# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAUST Academic Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Message From the Dean of Graduate Affairs</td>
<td>5</td>
</tr>
<tr>
<td><strong>Introduction to King Abdullah University of Science and Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td>7</td>
</tr>
<tr>
<td>Mission</td>
<td>7</td>
</tr>
<tr>
<td>KAUST Attributes</td>
<td>7</td>
</tr>
<tr>
<td>KAUST Values</td>
<td>8</td>
</tr>
<tr>
<td>Academic Overview</td>
<td>8</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>10</td>
</tr>
<tr>
<td>The Office of the Registrar</td>
<td>10</td>
</tr>
<tr>
<td>Registration Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Registration for Continuing Students</td>
<td>10</td>
</tr>
<tr>
<td>Late Registration</td>
<td>10</td>
</tr>
<tr>
<td>Approval for Special Circumstances</td>
<td>10</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>10</td>
</tr>
<tr>
<td>Student-Advisor Relationship</td>
<td>11</td>
</tr>
<tr>
<td>Change of Advisor</td>
<td>11</td>
</tr>
<tr>
<td>Grade Point Average (GPA) Requirement</td>
<td>11</td>
</tr>
<tr>
<td>Adding a Course</td>
<td>11</td>
</tr>
<tr>
<td>Dropping a Course</td>
<td>11</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>11</td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>13</td>
</tr>
<tr>
<td>Grading System</td>
<td>13</td>
</tr>
<tr>
<td>Grade Appeals</td>
<td>13</td>
</tr>
<tr>
<td>Criteria for Satisfactory Academic Progress</td>
<td>13</td>
</tr>
<tr>
<td>Student Evaluation</td>
<td>13</td>
</tr>
<tr>
<td>Definitions</td>
<td>14</td>
</tr>
<tr>
<td>Students’ Records</td>
<td>14</td>
</tr>
<tr>
<td>Academic Transcripts</td>
<td>14</td>
</tr>
<tr>
<td>Falsification of Records by Students</td>
<td>14</td>
</tr>
<tr>
<td>Commencement/Graduation</td>
<td>15</td>
</tr>
<tr>
<td>Withdrawal from the University</td>
<td>15</td>
</tr>
<tr>
<td><strong>Student Life</strong></td>
<td></td>
</tr>
<tr>
<td>Students as Community Members</td>
<td>17</td>
</tr>
<tr>
<td>Campus and Community Overview</td>
<td>17</td>
</tr>
<tr>
<td>Graduate Student Accommodation</td>
<td>17</td>
</tr>
<tr>
<td>The Student Center</td>
<td>18</td>
</tr>
<tr>
<td>Graduate Development &amp; Services</td>
<td>18</td>
</tr>
<tr>
<td>Graduate Services Helpdesk</td>
<td>18</td>
</tr>
<tr>
<td>Student Life Forum Helpdesk</td>
<td>19</td>
</tr>
<tr>
<td>Skills Lab</td>
<td>19</td>
</tr>
<tr>
<td>Residential Life</td>
<td>19</td>
</tr>
<tr>
<td>Graduate Events and Recreation</td>
<td>19</td>
</tr>
<tr>
<td>Professional Development</td>
<td>20</td>
</tr>
<tr>
<td>Health, Wellness, and Counseling (HWC)</td>
<td>21</td>
</tr>
<tr>
<td>Student Support Case Management</td>
<td>21</td>
</tr>
<tr>
<td>Disability Services</td>
<td>21</td>
</tr>
<tr>
<td>Ombuds for Student Matters</td>
<td>22</td>
</tr>
<tr>
<td>Graduate Student Council</td>
<td>22</td>
</tr>
<tr>
<td>Recreation Services</td>
<td>23</td>
</tr>
<tr>
<td>Restaurants and Food Services</td>
<td>25</td>
</tr>
<tr>
<td>Theater and Cinema</td>
<td>25</td>
</tr>
<tr>
<td>University Library</td>
<td>26</td>
</tr>
<tr>
<td>Harbor Library</td>
<td>26</td>
</tr>
<tr>
<td>School Libraries</td>
<td>26</td>
</tr>
<tr>
<td>The KAUST School</td>
<td>27</td>
</tr>
<tr>
<td>KAUST Daycare and After-School Program</td>
<td>27</td>
</tr>
<tr>
<td>Office of the Arts</td>
<td>28</td>
</tr>
<tr>
<td>Museum of Science and Technology in Islam</td>
<td>28</td>
</tr>
<tr>
<td>The KAUST Volunteer Program</td>
<td>29</td>
</tr>
<tr>
<td>Banking</td>
<td>29</td>
</tr>
<tr>
<td>Mail and Courier Services</td>
<td>29</td>
</tr>
<tr>
<td>Travel Office</td>
<td>30</td>
</tr>
<tr>
<td>Transportation</td>
<td>30</td>
</tr>
<tr>
<td>Security and Safety</td>
<td>30</td>
</tr>
<tr>
<td>Fire Department</td>
<td>30</td>
</tr>
<tr>
<td>KAUST Health</td>
<td>32</td>
</tr>
<tr>
<td>Insurance Programs</td>
<td>33</td>
</tr>
<tr>
<td>Government Affairs Office</td>
<td>34</td>
</tr>
<tr>
<td>The Alumni Affairs Office</td>
<td>35</td>
</tr>
<tr>
<td>The GradOps Team</td>
<td>35</td>
</tr>
<tr>
<td>Innovation and Economic Development</td>
<td>36</td>
</tr>
<tr>
<td><strong>Policies</strong></td>
<td></td>
</tr>
<tr>
<td>Graduate Student Code of Conduct</td>
<td>39</td>
</tr>
<tr>
<td>Code of Conduct at the Thuwal Campus</td>
<td>49</td>
</tr>
<tr>
<td>Campus Safety and Security Policy</td>
<td>52</td>
</tr>
<tr>
<td>Harassment Policy</td>
<td>53</td>
</tr>
<tr>
<td>Equal Opportunity in Education and Employment Policy</td>
<td>53</td>
</tr>
<tr>
<td>Media and Social Media Policies</td>
<td>54</td>
</tr>
<tr>
<td>Intellectual Property Policy</td>
<td>54</td>
</tr>
<tr>
<td>Student Housing Policies and Procedures</td>
<td>55</td>
</tr>
<tr>
<td>Final Exit (Offboarding)</td>
<td>58</td>
</tr>
<tr>
<td>Visitors Policy for Students</td>
<td>59</td>
</tr>
<tr>
<td>Acceptable Use of Electronic Resources and Social Media</td>
<td>61</td>
</tr>
<tr>
<td>KAUST Academic Travel</td>
<td>65</td>
</tr>
<tr>
<td><strong>Graduate Student Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Important Numbers and Contacts</td>
<td>66</td>
</tr>
</tbody>
</table>

www.kaust.edu.sa
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 Graduate Services graduateservices@kaust.edu.sa. The most recent versions of University policies are located online for enrolled students on the University Policy website and where available, specific policy hyperlinks have been provided below. 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 (012)-808-0911.
KAUST ACADEMIC CALENDAR 2019-2020

FALL
- Sun Aug 4, 2019 On-boarding of students and cultural orientation starts
- Sat Aug 10, 2019 On-boarding of students and cultural orientation ends
- Sun Aug 11, 2019 Eid Al-Adha break starts
- Thu Aug 15, 2019 Eid Al-Adha break ends
- Sun Aug 18, 2019 Academic orientation starts
- Thu Aug 22, 2019 Academic orientation ends
- Sun Aug 25, 2019 First day of classes
- Tue Aug 27, 2019 Academic Convocation
- Sat Aug 31, 2019 Last day to add a class
- Thu Sep 5, 2019 Last day to drop a class without a W grade
- Last day for graduating PhDs to declare a fall dissertation defense date
- Sun Sep 22, 2019 University holiday
- Mon Sep 23, 2019 Saudi National Day
- Fri Oct 18, 2019 Fall Enrichment Program starts (tentative)
- Thu Oct 24, 2019 Last day to drop a class with a W grade (no drops permitted after this date)
- Sat Oct 26, 2019 Fall Enrichment Program ends (tentative)
- Sun Oct 27, 2019 mid-semester break
- Mon Oct 28, 2019 mid-semester break
- Thu Nov 7, 2019 PhD dissertation defense examination result forms due for graduating PhDs
- Thu Nov 21, 2019 Last day to submit PhD dissertations and MS theses to the Registrars Office for format checking
- Thu Nov 28, 2019 PhD dissertation and MS thesis library receipt forms due at Registrar’s Office
- Thu Dec 5, 2019 Last day of classes
- Sun Dec 8, 2019 Exams start
- Tue Dec 10, 2019 Exams end / semester ends
- Fri Dec 13, 2019 Commencement

WEP
- Sun Jan 12, 2020 Winter Enrichment Program starts
- Sat Jan 25, 2020 Winter Enrichment Program ends

SPRING
- Sun Jan 26, 2020 First day of classes
- Sat Feb 1, 2020 Last day to add a class
- Thu Feb 6, 2020 Last day to drop a class without a W grade
- Last day for graduating PhDs to declare a spring dissertation defense date
- Sun Mar 22, 2020 mid-semester break
- Mon Mar 23, 2020 mid-semester break
- Thu Apr 2, 2020 Last day to drop a class with a W grade (no drops permitted after this date)
- MS thesis applications due
- Fri Mar 27, 2020 Spring Enrichment Program starts (tentative)
- Sat Apr 4, 2020 Spring Enrichment Program ends (tentative)
- Thu Apr 9, 2020 PhD dissertation defense examination result forms due for graduating PhDs
- Thu Apr 23, 2020 Last day to submit PhD dissertations and MS theses to the Registrars Office for format checking
- Thu Apr 30, 2020 PhD dissertation and MS thesis library receipt forms due at Registrar’s Office
- Thu May 7, 2020 Last day of classes
- Sun May 10, 2020 Exams start
- Wed May 13, 2020 Exams end / semester ends
- Sun May 24, 2020 Eid Al-Fitr break starts
- Thu May 28, 2020 Eid Al-Fitr break ends

SUMMER
- Sun Jun 7, 2020 First day of classes
- Tue Jun 9, 2020 Last day to drop a class without a W grade
- Thu Jul 2, 2020 Last day to drop a class with a W grade
- Thu Jun 18, 2020 Spring graduation date *
- Thu Jul 30, 2020 Last day of classes
- Sun Aug 2, 2020 Eid Al-Adha break starts
- Thu Aug 6, 2020 Eid Al-Adha break ends
MESSAGE FROM
THE DEAN OF
GRADUATE AFFAIRS

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 the 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. It is our ambition to develop and graduate the highest caliber of students who will make their mark in research and academia, transform industry, create new technology, and become leaders in Science and Engineering.

The Graduate Student Handbook is published by 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 policies.

This Handbook integrates contributions made by several members of the academic community, and I thank them and others for their contributions. I hope that the Handbook is a useful resource to Faculty, Students, and Staff.

Brian Moran, PhD
Dean of Graduate Affairs
King Abdullah University of Science and Technology: Vision, Mission, and Values
VISION
KAUST aspires to be a destination for scientific and technological education and research. By inspiring discoveries to address global challenges, we strive to serve as a beacon of knowledge that bridges people and cultures for the betterment of humanity.

MISSION
KAUST advances science and technology through distinctive and collaborative research integrated with graduate education. We are a catalyst for innovation, economic development and social prosperity in Saudi Arabia and the world.

We exist for the pursuit and advancement of scientific knowledge and its broad dissemination and benevolent application. We strive to enhance the welfare of society with a special focus on four areas of global significance—food, water, energy, and the environment.

KAUST ATTRIBUTES
As a new institution, KAUST has the distinct advantage to have been purposefully designed as a global and private Research University with several key attributes:

1) An environment where excellence in curiosity-driven and goal-oriented research thrive. Through our endowment, we provide flexible and sustained support to pursue long-term research and scientific goals. Our people are empowered and encouraged to aim high and investigate important questions with passion and freedom. Few universities enjoy this level of consistent support. In return, we hold ourselves to the highest standards of performance, behavior, and ethics.

2) A global DNA that bridges people, ideas and traditions from around the world. This is reflected in: (a) our diverse and international university community of faculty, students, and staff; (b) strategic and sustained collaborations with key institutions across the world; and (c) commitment to contribute to the welfare of society by placing special emphasis on areas of strategic importance to the world.

3) Cross-disciplinary organization between Academic Divisions and Research Centers. While leveraging disciplinary excellence, our matrix structure of three Academic Divisions encompassing multiple disciplines and eleven strategically connected Research Centers encourage our faculty, researchers and students to be entrepreneurial and free-spirited while pursuing research that translates science into discoveries and new technologies.

4) Unparalleled laboratory facilities, equipment and expertise. We provide our people and our research partners the opportunity to conduct experimental research in an empowering environment with exceptional facilities, equipment, and support staff. Our ability to sustain these exceptional facilities over the long term is an important competitive advantage over other institutions.

5) Collaborative learning environment and a distinctive educational experience. Our learning environment encourages KAUST students to think beyond the laboratory to consider how their ideas can change the world. Through the spirit of discovery, we promote collaboration, excellence, curiosity, integrity, and a passion for doing things that matter.

6) Innovation and technology development for public benefit. We contribute to the cultivation of a knowledge and innovation-driven economy. Our Research and Technology Park is physically and organizationally integrated within the University to facilitate corporate interactions, innovation, knowledge transfer and economic development. Leveraging ideas from around the world, KAUST is positioned to accelerate both early-stage and market-ready technologies.

7) A work-play-live environment. We are more than a premier university; we are also a city. On the shores of the Red Sea, our services and amenities offer an exceptional quality of life, from schools to recreation to health care. We are a community where more than 100 nationalities learn, live, and thrive together.
KAUST VALUES
At KAUST, we attract people from Saudi Arabia and around the world who want to create impact beyond their own achievements. Irrespective of their national origins, the people of KAUST are “people of the world” who uphold our values of achievement, passion, inspiration, citizenship, diversity, integrity, and openness.

Those who join us are drawn here by the:

- Desire to collaborate with people who share the belief that tackling global challenges is a worthy endeavor;
- Opportunity to contribute to science and innovation within an historic enterprise; and
- Prospect of living in a uniquely international community where they and their families can thrive.

In return, we invest in our people to help them fulfill their intellectual and personal potential. Together we are guided by these principles:

- Advancement of science and technology for the public good. We encourage collaboration among scientists, researchers, students, and staff from different disciplines, nationalities, and cultural backgrounds. We leverage these global partnerships in pursuit of excellence to support the nation’s aspirations and address global challenges.
- Environment where inquiry and debate can take place with purpose, passion, and respect. We are committed to the highest standards of moral, ethical, and professional conduct in our scholarly and research activities, and in our daily lives throughout the community.
- Dedication to academic and professional best practices that uphold transparency and meritocracy in the recruitment, development, and advancement of our people. We are committed to excellence across all of our activities and embrace global benchmarks for performance.

Combined, these values and guiding principles act as a unifying and energizing force bridging peoples and cultures in a collegial, open, and transparent community. In education, research, and innovation, KAUST acts globally and delivers both locally and internationally.

ACADEMIC DIVISIONS AND RESEARCH CENTERS
To achieve its mission, KAUST engages in both curiosity-driven and goal-oriented research through its Academic Divisions and Research Centers.

The Academic Divisions invest in people and develop depth and breadth in multiple disciplines. They focus on fundamental knowledge in science and engineering while creating opportunities for ideas and innovation to flourish. Our people, and the ideas they generate, are sustained through a funding model designed for long-term research reflecting our belief in the intellectual potential of curiosity and exploration.

