



جامعة الملك عبد الله  
للعلوم والتقنية  
King Abdullah University of  
Science and Technology

# GRADUATE STUDENT

HANDBOOK



ACADEMIC YEAR  
2021 - 2022

# CONTENTS

## SECTION 1

### KAUST VISION MISSION AND VALUES

Graduate Student Handbook	4
A Message from the Dean	5
Vision	7
Mission	7
KAUST Attributes	7
Values	8

## SECTION 2

### ACADEMIC OVERVIEW

Academic Divisions and Research Centers	10
Academic Calendar and Semesters/Sessions	12
The Office of the Registrar	12
Registration	12
Course Changes (add or drop)	13
Academic Advisor	14
Student-Advisor Relationship	14
Change of Program or Advisor	15
Leave of Absence	15
KAUST Traveling Scholar	17
Grading	19
Academic Standing and Research Assessment	20
Appeal Process for Dismissal	20
Student Information Release and Access	21
Falsification of Records by Students	22
Plagiarism	22
Time Limits and Extensions	22
Completing in Absentia	23
Commencement/Graduation	23
Withdrawal from the University	26
Dismissal for Abandonment of Program	26
Final Exit and Relinquishment of Housing	26

## SECTION 3

### STUDENT LIFE

Campus and Student Life Overview	29
Graduate Student Accommodation	30
The Student Center	30
Residential Life	32
Graduate Events and Recreation	32
Student Communications	32
Professional Development	33
Student Counseling Services (SCS)	36
Student Support Case Management	37
Disability Services	38
The Graduate Operations Team	38
Alumni Affairs Office	39
Graduate Student Council	39
The University Library	40

## SECTION 4

### STUDENT ACCOMMODATION

Graduate Student Accommodation	43
Residential Life	43
Graduate Student Housing Policy	44
Maintenance	46
Security Deposit	46
Property Damage	47
Regular Health and Safety Inspections	48
Right of Entry	49
Entry Procedures	49
Temporary Housing Units	50
Safety Tips to Eliminate Fire Hazards	50
Fire Alarms	51
Room Entry/Room Search	52
Parking	52
Pets	52

## SECTION 5

### THE KAUST COMMUNITY

Students as Community Members	54
Recreation Clubs	54
Outdoor Recreation	54
Marina	55
Community Clubs	55
Restaurants and Food Services	56
Discovery Cinema	56
Travel Office	56
Transportation	57
Banking	57
Mail and Courier Services	58
The Office of the Arts	58
Social Responsibility	58
Museum of Science and Technology in Islam	60
The KAUST School (TKS)	60
KAUST Daycare and Children's Center	61
Security and Safety	62
KAUST Health	63
Insurance Programs	65
Government Affairs Office	67
Travel Guidelines	67
General Safety and Guidelines	68
Innovation and Economic Development	69
Support for Startups	70
Industry Engagement	71

## SECTION 6

### STUDENT CODE OF CONDUCT

Purpose of the Code of Conduct	73
Scope of the Code of Conduct	73
Administration of Student Code of Conduct	74
Standards for Graduate Student Conduct	76
Prohibited Conduct	77
Code of Conduct Proceedings	84
Record-Keeping of All Disciplinary Proceedings	91
Definitions	92

## SECTION 7

### KAUST POLICIES

Graduate Student Visitor Policy	96
Visitors	96
Graduate Student Guest Accommodation	100
Duration Of Visit Visa	101
Fines and Fees	101
Government Affairs Center	101
Vehicle Access	101
Code Of Conduct at the Thuwal Campus	102
Campus Safety and Security Policy	103
Harassment Policy	104
Equal Opportunity Policy	104
Media and Social Media Policies	104
Intellectual Property Policy	105
Acceptable Use of Electronic Resources	105
KAUST Academic Travel	106
Guidelines on the Use of Core Lab	106
COVID-19 Guidelines	106

## GRADUATE STUDENT HANDBOOK

The Graduate Student Handbook is produced by the Office of Graduate Affairs to serve as a resource for graduate students throughout their experience at King Abdullah University of Science and Technology. The Handbook is intended to complement other university publications 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](mailto:schelpdesk@kaust.edu.sa) The most recent university policies are located online for enrolled students on the [University Policy website](#), and where available, specific policy hyperlinks have been provided below. The University reserves the right to make changes to policies and procedures at any time and will announce changes broadly.

