3) members from the faculty, staff, and/or student body. Additionally, at least two (2) of these members must not have served on the original Disciplinary Committee. The Appeals Committee will review the decision(s) of the Disciplinary

Committee and any new evidence presented. Thereafter, the Appeals Committee may decide to uphold, dismiss, or modify the original decision. If the Appeals Committee determines that the requirements for appeal have not been met, the appeal will be denied and appropriate sanctions applied, as prescribed in the initial determination of sanctions held by the KAUST Disciplinary Committee. In addition, the Appeals Committee has the authority to reopen the case and conduct further investigation and a new Disciplinary Hearing in accordance to the Disciplinary Hearing's procedural rules described above. If the Appeals Committee convenes a new Disciplinary Hearing; the members of the Appeals Committee will be the acting members of the new Disciplinary Committee and the same rights and procedures shall apply.

The Appeals Committee will generally be expected to submit its decisions on whether or not to uphold, modify or dismiss the original decision(s) or on whether or not to convene a new Disciplinary Hearing to the Associate Provost for Graduate Affairs and to the respondent within fifteen (15) working days (excluding official University holidays and semester breaks) of the filing of the appeal by the respondent.

The outcome of any appeal may result in higher, lower, identical, or no sanctions being imposed. The decision of the Appeals Committee shall be final and not subject to any further appeals.

At the discretion of the Associate Provost for Graduate Affairs, the imposition of sanctions will be deferred during any appellate proceedings and the status of a graduate student shall not change until the avenues of appeal described have been exhausted, except that a hold may be put on a graduate student's transcript and no degree will be awarded to the graduate student pending completion of the appeals process. Once these avenues have been exhausted, or when a respondent elects to forego further appeal, it shall be the responsibility of the Associate Provost for Graduate Affairs and the Conduct Officer to oversee the implementation of the imposed sanction.

Sanctions – Depending on the seriousness of the violation (whether Class A or Class B, or evidence of habitual behavior in Class C violations), the Conduct Officer, Disciplinary Committee, Appeals Committee, or Associate Provost for Graduate Affairs shall impose sanctions commensurate with the violation(s) that occurred. In determining the sanctions to be imposed, the aforementioned bodies may take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the respondent, any failure of the respondent to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the respondent in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation.

OVERSIGHT AND RECORD-KEEPING OF DISCIPLINARY PROCEEDINGS

KAUST Disciplinary Committee

Record-Keeping of All Disciplinary Proceedings and Conferences

The Conduct Officer shall keep appropriate notes of any Disciplinary and Appellate Hearings, except in regard to closed deliberations, which will not be recorded, or appellate decisions exclusively executed by the Associate Provost for Graduate Affairs. In regard to the latter case, the Associate Provost for Graduate Affairs shall keep appropriate notes and maintain such for a minimum of 5 years. . In addition, appropriate records of any case deliberations will also be kept by the Conduct Officer (in paper and/or in electronic files). These records will be made available in the investigation of any subsequent violations.

Enforcement of Sanctions

The Associate Provost for Graduate Affairs and the Conduct Officer are responsible for implementing and enforcing all decisions reached by the KAUST Disciplinary Committee and/or Appeals Committee.

PART IV – CONCLUSION

This Graduate Student Code of Conduct has been disseminated to all graduate students to apprise them of their rights and responsibilities, and to apprise them of the conduct and behaviors that are expected of all KAUST graduate students. When violations of this Code have been reported, or a complaint has been registered, it is the responsibility of the University and all involved parties to review each complaint, reach an appropriate solution, and, for the appropriate bodies of KAUST, to enforce any sanctions.

PART V – DEFINITIONS

1. Appeals Committee: The term “Appeals Committee” means any person or persons authorized by the Associate Provost for Graduate Affairs or the Director of Graduate Services to consider an appeal of a Disciplinary Committee’s determination of whether a graduate student has violated the Graduate Student Code of Conduct or of the sanctions imposed by the Disciplinary Committee.
2. Cheating: The term “cheating,” as defined by the Merriam-Webster Online Dictionary, means depriving another of something valuable by the use of deceit or fraud, influencing or leading by deceit, trick or artifice, eluding or thwarting by or as if by outwitting. Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff, (4) trying to take someone else’s exam or trying to have someone else take one’s own exam, and (5) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
3. Complainant: The term “Complainant” means any person who submits a charge alleging that a graduate student violated this Graduate Student Code of Conduct. When a graduate student believes that s/he has been a victim of another graduate student’s misconduct, the graduate student who believes s/he has been a victim will

have the same rights under this Graduate Student Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the charge itself.

4. **Conduct Officer:** The term Conduct Officer means the Director of Graduate Services.
5. **Disciplinary Committee:** The term “Disciplinary Committee” means any person or persons authorized by the Associate Provost for Graduate Affairs or the Director of Graduate Services to determine whether a graduate student has violated the Graduate Student Code of Conduct or the KAUST Community Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.
6. **Faculty Member:** The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
7. **Graduate Student:** The term “graduate student” includes all persons taking any course at the University or conducting research for academic credit, either full time or part time. Persons who withdraw after allegedly violating the Graduate Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “graduate students” as are persons who are living in University graduate student residences, although not enrolled in this institution (excluding dependents of graduate students who, as community members, must follow KAUST Community regulations).
8. **Graduate Student Group:** The term “graduate student group” means any number of persons who have complied with the formal requirements for University registration and/or recognition.
9. **Member of the University Community:** The term “member of the University community” includes any person who is a graduate student, faculty member, University official or any other person employed by the University. The term “member of the University community” also includes any person who resides or works in the University community, including family members of graduate students, faculty, and staff.
10. **Plagiarism:** The term “plagiarism,” as defined by the Merriam-Webster Online Dictionary, means stealing and passing off the ideas or words of another as one’s own, using another’s production without crediting the source, committing literary theft, or presenting as new and original an idea or product derived from an existing source.
11. **Policy:** The term “policy” means the written regulations of the University as found in, but not limited to, the Graduate Student Code of Conduct, the University’s web page and the University’s computer use policy, the University’s Code of Conduct, and Graduate Student Catalogs.
12. **Respondent:** The term “Respondent” means any graduate student accused of violating this Graduate Student Code of Conduct.
13. **University:** The term “University” means King Abdullah University of Science and Technology (KAUST).
14. **University Official:** The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.

15. University Premises: The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.

CODE OF CONDUCT AT THE THUWAL CAMPUS

A. INTRODUCTION

KAUST is a global and multi-cultural research institution, which embodies international standards of merit-based equity. Social interaction among faculty, staff, students and others through work and personal conduct within the Thuwal campus must be done in a manner consistent with the KAUST vision as a world-class educational and research institution and the local laws and customs.

The conduct of faculty, staff and students, while working or living on campus, or when on University premises should meet acceptable standards of the community and show respect for the country's laws, as well as the rights and sensitivities of others. At KAUST, every member of the community is respected for what he or she brings to the University; equally important, every member of the KAUST community should make an effort to understand and has an obligation to respect the customs, norms and laws of the Kingdom.

KAUST seeks to achieve a balance between creating an environment where people express their culture and identity, while also taking care to avoid behaviors, which might cause offense to others. All members of the community need to be aware of, sensitive to, and tolerant of the cultural and social norms of others. Such sensitivity and tolerance will contribute toward achieving the core goals and philosophies, which underpin the KAUST vision.

