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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 University publications, including the Program Guide, and assist students in navigating the University and the community. Information and policies in the Graduate Student Handbook do not supersede other University policies and procedures.

The contents of the Graduate Student Handbook are not static; they will be continually revised and edited to better meet the emerging needs of our graduate students. As KAUST 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 schelpdesk@kaust.edu.sa. The most recent University policies are located online for enrolled students on the University Policy website and Program Guide, 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 an emergency, dial 911 from a campus phone or: (012)-808-0911
A MESSAGE FROM THE DEAN OF GRADUATE AFFAIRS

Welcome!
A warm welcome to our incoming and 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. Our ambition is to develop and graduate the highest caliber of students who will make their mark in research and academia, transform the 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 relevant university websites to confirm the most current policies.

This Handbook integrates contributions made by several academic community members, 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
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 a 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

**Values**

At KAUST, we attract people from Saudi Arabia and around the world who want to create an 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 a historic enterprise;
- 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 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 focus on major projects and provides 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.
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 semester/session. 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.

All students are asked to familiarize themselves with the Academic Policies as contained in the Registrar’s Office website. The Academic Policies here relate to the following:

- Academic Integrity
- Academic Semesters and Sessions
- Academic Standing
- Change of Program or Advisor
- Commencement
- Completing In Absentia
- Course Changes (Add or Drop)
- Dismissal for Abandonment of Program
- Falsification of Records by Students
- Grading
- Grade Appeal
- Graduation
- Internships
- Leaves of Absence
- Registration
- Repeating Failed Courses
- Student Information Release and Access
- Time Limits and Extensions
- Transfer Credit
• Traveling Scholar
• University Degree Requirements
• Winter Enrichment Program (WEP)
• Withdrawal from the University

These policies may change from time to time, and students are asked to check the Academic Policies website for the latest versions of these policies.

Student-Advisor Relationship

Students and their academic advisors share the responsibility 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 academic advisors should discuss expectations of the relationship. Both should consider academic, research, and professional goals and issues pertaining to academic and research circumstances, including schedules, work-life balance, and personal and family responsibilities. Both students and academic advisors are responsible for communicating as necessary.

If students face issues during their time at KAUST, students should raise these issues in confidence with their academic advisor. Advisors should support their students and provide advice and guidance, as appropriate. Students can also approach their Graduate Program Coordinators (GPCs) at any time. It is recommended that students maintain regular contact with their GPCs throughout their time at KAUST. GPCs can give advice and, where necessary, refer students to other sources of help, or raise matters with their associate dean or dean.

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 vacate their housing.

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 either dispose of belongings left behind or place all belongings in
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.

Students may retain a family housing unit for a maximum of 120 days following the spouse’s departure date in the event of a 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.

**Plagiarism**

The University takes a proactive stance on the intentional incidence of plagiarism. To uphold and safeguard the institution’s integrity, its faculty, and its students, KAUST Library administrators, have developed an online 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 pass a quiz at its end.

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’)

• **Events**

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

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

M.Sc. or Ph.D. degree candidates who have completed all degree requirements and did not participate in a previous Commencement may participate in the Commencement Ceremony but cannot participate in any other Commencement ceremonies. Students can only take part in one Commencement ceremony for each degree.

M.Sc. thesis candidates who have completed all of the course work for the master’s degree, but not the thesis, may participate but will not graduate until the thesis is completed.

Ph.D. candidates who have completed the defense examination with either a “pass” or “conditional pass” may participate and will officially graduate during the cycle in which they complete their remaining degree requirements.

**Academic Regalia for Commencement**
The University will provide formal academic robes and apparel to be worn by those participating in the December Commencement Ceremony. Robes can be purchased if the student wishes.

**Spring Graduation Luncheon**
Participation in the Spring Graduation Luncheon is governed by rules similar to those used for Commencement. Students meeting any of the categories below may participate in the spring lunch.

M.Sc. or Ph.D. degree candidates who have completed all degree requirements and did not participate in Commencement for this degree may participate in the Spring Luncheon.

M.Sc. thesis candidates who have completed all of the course work for the master’s degree, but not the thesis, may participate in Spring Luncheon but will not graduate
until the thesis is completed. Ph.D. 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 an opportunity to wish our latest graduates well as they continue with their careers. Students who attend the Spring Luncheon can participate in the following December Commencement Ceremony, should they choose to do so.

**Final Exit & Relinquishment of Housing**

All students must complete the final exit process before they depart from KAUST. This exit is typically after completing all academic requirements, but it also includes withdrawal, dismissal, long-term leaves of absence, or other University designated exit deadlines.

Students are expected to exit the University within a **14 day** grace period commencing on their completion date. Where students are departing the University as a result of a withdrawal or dismissal they should complete their final exit clearance process and exit the university within **7 days** of their withdrawal/dismissal date. Failure to adhere to this deadline or fully comply with the final exit process and instructions from your exit advisor may result in the loss of the student’s security deposit; and other possible sanctions that the University may determine.

During the exit process, the Graduate Affairs Operations team will assign an exit advisor who will assist you in the exit process.

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 (GPC) and the Graduate Affairs Operations team.

For a student to remain on campus after the grace period, 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 a Post-Graduation Extension will be required. Typically such extensions will be considered for PhD graduates who are
• awaiting the awarding of a visa for documented employment offer where presence at KAUST would expedite the process, or
• allowing the student to complete an iqama transfer in support of an in-Kingdom job offer, or
• meeting a defined need or deliverable, for example on a CRG, industry or translational research project.

The application form can be found in the Student Self-Service Portal. 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.
Campus and Student Life 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, emphasizing 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 Harbor Walk area and Discovery Square provide numerous opportunities for work/life balance, including a wide variety of shops and waterfront locations, which are at the heart of the

Further out from the campus and Safaa Harbor District, parks and playgrounds line distinct residential communities and neighborhoods. Notable features of the campus and community 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. Diverse recreational amenities 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. More information about life as part of the KAUST Community can be found in section 5 of this handbook or on the Community Life Website.
The Student Center

The Student Center (also known as Building 18) is open to all students, faculty, and staff. It is located on the Spine, near the town center (Discovery Square), is open 24 hours a day, and is operated by the Office of Graduate Events and Recreation.

The Student Center houses the offices of Graduate Development and Services. In addition, it offers meeting rooms, the Fellowship Hall (a multipurpose events and meeting room), a space for the Graduate Student Council, workspace for student groups and associations, and areas for student-led events and programs. In particular, there is a Recreation Room with table tennis, video games such as PS4, and other entertainment such as board games and large screen televisions showing a range of satellite channels, including sports and movies, from around the world. The Student Center also has a Music Studio with state-of-the-art musical and sound equipment. Students can also access the Global Kitchen, which has all the equipment for students to cook their favorite dish and share their local cuisine with their fellow students. In addition, the Student Center has an Art Hub with a range of arts and crafts materials for graduate students to use. Students also have access to the Beacon Lounge located in the Harbor Walk, a purpose built student lounge with communal cooking facilities.