In 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 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**



KAUST, MISSION, VISION AND VALUES

# SECTION 1

## 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 research in an empowering environment with exceptional facilities, equipment, and support staff. Our ability to sustain these exceptional facilities over the long term is a significant competitive advantage over other institutions.
  - 5) Collaborative learning environment and a distinctive educational experience. Our learning environment encourages KAUST students to think beyond the laboratory to consider how their ideas can change the world. Through the spirit of discovery, we promote collaboration, excellence, curiosity, integrity, and a passion for doing things that matter.
  - 6) Innovation and technology development for public benefit. We contribute to the cultivation of knowledge and innovation-driven economy. Our Research and Technology Park is physically and organizationally integrated within the University to facilitate corporate interactions, innovation, knowledge transfer, and economic development. Leveraging ideas from around the world, KAUST is positioned to accelerate both early-stage and market-ready technologies.
  - 7) A work-play-live environment. We are more than a premier university; we are also a city. On the shores of the Red Sea, our services and amenities offer an exceptional quality of life, from schools to recreation to health care. We are a community where more than 100 nationalities learn, live, and thrive together.

## 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; and
- Prospect of living in a uniquely international community where they and their families can thrive.

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

- Advancement of science and technology for the public good. We encourage collaboration among scientists, researchers, students, and staff from different disciplines, nationalities, and cultural backgrounds. We leverage these global partnerships in pursuit of excellence to support the nation's aspirations and address global challenges.
- Environment where inquiry and debate can take place with purpose, passion, and respect. We are committed to the highest standards of moral, ethical, and professional conduct in our scholarly and research activities and 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 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.



ACADEMIC OVERVIEW

# SECTION 2

## Academic Calendar And Semesters/Sessions

KAUST offers two semesters and two sessions. The two semesters include the fall semester, 15 weeks from August/ September to December, and the spring semester, 15 weeks from January/February to May/June.

The two sessions include the summer session, eight weeks from June to August, and the winter session, two weeks from January to February. Regular classes are scheduled during the fall and spring semesters and the summer session. The winter session is primarily reserved for [the Winter Enrichment Program \(WEP\)](#).

All dates are approximate and are adjusted annually to begin and end on appropriate weekdays. Each semester/session may include scheduled holidays. The academic calendar can be found [here](#).

## The Office of the Registrar

[The Office of the Registrar](#) is the custodian of official student information and records. It is responsible for registration, course enrollment management, classroom assignment, final exam scheduling, grade processing, academic and administrative policy monitoring, information dissemination, maintaining student records, and providing certified documents, including transcripts and diplomas. The Office of the Registrar publishes the course schedule available before registration for each semester/session. Information about registration procedures, time, and location of the courses, faculty, and course prerequisites and requirements are provided to students prior to the beginning of the 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.

## Registration

Each regularly scheduled course has a credit value of 3.0 credits, for 3.0 contact hours per week in the fall and spring semesters, and 6.0 contact hours per week in the summer session. Research credits vary from 3.0 credits to 12.0 credits per fall and spring semester and 3.0 credits to 6.0 credits in the Summer session. Graduate seminars

are 0.0 credit courses and are required as per each program's requirements.

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

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

Students are expected to prepare for and attend all scheduled classes during each semester/session. Students are expected to treat one another respectfully and to offer constructive criticism in course discussions about their classmates' work. Class participation is strongly encouraged. Punctuality is required.

## Course Changes (Add Or Drop)

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

A course may be dropped without penalty before the last day to drop a class without a W grade as per the Academic Calendar. But, students must ensure they maintain full-time registration for the semester/session. Between the last day to drop without a W and the last day to drop with a W, students can drop a course or drop below 12.0



credits with the approval of the academic advisor and the dean. After the last day to drop with a W, courses may be dropped only under exceptional circumstances, and the final grade will be updated to withdrew/failed (WF). Students should note that dropping courses may delay graduation, and this will be taken into consideration by the program when reviewing course drop requests.



## Academic Advisor

All students have an academic advisor responsible for reviewing and approving study plans and course registration. Students should frequently meet with their academic advisors to make sure that they are making satisfactory progress toward their degrees.

## 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.

## Change Of Program Or Advisor

Students who would like to change advisors should consult with their gpc before requesting a change. Once confirmed, students will need to complete the [change of advisor form](#), which requires approval from both the previous advisor and the new advisor. Students who are changing degree programs may be required to change their advisors to affiliated advisors in the new program of study. Approval from the program chair is required for changes within the division; approval from the dean is required for changes to a New Division.

## Leave Of Absence

The information below is an overview of the main features of the Graduate Student Leave Policy. For a complete description of the leave policy and the request for leave of absence form, refer to the Graduate Student Leave Policy.

Students are responsible for ensuring their passport, iqama, and relevant visas have the requisite validity period. Passports must have adequate free pages for any period they may be out of the country.

Any student exiting the campus for an approved leave of absence or academic travel must vacate his or her apartment if the leave or duration of travel exceeds 90 calendar days.

### ● General Leave of Absence

A general leave of absence may be approved for up to a maximum of one year. A student on a general leave of absence does not receive a stipend for the duration of their leave.

Students are allowed only one general leave of absence while at the University. Applications must be supported with justifying reasons for the leave. Students are encouraged to discuss such leave applications with their Advisor and Graduate Program Coordinator (GPC).

### ● Medical Leave

Short-term periods of medical leave (defined as five or fewer days) do not require supporting documentation. Longer periods of medical leave require supporting documentation from treating health or mental health professionals.