The Academic Divisions develop deep scientific and engineering capabilities through graduate education underpinned by cutting-edge research. Our graduate students contribute to the research environment through their work with our outstanding faculty and access to unrivaled facilities designed to further their educational horizons. Upon graduation, our alumni carry forward their education and training to build upon the knowledge economy and innovation ecosystem within the nation and in over 40 countries around the world.

Our Research Centers invest in major projects and provide thematic focus and critical mass to pursue goal-oriented research that addresses significant challenges for the Kingdom and the world. They invigorate graduate education by fostering creative and problem-solving approaches in an interdisciplinary, team-based environment. They also serve as hubs for engagement of the corporate world.

The Core Labs are composed of eleven laboratories organized around one central mission: to provide state-of-the-art research facilities, training and services for KAUST students, faculty, researchers, collaborators and our industrial partners. They are a prominent feature of the KAUST interdisciplinary research ecosystem, with highly qualified staff scientists and engineers supporting the University’s research ambitions.
Academic Calendar and Semesters
KAUST offers two semesters and two sessions. The two semesters include the fall semester, 15 weeks from August/September to December, and the spring semester, 15 weeks from January/February to May/June.

The two sessions include the summer session, eight weeks from June to August, and the winter session, two weeks from January to February.

Regular classes are scheduled during the fall and spring semesters and the summer session. The winter session is reserved for the Winter Enrichment Program (WEP).

All dates are approximate and are adjusted annually to begin and end on appropriate weekdays. Each semester may include scheduled holidays. The academic calendar can be found here.

The Office of the Registrar
The Office of the Registrar is the custodian of official student information and records. It is responsible for registration, course enrollment management, classroom assignment, final exam scheduling, grade processing academic and administrative policy monitoring, information dissemination, maintaining student records, and providing certified documents, including transcripts and diplomas. The Office of the Registrar publishes the course schedule, available before registration for each semester/session. Information about registration procedures, time and location of the courses, faculty, and course prerequisites and requirements are provided to students prior to the beginning of the advising period. The Office of the Registrar is responsible for supporting strategic enrollment by analyzing student progression and retention, graduation, and academic trends for long term admissions and operational planning for the University.

Registration
Each regularly scheduled course has a credit value of 3.0 credits, for 3.0 contact hours per week in the fall and spring semesters, and 6.0 contact hours per week in the summer session. Research credits vary from 3.0 credits to 12.0 credits per fall and spring semester and 3.0 credits to 6.0 credits in the summer session. Graduate seminars are 0.0 credit courses, and are required as per program requirements.

Students are expected to maintain full time registration in every semester and summer session until they have completed their degree requirements. Fall and spring semesters require 12.0 credits of registration and summer session requires 6.0 credits of registration to maintain full time status. Applications for permission to register in more or less than full time status are permitted only under exceptional circumstances. Students should contact their GPC for further information.

Students are responsible for ensuring their registration is accurate for each semester/session of registration and for determining the requirements of their program. Students are strongly encouraged to read the relevant program requirements as listed in the program guide. Further information about program requirements is available from the appropriate GPC.

Students are expected to prepare for and attend all scheduled classes during the semester/session. Students are expected to treat one another respectfully, and to offer constructive criticism in course discussions about their classmates’ work. Participation in class is strongly encouraged. Punctuality is required.

Course Changes (Add or Drop)
A course may be added through the portal during the first week of the semester. Students may add courses after the first week with the permission of the academic advisor and instructor. Instructors have the right to refuse admission to students if the instructor feels that students will not have the time to sufficiently master the material due to adding the course late. Course changes forms are also used for students requesting permission to waive prerequisites for a course or requesting dean approval to register above the maximum number of credits per semester/session.

A course may be dropped without penalty before the last day to drop a class without a W grade as per the Academic Calendar, but students must ensure they maintain full time registration for the semester/session. Between the last day to
drop without a W and the last day to drop with a W, students can drop a course or drop below 12.0 credits with the approval of the instructor, academic advisor, and the dean. After the last day to drop with a W, courses may be dropped only under exceptional circumstances. Students should note that dropping courses may delay graduation and this will be taken into consideration by the program when reviewing course drop requests.

Academic Advisor
Each student is assigned an academic advisor. A student’s academic advisor is determined by the major track of the student and is particularly important to the course planning at the beginning of the student’s program. Students should meet frequently with their academic advisors to make certain that they are making satisfactory progress toward their degrees.

Student-Advisor Relationship
Graduate students share responsibility with faculty advisors in creating a professional academic student-advisor relationship. Mutual respect, honesty, and effective communication will help cultivate a successful relationship. Early in the student-advisor relationship, graduate students and faculty advisors 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 advisors are responsible for communicating as necessary.

If a student is facing problems during their time at KAUST, he/she should be able to raise the issue in confidence with his/her faculty advisor. The advisor should support the student and provide advice and guidance, as is appropriate. Students can also approach their Graduate Program Coordinators (GPCs) at any time. Indeed, it is recommended that students maintain regular contact with their GPCs throughout their time at KAUST. GPCs are able to give advice and, where necessary, refer students to other sources of help, or even raise the matter with their Associate Dean or Dean.

In addition, the Ombuds for Student Matters service provides an informal and confidential setting where students can raise issues and discuss options for how they can be resolved. The Ombuds acts independently from the University divisions. For more information concerning the Ombuds for Student Matters, please see page 22. To book an appointment with the Ombuds, please e-mail: Ombuds@kaust.edu.sa.

Change of Program or Advisor
Students who would like to change advisors should consult with their GPC prior to requesting a change. Once confirmed, students will need to complete the change of advisor form which requires approval from both the previous advisor and the new advisor. Students who are changing degree programs may be required to change their advisors to an affiliated advisor in the new program of study. Approval from the program director is required for changes within the division, approval from the dean is required for changes to a new division.

Leave of Absence
The information below is an overview of the main features of the Graduate Student Leave Policy. For a complete description of leave policy and the request for leave of absence form, refer to the Graduate Student Leave Policy. Any student exiting the campus on a temporary basis for an approved leave of absence or academic travel must vacate his or her apartment, if the temporary leave or travel exceeds 90 days in length. Assignment of caretakers during any absence is also a student’s responsibility.

General Leave of Absence
A general leave of absence may be approved for up to a maximum of one year. A student on a general leave of absence does not receive a stipend and must vacate housing. Upon a student’s approved return to the University, housing will be reallocated according to availability. Students must make arrangements with Graduate Affairs Operations 30 days before their approved return from leave, by contacting gradops@kaust.edu.sa. Students are allowed only one general leave of absence while at the University. These applications must be supported with significant detail, justifying the reasons for the leave and why it should be approved. Students are encouraged to discuss such leave applications with their Advisor and Graduate Program Coordinator. Applications must be submitted 30 days before the proposed leave is to commence.
or they will be rejected.

Medical Leave
Short term periods of medical leave (defined as five or fewer days) do not require medical certificates. Medium term periods of medical leave (defined as six to thirty days) require medical certificates or Health, Wellness & Counseling documentation so that a full stipend will be paid. Should a student suffer from an illness or disability that requires frequent or lengthy absences that impact on the student’s ability to complete his/her academic requirements, consideration will be given to an extended leave of absence to include the current Semester, but no longer than 12 months. Should additional extended medical leave be required, a detailed medical report from the KAUST Medical Services (only) must also be supplied with the application or the application may be rejected. Approval of medical leave does not automatically mean a stipend will be paid, this will vary depending on the information supplied. If a medical leave is not approved, students may consider applying for a General Leave of Absence only if the circumstances warrant the application.

Maternity Leave
Enrolled female students may be eligible for paid Maternity Leave period up to 6 weeks. Commencement of maternity leave should begin no earlier than 2 weeks prior to the birth of the child. A longer maternity leave may be approved but this additional period will be treated as a General Leave of Absence.

Vacation Leave
Graduate students may take vacation days during each academic year, which is defined by the published Academic Calendar. Unused vacation days do not carry over to the following year. All MS with Thesis and Doctoral students must discuss their vacation plans with their Academic Advisors at least four weeks prior to the proposed vacation.

MS Degree, non-thesis: MS graduate students (non-thesis) are entitled to annual vacation defined as the official University holidays and intersession days.

MS Degree, with Thesis: Upon transitioning into the MS with Thesis program, students are entitled to two weeks’ vacation (inclusive of any Eid holidays) between the end of the Spring Semester and the end of the 2nd Fall Semester. Students receive Saudi National Day and any other national holidays in addition.

PhD: Doctoral students are entitled to annual vacation, limited to three weeks. In addition they receive the Eid holidays and any other national holidays.

MS with Thesis and Doctoral students, with authorization from the student’s faculty adviser, can work through the Eid periods taking the corresponding number of days at a later/prior time during the same year.

Involuntary Leave of Absence
The Dean of Graduate Affairs may place a student on an involuntary leave of absence if such an action is deemed reasonably necessary for the protection of the University community or for the personal safety or welfare of the student involved.

KAUST Traveling Scholar
Students are able to apply as a travelling scholar during their studies when resources are not available at KAUST. External institutions must offer course work or facilities relevant to research interests and degree programs at KAUST. There is generally a one semester/session limit for all off campus work, although additional time may be granted.

To be eligible as a travelling scholar, students must be in good academic standing must have successfully completed at least one semester/session at KAUST. Division specific requirements may also apply. Applications for travelling scholar may be denied if it is determined that degree completion will be delayed by travelling. Travelling scholars are also expected to maintain full-time KAUST registration and satisfactory progress toward their degree while completing the requirements of their approved travelling scholar arrangement.

To apply as a travelling scholar, students need to complete the application for travelling scholar with a full description of the course or research to be completed, why it is necessary to work off campus, and the expected outcomes. The KAUST academic advisor must provide support for the need to work off campus, explain how work will be evaluated, and approve the application. The external institution must confirm attendance and students must provide periodic progress reports to their KAUST academic advisors. Final approval is made by the dean. Students are expected to apply for travelling scholar and obtain approval 30 days before they leave the University.
Students and advisors will be responsible for funding for travel, housing, and any miscellaneous expenses. For information on travel and possible reimbursements, see the Academic Travel Guidelines and Procedure at policy.kaust.edu.sa. If the travel is more than 90 days, students will be required to surrender housing and must contact Graduate Affairs Operations at gradopExiting@kaust.edu.sa. Upon returning to KAUST, students must contact Graduate Affairs Operations at gradopsonboarding@kaust.edu.sa 30 days before their approved entry so new housing can be assigned. As with student leave, students are responsible for ensuring their passport, iqama, or relevant visas will not expire during any period they may be out of the country.

Relinquishment of Housing Due to Leave
A student may leave the University for extended periods for research opportunities, known as a Travelling Scholar, or due to an approved Leave of Absence. Where a student will be away from the campus for 90 calendar days or more, the student must return their house to the University’s housing stock by undergoing the check-out process. Graduate Development and Services will arrange to store any items for the student during this absence. If it is determined by the University that a student is undertaking a long absence and has not completed the check-out process, the University may enter the student’s apartment and place all belongings in storage, and any cleaning costs and/or removal/storage costs will be charged to the student.

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 approval of the Director of Graduate Development and Services.

Grading
The KAUST grading system is a 4.0 scale utilizing letter grades and these are the only grades that will be assigned:

<table>
<thead>
<tr>
<th>Passing grades</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Failing grades</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades with no GPA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew-failed</td>
</tr>
</tbody>
</table>

Individual courses require a minimum of a B- for course credit.

Incomplete Grades
Students who complete the majority of the requirements for a course but are unable to finish the course may receive an incomplete (I) grade. A grade of incomplete will be assigned only with the consent of instructors after instructors and students have agreed on the academic work that needs to be completed and the date it is due. When the requirements for the course are completed, instructors will submit a grade that will replace the incomplete grade. Incomplete grades not completed by the end of the second week of the following semester will be changed to failing grades.

Incomplete grades are granted to individual students on a case-by-case basis. Incomplete grades should not be used as a mechanism to extend the course past the end of the semester.

Graduating Student Grades
Note that any incomplete grades (as well as fail grades) will mean students will not graduate or receive a diploma during the commencement ceremony.

In Progress Grades
Master’s thesis research (297) and doctoral dissertation research (397) are graded as in progress (IP) for each semester/session. Students who complete their research will receive a satisfactory (S) grade in the last semester/session at the end of their program.

Grade Appeal
Students have the right to appeal their final grade in a course, but must do so by the end of the third week after the start of the following semester. Students should first discuss the issue informally with their instructor. If the matter cannot be resolved this way, students may initiate an appeal to their academic advisor outlining the reasons in writing. 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. The final decision is made by the dean. If a change of the final grade is approved, the new grade will be recorded and the disputed grade will be removed.

Note: grades may only be appealed when students believe there has been an error in evaluating their work. Grade appeals are not to be used as a mechanism for attempting to improve poor grades.

Academic Standing
Academic standing is based on a cumulative performance assessment of the grade point average (GPA) and U grades for 100 level courses, ESL, and seminar courses. The division at any time may recommend to the Office of the Registrar to place a student on academic sanction based on unsatisfactory research performance. Division recommendations for academic probation or dismissal must be approved by the dean.

Students are assessed each semester/session as per the criteria below:
GPA Cumulative Assessment
3.00 – 4.00 – Good Standing
2.33 – 2.99 – Academic Probation
Below 2.33 – Academic Dismissal

U Grade Cumulative Assessment
*includes 100 level courses, ESL, and graduate seminars
Three U grades – Academic Dismissal

Research Assessment
Satisfactory performance – Good Standing
Unsatisfactory performance as determined by the division –
Academic Sanction

Appeal Process for Dismissal
Students who are eligible to appeal must submit a written explanation why the dismissal should be rescinded along with any supporting documentation. The Academic Performance Committee will hear the appeal and make a decision to grant or deny the appeal based on the appeal and documentation, past performance and the likelihood that students are capable of successfully completing their academic program. If the appeal is denied, students will be required to leave the University. The decision of the committee is final and no additional appeals are permitted. Once students have been notified that the appeal has been unsuccessful, the appeal process is at an end.

Student Information Release and Access

Students may access education records, with the exception of records that students have waived their right to access, such as letters of recommendation. A written request to access specific records is required. This request is available from the Office of the Registrar. Review of records should be done in-person. However, if it is not possible for students to review the records in-person, copies can be provided (mailed). Any documents submitted to the University are the property of the University. The University may charge a fee for copying and mailing these records.

Students may grant access to any information that they can access, based on a signed and dated release form specifying specifically what information is to be released. Release forms will be valid for one year and maintained in students’ academic folder. Release forms are available from the Office of the Registrar.

Student education records or information may be released without the permission of students to University officials, as well as outside agencies acting on behalf of the University, accrediting agencies, institutions of higher education in which students are enrolled or seek to enroll, or institutions from which students receive financial aid.

For more information, see Student Information Release and Access Policy.

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 Graduate Affairs for review according to the provisions of the Student Code of Conduct. 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.

Time Limits and Extensions
M.Sc. thesis students and students completing M.Sc. thesis requirements during their Ph.D., who request an extension past three semesters require justification and support for an extension. Students requesting a second extension (or longer) require approval from the dean. Students not granted an extension but who have met the requirements of a master’s without thesis will be able to graduate from the non-thesis option.

The extension form must be completed and include the following:
- A statement on the remaining scope of work (including thesis writing and defense) and whether it is achievable by the end of the following semester
- Approval from the dean
Students entering the Ph.D. program with a master's degree should finish their Ph.D. in two and a half to four years. Students entering the Ph.D. program with a bachelor's degree should finish the Ph.D. in three and a half to six years. Ph.D. students have a maximum of seven years beyond the master's degree to complete all degree requirements.

Completing In Absentia
In absentia status applies to students who are completing final degree requirements after exiting from the University and permanently leaving the campus. Students whose only remaining academic requirements can be completed off campus may apply for in absentia status. Applications require the approval of the academic advisor and dean and are generally approved for a maximum of one year.