Given that the KAUST community is drawn from over 50 nationalities/cultures, we need to be proactively sensitive to a wide range of local and multinational customs and norms. While we should be able to celebrate many of our differences by making new friends and learning about new cultures, we also need to be mindful of the fact that inevitably there will be areas of difference which may result in a neighbor being hurt or offended by innocently-intended behavior.

The Community Issues Committee is established to support the University mission and is comprised of representatives from different University departments; the Committee is established to handle issues, complaints and differences as a result of living on the KAUST campus outside the work locations. The Committee does not address work, academic or employment related issues. It applies to all community members including faculty, staff, students, visitors and service providers living on campus in respect to their community life and activities. Refer to APPENDIX I for more details.

B. KAUST VALUES

Much like an individual, KAUST has values that guide our actions, decisions, and behavior. These values are our core beliefs, and we must live by them if we are to build the world-class University we have set our sights upon. As members of the University community, we

are committed to the values of achievement, passion, inspiration, diversity, openness, integrity and citizenship.

At all times we need to behave in ways that uphold these values, both as individuals and as representatives of the University.

ACHIEVEMENT: We are determined to advance science and engineering for the welfare of all mankind.

PASSION: We pursue our mission with enthusiasm and confidence and seek individuals who share that passion.

INSPIRATION: We are committed to stimulate inspiration and celebrate those with the ability to inspire others.

DIVERSITY: We embrace diversity and encourage collaboration among scientists, researchers, and students from different disciplines, nationalities, and cultural backgrounds.

OPENNESS: We provide an open and progressive environment so our people can think clearly, study freely, and examine complex problems through the clear light of reason.

INTEGRITY: We are a merit-based institution committed to upholding the highest standards of moral, ethical, and professional conduct.

CITIZENSHIP: We are committed to being a good neighbor and will strive to make a positive impact on its surroundings.

C. PURPOSE AND APPLICABILITY

The purpose of the code is to make members of the KAUST community aware of certain behaviors that are intended to promote a safe, productive, healthy and pleasant work and social environment. Importantly, members of the KAUST community should conform to standards of behavior that foster and promote respect of colleagues and residents in a multicultural campus. This Code of Conduct applies to faculty, staff and students and all members of the KAUST community (residents) who are responsible for reading and adhering to the guidelines outlined below. Partners, contractors, and visitors are to observe the Code of Conduct in their dealings with the University.

D. ESTABLISHED GUIDELINES

1. **COMPLIANCE WITH APPLICABLE LAWS** - Members of the KAUST community must comply with all applicable laws and regulations of the Kingdom of Saudi Arabia and policies and procedures of the University. When questions arise pertaining to

interpretation or applicability of policy, residents are expected to contact the individual responsible for oversight of the policy.

2. DRESS

a. **Dress at Work** (Horseshoe Facilities and other Work places)

The academic and administrative buildings are public areas as well as a setting for teaching and study, research and work. In addition, different cultures have different norms. In view of these considerations, attire while on the academic campus should reflect a professional or “smart casual” appearance that respects the customs and values of the diverse groups among KAUST community. For men, appropriate attire generally means slacks and collared shirts. For women, appropriate attire generally means tops with sleeves, slacks, and skirts of modest length. Short, transparent or revealing garments are not appropriate in public areas.

b. **Dress While Using Community and Recreational Facilities**

Modest and non-revealing attire is encouraged when using our community and recreational facilities. Please avoid revealing or transparent sports or swimwear.

c. **Swimming Pools/Beaches/Boating Areas**

Conservative, non-revealing, swimsuits are considered appropriate at communal swimming pools, beaches and boating areas. Uncovered swimwear should not be worn outside the swimming areas.

3. **BEHAVIOR** - Residents should refrain from engaging in public displays of affection which might contravene the laws of the Kingdom or be offensive to other cultures.
4. **PUNCTUALITY** - Efficiency and effectiveness rely on the dependability of faculty, staff, and students being at work/class on time and prepared to perform their duties. Thus, they are expected to be punctual when they are performing their studies and duties.
5. **RAMADAN** - Ramadan is the holy month of fasting for Muslims. Eating, drinking and smoking are restricted in public places during the daylight hours of fasting before the evening (IFTAR) breaking of the fast. It is both a matter of courtesy and law that non-fasters do not eat, drink or smoke in the presence of those fasting.
6. **USE OF UNIVERSITY PROPERTY, ASSETS AND RESOURCES** - Residents are responsible for the protection and the appropriate use of KAUST assets, property and resources.
7. **OFFENSIVE MATERIALS** - The dissemination of materials of a defamatory, pornographic or an abusive nature or which depict sexual, racial or disability discrimination or any other form of potential harassment is prohibited.
8. **COMMUNITY SAFETY** - KAUST is committed to providing a safe and healthy community free of any acts of violence or threats of violence. The University has a zero tolerance policy against violence and does not tolerate behavior that is violent,

threatens violence, or has the effect of harassing or intimidating others. The possession of weapons of any kind on KAUST premises is prohibited.

9. **SMOKING** - In recognition of the severe health and safety risks associated with smoking and secondary smoke, and in the interests of promoting a healthy and smoke free living and educational environment for its residents and visitors, KAUST prohibits smoking in all University premises, except for private residences and designated locations.
10. **MISREPRESENTATION** - Residents shall not knowingly falsify or make any misrepresentations on or about any employment or other application, any document establishing identity or work status, medical history record, insurance form, invoice, paperwork, time sheet, time card, or any other document.
11. **RESPECT** - Residents are expected to be respectful of the individual rights of others within the KAUST Community. Residents are expected to exhibit an outward sensitivity to the diversity inherent within the community.
12. **PROHIBITION OF DISCRIMINATION** - The University believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the University seeks to reach out as widely as possible in order to attract and retain the best faculty, staff and students. For these reasons, decisions concerning admission of students, as well as employment of personnel in all University departments and offices, are made on the basis of an individual's qualifications to contribute to meeting KAUST's educational objectives and its institutional goals. Therefore, discrimination on the basis of race, color, religion or gender is prohibited and will not be tolerated. For more information, please refer to the University's policy on Equal Opportunity in Education and Employment.
13. **CONFLICT OF INTEREST AND COMMITMENT** - KAUST requires that all of its residents exhibit the highest level of ethical conduct in conducting their day-to-day business. They are expected not to engage in any activities, transactions, or relationships that are incompatible with the objective, and effective performance of their duties. For more information, please refer to the University policies on **Conflict of Interest and Commitment**.
14. **STUDENT RESIDENCE** - KAUST provides gender-segregated housing for students living on-campus, except for married couples and families. Co-habitation is not permitted between male and female students who are not married to each other. Male students are not permitted in women students' residences and vice versa.
15. **AUDIO/VIDEO RECORDING** - Except in the case of video monitoring for security purposes, KAUST prohibits all audio or video (audio/video) recording of conversations without the consent of all persons participating in the conversation. Pre-approval of recording of conference events, classes and meetings is required. All records must be protected from inappropriate and unlawful use and access.

E. VIOLATIONS

Adherence to the Code of Conduct encourages residents to bring suspected violations of applicable standards, policies, laws or regulations to the attention of the Security Office or other appropriate responsible office.