Should a student suffer from an illness or disability that requires frequent or lengthy absences that impact the student's ability to complete his/ her academic requirements, consideration will be given to an extended leave of absence to include the current Semester, but no longer than 12 months. Should such leave be required, a detailed medical report from KAUST Health must also be supplied with the application.

Short periods of medical leave will not affect a student's stipend. For periods of leave greater than five days, a justification for the continuance of stipend payments is required and will be considered based on the information supplied.

### ● Maternity Leave

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

Applications must be submitted 30 days before the proposed leave is to commence.

### ● Vacation Leave

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

- MS Degree, non-thesis: MS graduate students (non-thesis) are entitled to annual vacation defined as the official University holidays and intersession days.
- MS Degree, with Thesis: Upon transitioning into the MS with Thesis program, students are entitled to two weeks' vacation (inclusive of any Eid holidays) for the duration of the degree program. Students receive Saudi National Day and any other national holidays in addition.
- Ph.D. students are entitled to annual vacation, limited to three weeks (15 work days). In addition, they receive Eid holidays and any other national holidays.
- MS with Thesis and Doctoral students, with authorization from the student's

faculty adviser, can work through the Eid periods taking the corresponding number of days at a later/prior time during the same year.

### ● **Involuntary Leave of Absence**

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

### ● **KAUST Traveling Scholar**

Traveling scholar opportunities support a thesis, dissertation, or other research by allowing students to travel where resources are not available at KAUST. External institutions must offer course work or facilities relevant to research interests and degree programs at KAUST. There is generally a one-semester/session limit for all off-campus work, although additional time may be granted.

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





To apply as a traveling scholar, students need to complete the application for traveling scholar with a full description of the course or research to be completed, why it is necessary to work off-campus, and the expected outcomes. The KAUST academic advisor must support the need to work off-campus, explain how work will be evaluated, and approve the application. The external institution must confirm attendance, and students must provide periodic progress reports to their KAUST academic advisors.

The dean makes final approval. Students are expected to apply for traveling scholar and obtain approval 30 days before they leave the University.

Students and advisors will be responsible for funding for travel, housing, and any miscellaneous expenses. For information on travel and possible reimbursements, see the Academic Travel Guidelines and Procedure. If

the travel duration is 90 days or more, students will be required to surrender housing and contact Graduate Affairs Operations at [gradopsonboarding@kaust.edu.sa](mailto:gradopsonboarding@kaust.edu.sa). As with student leave, Students are responsible for ensuring their passport, iqama, and/or relevant visas have the requisite validity period. Passports must have adequate free pages for any period they may be out of the country.

### ● Relinquishment of Housing Due to Leave

A student may leave the University for extended periods for research opportunities, known as a Travelling Scholar, or due to an approved Leave of Absence. Where a student will be away from the campus for 90 calendar days or more, the student must 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 storage. Any cleaning costs and removal/storage costs will be charged to the student.

Upon returning to KAUST, students must contact Graduate Affairs Operations at [gradopsonboarding@kaust.edu.sa](mailto: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.

## Grading

The KAUST grading system is a 4.0 scale utilizing letter grades; these are the only grades that will be assigned. View the grading system [here](#).

### ● Incomplete Grades

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

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





### ● Graduating Student Grades

students Note that any incomplete grades or failing grades may mean students will not graduate or receive a diploma during the commencement ceremony.

### ● In-Progress Grades

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

### ● Grade Appeal

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

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

## Academic Standing and Research Assessment

Academic standing is based on a cumulative performance assessment of the grade point average (GPA) and U grades for 100 level courses, ESL, and seminar courses. The division at any time may recommend to the Office of the Registrar to place a student on academic sanction based on unsatisfactory academic performance. The dean must approve division recommendations for academic probation or dismissal. Students are assessed each semester/session as per the criteria [here](#).

## Appeal Process for Dismissal

Students eligible to appeal must submit a written explanation of why the appeal should

be allowed ,along with any supporting documentation. The Academic Performance Committee will hear the appeal and decide to grant or deny the appeal based on the appeal and documentation, past performance, and the likelihood that students can successfully complete their academic program.

If the appeal is denied, students will be required to leave the University. The decision of the committee is final, and no additional appeals are permitted. Once students have been notified that the appeal has been unsuccessful, the appeal process ends, and an exit advisor will contact them to explain the exiting process. Students who are dismissed will have up to one week after being notified to complete the exit process.

### Student Information Release and Access

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

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

Student education records or information may be released without students' permission to University officials and outside agencies acting on behalf of the



University. This can include but is not limited to accrediting agencies, higher education institutions in which students are enrolled or seek to enroll, or institutions from which students receive financial aid.

For more information, see [Student Information Release and Access Policy](#).