Students in absentia will be registered for 3.0 research credits. In absentia status students will cease to receive stipend and award payments and any other on campus benefits.

Commencement/Graduation

Graduation Date
The university has two graduation cycles; one culminating with Commencement and one culminating with the Spring Luncheon. Students will officially graduate during the graduation cycle in which they complete all the requirements of their degree program. This includes MS/PhD students applying for their MS degree.

Events
Commencement is held only at the end of the Fall semester. It involves activities that span two days and ends with the awarding of degrees and an evening reception.

The Graduation Luncheon is an informal event held only in the Spring. Diplomas will not be awarded nor will outside guests be invited. Diplomas will, however, be distributed by the Registrar on approximately the same date.

Commencement
Participation in Commencement is not limited to those students who have completed their degree requirements. Students meeting any of the categories below may participate in Commencement.

MS or PhD degree candidates who have completed all degree requirements and did not participate in an earlier Commencement for this degree may participate in the Commencement Ceremony.

MS Thesis candidates who have completed all of the coursework for the MS degree, but not the Thesis, may participate in Commencement Ceremony, but will not graduate until the Thesis is completed.

PhD candidates who have completed the defense examination with either a "pass" or "conditional pass" may participate in the Commencement Ceremony. They will officially graduate during the cycle in which they complete their remaining degree requirements.

Academic Regalia for Commencement
The university has designed and will provide formal academic robes and apparel to be worn by those participating in the December Commencement Ceremony.

Spring Luncheon
Participation in the Spring Luncheon is governed by rules similar to those used for Commencement. Students meeting any of the categories below may participate in the Spring Luncheon. MS or PhD degree candidates who have completed all degree requirements and did not participate in an earlier Commencement for this degree may participate in the Spring Luncheon.

MS Thesis candidates who have completed all of the course work for the MS degree, but not the Thesis, may participate in Spring Luncheon, but will not graduate until the Thesis is completed. PhD candidates who have completed the defense examination with either a "pass" or "conditional pass" may participate in the Spring Luncheon. They will officially graduate during the cycle in which they complete their remaining degree requirements.

The Luncheon is an informal event, and diplomas will not be awarded at the event. Nor will there be any extensive formal remarks. It is simply an opportunity to wish our latest graduates well as they continue with their careers. Students who attend the Spring Luncheon are able to participate in the following December Commencement Ceremony, should they choose to do so.

Withdrawal from the University
Students are strongly advised to discuss a withdrawal with both their GPC and academic advisor before submitting a withdrawal form. Students who withdraw before the last day to drop classes without a W for the semester/session will have their courses removed from the transcript. Students who withdraw by the last day to drop a class with a W grade for the semester/session will receive a W for all their courses. Students are not permitted to withdraw after the last day to drop with a W grade unless there are exceptional circumstances and the dean has granted permission. To withdraw in good standing from KAUST, all withdrawals must be approved by the academic advisor, division dean, and dean of graduate affairs. In addition, students must successfully meet all departure clearance requests through Graduate Operations. For more
information, please see the Student Handbook.

Students who are M.Sc./Ph.D. and choose to withdraw before completion of the Ph.D. will also need to complete a withdrawal form. Failure to submit a withdrawal form will result in students being dismissed for abandonment of program. To return to KAUST after a withdrawal, students will be required to reapply for admission.

Once withdrawals are approved, students will have one week to access their KAUST accounts and portal before access is removed.

**Dismissal for Abandonment of Program**

Students who do not enroll for classes in a given semester by the last day to add courses (fall, spring, summer), without permission to withdraw or take a leave of absence, will be dismissed for abandonment of program. To return to KAUST after a dismissal, students will be required to reapply for admission.

**Relinquishment of Housing**

Students who complete their degree requirements in that fall or spring are required to exit the campus within two weeks of their completion date. Students who complete their degree requirements in the summer are required to leave campus within one week of their completion date. Students who withdraw from the University are required to exit the campus within one week of their withdrawal date. For further information (and table) on the relinquishment of housing, please refer to the "Relinquishment of Housing" section on page 55.
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 that represents over 90 countries. Being part of the University residential community affords 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 90 kilometers (55 miles) north of Jeddah and the neighboring fishing village of Thuwal. KAUST environs also include a unique coral reef ecosystem that the University preserves as a marine sanctuary. The campus and community were 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 visions of ancient centers of learning within the 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 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 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 which include a grocery store, bank, post office, dry cleaners, cinema, theater for live performances, beauty salon and barber shops, and a variety of restaurants; and diverse recreational amenities which include libraries, athletic fields, bowling lanes, public parks, garden spaces, a golf course, and a marina.

The University aspires to uphold a community where residents are proud to live and work.

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 males, single females, married couples, and student families. These residences are furnished with a variety of household furniture, appliances, linens and other necessities. Single students are typically provided shared accommodations; additional charges may apply for family and dependent housing.

For more information, refer to your KAUST Fellowship terms and conditions or contact housing resident relations.
The Student Center

The Student Center (Building 18) is open to all students, faculty, and staff. It is located at the north end of Discovery Walk (also known as the Spine), near Discovery Square. The Student Center houses the offices of Graduate Development and Services. In addition, it offers meeting rooms, the Fellowship Hall (a larger, multipurpose events room), workspace for student groups, and areas for student-oriented functions such as the Student Lounge on Levels 3 and 4. In particular, there is a Recreation Room with table tennis and other entertainment such as board games. The Student Center also has its own Music Room, with state-of-the-art music and sound equipment, which can be used by students who are members of the Graduate Association of Musicians. Students can also access the Global Kitchen, which has all the kitchen necessities for students to cook their favorite dishes with fellow students. The following offices are located in the Student Center:

Graduate Development and Services

Graduate Development and Services facilitates student success by managing and coordinating the delivery of programs, services, and resources across a variety of domains which include the Graduate Services Helpdesk; Residential Life; Graduate Events and Recreation; Professional Development; and Health, Wellness, and Counseling. Graduate Development and Services staff also work closely with the Graduate Student Council and collaborate with the campus community to enhance the greater experience of KAUST's graduate and visiting students.

In addition to these services, the offices of Graduate Development and Services oversee the planning and implementation of both the New Student Orientation programs held every August and January for new incoming students, and assist in the Final Exit Process for every student before leaving KAUST.

For more information, or to make an appointment, contact: Dr. Faizi Ghodsi, Director of Graduate Development and Services at graduateservices@kaust.edu.sa in the Student Center, Room 4225, Tel: 808-3434.

Graduate Services Helpdesk

The Student Center has its own helpdesk that provides a central one-stop venue for a variety of services and facilities which foster and encourage student development, academic success, and an inclusive community.

The main services of the Graduate Services Helpdesk include:

- Answering walk-in and email (graduateservices@kaust.edu.sa) inquiries for any questions regarding students’ university-wide experience
- Welcome and orientation
- University-wide referral services
- Student advocacy & support for University-wide services including but not limited to coordinating with maintenance, housekeeping and accommodation services
- Initiating the process for graduate student exit/reentry visas, family visit visas, ID cards, domestic helper approval, materials gate passes, and iqama renewals and transfers
- Event, recreation, and trip information & registration
- Promotion & display of news, events, as well as activities and distribution of the Graduate Affairs Weekly Bulletin
- Managing Student Center facilities including: Prayer Rooms, Conference Rooms, Fellowship Hall, Recreation Room, Music Room, and the Global Kitchen, and
- Accessibility services for students with documented disabilities
- Offering information about the campus: campus maps, bus schedules, as well as University brochures and contact information
- Registration for the Student Life Forum
- Scheduling appointments to meet with Graduate Development & Services team members

The Graduate Services Helpdesk is open from: 8.00 a.m. to 5.00 p.m. Sunday through Thursday. Students may visit the Graduate Services Helpdesk in person on Level 2 of the Student Center. For further information, email graduateservices@kaust.edu.sa or contact us by phone at 808-3412.
Student Life Forum Helpdesk

Graduate Development and Services has its own software platform called the Student Life Forum. The platform is the main communication nexus on campus for all graduate student groups, associations, events and extra-curricular programs, and contains information related to a number of other offices on campus. All current graduate students can access the Student Life Forum with their KAUST ID and log-in details. During orientation, students are given an introduction to the Student Life Forum. For any issues related to this platform, students can contact the Graduate Services Helpdesk on Level 2 of the Student Center, from Sunday through Thursday, 8:00 am to 5:00 pm or call 808-3402. The Student Life Forum site is: slf.kaust.edu.sa

Skills Lab

The Skills Lab provides courses and services to graduate students that facilitate their overall academic success. Courses in the English for Specific Purposes program target specific skills such as research writing, academic presentation skills, and speaking and pronunciation. Instructors are also available to work one-on-one with students who would like assistance with academic writing, and will proofread and edit student manuscripts, including MS theses and PhD dissertations. Instructors in the Skills Lab also teach credit-bearing courses in the English as a Second Language (ESL) program and are responsible for the administration of the English language test for the Admissions office. Graduate students can make appointments for individual consultations by contacting: skillslab@kaust.edu.sa

Residential Life

Residential Life serves to positively shape the quality of the on-campus student living experience. Residential Life fosters vibrant, inclusive communities which cultivate personal development, emphasize cross-cultural interactions, encourage leadership, enhance the educational experience, and provide a sense of belonging to each student. The office works with students to enhance their individual and shared experiences living at KAUST. In support of this goal, Residential Life works to ensure a safe and healthy living environment, development opportunities, educational program, and support through challenging interpersonal relationships. The keystone of the residential experience is the Resident Assistant (RA) program which focuses on peer-to-peer support and leadership.

Development of Community: the Residential Life office seeks to promote a sense of community and fellowship within the student body. The office focuses on bolstering community spirit within residence halls and student “neighborhoods.” Integral to the efforts of this office is the supervision of student leaders, or Resident Assistants, who work closely with Graduate Affairs staff and oversee the general well-being of their neighborhood peers in the buildings to which they have been assigned. Key services offered include:

- Resident Assistant peer leadership & programming
- Individual student development and support
- Apartment assignments
- Roommate issues and conflict resolution
- Health and safety inspections

For further information, contact Residential Life at reslife@kaust.edu.sa

Graduate Events and Recreation

Graduate Events 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 Events 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 students. In addition, Graduate Events and Recreation sponsors a number of events throughout the year and holds trips to cultural and educational places of interest.

The Office of Graduate Events and Recreation also advises and supports the events and programs for the Graduate Student Council and in particular those events organized by the Graduate Life Committee.

Major events held throughout the academic year include:
- All Student Gala Dinner
- End of Year International Dinner
- Events during Orientation, like the Orientation Expo
- Rock the Block
- Cultural events, such as the Lunar New Year event
- Commencement Dinner

Graduate Events and Recreation works closely with other offices on campus, such as the Enrichment Office, in providing events and activities on campus. Previous events have included a Jazz Festival and outdoor live music concerts. All graduate student events, programs and activities must get approval from the Office of Graduate Events & Recreation.

Graduate students interested in forming new graduate student organizations or holding events should contact the Office of Graduate Events and Recreation:

Paul Bennett, Manager of Graduate Events and Recreation
ggraduate.events@kaust.edu.sa Room 2231. Tel: 808-3408.
Frances Field, Graduate Events and Recreation Coordinator, Room 2230. Tel: 808-3469.

Graduate Events and Recreation is the administrator for Student Life Forum, the software platform for graduate students, and any queries should be sent to: slf@kaust.edu.sa

Note that all graduate student events, programs and activities must get approval from the Office of Graduate Events & Recreation.

Professional Development
Overview
Located in the general offices area of Level 2, in the Student Center, the staff of the Office of Professional Development are available to help you improve your communication and leadership skills, take assessments, understand your strengths, assist with volunteering, write and critique résumés/CVs, write cover letters, interview effectively, and otherwise address concerns or obstacles you might face with career concerns.

The Office of Professional Development offers one-on-one confidential coaching services along with group workshop coaching, to address your career exploration and job search needs. Master's and PhD students are encouraged to schedule appointments to meet with a professional development coach to discuss the following:

- Career Strategy overview
- Social media and using Linked In
- Crafting the right CV/Résumé
- Specific options available to you
- Job search planning
- Interviewing techniques and skills
- Creating a pathway to your career goals
- Transitioning between occupations

The Office of Professional Development engages with prospective graduates to discover career options and prepare for dramatic changes after graduation. Whether you choose a path in academia, research, or industry, our coaching services provide you the information and guidance you'll need to explore career options, prepare to be a competitive job seeker, or to simply better understand yourself and your vocational motivations. Our coaches can also assist students with résumés, cover letters, and interviewing with prospective employers.

Examples of Graduate Student Groups and Associations

- Red Sea Readers: book reading and sharing group
- Amateur Astronomy Association: an astronomy group which has regular meetings and events
- Culture & Language Exchange: holds language classes
- Monument Cyclists: cyclists who hold regular rides
- Graduate Association of Musicians: performs live music and coordinates use of the Music Studio
- Art Perspective: holds regular arts and crafts sessions and exhibitions
- SPE: Society of Petroleum Engineers
- ACM: Association for Computing Machinery
- ACS: American Chemical Society
- IEEE: Institute of Electrical and Electronic Engineers
- IET: Institute for Engineering & Technology
- MRS: Material Research Society
- The Optical Society of America
- SIAM: Society of Industrial and Applied Mathematics
- SCB: Society for Marine Conservation (Marine Section)
- University Football Association
- University Badminton Association
- Red Sea Runners
- Roller Recreation: roller skating group
- Underwater Photography Group
- Green Group: environmental and sustainability group
- Board Games Group
- University Chess Association
- Video Games Group: popular gaming group
- Kingdom Ultimate: ultimate frisbee group
Workshops
The Office of Professional Development hosts a number of workshops on career and employment topics led by university staff and world-class consultants including:

- Communication Training
- “Know Yourself” Assessments using Strengths Finders and Myers Briggs Type Indicator
- CV, Résumé and Cover Letter Preparation
  b. LinkedIn  
  c. Social Media and Traditional Networking
- Interview Preparation and Mock Interviews
- Networking Strategies
- Job Search Strategies
- Career Fair Preparation

Events
The Office of Professional Development facilitates the University's semi-annual career fairs in the fall and spring for students to learn more about potential employers. For dates and more information, contact our offices via general email at professional.development@kaust.edu.sa

Additionally, the Office of Professional Development facilitates special events during the year, such as the Falling Walls Lab, workshops by world class communicators, leadership development trainers, and LinkedIn headshots. All students are welcome to participate in these events. To learn more about upcoming events throughout the year, contact our offices via general email at professional.development@kaust.edu.sa or stop by and visit us in person:

Timothy Grubbs
Professional Development
Student Center, Building 18, R-2227

Abraham Hindi
Career Counselor
Student Center, Building 18, R-2226

Aline Calenzo Chaves
Program Assistant
Student Center, Building 18, 2234-WS05

Health, Wellness and Counseling (HWC)
The mission of HWC is to help students and their dependents enhance their academic and personal well-being. Through seminars, community outreach, and confidential personal counseling, the team at HWC seeks to ensure the holistic health of KAUST's graduate students.

HWC offers free prevention, intervention, information, and referral services to all KAUST students and their dependents. In addition, HWC also provides consultation and education to faculty and staff to assist them in addressing the psychological needs of the graduate student community. The team at HWC provides services across an array of student wellness and mental health needs such as stress management, adjustment, loneliness, depression, academic difficulties, cultural differences, self-esteem, abuse, career decisions, and communication skills.

All services of the HWC office are strictly confidential. HWC staff typically will not release any information regarding clients, or the services they receive, to anyone outside of HWC without the written permission of the client.

