

# STUDENT HANDBOOK



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



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Academic Year  
2023-2024

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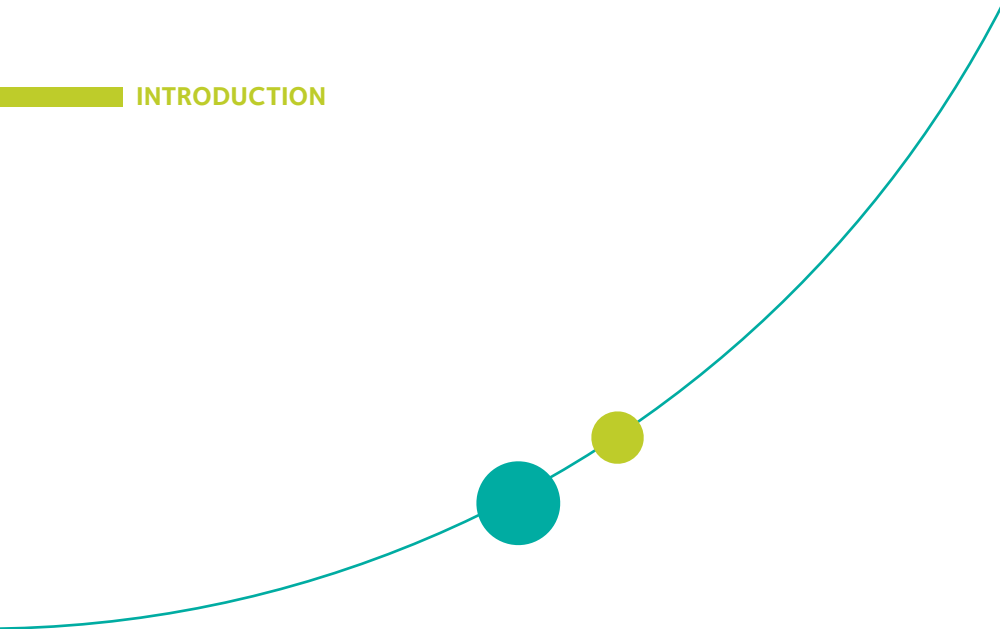
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## I GRADUATE STUDENT HANDBOOK

The Graduate Student Handbook is produced by Graduate Affairs to serve as a resource for students and visiting students throughout their experience at King Abdullah University of Science and Technology.

The Handbook contains key information on University policies, procedures, and resources applicable to both academic and community life. It is important to note that the Student Handbook does not represent an all-inclusive resource; rather it is intended to complement other University publications and resources, such as the academic Program Guide or the University policy website. In some cases, only a portion of the policy is highlighted, and students are strongly encouraged to visit the University Policy website for full details.

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. The iterations contained in this document represent the most up-to-date versions available at the time of publication; however, please understand the University reserves the right to make changes to policies and procedures at any time. Graduate students are



expected to be aware of and adhere to the most recent versions of University policy. The latest versions of University policies and accompanying guidelines are located online for enrolled students on the University Policy website. Where available, specific policy hyperlinks have been provided below.

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 [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 Program Guide](#), and where available, specific policy hyperlinks have been provided below. The University reserves the right to make changes to policies and procedures at any time and will announce changes broadly.

Information and policies in the Graduate Student Handbook do not supersede other University policies and procedures.





## **I A MESSAGE FROM THE DEAN OF GRADUATE AFFAIRS**

Welcome!

A warm welcome to our incoming and our continuing students. I wish you every success in your studies, whether ongoing or just beginning. May you enjoy your time at the King Abdullah University of Science and Technology and take every opportunity to avail yourself of our interdisciplinary academic culture and the rich multi-cultural environment that makes up our growing community. Our ambition is to develop and graduate the highest caliber of students who will make their mark in research and academia, transform the industry, create new technology, and become leaders in Science and Engineering.