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 various domains, including the Student Center Helpdesk; Residential Life; Student Life; Student Career Development; and Student Counseling Services. 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, Graduate Development and Services offices oversee the planning and implementation of the new student Orientation programs held every August and January for new incoming students. For more information, or to make an appointment, contact Graduate Development and Services at schelpdesk@kaust.edu.sa

**Student Center Helpdesk**

The Student Center has a helpdesk that provides a central, one-stop venue for various services and facilities that 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 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
- Assisting in the process for graduate student, family visit visas, ID cards, domestic helper approval, materials gate passes, and iqama renewals and transfers
- Event, recreation, and trip information & registration
- Offering information about the campus: campus maps, bus schedules, as well as University brochures and contact information
- Scheduling appointments to meet with Graduate Development & Services team members
The Student Center Helpdesk is open from 8 am to 5 pm Sunday through Thursday. Students may visit the Graduate Services Helpdesk in person on Level 2 of the Student Center. For further information, email schelpdesk@kaust.edu.sa or contact us by phone at 012-808-3412.

Residential Life

Residential Life serves to positively shape the quality of the on-campus student living experience. Our offices are based in the Student Center. Find out more about our office in Section 4 of this handbook, “Graduate Student Accommodation.”

Student Life

Student Life 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 several events throughout the year and holds trips to cultural and educational places of interest.

Student Life also advises and supports the events and programs for the Graduate Student Council and, in particular, those events organized by the Graduate Life Committee.

Student Life works closely with other offices on campus in providing events and activities on campus.

With over 20 student-led groups, professional chapters, and associations on campus; you will find peers to connect with whatever your hobbies or interests. Graduate students interested in forming new graduate student organizations or holding events should contact graduate.events@kast.edu.sa
**Student Communications**

Graduate Affairs sends a Weekly Bulletin to the graduate student body and key staff every Thursday. The bulletin includes important announcements as well as information about up-and-coming events and activities. If you are not receiving the Bulletin, please email schelpdesk@kaust.edu.sa

Campus Connect is the one-stop shop for student life on campus. Register for events, join student groups, connect with friends and keep up with student news! To register, click here and use the ‘school login’ button to sign in using your KAUST credentials.

**English Language and Communications Program**

The English Language and Communication Program (ELCP) provides courses and workshops to support students with the effective communication of their research. Our sessions target specific skills such as scientific research reading, writing and scientific presentation skills. Instructors in the ELCP teach credit-bearing courses in the Intensive English Language Program (IELP) and the EAP program (English for Academic Purposes) course, as well as delivering other, focused short-courses and workshops throughout the academic year. Instructors are also available to work one-on-one with students to provide writing support, especially during the writing of MS theses and Ph.D. dissertations.

Students can make appointments for individual writing support sessions by contacting: elcp@kaust.edu.sa.

Join our Campus Connect group here to register for new sessions and meet other students. Visit our website for further information and useful resources, and also to hear what students have to say about the invaluable ELCP support!
**Student Career Development**
Career development is a lifelong journey and an exciting one!

You are in charge of leading this journey by designing the route and navigating your final destination, making changes along the way. Career development requires active engagement, commitment, and skill!

To skillfully lead your journey, you need to:

**Navigate**
What direction is right for you? What are your values, preferences, strengths, and interests? Get to know yourself.

**Expand**
What’s happening around the world? Consider how we are all connected through economy, politics, and society. Link this to your own goals and aspirations.

**Challenges**
What are your limiting beliefs, hidden biases and assumptions? Challenge them and reframe them.

**Balance**
What can you do to balance your life?
- Job Readiness Initiatives
- Job Search Platforms
- The Career Development Academy
- Skills Development Workshop
- Career Counseling
- Mentoring
- Peer Coaching
Explore
What are your potential career options? Grow your support network (peers, faulty, alumni, industry professionals etc.) to gather information and advice.
To learn more about our services, visit our website in Campus Connect. Take a holistic approach and consider your health (emotional, physical, mental, spiritual) interests, and important relationships.

Bounce Back
What can you learn from your experiences? Use setbacks as information to help you grow and succeed. Keep trying!

Our Services
The Student Career Development office’s mission is to help you clarify your goals, develop your skillset, and navigate your journey confidently! You will have to add your active engagement and commitment!

We offer you access to a range of services, resources, and career exposure opportunities that support your career planning development and prepare you for your next career step.

To learn more about our services, visit our website in Campus Connect.
Book a consultation here
Email us at develop@kaust.sdu.sa

Student Counseling Services (SCS)
The Student Counselling Services (SCS) strives to ensure the holistic health of KAUST students and their spouses. Through seminars, community outreach, and confidential
personal counseling, the team at SCS assists individuals in enhancing their academic and personal wellbeing.

Free prevention, intervention, information, and referral services are offered across an array of student wellness and mental health needs. These include stress management, adjustment, anxiety, depression, self-esteem, cultural and academic-related challenges, abuse, and emotional intelligence (EQ). In addition, SCS also provides consultation and education to faculty and staff to assist them in addressing the psychological needs of the graduate student community.

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

To make an appointment or for more information, please email scs@kaust.edu.sa or visit our website

Student Support Case Management

Case Management is a collaborative process between a student, Wellbeing Education Specialist, the BIT Team, and other involved parties to develop a student’s academic success and personal wellbeing plan. It usually involves a meeting with the Wellbeing Education Specialist, who will assess the student’s case, offer support, connect the student with resources, and facilitate focused outcomes.

The objectives of the student support case management process office are to:

- Assess the student’s current situation/needs (academic, personal, and general well-being)
- Provide support and connect students to other resources (SCS, English Language and Communication Program, Career Development Office, tutors, etc.)
- Follow up with students and other community members who have expressed concern for the individual
- Help students achieve their academic potential and maximize positive outcomes

Contact: Letizia Muro
Wellbeing Education Specialist
You can reach the office by emailing: studentsupport@kaust.edu.sa
Disability Services
KAUST provides reasonable and essential accommodations for 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 university's ability. 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.

Contact: Iman Himdy
Graduate Services Administrator
Email: iman.himdy@kaust.edu.sa

The Graduate Operations Team
The Grad Ops 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.

Located in the Student Operations Hall, on Level 4, Building 9, students are welcome to visit Graduate Operations anytime. Alternatively, student queries can be addressed to the team via gradops@kaust.edu.sa
Alumni Affairs Office

Alumni Affairs is to support, connects, and engages students and alumni opportunities to expand their global networks, including through alumni chapter, and through networking events in Saudi Arabia, internationally and online.