To make an appointment, please email hwc@kaust.edu.sa or stop by an HWC office:

Dr. Todd Pietruszka, PhD
Manager of HWC
Student Center, Building 18 R-3205

Nabil Salibi MA
Student Center, Building 18 R-3203

Janet Camp PhD
Student Center, Building 18 R-4212

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

Student Support Case Management
Case Management is a collaborative process between a student, a Case Manager, and other concerned parties with the intention of improving the student's academic and personal outcomes. It usually involves a meeting with the Case Manager who will assess the student's case, offer support, connect the student with resources, and facilitate positive solutions. The Case Manager may also follow up with the student and/or other parties concerned where necessary.

The objectives of the Case Manager are to:

- Assess the students current situation / needs (academically, personally, and general wellbeing)
- Provide students with support and referrals to other resources (HWC, Skills Lab, Professional Development, Tutors, etc.)
- Follow up with students and other community members who have expressed concern for the individual
- Help students reach their academic potential and maximize positive outcomes

Contact:  Eva Kosel
Student Support Specialist
Student Center, Building 18, 2234-WS01

Or email the Case Management office: studentsupport@kaust.edu.sa

Disability Services
KAUST provides reasonable and essential accommodations to students with documented disabilities. These accommodations are arranged on a case-by-case basis and must be supported by documentation provided by a licensed medical or mental health professional. A request for accommodations can be made to the Graduate Development and Services office at KAUST. Staff from this office will contact the student to discuss all requests for accommodations. It is the student's responsibility to disclose the need for accommodations.

KAUST can provide reasonable accommodations depending on the documented disability, if it is within the ability of the university. Graduate Development and Services staff will verify documentation provided, meet with the student to discuss the request, and coordinate with other campus departments to
provide accommodations, if approved. For further information contact: Eva Kosel
Student Support Specialist
Student Center, Building 18, 2234-WS01
Or, email studentsupport@kaust.edu.sa for in-class/academic accommodations and graduateservices@kaust.edu.sa for out-of-class accommodations.

Ombuds for Student Matters
The Ombuds Office at KAUST is a confidential service designed to assist with any student-related queries or problems. The service is available to students, staff, faculty, post-docs, and KAUST community members, as long as the issue is a student-related one.

The Ombuds Office provides an opportunity for an informal and confidential discussion of problems. The Ombuds will:

- Listen to your concerns in a non-judgmental way
- Discuss options for how to resolve your problem
- Advise you regarding courses of action
- Refer you to the right person or office
- Clarify University policies and procedures
- Facilitate communication between individuals
- Mediate between parties (where appropriate)

The Ombuds does not conduct formal investigations and cannot participate in any formal University grievance procedures (although they can provide guidance and assistance). They have to remain impartial at all times and cannot advocate on behalf of any particular individual.

To contact the Ombuds Office, please email ombuds@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. Its purpose is to represent the voice and interests of KAUST’s graduate students to university administration, faculty, staff, community, and industry. The Graduate Student Council is composed of four committees:

Academia and Research (AR)
Academic and Research 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, AR promotes awareness of scientific research opportunities at the University through organized events.

Graduate Life (GL)
Graduate Life exists as a communication link between the Graduate 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 (UR) exists as a relational link to the President’s Office, Graduate Affairs’ various offices, and community service providers. The UR advocates for the student body concerning big, and sometimes ongoing, issues that involve housing, IT, transportation, library services, health and safety, dining services, and more.

International and Business Relations (IBR)
International Business Relations exists as a networking bridge between students, University administrators, and industries that are potential student employers and research collaborators. Additionally, the IBR committee is responsible for cooperating with the Office of Professional Development to organize and facilitate business and entrepreneurship workshops, professional training, and career fairs each semester.

For student inquires, please contact the President of the Graduate Council through the Student Life Forum or email graduatecouncil@kaust.edu.sa.
Recreation Services

Recreation Clubs
KAUST currently has three large recreation centers with a wide variety of facilities and activities, including swimming pools with lifeguards; fully automated 16 lane AMF ten pin bowling alley; fitness rooms with Life Fitness cardio and resistance equipment; exercise studios; indoor rock climbing; athletics track; tennis courts; large arena gymnasiums; football pitches; pool tables; squash, racquetball, volleyball, badminton… and many other sports; community club meeting rooms… and much more—all staffed by professionally trained instructors. There are also two restaurants with terraces overlooking either the canal or the Red Sea. For additional information, please call the Harbor Sports Club at 808-6627 or email at recreation@kaust.edu.sa. More information is available on the Recreation website getactive.kaust.edu.sa.

Beaches
The community beach (South Beach) has trained lifeguards on duty during operating hours. Qualified RYA 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, beach soccer, and a fully equipped club house with table tennis, pool tables, snooker tables and game console, in addition to other scheduled fun events.

Located along the shore of Safaa Island is Discovery Sands. This 1 km long stretch of sand is the perfect location for kite flying, beach games or simply watching the sunset over the Red Sea. This beach is not suitable for swimming.

Safaa Golf Club
Safaa Golf Club is a championship-designed golf course. The 9/18-hole course has state of the art practice facilities including a driving range, chipping area and practice putting greens. Club memberships are available 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 and a member’s lounge. Membership is open to all University students and their dependents. More information is available at the Safaa Golf Club website.

Community Clubs
Community clubs are run by community members who have a shared interest. The Community Engagement team supports the establishment and development of the community clubs: membership, charter, rules, finances, etc. More information is available here, on the Community Life website.

Outdoor Recreation
There are extensive outdoor recreational areas including several football fields, parks, open spaces and picnic areas,
and playgrounds for children. Walking and cycling are popular around the community—for both exercise and transportation.

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

**Al-Marsa Yacht Club**
The Al-Marsa Yacht Club offers a restaurant with indoor and outdoor seating, meeting rooms, and stunning views of the Marina, the KAUST 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 at Tel: 808-6621/808-6634 or marine.bookings@kaust.edu.sa

**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 you can book a boat for your own private sea trip. More information is available at the [Marine Services website](http://marine.kaust.edu.sa).

**Water Sports Center**
The Water Sports Center offers various activities and is the main location for the University’s PADI Dive courses. A full range of PADI scuba diving courses are available – from Open Water up to Dive Master, including First Aid and CPR. RYA Powerboat courses (Level 2) are also offered.

**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
- Youth Program – special programs for children and teenagers during school holidays
- Holiday events – special events held during the Eid Holidays, as well as 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
Restaurants and Food Services

Food service operations vary from fast-food vendors, snack bars, and cafés to cafeteria-style eateries and fine dining restaurants. They can be found at the Main Campus, Central Services area, Island Recreation Center and Pure restaurant, Harbor Sports Club, Racquet Club, KAUST Inn, Golf Course, Marine Al-Marsa restaurant, and include many outlets within the Harbor Walk, Discovery Square, and campus spine (Discovery Walk). These prepared food outlets provide full meal services: breakfast, lunch, and dinner, along with 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 occasions. For more information on food services, visit http://food.kaust.edu.sa and http://retail.kaust.edu.sa.

Theater and Cinema

Situated in Discovery Square, the 200-seat Theater and Cinema shows the latest movies—from Hollywood blockbusters to the latest Arabic and Hindi movies. Other popular international movies are shown at certain times. More information is available on the Community Life Webpage.
University Library

The University Library (Building 12) overlooks the Red Sea and is located in the center of campus across from the Campus Mosque. The award-winning marble-clad building was designed to provide highly collaborative group space as well as traditional study areas and collections. Open to the community twenty-four hours daily, seven days a week throughout the year, it provides science and technology collections and provides information services to support the University’s graduate education and research. It is a born-digital library with a world-class collection of scientific databases, e-journals and e-books, plus printed books, popular magazines, and newspapers. The collection can be searched and accessed from the library homepage at [http://library.kaust.edu.sa](http://library.kaust.edu.sa). To check out printed books and out of campus access to materials, set-up a library account and use an active KAUST email account. Training workshops on the use of library resources, literature search and research literacy as well as various software packages and tools are offered each semester and on demand by specialists (see schedule and contact information at [http://libguides.kaust.edu.sa/libtraining](http://libguides.kaust.edu.sa/libtraining)). All graduate students and researchers are required to complete a “Plagiarism and How to Avoid It” Blackboard Course within one month of their enrollment.

To obtain scientific articles that are not available in the library collection, e-mail the library’s document delivery service ([illdd@kaust.edu.sa](mailto:illdd@kaust.edu.sa)). The library also manages the University’s Research Repository, where faculty and student publications and student theses and dissertations are preserved and disseminated. For specific information on thesis and dissertation archiving, [click here](http://library.kaust.edu.sa). A commercial copy center is located on Level 0 and self-service copy/print services are available on Levels 2 and 3. The facility also offers ePoster service, public workstations, silent and group study areas, a café, a computer lab, and a meeting/presentation room. For more information, please visit the [University Library website](http://library.kaust.edu.sa) or e-mail library@kaust.edu.sa

Harbor Library

Located on the Red Sea harbor-front, a few blocks west of Discovery Square, the Harbor Library serves the recreational and cultural interests of the community. Library patrons will find popular books, children’s literature, basic reference and online databases, as well as DVDs, CDs, and audio books. The library expands its collection to also include Parenting, Travel, Culture and Cuisine sections. Although most of the collection is in English, there are some items in Arabic and Tagalog. In addition, the library offers a range of programs and activities that cater for everyone from pre-walking babies to adults. The library has two floors. On the ground floor, there are two meeting rooms which can be used for training, demonstrations and meetings, as well as an open seating area. The main library is on the first floor. Library hours are 8:00 am – 10:00 pm, seven days a week. For more information please e-mail recreation@kaust.edu.sa or visit the [Harbor Library website](http://library.kaust.edu.sa)

School Libraries

The KAUST School has three well-stocked library media centers, located in the Kindergarten, the Elementary School and the Secondary School. The KAUST School libraries serve teachers, students and their parents. The libraries have over 50,000 books, including e-books, audio books and databases supporting the curriculum and enriching all readers. 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. The KAUST School libraries are open during normal school hours.
The KAUST School

Inspiration, Integrity, and Achievement are cornerstones of The KAUST School (TKS). Located in a University setting, The KAUST School’s curriculum within the International Baccalaureate (IB) framework takes advantage of our unique learning environment near the Red Sea. The focus is on providing activities that stimulate both the mental and the physical, giving students an outlet for expression in multiple ways and enabling each child to develop and explore a broad spectrum of interests. The school experience at TKS focuses on the entire child. Central to our mission is giving students the opportunity to grow socially, emotionally and intellectually.

Calendar: See the above table for important dates. Further information may be found on The KAUST School website: [http://tks.kaust.edu.sa/Calendar](http://tks.kaust.edu.sa/Calendar)

School Week: Sunday through Thursday

Curriculum: The KAUST School is an International Baccalaureate (IB) school. The IB program is a universally accepted, college preparatory course of study. The IB program 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 TKS early childhood (K1) program. Likewise, students must graduate before their 20th birthday.

Language of Instruction: English

Student dependents must meet TKS admission criteria.

For more information please visit the KAUST school website at [http://tks.kaust.edu.sa](http://tks.kaust.edu.sa)

KAUST Daycare and After-School Program

KAUST Daycare is provided for babies (8 weeks) to children aged to 3½ and focuses on the physical and developmental needs of the children through this age range. Children are encouraged to experiment, discover, experience and learn and have lots of fun doing it. Daycare operates from two locations: Island Daycare and Harbor Early Childhood Center. There is also an after-school program for children in KG1, KG2, and KG3. The daycare is open daily all year round from 7:30 am to 5:30 pm and offers full and half day enrollments.

Childcare Assistance:

All students are eligible to enroll their children in the KAUST Daycare. A 50% subsidy is offered to help cover the cost of childcare. The rates are communicated to parents during registration and are on display at the Community Life webpage: [https://communitylife.kaust.edu.sa/Pages/home](https://communitylife.kaust.edu.sa/Pages/home).

How to enroll your child or find out more details:

For further information about the enrollment process, please contact daycare@kaust.edu.sa. To collect an enrollment pack, please visit the Island Daycare Center.

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Description</th>
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<tbody>
<tr>
<td>August 27, 2019</td>
<td>Tuesday</td>
<td>First Day of School</td>
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<tr>
<td>September 22-23, 2019</td>
<td>Sunday and Monday</td>
<td>National Holiday: No School</td>
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<tr>
<td>October 27-31, 2019</td>
<td>Sunday to Thursday</td>
<td>Mid-Semester Break</td>
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<td>November 3, 2019</td>
<td>Sunday</td>
<td>School Resumes</td>
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<tr>
<td>Dec. 22, 2019 – Jan. 9, 2020</td>
<td>Sunday to Thursday</td>
<td>Winter Break</td>
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<td>January 12, 2020</td>
<td>Sunday</td>
<td>School Resumes</td>
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<tr>
<td>March 22-26, 2020</td>
<td>Sunday to Thursday</td>
<td>Spring Break</td>
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<td>March 29, 2020</td>
<td>Sunday</td>
<td>School Resumes</td>
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<tr>
<td>May 24-28, 2020</td>
<td>Sunday to Thursday</td>
<td>Eid Al-Fitr Holiday</td>
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<tr>
<td>May 31, 2020</td>
<td>Sunday</td>
<td>School Resumes</td>
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<tr>
<td>June 18, 2020</td>
<td>Thursday</td>
<td>Last Day of School</td>
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The Office of the Arts

The mission of the Office of the Arts is to provide the KAUST community with academic year-round arts programming of quality and diversity, while maintaining sensitivity to our host culture. Artistic events aim to be sufficiently inclusive such that every member of the KAUST community is motivated to participate, at least as a spectator, in several events a year.

For more information about the Arts Office, please contact artsoffice@kaust.edu.sa or visit our (internal) website at artsoffice.kaust.edu.sa.

Examples of Arts programming include:

• Sunset Concerts: these are monthly, informal, 30-minute concerts performed in the beautiful setting of the University Library. Each concert highlights our own “in-house” musicians in a variety of light classical, jazz and popular musical selections.

• The Annual Talent Show: scheduled in late April, members of our community (faculty, staff, and students) are encouraged to audition for the show. Ten to twelve finalists are chosen for the event, which is then judged by audience participation, using a special voting app on phones or tablets.

• Artists of KAUST: this is an annual celebration of the visual artists in our community. The two-week exhibition is showcased in the University Library.

• Science to Watch: this monthly film series seeks to educate the KAUST community with a movie, followed by discussion with a KAUST scientist highlighting the movie’s scientific points, as it related to his or her research.

• Community Music Groups: these include the Orchestra, Chorus, and Angklung Ensemble. Each group rehearses one night a week leading up to a KAUST Ensemble Concert each semester. Incoming students are encouraged to bring their musical instruments with them to KAUST.

• Poetry Readings: taking place once a semester and featuring poets in our community, these readings of original poetry are delivered in the native language of the poet.

• Special Performances by Visiting Artists: these special performances are scheduled each semester.

Museum of Science and Technology in Islam

Take a trip back in time to an age of innovation and exploration. A journey so profound that it will surely awaken your senses and fill you with a sense of understanding that you were not even aware was lacking. The Museum of Science and Technology in Islam celebrates the scientific contributions of early Muslim scholars who dreamt of enlightening and improving the world, and who provided us with so many essential building blocks upon which our modern civilizations have been built.

Focusing on the Islamic Golden Age (7th–17th centuries), the museum aims to raise awareness about a culture, and a past, that is often overlooked. We hope to provide a multi-sensory link between the concept of “The House of Wisdom” and the reawakening of that ideal at the King Abdullah University of Science and Technology.

The museum welcomes all visitors from students of all levels and all around the Kingdom, to members of the KAUST community, and official delegations from all around the world. Visitors can look forward to an informative tour provided by one of our competent representatives.