The 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**

# 01





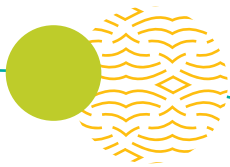


# **STUDENT SUPPORT PROGRAMS**

## I GRADUATE DEVELOPMENT AND SERVICES

Graduate Development and Services facilitates student success by managing and coordinating the delivery of programs, services, and resources across various domains, including the Student Center Helpdesk; Residential Life; Student Life; Student Career Development; and Student Counseling Services. Graduate Development and Services staff also work closely with the Graduate Student Council and collaborate with the campus community to enhance the greater experience of KAUST's graduate and visiting students.

For more information or to make an appointment, contact Graduate Development and Services at: [schelpdesk@kaust.edu.sa](mailto:schelpdesk@kaust.edu.sa)



## I STUDENT CENTER HELPDESK

The Student Center has a helpdesk that provides a central, one-stop venue for various services and facilities fostering and encouraging student development, academic success, and an inclusive community.

The main services of the Graduate Services Helpdesk include:

- Answering walk-in and email inquiries for any questions regarding students' university-wide experience.
- 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 family visit visas, ID cards, domestic helper approval, materials gate passes, and iqama renewals and transfers.
- Event, recreation, and trip information & registration.
- Offering information about the campus: campus maps, bus schedules, as well as University brochures and contact information.
- Scheduling appointments to meet with Graduate Development & Services team members.

The Student Center Helpdesk is open from 8 am to 5 pm Sunday through Thursday. Students may visit the Graduate Services Helpdesk in person on Level 2 of the Student Center. For further information, email: [schelpdesk@kaust.edu.sa](mailto:schelpdesk@kaust.edu.sa) or contact us by phone at 012 808 – 3412.

## I STUDENT LIFE

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

With over 20 student-led groups, professional chapters, and associations on campus, you will find peers to connect with whatever your hobbies or interests. Graduate students interested in forming new graduate student organizations or holding events should contact: [graduate.events@kaust.edu.sa](mailto:graduate.events@kaust.edu.sa)

### 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 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.

For further information, visit our [website](#) or contact Residential Life at: [reslife@kaust.edu.sa](mailto:reslife@kaust.edu.sa)

### ACCESSABILITY 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. KAUST can provide reasonable accommodations depending on the documented disability if it is within the university's ability.





For full information about the office, the accommodation request process, and supports available, visit the AccessAbility [website](#) or email: [support@kaust.edu.sa](mailto:support@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.

### GRADUATE STUDENT COUNCIL

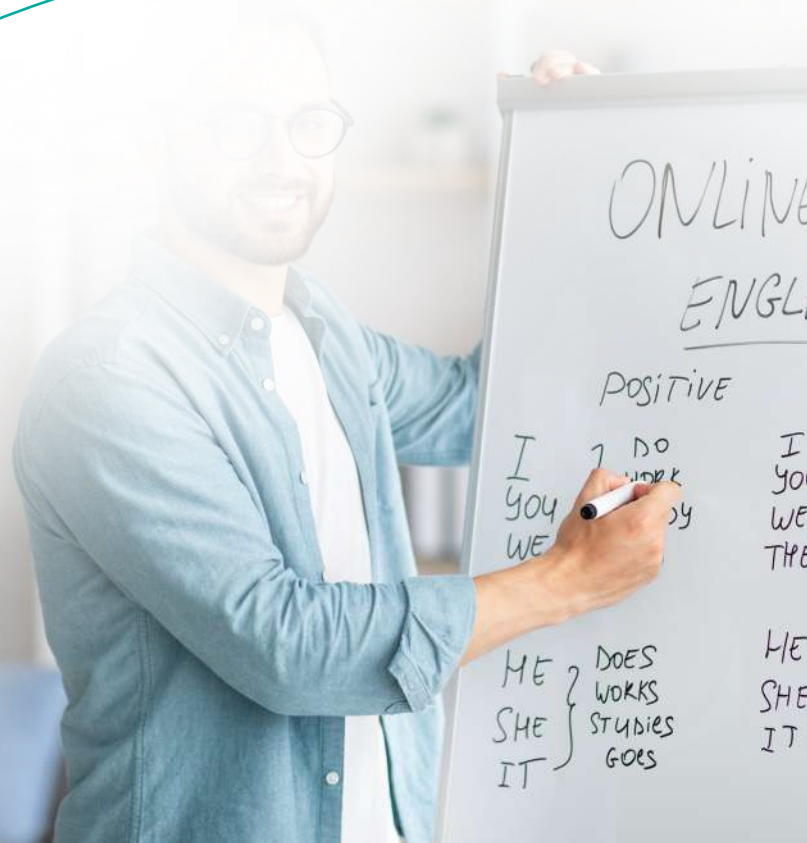
The Graduate Student Council is a student-run governing body dedicated to improving the quality of life for the diverse population of graduate students. Its purpose is to represent the voice and interests of KAUST's graduate students to the university administration, faculty, staff, community, and industry. 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](#).