## Falsification of Records by Students

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

## Plagiarism

The University takes a proactive stance on the international 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 ~3 - 1 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')

## Time Limits and Extensions

M.Sc. thesis students and students completing M.Sc. thesis requirements during

their Ph.D., who request an extension past three semesters, require justification and support for an extension. Students seeking a second extension (or longer) require approval from the Dean of Graduate Affairs. Students not granted an extension but who have met the requirements of a masters without thesis will graduate from the non-thesis option. The [extension form](#) must be completed and include the following:

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

## Completing In Absentia

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

Students in absentia will be registered for 3.0 research credits. In absentia status, students will cease to receive stipend and award payments and any other on-campus benefits. Completing in absentia form can be found [here](#).

## Commencement/Graduation

### ● Graduation Date

The University has two graduation cycles, one culminating with Commencement and one culminating with the Spring Graduation Luncheon. Students will officially graduate during the graduation cycle in which they complete all the requirements of their degree program, including M.Sc./Ph.D. students applying for their masters' degree.

Graduation is the completion of all degree requirements as recorded on the official

transcript. An application to graduate is required to finalize the receipt of a degree (this is not an application to participate in the commencement ceremony). Diplomas are awarded to students on or after the official graduation date.

Students must apply to graduate by the last day to add/drop courses. Failure to meet published deadlines will delay graduation one semester and may affect participation in the commencement ceremony.

### ● 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

### ● Commencement during the Covid19- pandemic

During the restrictions to mitigate the spread of Covid 19, Commencement events will be adapted to give the best experience possible at the time. In Fall, the Commencement plans for that year will be communicated to students who are eligible to take part.

### ● 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.

## Withdrawal from the University

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

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

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

## Dismissal for Abandonment of Program

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

## Final Exit and 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 the grace period commencing from their completion 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](mailto: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.



STUDENT LIFE

# SECTION 3

## 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 Graduate Student Accommodation.

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. 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; Graduate Events and Recreation; Professional Development; and Health, Wellness, and Counseling. Graduate Development and Services staff also work closely with the Graduate Student Council and collaborate with the campus community to enhance the greater experience of KAUST's graduate and visiting students.

In addition to these services, 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](mailto: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 Student Center 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 Student Center Helpdesk in person on Level 2 of the Student Center. For further information, email [schelpdesk@kaust.edu.sa](mailto: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.”

### ● Graduate Events and Recreation

Graduate Events and Recreation provides opportunities for graduate students to develop their leadership and intercultural skills; fosters their learning and engagement; and promotes community in support of graduate student success. Graduate Events and Recreation manages graduate student organizations, which provide graduate students with opportunities to participate in educational, social, cultural, and recreational programs, activities, and special events with peer students. In addition, Graduate Events and Recreation sponsors several events throughout the year and holds trips to cultural and educational places of interest.

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

Graduate Events and Recreation 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 the Office of Graduate Events and Recreation:

Paul Bennett, Manager of Graduate Events and Recreation Room 2231. Tel: 012-808 3408. [paul.bennett@kaust.edu.sa](mailto:paul.bennett@kaust.edu.sa)

Frances Field, Student Engagement Specialist, Room 2230. Tel: 012-808-3469. [frances.field@kaust.edu.sa](mailto:frances.field@kaust.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](mailto: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.

The [KAUST Graduate Student Facebook page](#) is a great way to connect with peers and stay up to date with the latest campus news; we look forward to connecting with you.

### ● English Language and Communication 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 writing and scientific presentation skills. Instructors in the ELCP teach credit-bearing courses in the Intensive English Language Program (IELP) and voluntary courses in the EAP program (English for Academic Purposes). 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](mailto:elcp@kaust.edu.sa).

Join our Campus Connect group [here](#) to register for new sessions and meet other students. Visit our website for useful resources.

### ● Professional Development

Career development is a lifelong process that focuses on making choices to help manage your work and your personal life. Effective career development requires information about yourself, the world of work, and commitment. It is a set of skills that help clarify your starting point, define short and long-term career goals, and take the time to decide how to get there. It requires your active and intentional engagement!

With this in mind, the role of the Office of Professional



Development is to:

- Assist you in identifying needs for your career & professional development
- Support your exploration of personal strengths and opportunities for improvement
- Guide the development of your individual career plan
- Help you develop essential or advanced employability skills
- An important step in career planning is improving your professional skills to match your desired career. Skills development is about developing yourself and your skill set to add value for your career development and future employer.



The Office of Professional Development provides a variety of services to help you advance your communication and leadership skills, understand your strengths, build a strong brand and stand out through your résumés/CVs/Cover letters and during a job interview process.