The museum is located at The Museum & Conference Building (Bldg. 19) and can be accessed via the main entrance opposite the Administration Building (Bldg. 16), then down to the first level. Doors are open Sunday to Thursday, 9:00 a.m. to 5:00 p.m. For more information, please visit the Museum website: http://museum.kaust.edu.sa or email us at museum@kaust.edu.sa, or call: (012) 808-3553.
The KAUST Volunteer Program: Your Chance to Give Back

Volunteering is a rewarding activity that everyone can support in a unique way. Volunteering not only benefits your community, but can enhance your own experiences by offering you opportunities use your skills and knowledge in meaningful and measurable ways.

Opportunities and Needs
The Saudi Affairs Social Responsibility website at https://sr.kaust.edu.sa details the wide-range of programs and initiatives, all supported by the unique range of talent and expertise in our KAUST community.

As you consider becoming a volunteer, it is important to first think about how you can help: When are you available? What kind of commitment can you make? Keep in mind that KAUST is a small community with many eager volunteers, so please be patient. The Social Responsibility team will match you with a project suited to your skills and preferences as soon as an opportunity arises.

How You Can Volunteer
Take the first step by completing the Interest Form at http://bttr.im/e91er. This is simple and fast, and allows us to get to know more about how and when you can contribute.

You may also email volunteer@kaust.edu.sa at any time. We encourage all community members to reach out to us with ideas and suggestions to improve wellbeing at KAUST and in our neighboring town of Thuwal.

Please join us today! Every pair of hands makes a difference. Saudi Affairs - Social Responsibility

Banking
The Saudi based SAMBA bank maintains a branch office on campus 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. One of these banks is the Saudi British Bank (SABB). While SABB is a fully automated bank, with most all banking features available on-line, its KAUST location is conveniently located on-campus (Building 3).

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 through wire transfer to a bank account only in Saudi Arabia. To ensure timely deposits of their stipends, students are encouraged to visit the branch of (SAMBA) at Discovery Square or (SABB) on-campus in building 3 and open a personal account as soon as they obtain their Iqamas. Once an account has been established in Saudi Arabia, each student must provide a copy of his/her bank account details (Account Name, IBAN and SWIFT code) via email to GradOps@kaust.edu.sa.

Mail and Courier Services
Upon arrival at the University, all students are issued their own personal mailbox where they can receive mail and parcels. The mailroom is located in Discovery Square. Services available include: international and domestic express courier service; mailbox management; internal mail service; and postal mail (Saudi Post). 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 mailroom (located at Discovery Square) to obtain your individually assigned combination to access to your mailbox. For more information, please visit the mail and courier section.
Travel Office
The KAUST Travel Office, located in Discovery Square, is available for both business and personal travel requirements (e.g., flight booking, hotel reservation, ticket issuance, and car rental arrangement) 24 hours a day and seven days a week.

For your business travel requirements you may contact the Travel Office at travel@kaust.edu.sa or at Tel No. 808-5444.

For personal and leisure travel requirements, you may contact them at kanowo phúc@kanoo.com or at Tel. No. 802-4111. If you prefer, you may visit them at their retail office located at the Discovery Square where you can arrange your travel preferences and requirements with their dedicated travel consultants.

Please visit http://travel.kaust.edu.sa more information on the business request travel system and other services offered from the Travel Office.

Transportation
Transportation services include taxi service, car rental, school and shuttle bus service, shopping bus service, golf cart rental program, gas station and workshop services, disability transportation services, and special events bus service. These services are available seven days a week and can be requested online.

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

Campus Bus: Free shuttle buses are available within the University on regular intervals, with networked color-coded routes that stop at major buildings, establishments, and recreational facilities.

Off-Campus Bus Service: Complimentary bus service is offered to nearby Jeddah destinations, including the Soloman Fakeeh hospital and shopping malls.

Motorized Vehicles: All motorized vehicles (e.g., golf carts, buggies, scooters) require the display of an official KAUST Vehicle Registration Plate. Furthermore, vehicles displaying KAUST issued plates are not allowed on any public roads outside the university. Drivers of all motorized vehicles must be licensed and be prepared to furnish a driver's license within 24 hours, if requested by Security.

Bicycle: The campus is easily navigated on bicycle. Cyclists should heed traffic regulations and all cyclists must wear a helmet. Children in bike trailers must also wear properly fitted helmets. The Banaweer bicycle shop is open for sales and repair, and is presently located in the same building as the gas/petrol station.

Failure to follow traffic safety rules and regulations may result in fines and penalties. Violation points may be assessed by Security and are applied only to the record of the offending individual, not to their sponsor (although payment of fines remains the responsibility of the sponsor). Persistent student offenders may face additional disciplinary action if they are deemed to have violated the Student Code of Conduct. In extreme cases, Human Resources may take further action, as appropriate, to ensure community safety. For more information, see the Traffic and Vehicle Safety Policy.

The transportation services within the University rely on public transit through the provision of buses connecting all zones and buildings. They 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://transportation.kaust.edu.sa. Additionally, online taxi booking is available at http://taxi.kaust.edu.sa

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 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:

Fire Department
The 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, rescue, and hazardous materials response. Fire prevention services include fire safety classes, fire extinguisher training, and inspections are conducted as ongoing programs or on request.

Fire Protection Services:
Fire Loss Prevention is the authority having jurisdiction in relation to all fire and life safety matters throughout KAUST.

Important Rules and Regulations:
• All drivers must possess a valid driving license and be at least 17 years of age.
• Drivers must 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 are required to wear helmets and have proper lighting while riding at dusk or in darkness.
• Children under the age of 17 are not allowed to operate a motorized vehicle, motorcycle, motor scooter or quad bike within the campus or community.
• The maximum speed limit within the University is 60 km/h on divided roads, 40 km/h on community roads, and 30 km/h between King Abdullah Grand Mosque and Discovery Square (from SAMBA bank until across the bridge).
Fire and life safety includes active and passive fire protection features of a building. Fire Loss Prevention (FLP) deals with the prevention and protection aspects of fire in order to mitigate potential loss. Our role is to ensure that the fire and life safety features installed in a building have been designed correctly, installed correctly and are adequately maintained to the required International Fire Code, International Building Code and NFPA Codes and standards. Fire Loss Prevention is the team to contact for any questions relating to fire and life safety features in any building.

Environmental Protection Services:
Environmental Protection Services, under the Health, Safety & Environment (HSE) department, is charged with driving environmental protection and developing aligned sustainability initiatives. A systematic approach driven by the KAUST Environmental Stewardship Policy, and delivered by a KAUST-wide Environmental Management System (EMS), guides us to measure, monitor, and manage KAUST’s potential environmental impacts and also to meet regulatory compliance. Also, EMS provides us with the opportunity to review performance and ensure continual improvement. Sustainability initiatives include collaborative events, programs, awareness, and engagement activities with employees, service providers, students, and our community. These activities therefore support the department’s objective of ensuring environmental best practices. The environmental staff deliver program development, training and community outreach, compliance management and technical support.

Health & Safety Services:
The Health & 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 Health & Safety staff provides information and training, technical support, consultation, and periodic audits of safety practices and regulatory compliance. Note: All students and researchers engaged in activities in research laboratories are required to complete Laboratory Safety Training (Blackboard Course #HSE 100), Hazardous Waste Training (Blackboard Course #HSE 101), and Emergency Incident Preparedness (Blackboard Course #HSE 114) prior to beginning laboratory activities, unless otherwise exempted. Visit the training section on the HSE website for more information.

Emergency Management Services:
The Emergency Management Office is responsible for creating a framework for responding to emergencies that may threaten the health and safety of the University community, or disrupt its programs and operations. KAUST Emergency Management protects our community by improving our capability to mitigate against, prepare for, respond to, and recover from various emergencies. The Emergency Management Office plays a coordination role in the planning, preparedness and response of all KAUST’s Emergency Services, supporting departments and the community. Please refer to the KAUST Emergency Management Plan for information on actions to be taken during an emergency situation.

Incidents, Near-Misses and Hazards: Online Reporting:
In order to maintain a safe community at KAUST, HSE needs your help in reporting incidents, near-misses and hazards that you may observe at work or in the community. Incidents, near-misses and hazards can be reported utilizing the Health, Safety and Environment’s “ReportIt” online reporting program at http://reportit.kaust.edu.sa.

Road Safety
As a student it’s likely that you will use a bicycle to get around. Your safety when doing so is important to us and we ask you that you follow the KAUST road safety rules from Traffic & Safety, which require you to wear a helmet when riding your bike, have a working white light on the front and a working red light on the back whenever cycling after sunset. In addition, all road signs and traffic signals when moving around KAUST must be obeyed. Thank you in advance, for helping make KAUST a safer community for everyone. For more information on Health, Safety & Environmental issues please visit the HSE website.
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. Each student must replace his/her ID before the validity period expires. Misuse of an ID card could result in disciplinary action.

To obtain an ID, refer to VMS.kaust.edu.sa and request your ID. Once you submit the request, present your passport, Iqama, or Saudi National ID to the ID office located on the campus spine (Building 4) or to the ID office at the Security HQ during the specified hours of operation. Lost or stolen cards should be immediately reported via the security page (vms.kaust.edu.sa). In reporting such incidents, select the request type “lost”.

At the end of the enrollment period, students must return their ID card and vehicle sticker (if any) to the ID Services Office, as part of the Graduate Affairs Exit process. For more information on security please visit the Security website.

KAUST Health (KH)

Health and Wellness in the Heart of the Community

Driven by our desire to support overall community well-being, KAUST Health offers a broad range of services that focus on a holistic approach to prevention, treatment, and follow-up for our patients. We pair highly-qualified and caring medical professionals with cutting-edge medical technology to keep you well.

Affiliations

KAUST Health partners with Doctor Soliman Fakeeh Hospital (DSFH) Company, which has 40 years of experience in healthcare and owns a large, 450-bed internationally accredited hospital in Jeddah. Together, we provide high-quality medical expertise to the KAUST community. KAUST Health has been accredited by the Joint Commission International, which is considered the gold standard in global health care excellence.

Emergency Services

Our emergency services are available 24 hours per day, 365 days per year. This includes a fully-equipped Emergency Room staffed by highly-trained physicians, nurses, and paramedics. Our emergency ambulance service includes fully-equipped ambulances for both on-campus emergencies and emergency transfers to Jeddah hospitals. The vast majority of emergency patients do not need to leave KAUST to get the medical care they need.

Outpatient Clinic Services

KAUST Health operates an outpatient clinic with a diverse offering of on-site services to meet patient needs. These include:
Primary Care Clinics
• Family Medicine
• Pediatrics
• Obstetrics & Gynecology

Specialty Clinics
Audiology
Cardiology
Dermatology
Dietetics
Endocrinology
ENT (Ear, Nose, Throat)
Gastroenterology
Neurology
Ophthalmology
Orthopedics
Psychiatry
Psychology
Pulmonology
Urology

Dental Services
General Dentists
Dental Hygienist
Pediatric Dentist
Endodontist
Orthodontist
Dental Surgeon

Rehabilitation
Physiotherapy
Chiropractic
Speech therapy
Occupational Therapy

Also available
KAUST Health also provides a range of other services including health promotion programs, occupational health services, school health offices, and more. For further information about all of our programs and services, visit our Welcome to KAUST Health Guide.

KAUST Health Quick Reference Guide:
How do I get emergency assistance?
Dial 911 from a landline or 012-808-0911 from a mobile phone

When is KAUST Health open?
Consult our opening hours

How do I book or cancel an appointment?
Consult our appointment booking information

How do I get insurance assistance?
Consult our insurance office

How can I get more help?
Consult our website or contact our patient relations team

Insurance Programs
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 eligible 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 KAUST Health and/or any other hospital or clinic in the Kingdom. While 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 gradops@kaust.edu.sa.

While on authorized business travel, the University will automatically provide coverage through the Business Travel Insurance policy which not only covers emergency medical expenses overseas, but also loss of baggage, theft of money, flight cancellations and other policy benefits (subject to the terms and conditions of the policy). All students should obtain a business travel insurance certificate from the Insurance Department in Advance (see further information below). For any business travel exceeding 180 days, you are required to inform the University Insurance department a minimum of 5 working days prior to departure. All communications regarding the above should be addressed to insurance@kaust.edu.sa.

Personal Accident Insurance
The University provides personal accident insurance for all students (but not for any 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 payable to the student or, in case of death, their next of kin (subject to the terms and conditions of the policy).

Internships
For University approved internships up to 6 months, the existing University student medical insurance will continue to provide coverage for regular medical treatment (i.e., visit to doctor or dentist for minor treatments) on the same conditions as for students studying at KAUST; with the exception that medical services will have to be paid on the basis of reimbursement rather than through direct billing (i.e., the student will have to pay for services and then file a claim with the insurance company to be reimbursed). To ensure an efficient and effective claims reimbursement process, the student is required to lodge their reimbursement claim no later than 4 weeks after the treatment is received. For emergency medical treatment (accidents and other injury or condition requiring Emergency Room hospitalization) the University Business Travel insurance policy will provide cover on the condition that 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 KAUST students on internships over 6 months, the University will provide an international student medical insurance for the duration of the internship, on the basis of good local standards, 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.

Again, it is recommended that all students obtain a Business Travel insurance certificate from the Insurance department prior to departure. This should be requested at least 5 working days in advance to ensure you receive it on time. Requests should include (i) Copy Passport (ii) Copy of the KAUST approved travel plan. All communications regarding the above should be addressed to insurance@kaust.edu.sa. Furthermore, the travel to and from the country of the internship will be covered under the University Business Travel insurance. The University's General Liability Policy provides worldwide liability coverage for students on University sponsored internships (subject to the terms and conditions of the policy).

Personal Insurance
The University will not be liable for loss of, or damage to, a student's personal effects, personal motor vehicles, scooters, etc. (see also KAUST Traffic Policy) or for personal travel, personal liability, or any other student insurance responsibility. The University encourages you to seek any additional insurance cover required for these risks through the available insurers in the Kingdom or by sending an email to insurance@kaust.edu.sa, where they will put you in contact with a local insurance company or broker (with whom KAUST has arranged certain facilities and discounts). The University’s Insurance department is not responsible for providing personal insurances and it is the responsibility of the student to discuss personal insurances, paying premiums, lodging claims, etc., with their own insurance company or broker. Note: All Insurance policies are subject to certain terms and conditions; should you have any queries contact the Insurance department: insurance@kaust.edu.sa.

Government Affairs Office
The Government Affairs center (Building 4, Level 2, Office 2252 on Discovery Walk) serves as the primary contact point for all questions, requests and inquiries related to government documentation, approvals, and services. Government Affairs coordinates between KAUST and its community members and various Saudi governmental ministries and offices on matters such as travel documents and visas, dependent and family paperwork, permits, and final exit forms, etc. In addition, it operates an emergency 24/7 off campus emergency number, 054-470-1111.

Government Affairs Center Services:
- Visa (Family Visit, Family Residency, Exit/Reentry, Final Exit)
- Iqama (issuance/renewal/replacement)
- Driving license (issuance/ renewal/ replacement)
- Trips (scientific research)
- Permits (chemical, marine, research equipment)
- Sponsorship transfer after graduation
- Foreign Countries Visas
- Explore Saudi Arabia...& more

Once your iqama has been issued, it is required that you register and activate your account with MOI in the GA Center in order to benefit from some of the self-services.

Travel Guidelines
In Kingdom:
Government Affairs offers trips to visit some historical areas, as well as some cities, around the Kingdom. Make sure to follow these important guidelines for travelling in the Kingdom:
- Make sure to carry your valid iqama at all times.
- Avoid visiting or photographing restricted areas and fenced military areas
- Obtain necessary travel permits to Saudi Arabia's historical areas prior to your travel, if such travel permits are required
- Women should observe the strict Saudi dress code and wear conservative and loose-fitting clothes, including a full-length cloak (abaya) over their clothes when visiting Jeddah and other parts of the Kingdom
- The importation, use, or possession of any item that is held to be contrary to the law is prohibited and will not be tolerated by Saudi authorities.