KAUST’s alumni community is global, compromising of graduates, student alumni, and KAUST’s former postdoctoral fellows. Together with KAUST’s regional and international alumni networks, the office of Alumni Affairs facilities opportunities for students and alumni to connect in-person and virtually, and to ‘give back’ to KAUST through volunteer opportunities throughout each academic year.

KAUST’s Alumni community represent more than 90 countries with individuals who and work across industries, including academia, entrepreneurship, research, and government. Alumni chapters in Saudi Arabia, China, North America and Europe keep alumni connected to each other and to KAUST, and support students through career advice, mentoring and professional networking.

For the latest and events and news, and to connect to KAUST alumni chapters or the alumni team visit our website.

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, and each has its lead officer:

- **Academia and Research (AR)**
  Academic and Research exist 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 student body. The GLO is responsible for setting up activities that help form
groups, use communication enhancement tools, organize student competitions, and
serve 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 significant 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 inquiries, please contact the President of the Graduate Council via their
email graduatecouncil@kaust.edu.sa, join the GSC Facebook page or join us on Campus
Connect.

**The University Library**
The University Library (Building 12) is located in the center of campus and overlooks
the Red Sea. The award-winning marble-clad building was designed to provide highly
collaborative group space as well as traditional study areas. It is open to the entire
KAUST community twenty-four hours a day, seven days a week throughout the year,
it provides science and technology collections and information services to support the
University’s graduate education and research. The born-digital library with a world-
class collection of scientific databases, e-journals, and e-books, plus printed books,
popular magazines, and newspapers. Ninety-nine percent of its collection is digital
and can be searched and accessed from the library website. Training workshops on the
use of library resources, literature search, and citation management, are offered each
semester and on-demand by specialists (see schedule and contact information here).
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). 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. 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 or e-mail library@kaust.edu.sa
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 developed explicitly for a multi-cultural population. Student residences are divided into sections for single males, single females, married couples, and student families. These residences come 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.

Residential Life

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 ensures a safe and healthy living environment, development opportunities, educational programs, 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 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
- Roommate issues and conflict resolution
- Health and safety inspections

For further information, visit our website or contact Residential Life at reslife@kaust.edu.sa
Graduate Student Housing Policy
The University provides a housing benefit to all graduate students and their dependents and provides housing for visiting students. This policy sets out the conditions and expectations relating to this housing benefit. Students should refer to their KAUST Fellowship terms and conditions for housing eligibility and assignment.

- Housing 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. 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., helpful 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 will not be considered for replacement for at least five (5) years. Graduate Student Housing Assignments and Changes

Single graduate students typically live in shared housing units, sharing an apartment with one, two, or three other students. Students are expected to reside in their assigned housing.

**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 to ensure equal access to housing and campus facilities. Graduate Services will respond to notifications of any disabling barriers faced by students with impairments and 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

Students should refer to the Academic Overview Section for more information on the relinquishment of housing and final exit procedures.

**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 male- or female-only buildings or apartments. Students who fail to observe this policy are subject to disciplinary action according to the Graduate Student Code of Conduct provisions. When inviting friends or guests to their residences, students must adhere to these regulations at all times. Students should refer to the Graduate Student Visitor Policy for information and guidelines on bringing guests to campus.

- **Caretakers**
  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 returning 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 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, 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 those mentioned above. 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 Residential Life and Accommodation Services will conduct regular health and safety inspections. If health and safety issues are identified during these inspections that are the students’ responsibility, students will typically be given 48 hours to address these concerns. If the student does not satisfactorily address the health and safety issues that the inspection team has identified, the University will arrange 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. The Maintenance Department will address any maintenance issues identified by the inspection team that are not caused by the student’s actions 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, University personnel 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, authorized individuals have the right to enter when 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 absent from KAUST for any reason.

**Entry Procedures**

A reasonable amount of advance notice will be provided to the students before University authorized personnel enter a student’s apartment for non-emergency, non-room preparation reasons when possible. It is not always possible or reasonable to give advance notice in an emergency or urgent situation. 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, 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
Authorized personnel may use a master or auxiliary key to open an apartment or a room in an emergency.

Additionally, if illegal goods are found and confiscated during the authorized apartment inspection, the resident may be subject to the provisions of the Graduate 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, repair, or compliance with health and safety regulations. Prior notices shall be given when possible.

**Temporary Housing Units**

Some students may be assigned a temporary apartment to address a maintenance issue or problem in the main apartment 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, Accommodation Services will change the lock of the temporary unit and move 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:
  - If it is hot, do not open it. Block cracks around the door with wet towels. Call 911 (or 012-808-0911), giving your name, building address, room number, and situation. DO NOT leave your room if the door is hot until told to do so.
  - 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 enter without any notice in an emergency or urgent situation. In collaboration with Graduate Services and with prior notice, student units are subject to ad hoc inspections.
- **Parking**
  Park automobiles, motorcycles, bicycles, boats, and related equipment only in areas designated for parking.

- **Pets**
  Persons at KAUST living in apartment buildings are not permitted to have pets of any kind. Persons residing in townhomes or houses must abide by the [Pets in Our Community Guidelines](#).
THE KAUST COMMUNITY

SECTION 5
**Students as Community Members**

King Abdullah University of Science and Technology provides opportunities for academic and research collaboration and a rich cultural experience. Surrounded by the beauty of the Red Sea, and home to over 100 nationalities, the University offers rewarding academic opportunities and a unique environment in which KAUSTians are proud to study, work, and thrive.

Being part of the University’s residential community affords students access to campus resources and the myriad programs and services offered by the University, its partners, and guests from around the globe.

The [Community Life Division](#) supports building a vibrant community. The Community Life vision is a unique and innovative community providing a vibrant home for all to thrive. Community Life positively impacts KAUST through:

- Community engagement and collaboration
- Providing high-quality services
- Developing a healthy and successful community

Below are some of the facilities, programs, and services that help make KAUST a great place to live, work, and play.

**Recreation Clubs**

KAUST has four large recreation centers with a wide variety of facilities and activities. These include swimming pools, golf course, stadium, bowling alley, soft-play areas, fitness and exercise studios, indoor rock climbing, athletics track, tennis courts, large arena gymnasiums, football pitches, pool tables; squash, racquetball, volleyball, badminton, and many other sports, all staffed by professionally trained instructors. For more information, visit the recreation facilities [website](#).

**Outdoor Recreation**

There are extensive outdoor recreational areas, including several football fields, parks, open spaces, picnic areas, and playgrounds for children. Walking and cycling are popular around the community—for both exercise and transportation.
• **Beaches**
  South Beach is the community’s most popular beach; it has trained lifeguards on duty and qualified RYA water sports instructors offering sailing, kayaking, and windsurfing lessons.

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

• **Boat Trips and Water Sports**
  With our idyllic location on the shores of the Red Sea, boat trips and water sports are popular in the community. We offer opportunities for group and private boat trips, snorkeling and diving, stand-up paddle boarding, windsurfing, sailing, and more. Learn about our marine and water sports activities.