## I ENGLISH LANGUAGE AND COMMUNICATION PROGRAM

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

Students can make appointments for individual writing support sessions by contacting: [elcp@kaust.edu.sa](mailto:elcp@kaust.edu.sa)

Join our Campus Connect group [here](#) to register for new sessions and meet other students. Visit our [website](#) for further information and useful resources, and also to hear what students have to say about the invaluable ELCP support!





## I STUDENT CAREER DEVELOPMENT

The Student Career Development (SCD) Office's mission is to help students clarify goals, develop skillsets, and navigate their career journey confidently. The Student Career Development Office offers access to a range of services, resources, and career exposure opportunities that support your career planning development and prepare you for your next career step:



The Career Development Academy



Career Counseling



Skills Development Workshops



Job Readiness Initiatives



Peer Coaching



Job Search Platforms



Mentoring

To learn more about our services, visit our [website](#). Book a consultation [here](#). Email us at [develop@kaust.edu.sa](mailto:develop@kaust.edu.sa)

## I STUDENT COUNSELING SERVICES (SCS)

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

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

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

To make an appointment or for more information, please email [scs@kaust.edu.sa](mailto:scs@kaust.edu.sa) or visit our [website](#).

### STUDENT SUPPORT CASE MANAGEMENT

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

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

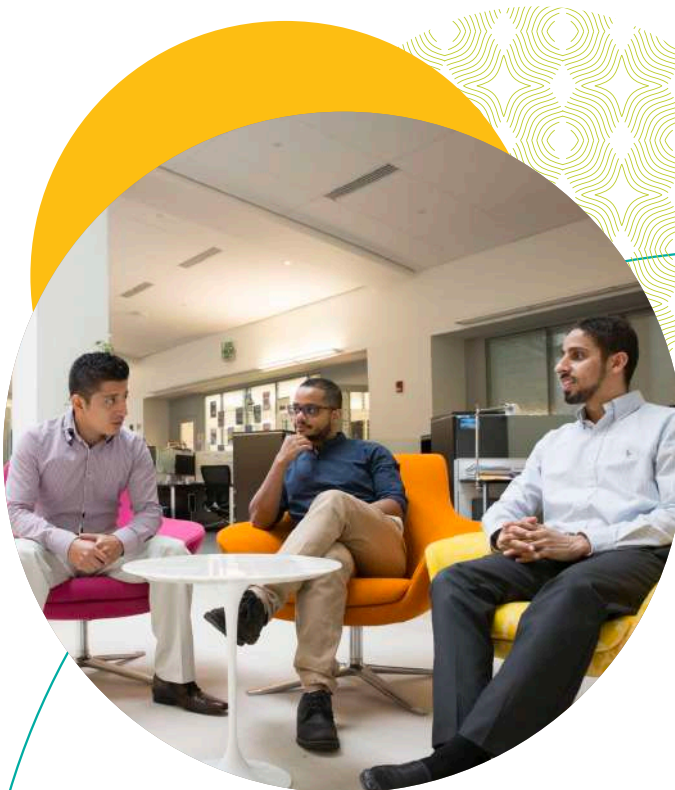
- Assess the student's current situation/needs (academic, personal, and general well-being).
- Provide support and connect students to other resources.
- Follow up with students and other community members who have expressed concern for the individual.