1. Raising such concerns is a service to the University and will not jeopardize one's position or employment unless they are found to have acted maliciously.
2. Any violations to the above guidelines should be dealt with according to the University disciplinary processes for review and necessary action.
3. Confirmed violations of the Code of Conduct may result in appropriate disciplinary action up to and including termination from employment, registration or residence in accordance with policies and procedures set forth in the appropriate Faculty, Human Resources, or Student Handbooks.

CAMPUS SAFETY AND SECURITY POLICY

1. Purpose

The purpose of this policy is to describe certain fundamental safety and security requirements of the academic campus of the University, in order to ensure the appropriate security for people and property, and the health and safety for those persons working, studying or visiting on campus.

2. Scope

The policy applies to faculty, staff, students and those other persons who enter the academic buildings of the University, such as laboratories, classrooms, research centers and sensitive areas.

3. Policy

On the academic campus, there is a particular need to:

- -enforce strict security and risk management measures in order to preserve the safety of people and property; and
- -implement recognized safety standards for persons dealing with sensitive equipment and hazardous materials with potentially detrimental effects if dealt with inadequately during storage, transportation, use and handling.

To ensure these fundamental security and safety objectives, the following requirements will apply to the academic campus:

1. 1-It is imperative for all persons on the academic campus to wear at all times an identification card prescribed by the University which shows a clear photograph of the holder;
2. 2-Obstacles that prevent Security or other authorized personnel from immediately and directly verifying the identification card and its holder shall be removed by the cardholder for the purposes of establishing his or her identity;
3. 3-In the interests of occupational safety, it is imperative for all persons in laboratories to wear appropriate laboratory dress, especially refraining from wearing very loose clothes or hanging parts that may impede movement or block vision during work. It is the responsibility of persons entering specialized laboratories to acquaint themselves with the specific requirements for more appropriate protective clothing or safety equipment in each laboratory; and
4. 4-In cases of emergency, any obstacles which may impede the immediate rescue of an affected person may be removed by any authorized person, especially if there is any obstruction to the administration of oxygen or other first aid.

HARASSMENT POLICY

A. GENERAL

KAUST is committed to creating an environment in which every individual can work and live in safety and dignity. Harassment is prohibited both in the workplace and in the KAUST community, including social activities sponsored by the University. Harassment is any conduct, verbal or physical, that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at KAUST or that creates an intimidating, hostile, or offensive educational, work, or living environment.

Sexual harassment is defined as behavior that may be perceived as unwelcome, uncomfortable or invasive of privacy. This includes sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may also consist of unwanted physical contact, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature. Sexual harassment may take many forms and may occur between individuals of the opposite or same sex.

B. VIOLATIONS

Any violations of the harassment policy will result in disciplinary action up to and including termination of employment. KAUST will not condone any harassment of faculty, staff, and/or student by any personnel or vendor or other business entity whose relationship to personnel is through the business of KAUST.

The University procedures protect the rights and privacy of both complainant and respondent and prevent supervisory reprisal. Any member of the KAUST community who feels that harassment has occurred is encouraged to seek immediate assistance and resolution of the complaint. Support and counseling will be provided to affected parties as appropriate.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY

A. INTRODUCTION

The University believes that a commitment to the principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the University seeks to reach out as widely as possible in order to attract and retain the best faculty, staff and students. For these reasons, decisions concerning the admission and evaluation of students, the granting of scholarships and research funding, as well as employment of personnel in all University departments and offices, are made on the basis of an individual's qualifications and contributions to KAUST's educational objectives and its institutional goals. This policy may not be revised, modified or amended without the prior approval of the KAUST Board of Trustees.

B. SCOPE

This policy applies to all KAUST faculty, staff, and students. Equal opportunities extend to all educational and employment related activities, including the admission, evaluation, and treatment of students; the award of scholarships and research funding; the appointment, hiring, m, promotion, training, termination, working conditions, compensation and benefits of faculty and staff. KAUST considers discrimination in any form to be a serious offense.

C. POLICY STATEMENTS

1. KAUST is committed to providing equality of opportunity in education and employment. Accordingly, KAUST does not practice or condone discrimination against students, personnel or applicants. All activities of the University that are related to students, personnel or applicants should be conducted without discrimination.
2. Retaliation against any person complaining of discrimination is in violation of this policy and is prohibited. If it is found that discrimination or retaliation has occurred, appropriate corrective action will be taken including disciplinary action, up to and including possible termination. KAUST will respond promptly to all complaints of discrimination and retaliation.
3. KAUST affirms its desire to maintain an academic and work environment that is free from discrimination and to support and reward individuals on the basis of such relevant factors as ability, merit and performance.

D. VIOLATIONS OF POLICY

Complaints concerning alleged violations of this policy will be addressed in accordance with the Faculty and Staff Grievance and Appeal Procedures or the Disciplinary Procedure as applicable. Personnel and students are encouraged to report any observed incident of discrimination before it becomes severe or pervasive. Reports will be investigated promptly

and impartially, and appropriate corrective action will be taken, including disciplinary action for inappropriate conduct. Complaints will be handled confidentially, except as necessary for investigation and resolution. Frivolous complaints may result in disciplinary action against those making false or misleading accusations against others.

E. ROLE OF THE PRESIDENT

The President of the University is the final decision maker regarding the disposition of claims of discrimination.

HOUSING POLICIES

Check-In Process:

Incoming students should anticipate receiving check-in procedures in the weeks prior to their arrival at campus.

Check-out Process:

Students are expected to ensure that they complete all checkout processes upon vacating an apartment for any reason, including reassignment, graduation, or withdrawal from the University. Checkout processes include inventory and condition of apartment inspection; key return, and completion and submission of pertinent documents.

Furniture and Appliances:

The University provides fully furnished housing units including basic appliances (refrigerator, stove/oven, washing machine, dryer and television). The furniture of the assigned-housing units is of high quality and should not normally be considered for replacement for at least five (5) years. Satellite TV signals from multiple free-to-air channels and some commercial subscription packages will be available to residences through the IPTV system.

Graduate Student Housing Assignments and Changes:

Graduate students live in shared housing units. Students may share an apartment with one or two other students. Students are expected to reside in their assigned housing; students may not change housing assignments without seeking prior approval from Housing.

Universal Design Accommodations:

The University is committed to ensuring an inclusive and mutually supportive universally designed built environment, where individuals with impairments are assisted in the self-advocacy for reasonable and appropriate accommodations. Students with impaired abilities are integrated into campus and community life on their own terms, with assurance of equal access to housing and campus facilities. Graduate Affairs will monitor and respond to notifications of any disabling barriers faced by students with impairments as well as seek to provide reasonable accommodations that enhance the quality living conditions for students with impairments.

Relinquishment of Housing:

For the Fall and Spring semesters, students are required to vacate their assigned housing within two weeks of the last scheduled final exam unless otherwise notified by Graduate Services. For the Summer session, students are required to vacate their assigned housing within one week of completing their academic requirements unless otherwise notified by Graduate Services. Students who have withdrawn or who have been dismissed are required to vacate their assigned housing within one week of final dismissal or withdrawal.

Divorce/Legal Separation/Permanent or Extended Family Departure/Death of Spouse:

Students may retain a family housing unit for a maximum of 120 days following the spouse's departure date in the event of divorce, legal separation, permanent or extended family departure or death of a spouse. An additional period beyond the 120 days may be granted upon the recommendation of Director of Graduate Services.