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. For more information, email [Marine Bookings](mailto:Marine.Bookings@kaust.edu.sa).

**Restaurants and Food Services**
  Restaurants and other foodservice operations are conveniently located across KAUST and vary from fast-food vendors, snack bars, and cafés to cafeteria-style eateries and fine dining restaurants. There are several restaurants with terraces overlooking either the canal or the Red Sea. We provide menu options to meet diverse cultural expectations, budgets, and special dietary needs and prepare themed meals to celebrate seasonal festivities. Banqueting and catering are also possible for both small and big occasions. Learn more about Food Services [here](#).
Discovery Cinema
Situated in Discovery Square, the ~200 seat Theater and Cinema shows the latest movies—from Hollywood blockbusters to the Arabic and Hindi movies. View current screening times here.

Travel Office
The Travel Office, located on Souk Walk close to Discovery Square, is available for travel arrangements, including flight bookings, hotel reservations, and more. The office is open 24 hours a day and seven days a week. Visit the travel website for more information.

Transportation
Transportation services include taxi and rental services, school, on-campus shuttle bus service, off-campus bus service, and golf cart rental program. Details can be found on the transportation website.

Before driving any motorized vehicle on the KAUST roads, community members are advised to read the Traffic and Vehicle Safety Policy. 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 sponsor’s responsibility). Persistent student offenders may face additional disciplinary action if they are deemed to have violated the Student Code of Conduct.
A bicycle is the preferred mode of transport for most students, but remember it is mandatory to have working lights and a helmet. The on-campus bicycle store Banaweer (located on Souk Walk) has a selection of bikes and accessories for sale.

**Banking**

The Saudi-based SAMBA bank maintains a branch office on campus (located in Discovery Square), which offers deposit and withdrawal, internet banking, credit card, and international banking services. SAMBA also maintains several ATMs conveniently located around campus for deposit and withdrawal in SAR and USD and recognizes other international banking / ATM cards.

Additionally, Saudi Arabia hosts several banks with major international partners, which offer complete international banking services. One of these banks is the Saudi British Bank (SABB), a fully automated bank on campus. (located in Building 3).

Stipends and allowances will only be paid in SAR to a Saudi Arabian bank account in the name of the student. Students can submit their bank account details by logging into the KAUST portal and uploading their bank information.

International students will be able to open a personal bank account once they obtain their Iqama.

**Mail and Courier Services**

Upon arrival at the University, all students are issued their mailbox to receive mail and parcels. Services available include international and domestic express courier service, mailbox management, internal mail service, and local postal services. Residents’ mail should be addressed as follows:

4700 King Abdullah University of Science and Technology
Mail Box # (assigned number of mail recipient)
Thuwal 6900-23955
Kingdom of Saudi Arabia

Visit the main mailroom (located at Discovery Square) to access to your mailbox. For more information, visit the [Mail and Courier Services website](#).
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, visit our website or email artsoffice@kaust.edu.sa.

Social Responsibility

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

• Opportunities and Needs
  The Strategic National Advancement - Social Responsibility website 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. This allows us to get to know more about how and when you can contribute.

  We encourage all community members to share their ideas and suggestions to improve well-being at KAUST and in our local and national programs.
  Email, volunteer@kaust.edu.sa
  Please join us today! Every pair of hands makes a difference.
Museum of Science and Technology in Islam (MOSTI)

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 provided us with so many essential building blocks upon which our modern civilizations have been built. For more information, please visit the Museum website.
The KAUST School (TKS)

The KAUST School supports the thriving University community of King Abdullah University of Science and Technology (KAUST). As an international IB (International Baccalaureate) World School, we take great pride in supporting KAUST’s commitment not only to students, faculty, and staff but also to their families by providing an excellent education for the children of KAUST. Stunningly positioned on the Red Sea, north of Jeddah, we are home to over 70 nationalities and 1700 students, aged 3–18. Our students benefit from our close links to the university, by broadening their learning experience and accessing world-class resources, expertise, and facilities.

Our academic programs offer a range of options that are as diverse and inclusive as our community, opening a world of opportunities for our future changemakers to study at global universities. We teach the world-renowned, rigorous IB curriculum—incorporating Primary Years Program, Middle years Program, and Diploma Program—and our students also receive the US High School Diploma upon graduation. We’re equally proud of our extensive range of over 140 co-curricular club and activity programs, which broaden the horizons of our students and develop well-rounded young people across sport, arts, and STEM.

Supporting our students’ experience are exceptional facilities, including technology-equipped classrooms, labs and creative arts spaces, a 25-meter swimming pool, gyms, auditoriums, outdoor basketball, tennis courts, and a soccer pitch.

Further information can be found on The KAUST School website.

Child Care Services

KAUST Daycare is provides half and full-day childcare for infants (2 months) to children aged 3½, plus an after-school program for children in KG1, KG2, and KG3. The focus of KAUST Daycare lies 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 while doing so. The daycare facilities have outdoor playgrounds with shaded bike and sand play areas.

KAUST Children’s Center offers enriching after-school activities for Grade 1-3 children allowing art and team building activities and self-inquiry play. The Children’s Center also offers holiday camps during school holiday periods.

**Security**

The University is committed to providing residents with a safe and secure environment in which to work, live, and play and support safe and secure practices in the conduct of University activities. The University maintains its own Security team, a multi-service, community-oriented public security agency providing emergency and non-emergency services on campus 24 hours a day. Important Security Safety Services include:

- **KAUST Identification Cards**

  Every student must have a University photo identification card, which is necessary to access University facilities, including libraries, health services, and recreational facilities. Each student is expected to possess, maintain control, and present it to campus officials upon request. 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 request an ID, report a missing ID, and other ID card services, visit the security page here.

**Smart Facility Access**
Authorization for access privilege to a restricted facility secured with a Security Access Control System (SACS) can be requested via [Security e-Services](#). The applicant must possess a physical smart ID card (a printed version, not the digital one) to use it for Smart Facility Access. The ID Office shall print a physical smart ID card upon request.

**Health, Safety, and Environment**
KAUST is committed to protecting the health and safety of all members of the University community and to protecting the environment.

All university community members, including students, faculty, staff, visiting faculty and researchers, and contractors, are expected to be aware of and conform to University policies and procedures and share the responsibility for eliminating substantive risk to health, safety, and the environment. Visit the [HSE website](#) to find information and contact details to assist you with all aspects of living and working at KAUST in a safe and environmentally friendly manner.

**KAUST Health**

**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.

KAUST Health operates an outpatient clinic with a diverse offering of on-site services to meet patient needs. KAUST Health also provides a range of other services, including health promotion programs, occupational health services, school health offices, and more.
Driven by our desire to support overall community wellbeing, KAUST Health offers a broad range of services that focus on a holistic approach to prevention, treatment, and follow-up for our patients across the community. We provide highly qualified and caring medical professionals with modern technology and healthcare systems to keep you well and support you if you fall ill.