Out of Kingdom:
If you wish to travel out of Kingdom for business or leisure, Government Affairs offers assistance in issuing your travel
destination visa. In addition, there are some guidelines to consider before traveling:

- Make sure you have an iqama & exit re-entry visa that is valid for the duration of your trip to avoid any complications in returning back to the Kingdom; otherwise, you must go through a process with applicable additional fees through a designated Saudi Mission/authorized agency abroad to extend the exit/re-entry visa
- Heed the advice of your consulate or embassy in the destined country where you will be traveling
- Sign up for embassy travel advisories (sent via email)
- Register your international travel through your embassy
- Stay informed of international current events and political issues
- Inform others of your itinerary and provide emergency contact numbers

General Safety and Guidelines
During your time in the Kingdom you must follow certain rules and regulations to make sure that your travel and residency is as comfortable as possible, and to avoid any problems that might result in legal fines, arrest, or deportation. 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
- Avoid traveling alone if possible

Also please remember to:
- Carry a copy of your passport and KAUST ID at all times
- Call for help: make sure to save the Government Affairs “Man on Call” number in your mobile for off campus emergency (054-470-1111) and the on campus emergency number 02-808-0911

For further information visit the Government Affairs intranet website

Employment
Your student visa status makes you ineligible to work in the Kingdom. Do not seek any kind of employment at any time outside of the campus without consulting with the Office of Professional Development, which can be contacted at Professional.development@kaust.edu.sa.

The Alumni Affairs Office
The role of Alumni Affairs is to support, connect, and engage students and alumni through programs and networking events. KAUST’s alumni community is global, comprising graduates, student alumni and KAUST’s former postdoctoral fellows. Alumni represent more than 90 countries and work across industries including academia, entrepreneurship, engineering, research and science.

Alumni Affairs can help students and alumni identify mentors, and offers networking opportunities at KAUST, online and internationally. These include the annual WEP Alumni Lecture Series (January), Alumni Career Conversations and networking lunches in March and October, and Alumni Chapter and online events that run throughout the year.

KAUST’s alumni and student communities have exclusive access to KAUST Alumni Connect, a portal featuring online networking, mentoring, news updates, and a global directory of alumni. For further information and to register, visit https://kaustalumniconnect.com/

The GradOps Team
The Graduate Operations team serves the operational, or “back of the house” needs of students such as: onboarding; visiting student support; stipends and allowances; spouse and family relocation; newborns and domestic help registration; reimbursements; medical insurance; and exiting. For further information on Final Exit, see page 58. (to contact the contact the exiting team directly, use the following email: GradOpsExiting@kaust.edu.sa).

Located in the Student Operations Hall, on Level 4, Building 9, students are welcome to visit Gradier Operations anytime. Alternatively, student queries can be addressed to the team via GradOps@kaust.edu.sa.
Innovation and Economic Development

Inventions, Startups, Spaces, and More

The Innovation & Economic Development department helps maximize KAUST’s contribution to the economic diversification of the Kingdom of Saudi Arabia and its transformation to a knowledge-based economy. This mission is fulfilled by:

- Commercializing and protecting KAUST intellectual property—leading to licenses, new products and companies in the Kingdom;
- Enabling a strong culture and mindset of entrepreneurship within KAUST and generating new technology and knowledge-based businesses;
- Attracting industry to KAUST to collaborate on research, employ KAUST graduates, and participate in bringing new technology to the Kingdom;
- Creating a hub of innovation, research and technology development within KAUST’s Research and Technology Park.

KAUST Innovation has a number of programs and activities that are of interest to students. From turning your research into a startup to engaging with industry, we can help you!

KAUST Intellectual Property

KAUST protects its own intellectual property rights and also assists faculty and students to pursue their intellectual property rights through invention disclosure, pursuit of patent registration and licensing, as appropriate. Students fall under the KAUST Intellectual Property Policy.

Faculty, students and research scientists are required to submit an invention disclosure form, available on the KAUST I&ED website to ip@kaust.edu.sa for any discoveries, ideas or inventions before publishing or otherwise sharing those findings with third parties. Disclosing information to a third party before submitting an invention disclosure may result in the loss of rights for both KAUST and the inventor.

All discoveries, ideas, inventions and know-how created using KAUST resources and facilities are protected and owned by KAUST (excluding traditional academic works: coursework, published papers, theses and dissertations). KAUST I&ED works closely with inventors to commercialize these inventions and transfer the rights by licensing to a third party, or to a startup company, led by the inventor(s). All members of the KAUST community are bound by the KAUST Intellectual Property Policy and encouraged to refer to it Policy to provide guidance regarding the effective management, protection and commercialization of intellectual property created at KAUST. For a more detailed briefing of the KAUST Intellectual Property Policy, see page 54 of this handbook.

Support for startups

KAUST helps entrepreneurs at all stages of the startup process, from ideation to launch to funding and beyond. Students can access a variety of entrepreneurship learning opportunities, startup accelerator programs, and mentorship. Faculty, students or staff who wish to start a company based on technologies developed at KAUST can apply for financial support from the KAUST Innovation Fund. KAUST provides investments in startups from seed (up to $200,000) to early-stage (up to $2 million) and becomes a long-term strategic partner of these ventures. KAUST startups can also apply for lab or office space in the Research & Technology Park.

Industry Engagement

Being a student at KAUST also allows you to benefit from a network of international and Saudi companies. Close proximity to numerous companies and the KAUST Research and Technology Parks allows you to identify joint research opportunities, collaborate, and develop new approaches to solving complex problems. You can also attend KAUST industry career fairs for internship and job placement opportunities and other company-specific hiring events.

Contact Us: To learn more about Innovation & Economic Development at KAUST, visit innovation.kaust.edu.sa or email innovation@kaust.edu.sa
Policies
This Student Handbook contains University policies applicable to the academic and community life of both graduate and visiting students. In some cases, only a portion of the policy is highlighted; students are strongly encouraged to visit the University Policy site for full details. The iterations contained in this document represent the most up-to-date versions available at the time of publication; please understand the University reserves the right, however, to make changes to policies and procedures at any time. Graduate students are expected to be aware of, and adhere to, the most recent versions of University policy. The most recent versions of University policies and accompanying guidelines are located online for enrolled students on the University Policy website and where available, specific policy hyperlinks have been provided below.
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 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 applies to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that may adversely affect the University community, the reputation of the University, and/or the pursuit of the University’s 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 and the 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 (even if the conduct is not discovered until after a degree is awarded). In cases in which a graduate student remains at the University under a different status other than that of graduate student, the Graduate Student Code of Conduct will apply until such time as an official status change is documented, either through a signed contract with Human Resources or a change of visa status.

The Graduate Student Code of Conduct applies to a graduate student’s conduct even if the graduate student withdraws or takes a leave of absence from the University while a disciplinary matter is pending. The University reserves the right to initiate the disciplinary process with 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 Dean of Graduate Affairs or the Conduct Officer (refer to the definition section at the end of this document), (a) an offense allegedly violated the Student Code of Conduct; (b) the continued presence of the graduate student on campus is likely to interfere with the educational process or the orderly operation of the University; (c) 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; (d) 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 Dean of Graduate Affairs
or the Conduct Officer determines that disciplinary action is warranted, the Conduct Officer will notify the graduate student and initiate the disciplinary process described below. Any disciplinary action of the University with respect to off-campus conduct will be taken independently of the actions of any off-campus authority.

The Graduate Student Code of Conduct applies to all graduate students and visiting students, regardless of location, including those participating in internships, research, and other initiatives, regardless of whether the initiative is sponsored by KAUST. Graduate students must abide by the laws of the jurisdiction in which they are located and a violation 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 legal (governmental) proceeding involving the same conduct. KAUST may impose sanctions for violations of the Graduate Student Code of Conduct even if such a legal 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 Graduate Student Code of Conduct and take necessary and appropriate action with regard to a graduate student even if the graduate student withdraws from KAUST, is no longer enrolled in classes, or subsequently fails to meet the definition of a graduate 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 student community. In addition, the Dean of Graduate Affairs has the authority to:

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

Similarly, the Conduct Officer has the authority to:

- 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
- Assist the Dean of 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.

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 neither engage in dishonest behavior nor any 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 and respectful conduct at KAUST is not only an individual matter but a social contract between graduate students, the University, and the Kingdom. As members of the University community, the conduct and behaviors of each individual not only reflects on oneself, but also reflects on the larger image and values of the institution. As such, graduate students are expected to be mindful of the impact their actions may have on the image and standing of the University.

Awareness – Graduate students are expected to practice awareness and report egregious acts that may compromise the University. An example of this is reporting acts of vandalism against University owned property. Not addressing significant and substantial wrongdoing within KAUST tacitly condones behavior that could ultimately compromise safety, security and campus welfare.

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 violations include but are not limited to:

Cheating: Using unauthorized notes, aids, or information obtained from sources other than the instructor, while sitting for an exam; knowingly providing or receiving unauthorized information during examinations, or the possession 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, publication, 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, without giving proper attribution through a citation specifying the source of the information.

Fabrication: Falsifying laboratory or other data or citations; presenting data gathered outside of acceptable professional guidelines; failing to provide an accurate account of how information, data or citations were gathered; forging signatures or falsifying an academic document, grade, letter, form, ID card, photograph, or any other documents or electronic medium.

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; or 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 Dean of Graduate Affairs; disrupting or obstructing the normal education process or any KAUST function or activity by graduate student demonstrations, sit-ins, or “strikes;” or preventing faculty, staff, and graduate students from executing their normal duties by virtue of intimidation or threat.

Theft / Unauthorized Use: Theft or unauthorized use of University or other property, including the unauthorized entry into a University building, office, or other facility; the unauthorized use of services; or possession of stolen property.

Dangerous Weapons or Materials: 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.

Controlled Substances: 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, whether on campus or off campus.

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 person, non-consensual video or audio tapping 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 A (dismissible) violations may result in:

1) permanent expulsion from KAUST;
2) monetary or other restitution of damages;
3) possible referral to government authorities for criminal or civil prosecution;
4) suspension or dismissal for at least one academic year;
5) revocation of awarded degrees.

All faculty, staff and graduate students are required to report all suspected Class A violations by graduate students to the Dean of Graduate Affairs or the Conduct Officer.

Class B violations include but are not limited to:

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 unauthorized removal, 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.

Misuse of Electronic Resources: Abuse of University computers or other electronic resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; copyright infringement; or use of University computers and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

Use of Social Media

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 specific expectations described and detailed in the Acceptable Use of Electronic Resources and Social Media. Principal among these expectations are the protection of KAUST’s reputation and the reputation of community members. As such, any posting of documents or pictures that are contrary to the social, academic and cultural standards of KAUST are prohibited.

Destruction of Property/Endangering Public Safety: Engaging in vandalism, defacement (including urination or defecation in public areas), or other intentional damage (including spray painting, chalk writing, 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, unauthorized duplication of keys or use of such, or unauthorized use of campus facilities.

Failure to Comply: Failure to identify oneself to, or comply with, the directions of a University official, law enforcement or emergency personnel, or other public official identified as such acting in the performance of their duties while on University property or at official University functions; or resisting or obstructing such University or other officials in the performance of or the attempt to perform their duties.

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

Alcohol: Producing, distributing, possessing, storing, transferring, selling or attempting to sell, deliver, use or attempting to use alcoholic beverages on campus.

Smoking: Smoking in KAUST buildings other than designated locations.

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

Unauthorized Visitation: Graduate student accommodation at KAUST for single graduate 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. Graduate 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; or 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 B (sanctionable) violations may result in:
1) suspension or dismissal from KAUST for up to one year;
2) community service;
3) monetary or other 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 graduate students to the Dean of Graduate Affairs or the Conduct Officer.

Class C violations may result in, but are not limited to, the following:
1) warnings (oral or written)
2) reprimands (in writing)
3) dean’s warning (in writing)
4) reduction of grade
5) removal from the major

For cases in which the latter two sanctions are to be applied as a result of Graduate Student Code of Conduct violations, the cases must be presented to the Dean of Graduate Affairs or the Conduct Officer before such sanctions can be applied. In general, only two Dean’s warnings are allowed during a graduate student’s academic career at the University; after which all subsequent violations must be forwarded to the office of the Dean of Graduate Affairs. If more than one Class C violation has been committed concurrently, the case will be presented to the Conduct Officer as a Class B violation. When violations are addressed by the relevant faculty, staff, department, or division, graduate students are still afforded the same rights to appeal as is described with the Graduate Student Code of Conduct. For further details, see the Appeals section below.

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.

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.

Class C (disciplinary) violations: These violations can normally be addressed by relevant faculty or staff and/or a relevant department or division of KAUST and do not necessarily need to be reported to the Dean of Graduate Affairs or the Conduct Officer. However, cases of repeated Class C violations should be reported to the Dean of Graduate Affairs or the Conduct Officer.

Class C violations include but are not limited to:

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; or 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 appearance that respects the customs and values of the diverse groups among the KAUST community. For men, appropriate attire generally means pants and collared shirts. For women, appropriate attire generally means tops with sleeves, pants, and skirts of modest length. Short, transparent or revealing garments are not appropriate in public.
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 KAUST community member who witnesses an alleged violation of the Graduate Student Code of Conduct or KAUST Community Code of Conduct can submit a written complaint to the University. The University reserves the right to initiate its own complaint. In general, all complaints against graduate students on academic (as well as non-academic) violations should be submitted to the Office of the Dean of Graduate Affairs or the Conduct Officer, in addition to other reporting agencies (e.g. Human Resources, Community Services, Department Head, or Security) that would be appropriate to the alleged violation. Upon learning about the alleged violation, the Dean of Graduate Affairs or the Conduct Officer will determine if the evidence warrants further investigation and, if so, will then launch the appropriate process as presented below.

The complaint should include:
1. a description of the alleged violation
2. the date the violation took place
3. the place where the violation took place
4. the name of the individual(s) who allegedly committed the violation
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 Dean of 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.

Notice of Conduct Charges: If the preliminary review indicates that a violation has likely occurred, a notice email is sent to the graduate student within 28 business days (excluding official holidays and University breaks) after the complaint has been filed or initiated by the University. The alleged violation email identifies the sections of the Graduate Student Code of Conduct that the graduate student is charged with, and includes a description of the facts supporting the charge(s).

The University may bring charges against a former graduate student, for offenses committed while a graduate student, for up to 1 year after the graduate student’s conduct is no longer governed by the Graduate Student Code of Conduct (as described previously in the Scope of the University Graduate Student Code of Conduct). This limitation does not apply to matters that pertain to academic dishonesty or fraud which might have affected the acquisition of a degree. In these circumstances the University maintains indefinite jurisdiction.

Non-Participation: In circumstances in which graduate students are unable to or choose not to participate in the
resolutions of their charges, the Conduct officer will proceed to resolve the charge(s) without the participation of the graduate student. When a Disciplinary Hearing or Conference is held without the graduate student’s participation, the decisions resulting from these processes will have the same force and effect as if the graduate student had participated. The inability of a graduate student to participate or the choice by the graduate student to not participate in the disciplinary process does not constitute grounds for later appeal.

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, when appropriate, may conduct the investigation (including, but not limited to, security officers).

Disciplinary Hearing: If it is decided that a disciplinary hearing is warranted, the respondent and, when appropriate, the complainant (and the victim, if different from the complainant) will be notified to attend the hearing not later than 3 business days prior to the scheduled hearing (depending upon the circumstances of the case; in rare examples, 3 days’ notice may not be feasible). The notice will contain: 1) the time and place of the hearing; 2) specification of the charges against the respondent; and 3) a 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. At least one (1) working day 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.