Unauthorized Housing Occupancy and visitation:

Student accommodation at KAUST for single/unmarried students is separated into male only and female only buildings and apartments. It is prohibited for any members of the opposite sex to visit or stay in the male or female only buildings or apartments. Students who fail to observe this policy are subject to disciplinary action according to the provisions of the Student Code of Conduct. When inviting friends or guests to their residences students must adhere to these regulations at all times.

Caretaker:

Students of University quarters may assign a caretaker for security and maintenance purposes during their temporary absence on vacation or business assignments. Caretakers must be authorized to live on campus.

Maintenance:

The University provides the following housing repairs without charge: Electrical; air conditioning; plumbing; structural; roofing; exterior painting; masonry; telephone; University-owned appliances.

Housing Damage Deposit:

A student housing damage deposit is required. This deposit will be reserved to primarily cover the cost of any damages that are identified upon the final apartment inspection as the student is preparing to leave the University. A damage deposit in the amount of SR 2000 will be deducted from each student's stipend over a two-month period. This deposit will be returned to the student upon completing the final departure clearance form. The cost of repairing any damages that are caused by the student's actions (other than regular wear and tear) will be deducted from the deposit before it is returned to the student. If the repair costs are higher than SR 2000, the student's last stipend will be deducted by the amount necessary to repair the damages. If the cost of repairing damages exceeds the last stipend amount, the University reserves the right to pursue other avenues of collection in order to reclaim University expenditures.

Regular Health and Safety Inspections of Student Apartments:

Representatives from both Graduate Services and Housing will conduct regular health and safety inspections. If health and safety issues are identified during the course of these inspections that are the responsibility of the students, students will be given 48 hours to

address these concerns. After this initial 48-hour period, any necessary actions by the inspection team will be taken to remedy the situation.

If the student does not satisfactorily address the health and safety issues that have been identified by the inspection team, housekeeping will be arranged for the unit at the student's expense. If the student cannot immediately pay for the cost of the service, the cost will be deducted from the student's stipend. Any maintenance issues identified by the inspection team that are not caused by the student's actions will be addressed by the Maintenance Department, at no cost to the student.

Property Damage:

Students will be required to pay for any damages they cause to their units outside of what is considered regular wear and tear.

If student damages to KAUST property are found *while the student is still living* in his/her residential space, the student will be required to pay for fixing or replacing the damaged article. If a student cannot pay immediately, the cost of the repair or replacement will be deducted from his/her *stipend*.

Temporary Housing Units:

Some students may be assigned a temporary apartment so that a maintenance issue or problem can be addressed in the main apartment that had been originally assigned to them. Students will need to understand that they are being temporarily placed, and will sign a document acknowledging the conditions of this arrangement. Students will not have the option of living permanently in units designated for temporary placement.

Students will be notified and given 48 hours to collect keys and sign a new housing contract for their assigned apartment. They will be given a total of 7 days, inclusive of the above 48 hours, to move to the new apartment. If a student does not comply with this mandate within the allotted time, the Housing Office will proceed with changing the lock of the temporary unit and moving personal belongings of the student to the new unit. A student's refusal to comply may subject the student to a disciplinary action under the Student Code of Conduct.

Fire Alarms:

Each building is equipped with a fire alarm system. If a fire alarm sounds, you should:

1. Quickly put on appropriate clothing and shoes.
2. Grab a towel to put over your face to prevent smoke inhalation.
3. Close your windows, if they are open.
4. Check your door or doorknob with the back of your hand.

- a) If it is hot, do not open it. Block cracks around the door with wet towels. Call 911 (or 808-0911), giving your name, building address, room number and situation. DO NOT leave your room if the door is hot until told to do so.
 - b) If it is cool, exit cautiously and lock your door. Be sure to take your keys and your University ID card if you can find them quickly and safely.
5. Walk quickly, in an orderly manner, through the exit for your area and continue to walk at least 100 feet from the building.
 6. DO NOT re-enter the building until you are permitted to do so by direct communication with fire safety personnel.

If you discover a fire, activate a pull station. When you reach a safe area outside, call 911 (or 808-0911) and ensure that you provide all pertinent information for emergency personnel.

Room Entry/Room Search

The University recognizes residents' desire for privacy, and will do all it can to protect and guarantee their privacy. However, the University, through Graduate Affairs staff, reserves the right to enter a resident's apartment, townhouse, or room at any time for the following purposes:

1. To determine compliance with all relevant health and safety regulations.
2. To provide cleaning and/or pest control.
3. To conduct an inventory of University property.
4. To act on any indication of imminent danger to life, health, and/or property.
5. To act on reasonable cause to believe that a violation of University or Housing Regulations has occurred.
6. To search for missing property.

In the event of one of the above circumstances, and when possible, effort will be made to contact and notify the occupants in advance so as to be present upon entry. However, if the occupant is unavailable, then a member of Graduate Services will be present to act as a student representative.

Parking:

Park boats, automobiles, motorcycles and related equipment only in areas designated for parking.

Pets on Campus

Pets of any kind are not allowed in students housing units.

Student Family Visit Visa Guidelines

Eligible Visitors

Students may seek permission from Graduate Services and Government Affairs to invite guests to KAUST on a visitor visa. Students should make their request on the Family Visit Visa Request Form, which needs to be approved by Graduate Services and Government Affairs. Students may request visa issuance for the following individuals:

Relative Relation	Masters Students	PHD Students
Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sister	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brother	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Immediate family of Sister	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Immediate family of Brother	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Father-in-law (if Spouse is KAUST resident)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mother-in-law (if Spouse is KAUST resident)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sister-in-law and her immediate family	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brother-in-law and his immediate family	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grandfather	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grandmother	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Step Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Step Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Step Son	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Step Daughter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Duration of Visitor Visa

Students may request a visa for eligible visitors for a duration not to exceed 30 days.

Number of Visitors

Students may request a visitor visa for up to 2 visitors over the age of 10, and 2 children aged 10 or under at any one time. Only one visa request per academic year may be made for each eligible family member. Each student may submit a total of 4 visa requests per academic year. Graduating students may make an additional visa request for up to 6 guests to attend the commencement. Eligible family members for commencement include all relatives listed in the table above, regardless of MS or PhD status.

Overnight visitors are not permitted to stay in shared student housing. Overnight visitors are only permitted to stay in unshared student housing, and only for a maximum duration of 30 days from the date of arrival at KAUST. Students may only host two overnight visitors (along with up to 2 accompanying dependent minors aged 10 or under) at one time.

Student accommodation at KAUST for single/unmarried students is separated into male-only and female-only buildings and apartments. It is prohibited for any members of the opposite sex to visit or stay in the male or female only buildings or apartments. Students must adhere to these regulations at all times when inviting friends or guests to their residences. Both the guest and the student will be held accountable for violations of this provision.

Health Insurance Requirement

Visitors on a Family Visitor Visa are required to have valid health insurance during their visit to KAUST. Visitor photo IDs will only be issued to those who can present proof of valid health insurance. Students who request a Family Visit Visa are required to ensure that their relatives have valid health insurance while visiting at KAUST. By signing the Family Visit Visa Request Form students indicate their understanding of this requirement and their obligation to abide by this rule.

Exceptions to Policy

Exceptions to this policy will be reviewed by a committee consisting of the Associate Provost for Graduate Affairs or designee, the Director of Government Affairs or designee, and a representative from the Office of the Executive Vice President for Administration and Finance.