KAUST Health operates an outpatient clinic six days a week, with a diverse offering of on-site services to meet patient needs. These include, amongst others, family medicine, OB/GYN, general dentistry, physiotherapy, and pediatrics. KAUST Health also provides access to specialist consultant services through a small visiting team at KAUST Health or our partner organizations in Jeddah. KAUST Health also offers other non-core services, including health promotion programs and school health offices.

**Affiliations**

KAUST Health partners with Dr. Soliman Fakeeh Hospital (DSFH), which has over 40 years of delivering healthcare in the region and operates internationally accredited hospital and ambulatory care facilities in Jeddah.

KAUST Health has been accredited by the Joint Commission International, assuring KAUST Health systems, processes, and quality of care meet their high standards in global health care excellence.

KAUST Health partners with Doctor Soliman Fakeeh Hospital (DSFH) Company, which has 40 years of experience in healthcare and owns a large, ~450bed 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. KAUST Health operates 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 receive the medical care they need.

Learn more about KAUST Health.

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 medical insurance coverage through BUPA Arabia to all students and their eligible dependents. Medical insurance cards will be issued to you and required as proof of insurance each time you visit KAUST Health and/or any other hospital or clinic in the Kingdom. Medical services provided outside of the BUPA network or out of Kingdom will have to be paid for and then claimed back, rather than through direct billing (i.e., you will have to pay for services and then file a claim with the insurance company to be reimbursed). The reimbursement rate may also be adjusted to reflect the cost of that treatment in Kingdom.

While BUPA Arabia insurance is comprehensive and comparable to medical insurance standards internationally, please be aware that there are certain coverage exclusions related to pre-existing conditions and high-risk activities/hazardous sports (e.g., skiing, wrestling, boxing, fighting sports, climbing sports, and car racing). Some services also have claim limits, including optical (frames and lenses) and dental procedures, and maternity services.
An overview of the medical coverage and exclusions will be provided by Graduate Affairs Operations during the Orientation. We strongly encourage you to raise any questions you may have with our insurance office by emailing gradopsinsurance@kaust.edu.sa.

● Business Travel
While on authorized business travel, the University will automatically provide coverage through the Business Travel Insurance policy. It is recommended that all students obtain a business travel insurance certificate from insurance@kaust.edu.sa before departure. The document should be requested at least five working days in advance to ensure you receive it on time. Requests should include a copy of your passport and a copy of the KAUST approved travel plan.

Please be aware that medical services provided out of Kingdom will have to be paid for by the student 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 must lodge their reimbursement claim no later than four weeks after receiving treatment. For emergency medical treatment (accidents and other injuries or conditions requiring Emergency Room hospitalization), the University Business Travel insurance policy will cover 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.

● Internships
For KAUST students on internships with a duration of six months or more, the University will provide international student medical insurance for the internship duration. Such insurance will be equivalent to coverage and benefit that the University offers to students in the Kingdom, subject to local law, legislation, and availability.

To clarify, travel to and from the country of origin for a student intern 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. (as stated in the KAUST Traffic and Vehicle 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. It is the student’s responsibility 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) is one of the most dynamic divisions of the Governmental Affairs Department. It 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 travel documents and visas, dependent and family paperwork, permits, final exit forms, Iqama-related inquiries, and more. In addition, it operates an emergency 7/24 off-campus emergency number, 05447001111.

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 by the Ministry of Interior (MOI), it is required that you register and activate your account with MOI’s portal through The Absher machine located in the GA Center. This will enable you to use the Absher online services section of the MOI website.

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 essential guidelines for traveling 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 before your travel, if such travel permits are required
- Be aware of Saudi dress code and wear conservative 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 to the Kingdom; otherwise, you may incur substantial fees costs and may be unable to return while completing a re-entry process 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 current international 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 specific rules and regulations to ensure that your travel and residency are as comfortable as possible and 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 Iqama 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 (054-4700-1111) and the on-campus emergency number 012-808-0911

For further information, visit the Government Affairs website

**KAUST Innovation**

**Overview**

The Innovation department’s mission is to bring researchers, industry leaders and the next generation of founders together to create impact to transform Saudi Arabia and the world. This mission is fulfilled by:
Commercializing and protecting KAUST intellectual property derived from research leading to economical, environmental, societal, reputational, legislative and technological impacts via licensing to enhance existing products as well as developing new products and services, and the creation of new business 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 student interns, and act as a test-bed for industry to trial new technology in the Kingdom.
- Creating a hub of innovation, research, and technology development within KAUST’s Research and Technology Park.

KAUST Innovation has several programs and activities that are of interest to students. We are here to help maximize the commercialization opportunities from your research work- from engaging with industry partners to creating your own startup, we can help you!

**KAUST Intellectual Property**

KAUST Technology Transfer Office (TTO) protect and commercializes intellectual properties (IP) involving the KAUST Community and is the custodian of KAUST’s Intellectual Property Policy. The TTO manages the entire IP lifecycle management from the discovery process and IP protection such as copyright, trademark, trade secret or patent to the deployment of the technology to industry partners or investor-led startups as well as raising the technology readiness level (TRL) and de-risking the technology via dedicated technology development funding.

Faculty, students, and research scientists are required to submit an invention disclosure form, available on the [KAUST Innovation website](#), or via email to [ip@kaust.edu.sa](mailto: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, thesis, and dissertations). KAUST Innovation works closely with inventors to commercialize these inventions via options, including, licensing or assignments to globally based industry partners, SMEs, or inventor-led start-ups. All members of the KAUST community are bound by the KAUST Intellectual Property Policy and are encouraged to refer to the policy for guidance on the effective management, protection, and commercialization of intellectual property created at KAUST.

**Support for Startups**

KAUST helps entrepreneurs at all stages of the startup process, from ideation to launch to funding and beyond. Students can access various entrepreneurship courses, boot camps, hackathons, 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 different KAUST Innovation programs, including the TAQADAM Startup Accelerator, Technology Transfer Office and the KAUST Innovation Ventures fund. Students interested in entrepreneurship are encouraged to take one of the following programs and courses:

- **Technology Entrepreneurship and Innovation (IED 210/220):** An experiential learning program run by the KAUST Entrepreneurship Center in partnership with the TTO to develop entrepreneurial, leadership, conflict resolution, stakeholder, and project management skills.

- **Product Development and Corporate Innovation (IED 230):** A challenge-based experiential learning program run by the KAUST Entrepreneurship Center in partnership with the TTO to develop minimum viable products curated by KAUST industry partners. During the program students will work in teams through rapid product and prototype development cycles.

- **Entrepreneurship for All:** A two-week interactive boot camp at the KAUST Entrepreneurship Center developed by the Stanford Center for Professional Development focusing on innovation and entrepreneurship skills to solve challenges, design new products, and create new ventures.