To request services, email: [studentsupport@kaust.edu.sa](mailto:studentsupport@kaust.edu.sa)



## I THE GRADUATE OPERATIONS TEAM

The Graduate Affair Operations (“GradOps”) 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 can visit GradOps anytime. Alternatively, student queries can be addressed to the team via [gradops@kaust.edu.sa](mailto:gradops@kaust.edu.sa)



## I ALUMNI AFFAIRS OFFICE

Alumni Affairs, connects, and engages students and alumni with opportunities to expand their global networks, including through alumni chapters, and through networking events in Saudi Arabia, internationally, and online. Together with KAUST's regional and international alumni networks, the Office of Alumni Affairs facilitates opportunities for students and alumni to connect in-person and virtually, and to 'give back' to KAUST through volunteer opportunities.

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

For the latest and events and news, and to contact to KAUST alumni chapters or the alumni team visit our [website](#).



## I KAUST HEALTH

KAUST Health offers a broad range of services that focus on prevention, treatment, and follow-up for our patients across the community. We provide highly qualified and caring medical professionals with modern technology and healthcare systems to keep you well and support you if you fall ill.

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

### 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. Most emergency patients do not need to leave KAUST to receive the medical care they need.

[Learn more about KAUST Health.](#)



## I 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. Virtual medical insurance cards will be available to you as proof of insurance when you visit KAUST Health and/or any other hospital or clinic in the BUPA network. Medical services that are covered in the policy but provided outside of the BUPA network or out of the 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 the Kingdom.

While BUPA Arabia insurance is comprehensive and comparable to medical insurance standards internationally, please be aware that there are certain coverage exclusions related to pre-existing conditions and high-risk activities/hazardous sports (e.g., skiing, wrestling, boxing, fighting sports, climbing sports, and car racing). Some services also have claim limits, including optical (frames and lenses), dental procedures, and maternity services.

You can access your services and benefits including the virtual card using the Bupa App. 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 required that all students obtain a business travel insurance certificate from [insurance@kaust.edu.sa](mailto:insurance@kaust.edu.sa) before departure as this document contains a summary of covers and details of how to obtain assistance and file a claim whilst abroad. The document should be requested at least ten 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 from the Concur system, outlining the details of business travel dates, the name of the country(ies) you will be visiting, and the reason for the business trip.

Please be aware that medical services (and/or other losses) provided out of the 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). Therefore, it is incumbent on the student to record and keep all records/ proof of payment in respect to potential claim (Details of coverage, emergency contact details and how to claim are included on the Business Travel Insurance Certificate).

To ensure an efficient and effective claims reimbursement process, the student must lodge their reimbursement claim, directly with the insurance company, as soon as possible and no later than four weeks after receiving treatment, and/or losses covered under this policy. For emergency medical treatment (accidents and other injuries or conditions requiring Emergency Room hospitalization), the University Business Travel insurance policy will provide cover, on the condition that the student informs the insurance company immediately (when they are 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.

Please note that the certificate issued is valid for one year, being the period of insurance it is issued in. However, to ensure that the worldwide assistance operates for each trip, we need to register each individual trip with the insurance company. To this end, we still require you to forward a copy of your passport (but this is not required if the certificate has already been issued during the same period of insurance) and a copy of KAUST approved business travel plan from the Concur system for each individual trip.

It is also noted that this cover is only in relation to KAUST approved business travel and would recommend that the student would hold a personal travel insurance policy in respect of any vacation time as any claim outside of the KAUST approved business reasons may not be covered under this policy.

## INTERNSHIPS

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

To clarify, travel to and from the country of origin for a student intern will be covered under the University Business Travel insurance. The University's General Liability Policy provides worldwide liability coverage for students on University-sponsored internships (subject to the terms and conditions of the policy).