Fines and Fees

A Family Visit Visa allows a visitor to stay in the Kingdom for a limited period of time depending on the validity of the issued visa. A five year ban and a penalty of **10,000 SR (USD 2666)** will apply if the deadline is not respected or extended before the date of expiration. If family visitors exceed the validity of the approved issued visa, the student will be held responsible for all fees and penalties that apply and which are determined by the Immigration authorities.

In addition, an unapproved extension of stay of a visitor may result in the deportation of the sponsor (the student) from Saudi Arabia.

Please note that every personal visitor to the KAUST Campus is required to visit the Government Affairs Services Center (GASC building 16, office 2226) between 8 AM and 5 PM on the first day of their visit to register his/her passport information and check the validity period of his/her visa.

The general procedures for visitors are:

Information required by Visitor Office:

Before contacting Visitor Office, please have the following information:

Personal Visitor:

- Visitor Name.
- Government ID number, type and validity.
- Nationality.
- Host KAUST ID number.
- Host name
- Host home address and home phone number.
- Duration visit.(1-day, 2-days or 3-days)

Business Visitor:

- Temporary Access Form
- Visitor Name.
- Government ID number, type and validity.
- Nationality.
- Host's name and KAUST ID number.
- Organization Code and Name.
- Host's office location and phone number.
- Visit duration. (1-day, 2-day or 3-day)

Personal Visit:

Three days or less

- a. Host is required to notify Visitor Center via e-mail (IDSticker@kaust.edu.sa)
- b. Walk-ins may be delayed due to authentication process. Only home land-line telephone numbers are accepted. Mobile numbers not accepted
- c. Underage Dependant is not allowed to have visitors.
- d. Maximum number of visitors must not exceed 8 adult visitors if exceeded Community Department should approve.
- e. Visitor must deposit a valid government ID

For Saudi Nationals

- Valid Saudi National ID
- Valid Family Card

For all other nationalities

- Valid Iqama
- Valid Passport/Valid Visa

- f. A temporary Personal Visitor Pass will be issued
- g. Host to ensure that visitor's pass is returned to ID Services and the guest's official documents retrieved
- h. Diplomatic Passport holders must be sponsored by Government Affairs.

- i. Visitors must display their ID cards at all times
- j. The personal visitor is not permitted to work.

Required Documents of Vehicles Access:

- a. Valid Driving license
- b. Valid Vehicle registration
- c. Valid authorization if not the owner

Four to Thirty days inclusive

- a. A KS001 form to be completed with Graduate Services approval/signature
- b. Completed form to be sent to IDSticker@kaust.edu.sa
- c. ID Services shall prepare and issue photo ID card
- d. Valid ID (as above) must be presented when attending ID Services office
- e. Diplomatic Passport holders must be sponsored by Government Affairs.
- f. Expired ID must be returned before its expired date to ID Office during the working days from 8:00 to 17:00 and during overnight, weekends, and holidays return it to Security Operation at SHQ.
- g. Visitors must display their ID cards at all times
- h. The personal visitor is not permitted to work

Business Visitor:

Three days or less

- a. An approved / signed Temporary Access Form is required
- b. Form should be emailed to IDSticker@kaust.edu.sa
- c. Visitor must deposit a valid government ID in exchange for a temporary Business Visitor Pass. A valid ID is defined as follows:-

For Saudi Nationals

- Valid Saudi National ID
- Valid Family Card

For all other nationalities

- Valid Iqama
- Valid Passport/Valid Visa

- d. A temporary Business Visitor Pass will be issued
- e. Proponent is responsible to ensure that the Business Visitor's Pass is returned to ID Services and the guest's official documents retrieved
- f. Diplomatic Passport holders must be sponsored by Government Affairs.
- g. Visitors must display their ID cards at all times
- h. Report belongings before entering through the gate

Required Documents of Vehicles Access

- a. Valid Driving license
- b. Valid Vehicle registration
- c. Valid authorization if not the owner

Four to Ninety days inclusive

- a. A KS001 form to be completed with proponent approval / signature
- b. Completed form to be sent to IDSticker@kaust.edu.sa
- c. ID Services shall prepare and issue photo ID card
- d. Valid ID (as above) must be presented when attending ID Services office
- e. Visa of Diplomatic Passport must be issued through Government Affairs Department.
- f. Expired ID must be returned before its expired date to ID Office during the working days from 8:00 to 17:00 and during overnight, weekends, and holidays return it to Security Operation at SHQ.
- g. Visitors must display their ID cards at all times
- h. Report belongings before entering through the gate

Vehicle Sticker:

All requests for Vehicle Stickers are processed at the Visitor Center located at the Central Services Delivery (CSD) Gate # 2

Permanent Sticker Request: (Vehicle owned or leased to own)

- a. Business Vehicles
 - i. Completed / approved KS003 form required (Proponent approval)
 - ii. Business Vehicle sticker issued by ID Services
- b. Private Vehicles (KAUST Employees)
 - i. Completed KS009 form required
 - ii. Private Vehicle sticker issued by ID Services

3. Temporary Sticker Request: (Vehicle rented or leased)

- a. Business Vehicles
 - i. Completed / approved KS003 form required (Proponent Approval).
 - ii. Temporary vehicle sticker issued by ID Services for duration of lease or 3 months whichever is shorter.
- b. Private Vehicles
 - i. Fill out KS009 (KAUST Employees).
 - ii. Temporary Vehicle sticker issued by ID Services.

4. Required documents to be presented for any sticker request

- i. Valid driving license.
- ii. Valid vehicle registration.
- iii. Valid proof of insurance.
- iv. Valid KAUST ID.
- v. Valid contract (if leased or financed).

Guest Accommodations at KAUST Inn:

Accommodation is subjected to availability with priority to business guests.

Guest Accommodation request form must be initiated by the guest sponsor and have the approval of the appropriate University approval authority, then send to Guest Services Reservation Office. Guest Accommodations and services will be charged with University applicable rates.

Guest Units Furniture and Appliances:

The University provides fully furnished guest units including basic appliances. Property Damage: 100% of repair or replacement cost will be charged to the guest or the guest's sponsor in cases of willful damage, deliberate destruction, or unauthorized alterations of property.

Vehicles should be parked only in designated parking areas.

Guest Unit Maintenance:

The University provides general maintenance for guest units free of charge; guests should promptly report any maintenance problem to Guest Services at Reception desk.

Guest Check-In Process & Check-out:

Incoming guests should be directed to KAUST INN HOTEL Reception upon their arrival to campus.

ACCEPTABLE USE OF ELECTRONIC RESOURCES AND SOCIAL MEDIA

[Please be aware that at the beginning of their matriculation at KAUST, all students are required to sign a document acknowledging their awareness, understanding and agreement to abide by the below policy]

1. Summary

This policy (“Policy”) sets forth guidelines for acceptable use by KAUST students, staff, faculty, dependents, contractors, and visitors (collectively, “Members of the KAUST Community”) of computers, printers, copiers, electronic mail, electronic information sources, facsimile machines, Internet access, etc. (collectively, the “Resources”) provided by King Abdullah University of Science and Technology (“KAUST”). The Policy also establishes guidelines for use of social media.

KAUST provides the Resources primarily for purposes of supporting KAUST’s missions of education, research, economic development and service; all other uses are secondary. Uses that threaten the integrity or the functions of Resources or of any non-KAUST resources that can be accessed through the Resources; threaten the privacy or actual or perceived safety of others; or are otherwise illegal are not permitted.