The KAUST Ventures fund provides equity-based investments from seed to early-
stage (up to 2$ million) and becomes a long-term strategic partner of these ventures. KAUST startups can also apply for lab and 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 will enable 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 at KAUST, visit the Innovation Website or email innovation@kaust.edu.sa
SECTION 6
Purpose and Mission of the Graduate Student Code of Conduct

The KAUST community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct process within Graduate Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the KAUST community.

A community exists based on shared values and principles. At KAUST, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the code of student conduct. These standards are embodied within a set of foundational principles that include Personal Ethics, Social Responsibility, and Awareness.

The student conduct process at KAUST is not intended to punish students; rather, it exists to protect the interests of the community. Each member of the KAUST community bears the responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these values by engaging in violation of the rules below, campus conduct proceeding are used to assert and uphold the code of student conduct.

No student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

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

Students at KAUST are provided a copy of the code of student conduct upon arrival in the form of a link to the university website. Hard copies are available upon request from
to the Director of Graduate Development and Services. Students are responsible for having read and abiding by the provisions of the Graduate Student Code of Conduct.

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/events, regardless of whether KAUST sponsors such as activities. As such, the Graduate Student Code of Conduct applies to conduct that occurs on University premises, as well as 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.

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 Dean of Graduate Affairs or designee determines that the off-campus conduct affects a substantial University interest. A substantial university interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of self or others.
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- Any situation that is detrimental to the educational mission, reputation, and/or interests of the university.

Graduate students must abide by the laws of the jurisdiction in which they are located. A violation of those laws may also constitute violations of the Graduate Student Code of Conduct. In such instance, 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.

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.
Each graduate student shall be responsible for their conduct from (whichever is later), even though conduct may occur before classes begin or after classes and (even if the conduct is not discovered until after a degree is awarded). In cases where 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 an official status change is documented, either through a signed contract with Human Resources or 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.

**Online Activity**
The student code of conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online posting such as blog, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. KAUST does not regularly search for this information but may act if and when such information is brought to the attention of University officials.
**Authority**

KAUST reserves the right to administer the Graduate Student Code of Conduct and take necessary and appropriate action with regard to a graduate student’s behavior 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 reserves the right to amend any of the Graduate Student Code of Conduct elements and disseminate these amendments widely to inform the KAUST student community.

The Dean of Graduate Affairs is vested with the authority over student conduct and 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;
- Authorize individuals as Conduct Officers to administratively execute the student conduct process;
- 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.

**Gatekeeping**

No complaint will be forwarded for formal conduct procedures unless there is reasonable cause to believe a policy has been violated.
Resonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim’s statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing or further action.

**Conflict Resolution Options**

A Conduct Officer has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical or sexual misconduct or violence be mediated as the sole institutional response. The Conduct Officer may also suggest that complaints that do not involve a violation of the code of student conduct be referred for mediation or other appropriate conflict resolution.

**Supportive Measures**

Supportive measures are individualized services, accommodation, and other assistance available to any student as support and resources. Supportive measures are designed to restore or preserve equal access to KAUST programs and activities, protect the safety of all parties and the educational environment, and/or deter prohibited conduct, without being punitive or disciplinary in nature or unreasonably burdening the other party. Supportive measures are available regardless of whether the matter is reported for the purpose of initiating a conduct proceeding and before, after, and regardless of whether a conduct proceeding occurs. Supportive measures are available for both reporting and responding parties.

Supportive measures may include, but are not limited to, the following to the extent reasonably available and appropriate:
• Referrals to other resources, including counseling, disability services, medical services, community-based service providers, or other support services and resources
• Housing measures, such as housing alternatives and relocation options
• Transportation or parking options
• Safety planning
• Translation services
• Campus safety resources and supports, such as escort services or increased security/monitoring of certain areas of the campus
• No contact orders/directives or other mutual restrictions on contract between parties.

• Support Individuals
Students involved in a disciplinary hearing have the opportunity to be accompanied by a support person of the respondent’s choice, provided that the support person 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.

Standards for Graduate Student Conduct: Academic Integrity and Ethical Behavior
It is the expectation that all students, whether or not they are on campus or are currently enrolled as degree candidates, will behave responsibly and ethically. Such is crucial to the fulfillment of KAUST’s vision, mission, and values. Leading in the fields of science and technology is dependent on individuals working together with honesty, trust, fairness, respect, and responsibility. As such, the below standards represent the expected foundations for student behavior. 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.

• 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, each individual’s conduct and behaviors reflect on oneself and reflect 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**

As students are expected to show good judgment and ethical behavior at all times, not all misconduct or behavioral violations are codified here. Note that a breach of the above-described standards may also be considered a sanctionable offense.

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 those allowed by the instructor while sitting for an exam or graded work or exams; 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 or classwork that would represent learning by any other person than the exam taker. Cheating includes obtaining copies of examinations or homework 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 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:** 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; violence, disorderly discriminatory or threatening/offensive behavior during any KAUST activity or on KAUST premises; engaging in physical aggression including, but not limited to, assault; or engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, bullying, cyber-bullying, or bribery; breaching campus safety or security rules and regulations.

- **Stalking:** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

- **Intimate Partner/ Relationship Violence:** Physical or mental abuse or violence occurring between spouses or unrelated individuals in an intimate relationship with one another.
● **Disruption/Obstruction:** Obstruction or improper interference with the functions, duties or activities of any graduate student, member of staff or other employees 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 facilities; the unauthorized use of services; or possession of the stolen property. Dangerous Weapons or Materials: Producing, distributing, possessing, storing, or using on campus or at an off-campus KAUST-authorized event any weapon, device, explosive, dangerous chemical, hazardous materials, or other instrument designed to do bodily harm or to threaten bodily harm.

● **Dangerous Weapons or Materials:** Producing, distributing, possessing, storing, or using on campus or at an off-campus KAUST-authorized event any weapon, device, explosive, dangerous chemical, hazardous materials, or 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 taping of sexual activity, engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a Sexually Transmitted Disease (STD) or Human Immune-Deficiency Virus (HIV) without the knowledge of that person.
Class A (dismissible) violations may result in:

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

All faculty, staff, and graduate students must 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. The 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 carefully and thoughtfully, consistent with the specific expectations described and detailed in the Acceptable Use of Electronic Resources and Social Media. Principal among these expectations is 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 is 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, chalking, or graffiti) to property on campus or at off-campus KAUST-authorized events; unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices; taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible; unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

● **Misrepresentation:** Lying or materially misrepresenting information to an official University body or officer, including but not limited to, providing false identification of oneself or others and lying in the course of a student conduct investigation or hearing. 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 based on 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 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 victim’s well-being, 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:

- suspension or dismissal from KAUST for up to one year;
- community service;
- 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 must report all suspected Class B violations by graduate students to the Dean of Graduate Affairs or the Conduct Officer.
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, 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 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 and 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.
● Inappropriate dress while using community and recreational facilities:
Modest and non-revealing attire is required when using community and recreational
facilities. Revealing or transparent sports or swimwear is prohibited.