## PERSONAL INSURANCE

The University will not be liable for loss of, or damage to, a student's personal effects, personal motor vehicles, scooters, etc. (as stated in the [KAUST Traffic and Vehicle Policy](#)) or for personal travel, personal liability, Drone Liability, or any other student insurance responsibility. The University encourages you to seek any additional insurance coverage required for these risks through the available insurers in the Kingdom or by referring to <https://orm.kaust.edu.sa/functions/insurance>, where there is a list of insurance companies with whom KAUST has arranged certain facilities and discounts. This facility is provided to assist students in easily obtaining high-quality insurance products to suit their needs. However, these insurances are between the student, and the insurance company only and will not involve the University's Insurance Department. Therefore, it is recommended that the student takes some time to read the terms and conditions of the various policies before purchasing to ensure these policies are suitable for them.

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, noting that all Insurance policies are subject to certain terms and conditions.



## I 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.

**It also operates an emergency 24/7 off-campus emergency number, 054-470-1111.**

### GOVERNMENT AFFAIRS CENTER SERVICES

- Visa (Family Visit, Family Residency, Exit/Re-entry, 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 section of the [MOI website](#).



## TRAVEL GUIDELINES

### In 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.
- Dress code is dependent on individual establishments, some casual, others more formal. Places of worship specifically do require you to dress modestly while visiting
- The importation, use, or possession of any item that is 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
- 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 012-808-0911

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





## I THE UNIVERSITY LIBRARY

The University Library (Building 12) is the home of an extensive science and technology collection, including scientific databases, e-journals, and e-books. These resources can be accessed from the [library website](#).

To obtain scientific articles not available in the library collection, e-mail the library's document delivery service ([illdd@kaust.edu.sa](mailto:illdd@kaust.edu.sa)). The library also manages the University's [Research Repository](#), where faculty and student publications and student theses and dissertations are preserved and disseminated. For specific information on thesis and dissertation archiving, [click here](#). Training workshops on the use of library resources, literature searches, and citation management, are offered each semester, and you can find the schedule and contact information [here](#).

For more information, please visit the [University Library website](#) or e-mail [library@kaust.edu.sa](mailto:library@kaust.edu.sa)



## I KAUST INNOVATION

KAUST Innovation's mission is to bring researchers, industry leaders and the next generation of founders together to create transformative impact in Saudi Arabia and the world. This mission is fulfilled by:

- Commercializing and protecting KAUST intellectual property derived from research leading to economical, environmental, societal, reputational, legislative and technological impacts via licensing to enhance existing products as well as developing new products and services, and the creation of new businesses in the Kingdom;
- Enabling a strong culture and mindset of entrepreneurship within KAUST and generating new technology and knowledge-based businesses;
- Attracting industry to KAUST to collaborate on research, employ KAUST graduates and student interns, and act as a test-bed for industry to trial new technology in the Kingdom;
- Creating a hub of innovation, research, and technology development within KAUST's Research and Technology Park.