Such services include:

### Coaching

One-on-one confidential coaching services along with group workshop coaching to address your career exploration and job search needs. Master's and Ph.D. students are encouraged to schedule appointments to meet with a professional development coach to discuss the following:

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

### ● Transitioning between occupations

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

## Workshops

We host several workshops on career and employment topics led by university staff and world-class consultants, including:

- Communication
- Creative Problem Solving and Critical Thinking
- “Know Yourself” Assessments using Gallup Strengths and Myers Briggs Type Indicator
- CV, Résumé and Cover Letter Preparation
- Career Management, Employability and Leadership Skills Development
- Project Management
- LinkedIn, Social Media and Traditional Networking
- Interview Preparation and Mock Interviews
- Networking Strategies
- Job Search Strategies
- Career Fair Preparation

## Events

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

KAUST-Localized is an international platform focused on connecting top students and alumni with industry experts and employers. Five reasons to register for Localized:

- Meet and personally connect with experts in your field.
- Free workshops to further develop your skills.



- International employment opportunities. Recruiting events.
- Network with diverse experts

Additionally, we facilitate special events during the year, such as the Falling Walls Lab, workshops by world-class communicators, leadership development trainers, and LinkedIn headshots. All students are welcome to participate in these events.

To learn more about events, workshops, and student opportunities, contact us at [professional.development@kaust.edu.sa](mailto:professional.development@kaust.edu.sa), or stop by and visit us in person.

Contacts:

Sandra Katakalea-Professional Development Lead-Student Center, Building 18, R2228.

Abraham Hindi-Career Counselor-Student Center, Building 18, R2229.

### ● Student Counseling Services (SCS)

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



SCS offers free prevention, intervention, information, and referral services to all KAUST students and their dependents. 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. The team at SCS provides services across an array

of student wellness and mental health needs, such as stress management, adjustment, loneliness, depression, academic difficulties, cultural differences, self-esteem, abuse, career decisions, and communication skills.

All services of the 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](mailto:scs@kaust.edu.sa) or visit our [website](#).

### ● Student Support Case Management

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

The objectives of the office are to:

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

Contact: Letizia Muro

Student Support Advocate

You can reach the office by emailing: [studentsupport@kaust.edu.sa](mailto: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: Letizia Muro

Student Support Advocate

Email: [studentsupport@kaust.edu.sa](mailto:studentsupport@kaust.edu.sa) (for in-class/academic accommodations) and [schelpdesk@kaust.edu.sa](mailto:schelpdesk@kaust.edu.sa) (for out- of-class accommodations).

### ● 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](mailto:gradops@kaust.edu.sa).

### ● Alumni Affairs Office

The role of Alumni Affairs is to support, connect, and engage students and alumni



through programs and networking events. KAUST's alumni community is global, comprising graduates, student alumni, and KAUST's former postdoctoral fellows.

Alumni represent more than 90 countries and work across industries, including academia, entrepreneurship, engineering, research, and science. Alumni Affairs can help students and alumni identify mentors and offers networking opportunities at KAUST, online, and internationally. These include the annual WEP Alumni Lecture Series (January), Alumni Career Conversations and networking lunches in March and October, and Alumni Chapter and online events throughout the year.

KAUST's alumni and student communities have exclusive access to [KAUST Alumni Connect](#), a portal featuring online networking, mentoring, news updates, and a global directory of alumni.

### ● 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](mailto:graduatecouncil@kaust.edu.sa), join the [GSC Facebook](#) page or join us on [Campus Connect](#).

### ● The University Library

The University Library (Building 12) overlooks the Red Sea and is located in the center of campus across from the Campus Mosque. The award-winning marble-clad building was designed to provide highly collaborative group space and traditional study areas and collections. Open to the entire KAUST community twenty-four hours daily, 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. It is a born-digital library with a world-class collection of scientific databases, e-journals, and e-books, plus printed books, popular magazines, and newspapers. Ninety-nine percent of its collection is digital and can be searched and accessed from the [library website](#). To check out printed books and out-of-campus access to materials, set-up a library account, and use an active KAUST email account. Training workshops on the use of library resources, literature search, and research literacy, as well as various software packages and tools, are offered each semester and on-demand by specialists (see schedule and contact information [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 ([ildd@kaust.edu.sa](mailto:ildd@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](mailto:library@kaust.edu.sa).



The background is a solid teal color. In the top-left corner, there are two overlapping circles of a lighter teal shade. The larger circle is partially cut off by the top and left edges of the frame. The smaller circle is positioned below and to the right of the larger one, also partially cut off by the left edge.

STUDENT ACCOMMODATION

# SECTION 4

## 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](mailto: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 and the VSRP Office. 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, 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 enters 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 room, or the community at large.

Additionally, if illegal goods are found and confiscated during the authorized apartment inspection, the resident may be subject to the provisions of the Student Code of Conduct and/or the [Community Code of Conduct](#).

Authorized personnel may use a master or auxiliary key to open an apartment or a room in an emergency. The rooms will be locked upon completion of the visit. Authorized staff may enter apartments and rooms for cleaning, maintenance, 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 in which students are part of a community that represents over 115 countries.