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

Class C violations may result in, but are not limited to, the following:
- warnings (oral or written)
- reprimands (in writing)
- Dean’s warning (in writing)
- reduction of grade
- 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 Dean of Graduate Affairs office. 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.

Code of Conduct Proceedings: Administration of Alleged
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 Director of Graduate Development and Services (studentconduct@kaust.edu.sa), 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 Director of Graduate Development and Services 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: Upon receipt of a complaint, a Conduct Officer will 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 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 nature of the complaint against the student and the sections of the Graduate Student Code of Conduct that the graduate student is charged with. 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 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 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 should 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 a support person of the respondent’s choice, provided that the support person 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 (DHC) shall be appointed by the Conduct Officer and comprise 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. As determined by the DHC, parties, and witnesses to the alleged violation will be called to 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 DHC, upon the completion of the hearing, shall conduct closed deliberations to determine a finding of fact(s), determination of violation, and assignment of responsibility. Decisions shall be made by a majority vote and according to a preponderance of the evidence. Each committee member must vote and may not abstain. In addition, when applicable, the DHC will also provide recommendations for sanctions to the conduct officer, who is ultimately responsible for determining the applied sanction(s). The KAUST Disciplinary Hearing Committee’s deliberations shall not be recorded or transcribed.

The decision(s) reached by the DHC will be forwarded to the Dean of Graduate Affairs for procedural review and to ensure that the decision and its execution are consistent with other pertinent University policies. Following this review, a letter describing the Disciplinary Hearing outcome shall be sent to the respondent, and if necessary,
to the complainant.

Written notes of the hearing, but not the closed deliberations of the KAUST Disciplinary Committee, shall ordinarily be kept in the custody of the Conduct Officer as a part of the case proceedings.

- **Disciplinary Conferences**: A disciplinary conference is a private adjudicative process usually conducted between the respondent and the Dean of Graduate Affairs or the Conduct Officer. In general, complainants and witnesses are not be required to participate in a disciplinary conference unless a cross-examination is necessary to resolve any factual issues.

A Disciplinary Conference is generally employed to determine the specific penalty of violations in the following situations:

- The finding of fact(s) and determination of violation is made clear by a preponderance of evidence or Respondent admission during the preliminary review or investigation;
- The Conduct Officer has determined to pursue Class A or Class B violations in a more informal process
- The violations have been determined to fall within Class C

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 comprise 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. After that, 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 with the Disciplinary Hearing’s procedural rules described above. If the Appeals Committee convenes a new Disciplinary Hearing, the Appeals Committee members 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. The status of a graduate student shall not change until the avenues of appeal described have been exhausted, except that a hold may be put on a graduate student’s transcript. 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, 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. They may include but are 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 Provost prior to the official notification of the case outcome to the student(s). Upon the receipt of the case, the Provost 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 Provost is not part of the appeal process.
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. Regarding 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 electronic files). These records will be made available in the investigation of any subsequent violations.

Enforcement of Sanctions

The Dean of Graduate Affairs and/or the Conduct Officer are responsible for implementing and enforcing the KAUST Disciplinary Committee and/or Appeals Committee decisions.

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 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:
When a graduate student believes that s/he has been a victim of another graduate student’s misconduct, the graduate student who thinks 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.

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.

- **Conduct Officer**: The Conduct Officer means any KAUST employee who has been designated by the Dean of Graduate Affairs or the Director of Graduate Development and Services to administer the provisions of the Graduate Student Code of Conduct, including investigating cases and determining outcomes in the student conduct process.is a role assumed by the Director of Graduate Development and Services.

- **Disciplinary Hearing Committee**: The term “Disciplinary Hearing 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 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 possession of (or owned, used, or controlled by) the University.

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

SECTION 7
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 website for full details. The iterations contained in this document represent the most up-to-date versions available at the time of publication; however, please understand the University reserves the right 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 latest versions of University policies and accompanying guidelines are located online for enrolled students on the University Policy website. Where available, specific policy hyperlinks have been provided below.

**Graduate Student Visitor Policy**
Enrolled graduate students are eligible to invite guests to the campus, this policy outlines the procedures required for bringing personal visitors to campus.

- **Personal Visitors**

Students may invite personal visitors by following these guidelines:

- Students must submit a visit request via Security e-Services and upload all the required documents of the visitor and his/her vehicle onto the system. The requestor will receive a confirmation email once the request is approved.
- Upon arrival at KAUST, the Security team at the gate will verify the visitor’s identification and his/her vehicle and match this information with the visit request before permitting entry to KAUST.
- The personal visitor doesn’t need to stop at the Visitor Center unless further processing is required.
- The visitor can exit and enter KAUST multiple times during the whole duration of the approved visit as long as the “multi-access” option is selected when submitting the online visit request.
- The maximum number of personal visitors that a student can host on any single day is 8 (this does not include dependents age 12 or under). However, the number of personal visitors that a student can host at their house for an overnight stay is determined by the number of bedrooms in the house and can be checked on the personal visitors matrix. Any exceptions to the number of visitors allowed within the same calendar day will require approval from the Director of Community Services in advance of the visitor’s arrival. 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.

- At the end of the visit, the visitor must check out through the Visitor’s lane at the Security gate, and the host student will be notified by email once the visitor has left KAUST.

There are two types of requests:

1. Short-term personal visit up to 3 days: Any short-term personal visit with a duration shorter than 3 days can be extended up to the -3day limit. Further extensions can be requested up to a maximum of additional 3 days (6 consecutive days in total) by creating a new visit request once the initial 3 days have finished, in addition to contacting the Visitor Center via email to request the extension. If further extension exceeding the -6day limit is needed, prior approval from the Director of Community Services is required.

2. Long-term personal visit more than 6 days: It requires prior approval from the Director of Community Services. The host student might apply for an individual KAUST photo ID for his/her visitor (where applicable).
• **Overnight Visitors and Family Visit Visa**
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 need to be approved first by Graduate Development and Services and then Government Affairs.

A visitor photo ID will only be issued for visitors 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 given to visitors at KAUST who have arrived under other visas.
### Eligible Visitors

Students may request an overnight stay or visa issuance for the following individuals:

<table>
<thead>
<tr>
<th>Relationship</th>
<th>MS Students</th>
<th>PHD Students</th>
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</thead>
<tbody>
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<td>Father</td>
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<tr>
<td>Mother</td>
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<td>Sister</td>
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<td>Brother</td>
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</tr>
<tr>
<td>Immediate family of Sister</td>
<td>✗</td>
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</tr>
<tr>
<td>Immediate family of Sister</td>
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<td>✔</td>
</tr>
<tr>
<td>Father-in-law (if Spouse is KAUST resident)</td>
<td>✔</td>
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</tr>
<tr>
<td>Mother-in-law (if Spouse is KAUST resident)</td>
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<tr>
<td>Sister-in-law and her immediate family</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Brother-in-law and his immediate family</td>
<td>✗</td>
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<tr>
<td>Grandfather</td>
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<td>Grandmother</td>
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<tr>
<td>Step Father</td>
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<td>Step Mother</td>
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<td>Step son</td>
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<td>Step Daughter</td>
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</table>

Note that MS/PhD students are considered MS students until they have fulfilled the MS 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 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 allowed 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 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.