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

### SUPPORT FOR STARTUPS

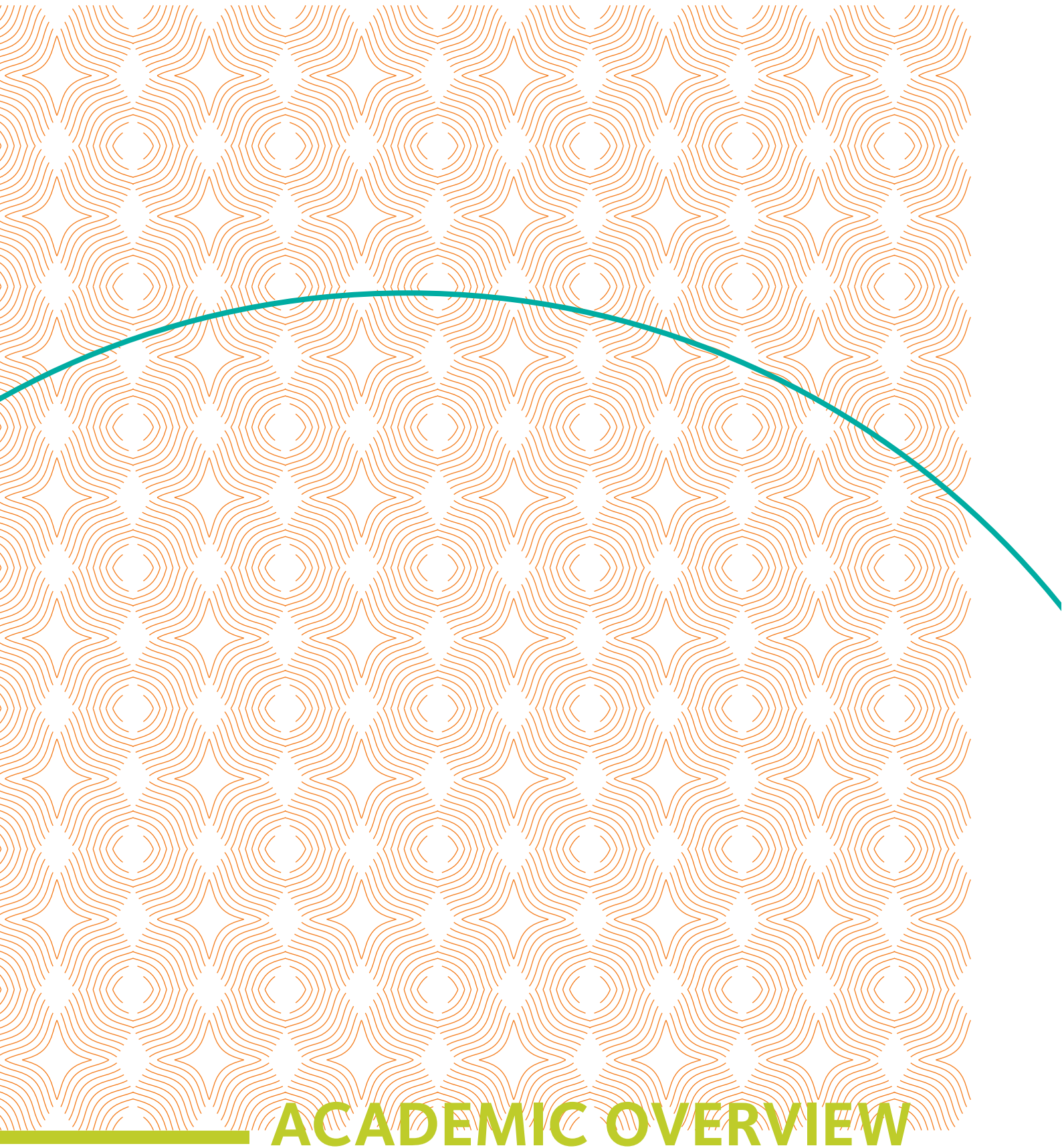
KAUST helps entrepreneurs at all stages of the startup process, from ideation to launch to funding and beyond. Students can access various entrepreneurship courses, boot camps, hackathons, startup accelerator programs, and mentorship. Faculty, students, or staff who wish to start a company based on technologies developed at KAUST can apply for financial support from different KAUST Innovation programs, including the TAQADAM Startup Accelerator, Technology Transfer Office, and the KAUST Innovation Ventures fund.

Contact Us: To learn more about Innovation at KAUST, visit the [Innovation Website](#) or email [innovation@kaust.edu.sa](mailto:innovation@kaust.edu.sa)

02







## ACADEMIC OVERVIEW



## I THE OFFICE OF THE REGISTRAR

The [Office of the Registrar](#) is the custodian of official student information and records. It is responsible for registration, course enrollment management, classroom assignment, final exam scheduling, grade processing, academic and administrative policy monitoring, information dissemination, maintaining student records, and providing certified documents, including transcripts and diplomas.

The Office of the Registrar publishes the course schedule available before registration for each semester/session. Information about registration procedures, time, and location of the courses, faculty, and course prerequisites and requirements are provided to students prior to the beginning of the semester/session. The Office of the Registrar is responsible for supporting strategic enrollment by analyzing student progression and retention, graduation, and academic trends for long-term admissions and operational planning for the University.

All students are asked to familiarize themselves with the Academic Policies as contained in the [Registrar's Office website](#).

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





## I STUDENT-ADVISOR RELATIONSHIP

Students and their Academic Advisors share the responsibility of 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, they 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.