The Disciplinary Hearing Committee shall be appointed by the Conduct Officer and be comprised of at least 2 other members selected from faculty, staff, and/or graduate students. Committee members should have no personal interest in the outcome of the proceeding. 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.

Written notes of the hearing, but not the closed deliberations of the KAUST Disciplinary Committee, shall ordinarily be kept 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 or if the Conduct Officer has determined to pursue Class A or Class B violations in a more informal process as described previously under “Preliminary Review,” 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 Dean of 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 three (3) 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 Dean of 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 graduate student privileges (e.g., attending class, utilizing laboratories, etc.) will be enacted until a disciplinary conference is held with the graduate student and the need for disciplinary action is determined.

Third Offense: If the graduate student persists in committing the offense, the graduate student will be referred to the Dean of Graduate Affairs or the Conduct Officer for formal disciplinary procedures.

Appeals – Should a graduate student be found to have committed a disciplinary offense and wish to appeal a ruling of the KAUST Disciplinary Committee or the Conduct Officer he or she may do so if any of the following has taken place, as determined by the Dean of 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 Dean of 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 or the Conduct Officer final and conclusive.

Upon the receipt of the appeal, the Dean of 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 or Conduct Officer’s sanctions stand
• Modify the sanctions or remove all sanctions
• Refer the case to an Appeals Committee

If the Dean of Graduate Affairs decides the appeal at this point, the decision shall be final and not subject to any further appeals.

The Appeals Committee will be chaired by the Conduct Officer and be comprised of at least two (2) other members from the faculty, staff, and/or graduate student body. Additionally these members must not have served on the original Disciplinary Committee. The Appeals Committee will review the decision(s) of the Disciplinary Committee or the Conduct Officer 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 or the Conduct Officer. 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 Dean of Graduate Affairs and to the respondent within fifteen (15) working days (excluding official University holidays and semester breaks) of the referral of the appeal to the Appeals Committee by the Dean of Graduate Affairs.

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 Dean of 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
**Overview of Graduate Student Conduct Process**

**Complaint:** Any KAUST community member can submit a written complaint to the University. In general, all complaints against graduate students should be submitted to the Office of the Dean of Graduate Affairs or the Conduct Officer.

**Preliminary Review:** The conduct office conducts a review of the complaint to determine if there is sufficient merit to continue the process. This review may consist of meetings with alleged offender, the complainant, or other University representatives to develop a better understanding of the allegation. Matters discussed during the Preliminary Review may become part of the case record and may be presented during any hearing or disciplinary conference.

**Notification Email Sent:** A notice email is sent within 28 business days (excluding official holidays and University breaks). The email identifies the Graduate student Code of Conduct sections that the graduate student is charged with and includes a description of the supporting facts.

**Investigation:** 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:** Committee comprised of at least 3 members, 2 selected from faculty, staff, and/or graduate students. Evidence is presented and witnesses offer testimony. The Committee can call and question witnesses and involved parties in an effort to determine the relevant facts about the complainant.

**Sanctions Applied**

**Disciplinary Conference:** A Disciplinary Conference is an informal, non-adversarial meeting usually between conduct officer and the respondent.

**Appeal:** only under specific circumstances can a student appeal a decision. Appeal must be submitted no more than five (5) working days after student has been notified of the findings.
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 will be the responsibility of the Dean of 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 Dean of 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.

All cases in which the sanction of permanent expulsion is to be applied will automatically be reviewed by the Vice President for Academic Affairs (VPAA) prior to the official notification of the case outcome to the student(s). Upon the receipt of the case, the VPAA shall review the reasons for the sanction and decide on one of the following two courses of action:

1. Approve the expulsion and let the sanctions stand, or
2. Modify or remove sanctions

A review by the VPAA is not part of the appeal process.

Oversight and Record-Keeping of Disciplinary Proceedings

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 Dean of Graduate Affairs. In regard to the latter case, the Dean of 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 Dean of Graduate Affairs and the Conduct Officer are responsible for implementing and enforcing all decisions reached by the KAUST Disciplinary Committee and/or Appeals Committee.

Conclusion

The Graduate Student Code of Conduct has been disseminated to graduate and visiting 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.

Definitions

Appeals Committee: The term “Appeals Committee” means any person or persons authorized by the Dean of 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.

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.
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 herself/himself.

Conduct Officer: The Conduct Officer is a role assumed by the Director of Graduate Development and Services.

Disciplinary Committee: The term “Disciplinary Committee” refers to any person or persons authorized by the Dean of Graduate Affairs or the Director of Graduate Development and 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.

Faculty Member: The term “faculty member” means any person hired by the University on a full-time or part-time basis to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

Graduate Student: The term “graduate student” includes all persons taking any course at the University and/or conducting research for academic credit, either full time or part time. The term graduate student also includes all visiting students who are at KAUST to partake in research, internship, and/or auditing courses that are not necessarily for academic credit, as well as all other visiting students. 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).

Graduate Student Group: The term “graduate student group” refers to any number of persons who have complied with the formal requirements for University registration and/or recognition.

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.

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.

Policy: The term “policy” entails 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 Acceptable Use policy, the University’s Code of Conduct, and Graduate Student Catalogs.

Respondent: The term “respondent” means any graduate student accused of violating this Graduate Student Code of Conduct.

University: The term “University” refers to the King Abdullah University of Science and Technology (KAUST).

University Official: The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.

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

The University 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 University’s 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 the University, every member of the community is respected for what he or she brings to the University; equally important, every member of the University community should make an effort to understand and respect the customs, norms and laws of the Kingdom.

The University 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 University vision.

Given that the University community is drawn from over 100 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.

B. UNIVERSITY VALUES

Much like an individual, the University 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 University community aware of certain behaviors that are intended to promote a safe, productive, healthy and pleasant work and social environment. Importantly, members of the University 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 University community 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

COMPLIANCE WITH APPLICABLE LAWS – Members of the University 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.

DRESS

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 the University 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.

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 swim-wear.

Swimming Pools/Beaches/Boating Areas
Conservative, non-revealing, swimsuits are considered appropriate at communal swimming pools, beaches and boating areas. Uncovered swim-wear should not be worn outside the swimming areas.

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.

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.

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.

USE OF UNIVERSITY PROPERTY, ASSETS, AND RESOURCES
Residents are responsible for the protection and the appropriate use of the University assets, property and resources.

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.

COMMUNITY SAFETY - The University 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 the University premises is prohibited.

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, the University prohibits smoking in all University premises, except for private residences and designated locations.

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.

RESPECT - Residents are expected to be respectful of the individual rights of others within the University Community. Residents are expected to exhibit an outward sensitivity to the diversity inherent within the community.

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 the University’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, refer to the University’s policy on Equal Opportunity in Education and Employment.
CONFLICT OF INTEREST AND COMMITMENT - The University 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, refer to the University policy on Conflict of Interest and Commitment.

STUDENT RESIDENCE - The University 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.

AUDIO/VIDEO RECORDING - Except in the case of video monitoring for security purposes, the University 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 offices.

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. Any violations to the above guidelines should be dealt with according to the University disciplinary processes for review and necessary action. 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

A. 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.

B. 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.

C. 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: 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;
Obstacles that prevent Security or other authorized personnel from immediately and directly verifying the identification card and its holder shall be removed by the card holder for the purposes of establishing his or her identity; 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 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. View the entire Campus Safety & Security Policy here.

HARASSMENT POLICY

A. PURPOSE
The purpose of this policy is to set out the University's approach toward incidences of harassment within the workplace in order to avoid and address any incidences or allegations thereof.

B. SCOPE
The policy applies to faculty and staff in the workplace anywhere on the campus.

C. GENERAL
The University 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 University 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 the University 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.

D. VIOLATIONS
Complaints concerning alleged violations of this policy will be addressed in accordance with the Faculty and Staff Grievance and Appeal Procedures. Any violations of the harassment policy will result in disciplinary action up to and including termination of employment. The University 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 the University.

The University procedures protect the rights and privacy of both complainant and respondent and prevent supervisory reprisal. Any member of the University 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 the University's educational objectives and its institutional goals. This policy may not be revised, modified or amended without the prior approval of the University Board of Trustees.

B. SCOPE
This policy applies to all University 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, promotion, training, termination, working conditions, compensation and benefits of faculty and staff. The University considers discrimination in any form to be a serious offense.

C. POLICY STATEMENTS
The University is committed to providing equality of opportunity in education and employment. Accordingly, the University 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.

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. The University will respond promptly to all complaints of discrimination and retaliation.

The University 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 under the terms of the Equal Opportunity in Education and Employment Policy.

MEDIA AND SOCIAL MEDIA POLICIES
The University maintains stringent media and social media policies. As such,

“Only individual(s)/group(s)/department(s) officially designated by University Communications have the authority to speak about University business or personnel on behalf of the University...”

Students are required to inform and seek approval from the University’s Communications Department in regards to any media or interview requests, any use of University material or branding, any use of official social media channels. Inquiries and approvals should be directed to the Communications Helpdesk.

PLAGIARISM
The University takes a proactive stance on the international incidence of plagiarism. In an effort to uphold and safeguard the integrity of the institution, its faculty, and its students, KAUST Library administrators have developed an on-line course titled “Plagiarism and How to Avoid It,” which is mandatory for all students. Soon after entering the University, students are required to take this 1 - 3 hour course, and to pass a quiz at the end of it. Failure to do so will result in a withholding of the student’s monthly stipend; however, should a student fail to pass, he/she will be offered up to two additional attempts in which to pass the quiz (for a further understanding of plagiarism, see Definitions under the ‘Academic Overview;’ for the consequences of plagiarism, see the Student Code of Conduct under ‘Policies’).

INTELLECTUAL PROPERTY POLICY

1. Purpose
The Intellectual Property Policy (the “Policy”) describes the requirements for the effective management, protection and commercialization of intellectual property (IP) at KAUST.

2. Scope
This Policy applies to all members of the KAUST Community and has four objectives: 1) To ensure that new knowledge and technology created at KAUST are effectively transferred for public benefit and for the economic development of the Kingdom of Saudi Arabia; 2) To encourage, serve, promote, and strengthen the KAUST research and economic development missions; 3) To foster the development of new and innovative business models and practices for effective transfer of KAUST Intellectual Property to the private sector; and, 4) To set out clear requirements for determining the rights and obligations of KAUST, the KAUST Community and third-party sponsors of research at KAUST.

The remainder of the policy can be found here.
STUDENT HOUSING POLICIES AND PROCEDURES

Check-In Process
Incoming students will receive check-in procedures in the weeks prior to their arrival on campus. The initial check-in process takes place at the Housing Office followed by checking-in at the Graduate Services Helpdesk located in the Student Center. The Housing check-in process includes:

• Signing of a housing contract
• Completion of a detailed inventory sheet, with students' remarks, within 48 hours of check-in
• Receipt of accountability and liability forms pertaining to shared accommodations
• Receipt of help desk numbers for housekeeping, maintenance, IT services etc., useful community maps, and caretaker authorization form

Students are expected to read through the materials provided and contact the appropriate office if there are questions.

Check-out Process
Students are expected to 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 furnished housing units that include basic appliances (refrigerator, stove/oven, washing machine, dryer and television). The furniture in these housing units is of high quality and will not be considered for replacement for at least five (5) years. Satellite TV signals from multiple free-to-air channels and some commercial subscription packages are available to residences through the IPTV system.

Graduate Student Housing Assignments and Changes
Single graduate students typically 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 Graduate Services.

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

Relinquishment of Housing
Students will have to relinquish their housing for two reasons:

• Final Exit
• Undertaking a Long Absence from the University (see Leave of Absence under 'Academic Overview')

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 approval of the Director of Graduate Development and Services.

Unauthorized Housing Occupancy and Visitation
Student accommodation at KAUST for single students is separated into male-only and female-only buildings and apartments. It is prohibited for any members of the opposite gender 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 Graduate Student Code of Conduct. When inviting friends or guests to their residences, students must adhere to these regulations at all times.

Overnight visitors are not permitted to stay in shared student housing. A maximum of 2 overnight visitors are permitted to stay in unshared student housing, and only for a maximum duration of 30 days from the date of arrival at KAUST.
Caretaker
Students living in University housing must assign a caretaker for security and maintenance purposes during their temporary absence for vacation or business assignments. See the Housing Caretaker Authorization Form. Caretakers must be authorized to live on campus.

Important note: Students cannot act as caretakers for any community member other than a student.

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

Security Deposit
The Security Deposit has been set at SR 4000, and it has been deducted from the initial student stipend. This money is reserved to support the cost of any damages that may be identified during the check-out process. The deposit will be returned to the student after satisfactory completion of the final exit. The cost of repairing any damage that the University attributes to the student (other than regular wear and tear) will be deducted from the deposit before it is returned to the student. If the apartment repair costs are higher than SR 4000, 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 the related University expenditure. The Security Deposit may also be consumed for any outstanding liabilities incurred by the student at KAUST, such as outstanding phone or library charges.

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 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. Notably, these damages include those caused by the student neglecting to request timely maintenance for any repair that may have been required in the apartment. If a student cannot pay immediately, the cost of the repair or replacement will be deducted from his/her stipend.

Neither the University, nor its employees, nor service providers are liable for damage or loss of personal property due to interruption of utilities, mechanical failure of its equipment, or damage resulting from electrical problems (including electrical surges). No financial or other compensation will be given to a student who suffers loss or discomfort due to the aforementioned. By signing the rental agreement, the student releases the University from any and all claims of loss or damage to the student’s property. Students, therefore, are strongly encouraged to obtain their own personal renters’ insurance. Inquiries regarding insurance for personal effects should be directed to the University’s Risk and Insurance Office.

Regular Health and Safety Inspections of Student Apartments
Representatives from both Graduate Services and Accommodation Services 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 typically be given 48 hours to address these concerns. If the student does not satisfactorily address the health and safety issues that have been identified by the inspection team, appropriate repairs and services for the unit will be arranged by the University 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.
Right of Entry
KAUST recognizes that entry into students’ living space is a serious matter, and we endeavor to respect students’ privacy to the greatest extent possible. Because all residences within the KAUST community are KAUST property, however, authorized personnel do, indeed, have the legal right to enter KAUST graduate student housing under certain circumstances. Although we strive to give reasonable advance notice prior to entry, the Director of Development and Services, the Graduate Services staff, or other individuals authorized by the Director have the right to enter KAUST graduate student housing, including individual living spaces, at any time when there might be a risk to life, safety, health, or property. Similarly, the Director, or authorized individuals, have the right to enter when it is necessary to ensure compliance with applicable KAUST policies, without limitation, as set forth in KAUST Policies and Procedures. Entry without advance notice might also be allowed for maintenance services and/or when one or more bedrooms are vacant within an apartment. This will be the case especially when the current occupants cannot be reached within a reasonable amount of time, or when they are absent from KAUST for any reason.

Entry Procedures
A reasonable amount of advance notice will be provided to the students before University authorized personnel enters a student’s apartment for non-emergency reasons when possible. In emergency or urgent situations, it is not always possible, or reasonable, to give advance notice. In general, the University reserves the right to enter a student’s room/apartment and bedroom for the following reasons:

- To make repairs, installations, additions, or alterations to the KAUST student housing units or to the buildings, signs, fixtures, alterations, or additions to the premises
- To verify occupancy
- To conduct sanitation, maintenance, or safety inspections
- To show the KAUST student housing units to prospective students
- To exhibit the room to contractors or workers
- If there exists a clear indication, or reasonable cause, to believe that there is a violation of an established housing, conduct, or health and safety standard
- In the event of an emergency to protect life, limb or property, and to mitigate any hazard or threat to the community
- For shared apartments, to prepare the vacant space for a new occupant.