By using the Resources, a Member of the KAUST Community assumes personal responsibility for their appropriate use and agrees to comply with this Policy and other applicable KAUST policies, all applicable laws and regulations as well as acceptable use policies of any websites or other resources that may be accessed through use of the Resources.

Members of the KAUST Community are expected to review the contents of this Policy before using any Resources and to address any questions regarding the Policy as specified at the end of the Policy.

2. Usage Priorities

If demand for Resources, such as computing Resources, exceeds available capacity, the following general priorities apply, and authorized faculty and staff may set and alter more detailed priorities for specific Resources:

- *Highest*: Uses that directly support the educational, research, economic development and service missions of KAUST.
- *Medium*: Other uses that indirectly benefit the missions of KAUST, including reasonable and limited personal communications.
- *Lowest*: Recreational uses, including game playing.
- *Not Permitted*: Uses in violation of this Policy or otherwise prohibited by another KAUST policy or by any law or regulation.
- KAUST may administer these priorities by restricting or limiting lower priority usages in circumstances where demand and limitations of capacity impact or threaten to impact higher priority usages of any Resources.

3. General Standards

KAUST expects Members of the KAUST Community to use the Resources in a manner that demonstrates:

- Responsible behavior at all times;
- Behavior consistent with the missions and authorized activities of KAUST;
- Compliance with all applicable laws, regulations, and KAUST policies;
- Truthfulness and honesty in use of the Resources, both with respect to information communicated through use of the Resources and accurate identification of the Member(s) of the KAUST Community who originate information and other content;
- Respect for the rights and property of others, including intellectual property and privacy rights;
- Behavior consistent with the confidentiality, integrity and security of the Resources and KAUST information that may be accessed through use of the Resources; and
- Respect for other users of the Resources, and for other users of websites and other resources that may be accessed through the Resources, whether or not other users are Members of the KAUST Community.

4. Specific Expectations

KAUST has the following specific expectations for use of the Resources. These expectations are not an exhaustive list, but are intended to implement and illustrate the foregoing *General Standards*, other relevant KAUST policies, and applicable laws and regulations. KAUST's Specific Expectations are as follows:

A. Use of Resources While Working for or on KAUST's Behalf

KAUST advocates the use of the Resources for KAUST's purposes (e.g., research, education, economic development and service and administrative activities in support of those purposes) in order for the KAUST Community to carry out their KAUST duties and responsibilities. Occasional and incidental personal use of the Resources during a Community Member's working hours at KAUST is permitted if it does not interfere with their work, KAUST's ability to perform its missions, does not consume more than a trivial amount of KAUST Resources, does not interfere with the user's productivity and is not among the activities identified in this Policy as prohibited.

B. Use of Resources by KAUST Dependents or Visitors

KAUST faculty, staff and students are responsible for ensuring that their dependents and visitors comply with this Policy.

C. Content of Communications

Members of the KAUST Community are expected to be thoughtful and respectful of other persons, companies and organizations when using the Resources. For example, the Resources may not be used in a manner that is inconsistent with the needs of other Members of the KAUST Community for the Resources or for communicating or transmitting

obscenity, pornography, bullying or other harassment, or threats of violence. Except as authorized in writing by KAUST, the Resources may not be used for private business or commercial activities, or for fundraising or advertising on behalf of non-KAUST organizations, and no Member of the KAUST Community may resell the Resources or otherwise use the Resources on behalf of, or for the benefit of, anyone other than Members of the KAUST Community.

D. Monitoring for Compliance

KAUST reserves the rights to access, monitor, and examine, by its authorized personnel, any use of the Resources. Monitoring, access and/or examination of communications will, however, be limited to ensuring compliance with this Policy and all applicable laws and to managing usage priorities of the Resources for the KAUST Community.

E. Identification of Users

Members of the KAUST Community are strongly discouraged from using the Resources to send any communication without identifying themselves, whether such use is anonymous or pseudonymous, except when expressly allowed by the operating guidelines or stated purposes of the electronic services to, from, or through which the communications are sent. The following activities and behaviors are prohibited:

- Misrepresenting the identity of the sender or source of an electronic communication;
- Acquiring or attempting to acquire user names or passwords of others;
- Using or attempting to use the computer accounts of others; and

F. Altering the content of a message originating from another person or computer with intent to deceive. Computer Security and Passwords

KAUST may provide user names and passwords to Members of the KAUST Community to enable them to access specific Resources. User names and passwords should not be shared, given out or loaned. For the safety and security of Members of the KAUST Community and the Resources, any password to access the Resources should be difficult to guess and should be changed frequently. While logged in to any computer Resource, users should not leave the Resource unattended. Each user is responsible for uses of his or her assigned user name and password, whether authorized or unauthorized.

The following activities and behaviors are prohibited:

- Using restricted-access Resources or electronic information without authorization or beyond the user's level of authorization;
- Intercepting or attempting to intercept communications by anyone who is not an intended recipient;
- Making KAUST computing Resources available to any individual who is not a Member of the KAUST Community without approval of an authorized KAUST official;
- Intentionally compromising the privacy or security of electronic information.

G. Operational Integrity

KAUST seeks to protect the operational integrity of the Resources in order to ensure that the Resources operate as intended and are available to support KAUST's missions. KAUST requires the assistance of all Members of the KAUST Community in protecting the integrity of the Resources by refraining from the following activities and behaviors:

- Interfering with or disrupting any Resource, or any personal equipment used by any Member of the KAUST Community, in any manner, including, but not limited to, propagating computer worms, viruses, Trojan horses and spyware, sending electronic chain mail, sending electronic communications for illegal or inappropriate purposes (such as "phishing" or "spamming" e-mails, or mass unsolicited instant messages or "spimming"), and sending inappropriate "broadcast" messages to large numbers of individuals or hosts;
- Failing to comply with requests from appropriate KAUST officials to discontinue activities that threaten the operation or integrity of the Resources or otherwise violate this Policy;
- Altering or attempting to alter files or systems without authorization;
- Unauthorized scanning of networks for security vulnerabilities;
- Altering or attempting to alter any KAUST computing or networking components (including, but not limited to, bridges, routers, and hubs) without authorization or beyond the user's level of authorization;
- Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services;
- Intentionally compromising the integrity of any Resource;
- Intentionally disrupting the use of any Resource;
- Carelessly or intentionally damaging any Resource; and
- Utilizing the Resources to violate any KAUST policy or any law or regulation.

When accessing any Resource from a user's personal computer or similar device, the user is responsible for ensuring that such computer or device does not threaten or harm the operational integrity of the Resources. For example, all personal computers must contain up-to-date virus and spyware protection.

H. Internet Use

Internet sites that are accessed through the Resources may record KAUST's name in their visitor logs. Members of the KAUST Community should not visit, upload or post content, or send messages to sites where doing so would be inconsistent with KAUST's policies or might otherwise embarrass KAUST or cast KAUST in an unfavorable light. Members of the KAUST Community should not intentionally visit, browse, or view web sites or other network-accessible sites (e.g., FTP sites, chat rooms, or discussion boards) that contain any of the following, and should not send, display, download, print, or store any of the following:

- pornographic or sexually explicit pictures or text,
- gambling or illegal gaming sites,

- text or photos or other content that may be deemed offensive to (a) individuals of a specific race, color, gender, religion, or ethnic origin, or (b) persons with any recognizable physical characteristic or disability,
- any other materials that a Member of the KAUST Community reasonably recognizes as offensive to other Members of the KAUST Community, or
- any materials that may be in violation of the laws of the Kingdom of Saudi Arabia.