## I PLAGIARISM

The University takes a proactive stance on the 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," mandatory for all students. Soon after entering the University, students must take this 1 - 3 hour course and pass a quiz at its end. Failure to do so will result in withholding the student's monthly stipend; however, should a student fail to pass, they 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'.

## I COMMENCEMENT

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 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.

The University also hosts a Spring Graduation Luncheon which is an informal event held only in the spring. At the spring graduation, Diplomas will not be distributed, nor will outside guests be invited. Diplomas will, however, be distributed by the Registrar on approximately the same date.

For eligibility requirements to participate in either Commencement or Spring Graduation Luncheon, please contact the Registrar's Office at Registrar HelpDesk

[registrarhelpdesk@kaust.edu.sa](mailto:registrarhelpdesk@kaust.edu.sa)





## I 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.

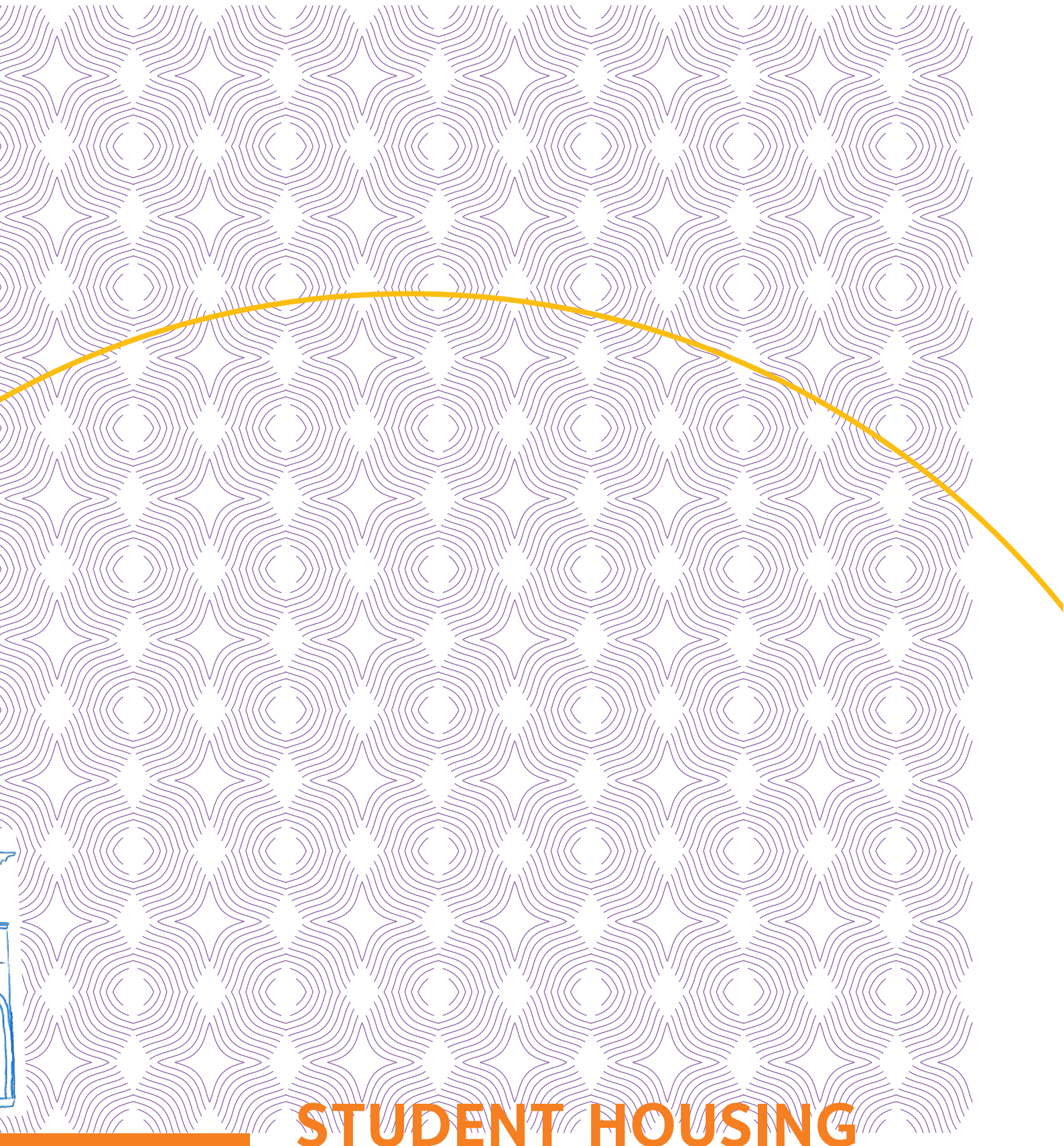
- MS Degree, Non-Thesis: MS graduate students (Non-Thesis) are entitled to an annual vacation that is defined as the official University holidays and intersession days.
- MS Degree, with Thesis: Upon transitioning into the MS with Thesis program, students are entitled to two weeks' vacation (inclusive of any Eid holidays) for the duration of the degree program. Students receive Saudi National Day, Founding Day, and any other national holidays in addition.
- Ph.D. students are entitled to annual vacation, limited to three weeks. In addition, they receive Eid holidays and any other national holidays.