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 three large recreation centers with a wide variety of facilities and activities. These include swimming pools, golf course, stadium, bowling alley, 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; Community Club meeting rooms, and much more—all staffed by professionally trained instructors. For more information, visit the recreation facilities [website](#) or email [recreation@kaust.edu.sa](mailto:recreation@kaust.edu.sa).

## 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.

## Water Sports Center

The Water Sports Center offers various activities and is the location for the University's PADI Dive courses. A full range of PADI scuba diving courses is available – from Open Water up to Dive Master, including First Aid and CPR. RYA Powerboat courses (Level 2) are also offered. For more information, visit the [learn to dive website](#).



## Marina

The Harbor area includes a deep-water marina with pontoon berthing. Regularly scheduled boat trips are available for diving, snorkeling, and traditional fishing, or you can book a boat for your own private sea trip—learn more about boat trips [here](#).



## Community Clubs

Community Clubs are run by community members who have a shared interest. The Community Development team supports the establishment and development of the community clubs regarding membership, charter, rules, etc. There are currently more than 24 active Community Clubs. More information is available on the [Community Life website](#).

## 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 -200seat 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, 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).



Upon arrival, all students must open a Saudi Arabian bank account as monthly stipends will be made in SAR through wire transfer to a bank account only in Saudi Arabia. To ensure timely deposits of their stipends, students are encouraged to open a personal account as soon as they obtain their Iqamas. Once an account has been established in Saudi Arabia, each student must provide a copy of his/her bank account details (Account Name, IBAN, and SWIFT code) via email to [gradops@kaust.edu.sa](mailto:gradops@kaust.edu.sa).

## 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 23955-6900

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](mailto: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](mailto: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)

“Together we ignite curiosity, inspire creativity, and investigate solutions,” reads the mission of The KAUST School. The school’s curriculum within the International Baccalaureate (IB) framework takes advantage of our unique learning environment near the Red Sea. Located in a University setting, TKS encourages interactions between scientists and students.

TKS focuses on providing activities that support academics, wellbeing, and engagement stimulate both the mental and the physical, giving students an outlet for expression in multiple ways and enabling each child to develop and explore a broad spectrum of interests.

The school values adaptability, innovation, responsibility, inclusivity and diversity. experience at TKS focuses on the development of the whole child. Central to TKS’ mission is allowing students to grow socially, emotionally, and intellectually.

Further information can be found on [The KAUST School website](#).

## KAUST Daycare and Children's Center

KAUST Daycare is provided for infants (2 months) to children aged 3½. 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. Daycare operates from two locations: Island Daycare and Harbor Early Childhood Center. The daycare facilities have outdoor playgrounds with shaded bike and sand play areas. The Garden Community Center also offers activity centers for older children and is visited frequently. Additionally, KAUST Daycare provides an after-school program for children in KG1, KG2, and KG3.

KAUST Daycare is open daily all year round from 7:30 AM to 5:30 PM and offers full or half-day enrollments. For further information about the enrollment process, please visit the [Daycare website](#).

KAUST Children's Center offers enriching after-school activities for Grade 3 – 1 children allowing art and team building activities and self-inquiry play. KCC also offers holiday camps in collaboration with Coastline. These are aimed at children from Grade 3 – 1 and allow children to be active through physical exercises and fun art activities, and lots of games.

Learn more about [the KAUST Daycare and Children's Center](#).





## 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 -24hours a day. Important safety departments and programs 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 the Security e-Services for Core Labs doors. For other entries, the applicant should complete form #KS0013 signed by the proponent and the facility owner and submit it via email to [dsticker@kaust.edu.sa](mailto:dsticker@kaust.edu.sa). The applicant must specify the following information: building number, floor number, room number, and the expected expiry date for the smart access. 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, 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 certain coverage exclusions are 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 in a year, including optical (frames and lenses) and dental procedures.

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](mailto: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](mailto: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 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](mailto: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 at [insurance@kaust.edu.sa](mailto:insurance@kaust.edu.sa).

## Government Affairs Office

The Government Affairs center (Building 4, Level 2, Office 2252 on Discovery Walk) serves as the primary contact point for all questions, requests, and inquiries related to

government documentation, approvals, and services. Government Affairs coordinates between KAUST and its community members and various Saudi governmental ministries and offices on travel documents and visas, dependent and family paperwork, permits, final exit forms, Iqama-related inquiries, and more. **In addition, it operates an emergency 24/7 off-campus emergency number, 054-470-1111.**

### Government Affairs Center Services

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

Once your iqama has been issued 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
- Women should observe the strict Saudi dress code and wear conservative and loose-fitting clothes, including a full-length cloak (abaya) over their clothes when visiting Jeddah and other parts of the Kingdom
- The importation, use, or possession of any item that is held to be contrary to the law is prohibited and will not be tolerated by Saudi authorities.

### Out of Kingdom:

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

- Make sure you have an iqama & exit re-entry visa that is valid for the duration of your trip to avoid any complications in returning 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 (054-470-1111) and the on-campus emergency number 012-808-911.