I. Copyrights

KAUST does not condone the unauthorized reproduction or distribution of copyrighted material, regardless of its origin, format, intended use, storage medium, or content. Materials that may be protected by copyright laws include music, movies, books, articles and other publications, computer software, artwork, graphics, and works in other literary and artistic forms.

The fact that materials are posted on the Internet or in any other publicly accessible location, or that they are available for access and use by Members of the KAUST Community, does not automatically mean that they are in the public domain or that they may be freely copied and distributed. Such materials are likely to be protected by copyright laws, and reproduction and distribution without permission of the copyright holder is not permitted.

The Resources may not be used by Members of the KAUST Community for any of the following purposes:

- Downloading, reproducing, distributing, sharing (including through peer-to-peer arrangements), modifying, storing (even temporarily), or displaying or performing publicly copyrighted material (in whole or part) without prior, written authorization from the copyright owner or lawful designee;
- Violating or circumventing any form of digital rights management technology; or
- Obtaining, producing, storing, transferring, or otherwise using unauthorized copies of software programs or documentation.

Any Member of the KAUST Community who is uncertain about whether it is permissible to copy or distribute any material that may be subject to copyright rights should address any questions as specified at the end of the Policy.

J. Confidential Information

Members of the KAUST Community are expected to exercise greater caution in transmitting information by e-mail and in uploading information to the Internet than they might use with other forms of communications (e.g., written communications and telephone calls) because of the potential for broad, relatively effortless distribution of such information. Information that is treated as confidential by KAUST or by any Member of the KAUST Community must not be transmitted or forwarded to any person who is not authorized to receive that information and should not even be sent or forwarded to other Members of the KAUST Community who do not need to know the information. Members of the KAUST Community should use care in addressing e-mail messages to be sure that all addressees are appropriate

recipients, and special care should be taken when addressing e-mail messages to distribution lists. Members of the KAUST Community should refrain from routinely forwarding communications that contain confidential information to multiple parties without clear justification. Any communication containing confidential information that is made or transmitted using the Resources should be clearly marked CONFIDENTIAL so that recipients are able to recognize that it should be protected from disclosure.

5. Use of Social Media

Social media are means of electronics communication that facilitate social interaction through accessible and scalable publishing techniques. Examples include, but are not limited to, LinkedIn, Twitter, MySpace, YouTube and Facebook.

KAUST has established profile pages on Facebook, Twitter, YouTube, and Flickr on which KAUST makes photographs, videos and text available for use and comment by the general public, and KAUST may establish profile pages on other social media websites. Members of the KAUST Community should not redistribute any photographs, videos or other content that KAUST makes available on its profile page on any social media website for any purpose that is inconsistent with KAUST's missions.

Members of the KAUST Community may use the Resources to establish their own personal profile pages on social media websites and to access profile pages established by others. When using social media, Members of the KAUST Community are responsible for all content they post, including, but not limited to, photos, videos, and text. Members of the KAUST Community are expected to use social media in a careful and thoughtful manner, consistent with the *General Standards*, the *Specific Expectations* and the following social media usage principles:

- Use a personal e-mail address (not the "KAUST.edu.sa" address) as your primary means of identification when expressing personal views; the university e-mail address should only be used for KAUST-related communications;
- Review and comply with all rules and terms of use for any social media site, including all changes and updates to such rules and terms of use;
- Do not post any information that is treated as confidential by you, by KAUST or by any third party;
- Be honest and truthful about your identity; do not post content anonymously or under an assumed name, or pseudonym, unless invited to do so by applicable rules and terms of use;
- Before posting any information on the Internet, bear in mind that the information may remain available for access by search engines, even after it has been deleted from the site to which it was originally posted;
- Do not post any content that may be considered offensive or might be interpreted as promoting racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Do not post any content that may include a trademark or service mark (a word, phrase or logo used to identify or distinguish a product or service) of any third party;
- Do not use KAUST's trademark or use KAUST's name in any user name or screen name, and do not post any content that suggests any endorsement of such content

by, or unauthorized affiliation of any other person, organization or entity with, KAUST;

- If commenting on KAUST, identify yourself by name and identify your relationship to KAUST; be clear that any ideas or content are your own and do not represent an official position of KAUST;
- Be thoughtful and respectful when posting any photo or video of another member of the KAUST Community or any other person; consider whether the other person would want the photo or video posted on the Internet; be cooperative in removing any posted photo, video, or other content at the request of anyone who is recognizable in, or identifiable from, any photo, video, or other content that you have uploaded;
- Do not post any content to harass or advocate harassment of or harm to another person;
- Do not post any content that exploits people in a sexual or violent manner;
- Do not post any content that contains nudity, pornography, excessive violence, or offensive subject matter or contains a link to any such content;
- Monitor any content, including comments, posted by others on any social media personal profile page and remove any content that violates this Policy;
- Do not post any content that creates or propagates any computer worm, virus, Trojan horse or spyware, or that sends electronic communications for illegal or inappropriate purposes (such as “phishing” or “spamming” e-mails, or mass unsolicited instant messages or “spimming”);
- Do not post any content that may be false or misleading or promotes illegal activities or conduct that is abusive, threatening, obscene, defamatory or libelous;
- Be accurate and truthful with any posted content, provide citations and links when possible and appropriate; promptly post corrections to any posted content after learning that such posted content is false or misleading;
- Use privacy settings on social media websites when establishing personal profiles to protect privacy;
- Do not post any content that may pose or create a privacy or security risk to any person;
- Do not post any content or promote file-sharing of any content that infringes the intellectual property rights of others, such as downloading or sharing licensed computer software or other copyrighted materials such as music or movies;
- Do not post any content that provides instructional information about illegal activities such as making or buying illegal weapons, instructional information about violating a party's rights, or instructional information about creating or transmitting computer viruses, spyware, etc.; and
- Do not post any content that does or attempts to solicit from other user's passwords or personal identifying information for a commercial, unlawful or illegitimate purpose.

6. Monitoring Resource Usage; Enforcement of this Policy

KAUST reserves the right to monitor usage of the Resources, and to attempt to identify any Member of the KAUST Community who is responsible for a particular non-complying usage of the Resources, even if such use is anonymous or pseudonymous. KAUST may record and

periodically audit the usage of Resources. Authorized administrators of the Resources may suspend access to Resources by a Member of the KAUST Community for any violation of this Policy, pending resolution of the matter (for example by securing a possibly compromised account and/or making the owner of an account aware that an activity constitutes a violation) and, in the case of any egregious or continuing violation, suspension of access may be extended until resolution of the issue by the appropriate body.

7. Violations

Any user found to be in violation of this Policy may be subject to disciplinary action, including termination of employment.

8. Amendment of this Policy

This Policy may be changed or amended at any time. When any such amendments occur, the KAUST Community will be informed of such changes. Continued use of Resources indicates acceptance of any change or amendment to this Policy.

9. Questions about this Policy

Questions arising about this Policy should be addressed to itpolicy@kaust.edu.sa. In the event that a Member of the KAUST Community believes that this Policy interferes with the missions of KAUST, that person is encouraged to send his concern to itpolicy@kaust.edu.sa.