Authorized staff members may remove an item of personal property from a room, without prior consultation with the owner, when it is the judgment of the staff member that the item represents an imminent hazard to property or to the resident(s) of that room, or to the community at large. Additionally, if illegal goods are found and confiscated during the authorized apartment inspection, the resident may be subject to the provisions of the Student Code of Conduct and/or the Community Code of Conduct.

Authorized personnel may use a master or auxiliary key to open an apartment or a room in an emergency. The rooms will be locked upon completion of the visit. Authorized staff may enter apartments and rooms for cleaning, maintenance, and repair, or to maintain compliance with health and safety regulations. Prior notices shall be given when possible.

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 assigned to them. Students will need to understand that they are being temporarily placed, and may be instructed to 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 whenever possible. They will typically 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, Graduate Services, in consultation with Accommodation Services, will proceed by changing the lock of the temporary unit and moving the students’ personal belongings into the new unit.

Safety Tips to Eliminate Fire Hazards
The following safety guidelines are expected of all students in order to eliminate fire hazards:

- Do not leave cooking unattended; turn off all cooking appliances and unplug them when not in use
- Clean grease traps above stove weekly
- Do not overload electrical outlets
- Never place or store combustible items/materials (e.g. paper and batteries) near heat sources
- Check for broken wires and exposed wiring; report any that are found
- Do not throw burning embers (e.g. hot charcoal) into rubbish chutes without fully extinguishing them first
- Keep matches, lighters, and candles away from children
- Keep lint traps in clothes dryer clean

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

- Quickly put on appropriate clothing and shoes
- Close your windows, if they are open
- 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.
- Walk quickly, in an orderly manner, through the exit for your area and continue to walk at least 100 feet from the building
- 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 012 808-0911) and ensure that you provide all pertinent information for emergency personnel.

Interference with or use of emergency exits for exit or entry in non-emergency situations is strictly prohibited.
Room Entry/Room Search
After giving reasonable notice to the student, KAUST reserves the right for its representatives to enter and inspect the premises, and may, in an emergency or urgent situation, enter without any notice. In collaboration with Graduate Services, and with prior notice, student units are subject to ad hoc inspections.

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

Pets
Pets of any kind are not allowed in students’ housing units. A SAR 2000 cleaning fee will immediately be charged to any student who is found to keep a pet in his/her unit.

Graduate Student Guest Accommodations at the KAUST Inn
Guest accommodation request forms must be initiated by the graduate student sponsor, and have the approval of Graduate Affairs, before being sent to Guest Services Reservation Office. Guest accommodations and services will be charged at University applicable rates. Student rates are calculated at a 25% discount of basic KAUST rates. Accommodation is subject to availability, with priority given to business guests.

FINAL EXIT (Offboarding)
Students undertake their final exit process when they have completed their degree requirements, or their studies have ceased (for example, when they have withdrawn). As part of the final exit process, the student must relinquish all access to his/her apartment via the check-out process. The following table explains how long a student has to complete the Final Exit process, following the completion of the academic requirements.

For a student to remain on campus after the grace period (see conditions), approval must be sought from Graduate Affairs Operations prior to commencement of the exit process, via GradopsExiting@kaust.edu.sa. For any prolonged extension after graduation, approval of the Advisor, Associate Dean and the Vice President for Academic Affairs is required (this will be facilitated by the student’s Graduate Program Coordinator).

In the absence of a Post-Graduation Extension, you will be expected to exit, and any funding arrangements (such as your stipend or reimbursements) will immediately cease.

<table>
<thead>
<tr>
<th>Degree and Semester Completed</th>
<th>Completion Date</th>
<th>MAXIMUM Grace Period to Complete Exit After Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Master’s Degree (Spring and Fall)</td>
<td>Last date of semester exam period</td>
<td>14 calendar days</td>
</tr>
<tr>
<td>*Master’s Degree (Summer)</td>
<td>Last date of semester exam period</td>
<td>7 calendar days</td>
</tr>
<tr>
<td>PhD Degree (Spring and Fall)</td>
<td>Date approved dissertation is accepted in the Library’s Research Repository</td>
<td>14 calendar days</td>
</tr>
<tr>
<td>PhD Degree (Summer)</td>
<td>Date approved dissertation is accepted in the Library’s Research Repository</td>
<td>7 calendar days</td>
</tr>
<tr>
<td>All Degrees (Student Withdrawn or Dismissed)</td>
<td>Date the Withdrawal/Dismissal is processed by the Registrar</td>
<td>7 calendar days</td>
</tr>
</tbody>
</table>

*Master’s Degree (with Thesis) students fall into the same completion date category as PhD student.
All students must complete the exit process prior to their final departure from KAUST. This exit is typically subsequent to the completion of all academic requirements, but it also includes withdrawal, dismissal, long term leaves of absence, or other University designated exit deadlines. Generally, stipends will not be paid to a student in the month of exiting if the student has completed academic requirements in a month prior to his/her exit, or if the student withdraws from the University at the beginning of the exit month. Final stipend payment determinations will be made in consultation with the student’s Graduate Program Coordinator and the Graduate Affairs Operations team.

The Departure Clearance Process includes:

- Returning all outstanding library materials and paying library fines
- Arranging and completing housing check-out inspection and return of keys
- Returning ID Cards to the ID Office and car/scooter stickers for cancellation
- Requesting a Final Exit Visa for student and any dependents
- Travel relocation back directly to your Point of Origin (if different destination is sought, additional cost to be born by the student)
- Completing the KAUST School exit requirements (if there are dependents at school)
- Completing an exit interview and questionnaire at the Student Center, Level
- Meeting with the Alumni team and completing the Alumni questionnaire in Building 9, Level 4

Additional Requirements for graduating students include returning any IT Assets and closing relevant bank accounts.

If you do not complete all aspects of the Departure Clearance Process, your security deposit will be retained by the University. It is crucial you maintain regular communication with your exit advisor, whom will guide you through the process and ensure your offboarding from KAUST is timely and problem free.

Students are expected to exit the University within a week of completing their academic requirements or post-graduation extension. The MAXIMUM grace period to complete the exit is shown in the table below. Failure to adhere to this MAXIMUM grace period deadline, or to fully comply with the Departure Clearance Process and instructions from your exit advisor, will result in the loss of the student’s security deposit; and/or any other possible sanction that may be determined by the University.

**VISITORS POLICY FOR STUDENTS**

The University provides furnished guest units, including basic appliances. In the event of property damage, 100% of the 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.

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

Incoming guests should be directed to KAUST Inn Reception, upon their arrival on campus.

**Same Day Visitors**

Students may invite same day visitors following the below guidelines:

- Students must complete a visitor request form through the portal.
- Personal visitors must proceed to the Visitor’s Center to get access for a same day visit
- Security Services will ensure that a valid government ID (e.g. Iqama or passport) is kept at the gate and issue a non-photo IDs
- When the number exceeds 8 visitors, prior approval from the Director of Community Services or his/her delegate is required
- The host student is responsible for ensuring that personal visitors adhere to the KAUST Code of Conduct and applicable policies, including traffic and Health & Safety regulations
- Upon the visitor’s departure from campus, the visitor must return the ID card to Security Services. Security Services will return the visitor’s government ID

**Overnight Visitors and Student Family Visit Visa Guidelines**

Students must seek permission from Graduate Development and Services and Government Affairs (where applicable) to invite guests to KAUST for an overnight stay on a visitor visa. Students should make all requests for visitor visa applications, or guest photo IDs, through the portal which will then need to be approved first by Graduate Development and Services and then Government Affairs.

A visitor photo ID will only be issued for visitors who are traveling from farther distances from the University. Visitors from areas within the vicinity of KAUST, including Jeddah, are not eligible to receive a photo ID.

Photo IDs can be issued only to relatives of the student who come under a Family Visit Visa. Photo IDs will not be issued to visitors at KAUST who have arrived under other visas.
Eligible Visitors
Students may request overnight stay or visa issuance for the following individuals:

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Master's Students</th>
<th>PhD Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mother</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sister</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Brother</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Immediate family of Sister</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Immediate family of Brother</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Father-in-law (if Spouse is KAUST resident)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mother-in-law (if Spouse is KAUST resident)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sister-in-law and her immediate family</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Brother-in-law and his immediate family</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Grandfather</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Grandmother</td>
<td>X</td>
<td>Yes</td>
</tr>
<tr>
<td>Step Father</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Step Mother</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Step Son</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Step Daughter</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note that MS/PhD students are considered master's students until they have fulfilled the master's degree requirements or equivalent.

Students will be held accountable for violations of this provision.

Number of Visitors
Students may request an overnight stay or visitor visa for up to two visitors over the age of ten, and two children aged ten or under at any one time. Only one request per academic year may be made for each eligible family member. Each student may submit a total of four visa requests per academic year. Graduating students may make an additional visa request for up to six 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 one time per year for a maximum duration of up to 30 days from the date of arrival at KAUST. Students may only host two overnight visitors (along with up to two accompanying dependent minors aged ten or under) at one time.

Student accommodation at KAUST for single 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.

Duration of Visitor Visa
Students may request a visa for eligible visitors for a duration not exceeding 30 days.

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 are stating that they understand this requirement and their obligation to abide by this rule.

Exceptions to Policy
Exceptions to the Student Family Visit Visa guidelines will be reviewed by a committee consisting of the Dean of 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 Student 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 SAR (USD 2,666) 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 sponsoring student from Saudi Arabia.

Please note that every personal visitor to the KAUST Campus is required to visit the Government Affairs Center (Building 4, Level 2, Office #2252 on Discovery Walk) on the first day of their visit to register his/her passport information and check the validity period of his/her visa.

Government Affairs Center
Operating Hours: Sunday through Thursday from 8:00 a.m. to 5:00 p.m.
Location: Discovery Walk at Building 4 (Al-Jazri West), Office 2252.
Phone: 808-0970.
Email: GA@kaust.edu.sa
Website: https://governmentaffairs.kaust.edu.sa/

Vehicle Sticker:
All requests for Vehicle Stickers are processed at the Visitor Center located at Gate #3 or GA Center located at Building #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).
ACCEPTABLE USE OF ELECTRONIC RESOURCES AND SOCIAL MEDIA

The Policy Regarding Acceptable Use of Electronic Resources and Social Media can be found here.

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

A. 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.

B. 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.

C. 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.

D. 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:

1. 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.

2. 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.

3. 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.
4. 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.

5. 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

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

E. USE OF SOCIAL MEDIA

Social media are means of electronic 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.

F. 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.

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

H. 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.

I. 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.

KAUST ACADEMIC TRAVEL
Students may need to travel from KAUST to attend conferences, seminars, training courses, longer-term training, internships or off-campus directed research. In the case that the funding body does not maintain a guideline relating to a specific type of student academic travel, or there is no approved Policy, payments will be based on allowances specified by the Academic Travel Procedure - Students policy.

Guidelines on the use of Core Lab services
These guidelines provide fundamental requirements for the use of Core Labs services which apply to all KAUST research community users, and by extension, academic and industrial partners, collaborators, or other external users.
• All users are entitled to register in accordance with the procedure of Core Labs Access to Services.
• All users and staff of the Core Labs are required to comply with the Health, Safety and Environment Policy.
• All users and staff of the Core Labs are required to comply with the Code for Responsible Conduct of Research, observing those requirements and upholding the highest ethical standards.

Procedures to access and to use Core Labs facilities are specified in Core Labs Operations Manual

Guidelines on Use of Core Labs Services and Core Labs Operations Manual are available on the KAUST Policy website, http://policy.kaust.edu.sa

For further information about the Core Labs, visit http://corelabs.kaust.edu.sa
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 three-digit code:
  011 = Riyadh
  012 = Jeddah
  013 = Eastern Province
  014 = Yanbu
- Followed by the seven-digit number for a total of a ten-digit number

Calling landlines (from outside the Kingdom):
- Dial +966
- Dial the pertinent code
  11 = Riyadh
  12 = Jeddah
  13 = Eastern Province
  14 = Yanbu
- Followed by the seven-digit number for a total of a twelve-digit number

Calling mobile phones (from inside the Kingdom):
- Dial 05
- Followed by the eight-digit number

Calling mobile phones (from outside the Kingdom):
- Dial +966
- Followed by 5
- Followed by the eight-digit number

Offices and Resources Frequently Contacted by Graduate Students

Security and Emergencies
On Campus Emergency Response landline: 911
Mobile: 012-808-0911

Off Campus Emergency Response
Police Department: 999
Fire Department: 998
Ambulance: 997
Government Affairs On-Call Representative: 054-470-1111 or 054-470-1110

ID Cards and Visitor Passes
Ebtissam Al-Raygi: 808-5817

Vehicle Stickers
Vehicle stickers can be obtained directly from the ID office or by calling 808-5815 between the hours of 7 a.m. – 4 p.m. from Sunday to Thursday.

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

Graduate Affairs/Student Center
Graduate Services Helpdesk: 808-3412
Graduate Services email: graduateservices@kaust.edu.sa
Graduate Council email: graduate.council@kaust.edu.sa
Graduate Affairs Operations:
  (for BUPA card etc.) GradOps@kaust.edu.sa
Dean of Graduate Affairs: Dr. Brian Moran
  brian.moran@kaust.edu.sa
Director of Graduate Services: Dr. Faizi Ghodsi
  faizi.ghodsi@kaust.edu.sa

Community Help Desk Services
In addition to serving as a resource for general campus contact information, Community Help Desk services include general maintenance and housekeeping needs as well as transportation services.

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

Mail and Courier (includes DHL for international shipping, and SMSA for In-Kingdom shipping):
From mobile or landline:
Campus-wide mail: 808-3541
DHL in Discovery Square: 802-4050
SMSA in Discovery Square: 802-4039
DHL business: 808-5755
SMSA business: 808-5777
Email: mailandcourier@kaust.edu.sa
Medical
For information, contact: patient-relations@kaust.edu.sa
For any medical clinic services, call the helpdesk: 808-4111
KMC Pharmacy: 808-4172
Saud Pharmacy: 802-4066

Retail and Dining
Banaweer Bicycle Shop 802-4068
Burger King 802-4032
Coffee Bean & Tea Leaf 802-4065
Domino’s Pizza 808-6535
Dunya Alasfour Barber Shop 802-4064
Dunya Alasfour Ladies Salon 802-4061
House of Donuts 802-4071
SAMBA Bank 802-4044
Saud Pharmacy 802-4066
Shoro: Shawarma As You Like It 802-4036
Spices Indian Restaurant 802-4031
Tim Horton’s 808-5161
Vera Pizza 802-4040
Retail@kaust.edu.sa

Recreational Services
Recreation Help Desk: IRC 808-6614
HSC 808-6615
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: 808-6555
Key Room number: 808-6222 (open 24 hours)
residential@kaust.edu.sa

Schools
Website: http://www.kaustschools.org/
Harbor Elementary School (Grade 1 to 5)
Principal: Jeff.Woodcock@kaust.edu.sa

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

Harbor Early Childhood Center (Ages 3 to 5 years)
Principal: Justin.Somerville@kaust.edu.sa

KAUST Daycare & After School (K1-K3)
Harbor: 808-6485
Island: 808-6294

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:
Hanco: 808-5647 or 050-234-5114
Email: hancotransport@kaust.edu.sa
Samara: 808-5616 or 808-5617
Email: SamaraTransport@kaust.edu.sa

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

Car Rentals:
Hanco: 808-5647, 808-5604, or 050-234-5114
Email: hancotransport@kaust.edu.sa
Samara: 808-5616 or 808-5617
Email: SamaraTransport@kaust.edu.sa

Vehicle Repair and Maintenance 808-5636
Email: vehicleservices@kaust.edu.sa

Fuel Station and Car Wash 808-4253
Email: vehicleservices@kaust.edu.sa