For further information, visit the [Government Affairs website](#)

## Innovation and Economic Development

### ● Overview

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

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

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

### ● KAUST Intellectual Property

KAUST protects its own intellectual property rights and also assists faculty and students in pursuing their intellectual property rights through invention disclosure, the pursuit of patent registration, and licensing, as appropriate. Students fall under the [KAUST Intellectual Property Policy](#).

Faculty, students, and research scientists are required to submit an invention disclosure

form, available on the [KAUST I&ED website](https://www.kaust.edu.sa/research-and-innovation/ip), 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, theses, and dissertations). KAUST I&ED works closely with inventors to commercialize these inventions and transfer the rights by licensing to a third party or a startup company, led by the inventor(s). All members of the KAUST community are bound by the KAUST Intellectual Property Policy and are encouraged to refer to the policy to guide 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 I&ED programs, including the TAQADAM Startup Accelerator, Technology Transfer Office and KAUST Innovation Fund.

Students interested in entrepreneurship are encouraged to take one of the following programs and courses:

- New Ventures and Product Innovation (IED 22/210): An experiential learning program run by the KAUST Entrepreneurship Center to develop entrepreneurial, leadership, conflict resolution, stakeholder, and project management skills.
- 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.

For students with developed startups, the KAUST Innovation 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 labor 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 & Economic Development at KAUST, visit the [Innovation Website](#) or email [innovation@kaust.edu.sa](mailto:innovation@kaust.edu.sa)





STUDENT CODE OF CONDUCT

# SECTION 6

## Purpose of the Graduate Student Code of Conduct

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

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

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

## Scope of the University Graduate Student Code of Conduct

The Graduate Student Code of Conduct applies to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that may adversely affect the University community, the reputation of the University, and/or the pursuit of the University's objectives. Each graduate student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree and the completion of final clearance procedures and departure from the KAUST campus (whichever is later), even though conduct may occur before classes begin or after classes end (even if the conduct is not discovered until after a degree is awarded). In cases in which a graduate student remains at the university under a different status other than that of graduate student, the Graduate Student Code of Conduct will apply until such time as an official status change is documented, either through a signed contract with Human Resources or a change of visa status.

The Graduate Student Code of Conduct applies to a graduate student's conduct even if the graduate student withdraws or takes a leave of absence from the University while a disciplinary matter is pending. The University reserves the right to initiate the disciplinary process with a graduate student for an off-campus offense when it is




required to do so by law, or when the nature of the offense is such that, in the judgment of the Dean of Graduate Affairs or the Conduct Officer (refer to the definition section at the end of this document), (a) an offense allegedly violated the Student Code of Conduct; (b) the continued presence of the graduate student on campus is likely to interfere with the educational process or the orderly operation of the University; (c) the continued presence of the graduate student on campus is likely to endanger the health, safety or welfare of the University community or is intimidating or threatening to another individual within the University community; (d) or the offense committed by the graduate student is of such a serious nature as to adversely affect the graduate student's suitability as a member of the University community.

If the Dean of Graduate Affairs or the Conduct Officer determines that disciplinary action is warranted, the Conduct Officer will notify the graduate student and initiate the disciplinary process described below. Any disciplinary action of the University with respect to off-campus conduct will be taken independently of the actions of any off-campus authority.

The Graduate Student Code of Conduct applies to all graduate students and visiting students, regardless of location, including those participating in internships, research, and other initiatives, regardless of whether KAUST sponsors the initiative. 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 instances, KAUST may proceed with University disciplinary action under the Graduate Student Code of Conduct independently of any legal (governmental) proceeding involving the same conduct. KAUST may impose sanctions for violations of the Graduate Student Code of Conduct even if such a legal proceeding is not yet resolved or is resolved in the graduate student's favor.

## **Administration of Graduate Student Code of Conduct**

KAUST reserves the right to administer the Graduate Student Code of Conduct and take necessary and appropriate action with regard to a graduate student even if the graduate student withdraws from KAUST, is no longer enrolled in classes, or subsequently fails to meet the definition of a graduate student while a disciplinary matter is pending. KAUST 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. In addition, the Dean of Graduate Affairs has the authority to:

- Develop policies for the administration of the Graduate Student Code of Conduct and procedural rules for the conduct of Graduate Student Conduct Committee Hearings that are consistent with provisions of the Graduate Student Code of Conduct;
- Determine whether Graduate Student Appellate Committee shall be authorized to hear an appeal; and
- Determine the outcome of the appeals in lieu of authorizing an Appellate Committee to make such determinations.
- Similarly, the Conduct Officer has the authority to:
- Determine the composition of Disciplinary Hearing Committees and Appellate Committees and to determine whether Graduate Student Disciplinary Hearing Committee shall be authorized to hear a complaint; and
- Assist the Dean of Graduate Affairs to develop policies for the administration of the Graduate Student Conduct System and procedural rules for the conduct of Graduate Student Conduct Committee Hearings consistent with provisions of the Graduate Student Code of Conduct.