INTELLECTUAL PROPERTY COPYRIGHT

Faculty own the copyright to their scholarly and academic works made for educational purposes, as this category is particularly defined by the University's Intellectual Property Policy. The University is granted a non-exclusive, royalty free license to use such works for research and educational purposes.

COPYRIGHT

The University is committed to the proper observance of copyright law under the provisions of prevailing Saudi Arab legislation (Royal Decree No. M/41, 30 August 2003). Saudi Arabia is also a member of the Berne Convention, subject to which its copyright legislation was enacted. In addition, Saudi Arabia is a member of TRIPS (the World Trade Organization's trade-related aspects of intellectual property rights) and the Universal Copyright Convention. As such, all the University's works therefore receive automatic protection in accordance with these conventions. Details of University's Copyright Compliance Policy are available in the Governance Policy Manual.

Section 5– Graduate Student Resources

Telephone information

The following information is provided to assist people in making phone calls to Saudi Arabian phone numbers.

Calling landlines (From inside the Kingdom):

- Dial the pertinent two-digit code
01 = Riyadh; 02 = Jeddah; 03 = Eastern Province
- Followed by a seven-digit number for a total of a nine-digit number

Calling landlines (From outside the Kingdom):

- Dial + 966
- Dial the pertinent two-digit code
01 = Riyadh; 02 = Jeddah; 03 = Eastern Province
- Followed by a seven-digit number for a total of a eleven-digit number

Calling mobile phones (From inside the Kingdom):

- Dial 05
- Followed by an eight-digit number

Calling mobile phones (From outside the Kingdom):

- Dial +966
- Followed by 05
- Followed by an eight-digit number

Offices and Resources Frequently Contacted by Graduate Students

Security and Emergencies:

On Campus Emergency Response landline: 911

Mobile: 02-808-0911

Off campus emergency response

Police Department: 999

Fire Department: 998

Ambulance: 997

Government Affairs on-call representative: 054-470-1111

ID Cards and Visitor Passes

Sultan Al Ghamdi: 808-5818

Vehicle Stickers

Can be obtained from the ID office or by contacting the ID Office by calling 808-5815 between the hours of 7 a.m. – 4 p.m. Saturday to Wednesday.

<http://facilities.kaust.edu.sa/Security/Pages/Home.aspx>

<http://facilities.kaust.edu.sa/HSE/Pages/Home.aspx>

Graduate Affairs/Student Center:

Student Information Hub: 808-3412

Graduate services email: graduateservices@kaust.edu.sa

Graduate Council email: graduate.council@kaust.edu.sa

Graduate Affairs Finance: (for BUPA card etc.) gra_finance@kaust.edu.sa

Associate Provost for Graduate Affairs: Dr. Brian Moran brian.moran@kaust.edu.sa

Director of Graduate Services: Dr. Faizi Ghodsi faizi.ghodsi@kaust.edu.sa

Help Desk Services:

The help desk services include general maintenance and housekeeping needs as well transportation services in addition to serving as a resource for other campus contact information.

Community Help Desk: 808-0959

From a university phone: 959

Email: fchelpdesk@kaust.edu.sa

Information Technology:

IT Help Desk: 910 or 808-0910

Email: ithelpdesk@kaust.edu.sa

Website: <http://it.kaust.edu.sa/Pages/Home.aspx>

Mail and Courier (Fed-Ex):

From mobile or landline: 808-5777 or 802-4039

Email: mailandcourier@kaust.edu.sa

Medical:

For information contact: clinic@kaust.edu.sa

For any of the medical clinic services call the helpdesk: 808-4111

Saud Pharmacy: 802-4066

Retail and Dining:

Banaweer Bicycle Shop 802-4068
Burger King 802-4032
Coffee Bean & Tea Leaf 802-4065
Dunya Alasfour Barber Shop 802-4062/4064
Dunya Alasfour Ladies Salon 802-4061/4063
House of Donuts 802-4071
iZone / Tokyo Games 802-4074/4076
Joffrey's Coffee & Tea Co. 802-4069
Pizza Inn 802-4035
Quiznos Sub Shop 802-4034
Saud Pharmacy 802-4066
Shoro Shwarma As You Like It 802-4036
Spices Indian Restaurant 802-4031
Tihama Bookstore, Discovery Square, 802-4067
Tihama Bookstore, Building 18, Room 3202, 802-4072
Retail@kaust.edu.sa

Recreational Services:

Recreation Help Desk: 808-6616 Email: recreation@kaust.edu.sa
Bowling: 808-6632
Island Oasis Recreation (located in the Early Childhood Center) 808-6206
Marine Services marinebookings@kaust.edu.sa or marine@kaust.edu.sa
<http://facilities.kaust.edu.sa/Pages/home.aspx>

Residential Services:

Housing Front Desk: 02-808-6555
Key room number: 02-808-6222 (open 24 hours)
residential@kaust.edu.sa

Schools:

Website: <http://www.kaustschools.org/>

Harbor Elementary School (Grade 1 to 5)
Principal: Madeleine.hewitt@kaust.edu.sa

Harbor Secondary School (Grade 6 to Grade 12)
Principal: Kandace.williams@kaust.edu.sa

Harbor Early Childhood Center (Ages 3 to 5 years)
Assistant Principal: Susan.middlebrook@kaust.edu.sa

Travel Office (Kanoo Travels):

University Related Travel: 808-5444
Email: travel@kaust.edu.sa

Personal Travel: 802-4111
Email: kaust-retail@jed.kanoosa.com

Transportation:

Taxi Services:
Saudi Oger: 808 5017, 808 5624 or 808 5625
Email: kausttaxi@kaust.edu.sa

Hanco: 808 5647 or 050 234 5114
Email: hancotransport@kaust.edu.sa

Bus Services:
Phone: 808 5622, 808 5607 or 059 040 2359
Email: busservices@kaust.edu.sa

Car Rentals:
Saudi Oger: 808 5623 or 056 344 3539
Email: busservices@kaust.edu.sa
Hanco: 808 5647 or 050 234 5114
Email: hancotransport@kaust.edu.sa

Vehicle Repair and Maintenance 02-808 5222
Email: vehicleservices@kaust.edu.sa

Fuel Station and Car Wash 02-808-4452
Email: vehicleservices@kaust.edu.sa

General Information Regarding Travel

- **Validity of Documents:** Ensure you travel with a current Iqama and that it is valid throughout the duration of your trip (note that some visas such as exit – reentry visas are required to be utilized within 90 days. A failure to utilize the visa once it has been issued can result in a significant fine and an inability to obtain subsequent visas for a substantial period of time).
- Avoid visiting questionable areas (i.e., military camps or highly secured locations)
- Heed the advice of your consulate or embassy
- Register your international travel through your embassy
- Sign up for embassy travel advisories (sent via email)
- Stay informed of international current events
- Educate yourself about travel destinations, including:
 - Health, safety and security
 - Required or recommended vaccinations and medications
 - Laws and customs
 - Relationship between your home country and the host country
- Do not travel alone
- Inform others of your itinerary and provide emergency contact numbers
- **Carrying Documents**
- Carry a copy of your passport and KAUST ID at all times
- Call for help: Program your mobile with the Government Affairs on-call phone and mobile emergency number **02-808-0911**

Employment

Be aware that your current student visa status (student visa) makes you ineligible to work in kingdom. Do not seek any kind of employment at any time or under any circumstances outside of the campus before consulting with the Professional Development Office.