**Graduate Student Guest Accommodation at the KAUST Inn**

Guest accommodation request forms must be submitted by the graduate student sponsor during normal business hours 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. 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 wilful 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.

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

- **Fines and Fees**
  A Student Family Visit Visa allows a visitor to stay in the Kingdom for a limited period, depending on the validity of the issued visa. A five-year ban and a penalty of 10,000 SAR (2,666 USD) 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. An unapproved extension of a visitor's stay may result in the deportation of the sponsoring student from Saudi Arabia.

- **Government Affairs Center**
  All personal visitors to the KAUST Campus must visit the Government Affairs Center (Building 4, Level 2, Office #2252 on Discovery Walk) on the first day of their visit to register their passport information and check the validity period of his/her visa. The center is open 8 am – 5 pm, Sun – Thur.

- **Vehicle Access**
  All requests for Vehicle Stickers are processed at the Visitor Center located at Gate 3# or GA Center located at Building #4.
  All vehicles on KAUST premises need to have either a vehicle RFID tag/sticker issued or a temporary vehicle permit. Requests shall be submitted online via Security e-Services.
  Required documents to be presented for any sticker request:
  - Valid driving license.
  - Valid vehicle registration.
  - Valid proof of insurance.
  - Valid KAUST ID.
  - Valid contract (if leased or financed).
● Exceptions to the 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.

Code Of Conduct At The Thuwal Campus
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 campus must be done consistent with the University’s vision as a world-class educational and research institution and the local regulations and customs.

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 university representatives.

● 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 moral, ethical, and professional conduct standards.

● **Citizenship:** We are committed to being a good neighbor and will strive to positively impact its surroundings.

The purpose of the Code of Conduct is to make members of the University community aware of certain behaviors 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 for colleagues and residents in the multi-cultural 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 in the document.

Confirmed violations of the Code of Conduct may result in appropriate disciplinary action up to and including termination from employment, registration, or residence according to policies and procedures outlined in the appropriate University Policies or Student Handbooks.

To familiarize yourself with the established guidelines in the Code of Conduct, please read the entire policy carefully [here](#).

**Campus Safety And Security Policy**

The Campus Safety and Security Policy describes certain fundamental safety and security requirements of the university’s academic campus to ensure the appropriate security for people and property and the health and safety for those persons working, studying, or visiting on campus. View the entire policy [here](#).
Harassment Policy

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 creating 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, requests 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. The Harassment Policy can be found here.

Equal Opportunity in Education And Employment Policy

The University believes that a commitment to the principles of fairness and respect for all helps create a climate favorable to the free and open exchange of ideas. The university seeks to reach out as widely as possible 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, and employment of personnel in all University departments and offices are made based on an individual’s qualifications and contributions to the University’s educational objectives and its institutional goals. The Equal Opportunity in Education and Employment Policy can be found here.
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 has 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 Global Communications and Branding department regarding any media or interview requests, any use of University material or branding, or any use of official social media channels. Inquiries and approvals should be directed to the Media Relations Team.

Intellectual Property Policy
The Intellectual Property Policy describes the requirements for the effective management, protection, and commercialization of intellectual property (IP) at KAUST. The policy can be found [here](#).

Acceptable Use Of Electronic Resources And Social Media
The Policy regarding Acceptable Use of Electronic Resources and Social Media 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 the use of social media. The policy can be found [here](#).

**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. If 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](#).

**Guidelines On The Use Of Core Lab Services**

The Core Labs offer users full-service facilities on an array of equipment across all of their labs. For more information on the services and equipment available to students, visit the Core Labs website.

Guidelines on Use of [Core Labs Services](#) and [Core Labs Operations Manual](#) are available on the KAUST Policy website.

**COVID-19 - Guidelines**

Due to the coronavirus disease 2019 (COVID-19) pandemic, HSE will provide the KAUST community and service providers with a series of guidelines that can be implemented in order to reduce the transmission of the virus. These guidelines are not exhaustive and everyone is encouraged to practice preventive measures to ensure the safety and wellbeing of everyone in KAUST. For more information, refer to the [HSE Website](#).

COVID Vaccination - As per Government Guidelines, KAUST requires all employees, students, and dependents to be vaccinated and have the "Immune by Tawakkalna" status.

Newly-arriving international students, employees, and dependents who haven’t been vaccinated in their home country must follow all keeping KAUST safe guidelines and complete the required vaccination series/ boosters as soon as possible. Students can register for the vaccine through the [Sehaty app](#).
Reporting Options for Grievances and Complaints

KAUST is committed to fostering a culture of respect, integrity and ethical behavior. It is our hope that these core values are always implemented. However, we recognize that, as in any community, you may face some issues when these values are not fully upheld. If you have concerns about inappropriate behavior, conflict, or ethical issues, we have a number of support options to help you.

- **Director of Graduate Development and Services**
  The Director of Graduate Development and Services has an open-door policy to discuss any issues you may be facing, either as a formal complaint or an initial informal chat/conversation to understand reporting options and supports. The Director can provide a safe space for you to speak openly, and can help you determine the best options for resolving any issue you might be facing.

- **Academic Related Concerns**
  Your Graduate Program Advisor is your first point of contact for advice about academic matters, including any issues with your faculty/advisor. Additional reporting options for issues related to academic matters include contacting your academic or research advisors, immediate faculty, staff supervisors, or Associate Dean.

- **Staff Related Concerns**
  If you have a concern related to inappropriate behavior by an employee of the University (staff, faculty, post-docs) and prefer not to discuss it with the above-mentioned individuals, the Graduate Affairs HR partner, Kristen Uekermann, can provide guidance on reporting and resolution options.

- **Anonymous Reporting**
  If you prefer to remain anonymous for any reasons, you can raise issues and/or concerns via EthicsPoint, a phone and internet-based system. This is a comprehensive, confidential and anonymous reporting tool operated by an independent third party, which prevents the University from knowing the identity of the reporter.

Anyone may use the EthicsPoint hotline. KAUST has a strong policy on whistleblowing and reporting wrongdoing that prohibits retaliation against any individual who makes a good faith disclosure through this anonymous, reporting hotline.
“KAUST shall be a beacon for peace, hope and reconciliation, and shall serve the people of the Kingdom and the world.”