## 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.

● **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:** Stalking, taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence; breaching campus safety or security rules and regulations; engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action; violence, disorderly discriminatory or threatening/offensive behavior during any KAUST activity or on KAUST premises; any physical or mental abuse occurring between spouses or unrelated individuals; engaging in physical aggression including, but not limited to, assault; or engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery.
- **Disruption/Obstruction:** Obstruction or improper interference with the functions, duties or activities of any graduate student, member of staff or other 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, including kissing and hugging, are considered inappropriate and therefore not allowed.

● **Inappropriate dress while on the academic campus:** In accordance with the community “Code of Conduct at the Thuwal Campus,” the academic and administrative buildings are public areas 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 Graduate Student Code of Conduct Violations

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

- **Complaint:** Any KAUST community member who witnesses an alleged violation of the Graduate Student Code of Conduct or KAUST Community Code of Conduct can submit a written complaint to the University. The University reserves the right to initiate its own complaint. In general, all complaints against graduate students on academic (as well as non-academic) violations should be submitted to the Office of the Dean of Graduate Affairs or the Conduct Officer/Director of Graduate Development and Services, in addition to other reporting agencies (e.g., Human Resources, Community Services, Department Head, or Security) that would be appropriate to the alleged violation. Upon learning about the alleged violation, the Dean of Graduate Affairs or the Conduct Officer/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:** The Dean of Graduate Affairs will direct the Upon receipt of a complaint, a Conduct Officer will to conduct a preliminary review of the complaint. The purpose of this review shall be to determine if the complaint has sufficient merit to continue the process. Matters discussed during the Preliminary Review may become part of the case record and may be presented during any hearing or disciplinary conference.

After conducting the Preliminary Review, the Conduct Officer shall take one of the following actions in cases of Class A and Class B violations: (1) dismiss the complaint or (2) take administrative action through a disciplinary conference or a disciplinary hearing.

A 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 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 a 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 Vice President for Academic Affairs (VPAA) Provost prior to the official notification of the case outcome to the student(s). Upon the receipt of the case, the VPAA 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 VPAA 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:

(1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff, (4) trying to take someone else’s exam or trying to have someone else take one’s own exam, and (5) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.



- **Complainant:** The term “complainant” means any person who submits a charge alleging that a graduate student violated this Graduate Student Code of Conduct. When a graduate student believes that s/he has been a victim of another graduate student’s misconduct, the graduate student who 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.

- **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; please understand the University reserves the right, however, to make changes to policies and procedures at any time. Graduate students are expected to be aware of and adhere to the most recent versions of University policy. The 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:

- Parents & Step Parents
- Siblings
- Immediate family of siblings
- Parent-in-laws (if Spouse is a KAUST resident)
- Sister/Brother- in-laws and immediate family
- Grandparents
- Step children

Proof of relationship is required for all visitors. Students will be held accountable for violations of this provision.

### ● Number of Visitors

Students may request an overnight stay or visitor visa for up to two visitors over the age of ten and two children aged ten or under at any one time. Only one request per academic year may be made for each eligible family member. Each student may submit a total of four visa requests per academic year.

Graduating students may make an additional visa request for up to six guests to attend the commencement. Eligible family members for Commencement include all relatives listed in the table above, regardless of MS or PhD status.

Overnight visitors are not permitted to stay in shared student housing. Overnight visitors are only 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 initiated by the graduate student sponsor and have the approval of Graduate Affairs before being sent to Guest Services Reservation Office. Guest accommodations and services will be charged at University applicable rates. Student rates are calculated at a %25 discount of basic KAUST rates. Accommodation is subject to availability, with priority given to business guests. 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.

## COVID19- 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 (physical distancing, handwashing, respiratory etiquette, etc.) to ensure the safety and wellbeing of everyone in KAUST. For more information, refer to the [HSE Website](#).

**Screening Tests**–The KAUST testing program continues to provide proactive mitigation to our community and will compose of two main elements from May, 23 2021 onwards –monthly testing and weekly testing. For more information about testing at KAUST [click here](#).

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

Please click [here](#) for the list of [MOH-approved vaccines](#). These vaccines can be mixed. If you or your dependents have been vaccinated with a none approved vaccine, you will need to be vaccinated again as per Government rules.

Newly-arriving international students, employees, and dependents who haven't been able to be vaccinated in their home country must follow all Keeping KAUST Safe guidelines. Be tested every week until their Iqama is received, at which point they must immediately get vaccinated.

The vaccine is the most effective, safe and proven way to build protection against COVID19 infection, individually and in the interest of public health for the community. Students can register for the vaccine through the [Sehaty app](#).





*"KAUST shall be a beacon for peace,  
hope and reconciliation, and shall  
serve the people of the Kingdom  
and the world."*



**KAUST**

King Abdullah University of  
Science and Technology