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

03







# STUDENT HOUSING

## I STUDENT HOUSING

Students living on campus 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 required to live in shared accommodations, sharing an apartment with one, two, or three other students. 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](#).



## I UNIVERSAL DESIGN

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. The AccessAbility Office can assist in addressing disabling barriers faced by students with disabilities and seek to provide reasonable accommodations that enhance the quality of living conditions for students with impairments.





## I GRADUATE STUDENT HOUSING POLICY

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. The AccessAbility Office can assist in addressing disabling barriers faced by students with disabilities and seek to provide reasonable accommodations that enhance the quality of living conditions for students with impairments.

### SCOPE

This policy applies to all students who are required or have the benefit of living on the University campus. For the purpose of this policy, «Residents» include students, eligible family members, and approved residential visitors.

### ELIGIBILITY

All graduate students who are enrolled to study physically full-time at the KAUST Thuwal campus are required to live on campus. Students enrolled in distance or online programs may have different housing eligibility as defined in offer letter or program requirements.

### ELIGIBLE DEPENDENTS

Only students who are enrolled to study physically full-time at the KAUST Thuwal campus are eligible to request on-campus housing for dependents (as defined below). The University recognizes the following persons as eligible dependents for purposes of on-campus housing, provided that such persons reside on the University campus for no less than a total of 180 days per calendar year:

- One Spouse
- Eligible dependent children as defined below:
  - Unmarried children of student, including step and legally adopted, up to and including age 19.
  - In cases where the University student has physical custody of a child for more than fifty percent (%50) of the time (or by court order has been granted physical custody for more than fifty percent (%50) of the time), such child shall be considered an eligible dependent.

### DOMESTIC WORKERS

Students are allowed to employ domestic workers such as housemaids, drivers, and nurses who are legally sponsored by a KAUST resident. Domestic workers may reside in the house provided to the resident if it has a designated room(s) for this purpose. Where a designated room is not available, domestic workers must live outside the campus. The responsibility for ensuring appropriate living arrangements and complying



with applicable Kingdom regulations for the employment of domestic workers resides with the sponsoring resident. Access to facilities for domestic workers is as follows:

- Housemaids and nurses – All facilities
- Drivers – No access to recreation facilities

### GRADUATE STUDENT HOUSING ASSIGNMENTS AND CHARGES

Student residences are divided into sections for single males, single females, married couples, and student families. Single students are required to live in shared housing units, sharing an apartment with one, two, or three other students. Students residing with eligible dependents will be assigned to married or family housing (additional charges may apply for family and dependent housing). All students and dependents are expected to reside in their assigned housing.

For more information on housing assignment and charges, refers to your KAUST Fellowship terms and conditions or contact housing resident relations.



### DIVORCE/LEGAL SEPARATION/PERMANENT OR EXTENDED FAMILY DEPARTURE/ DEATH OF SPOUSE

Students may retain a family housing unit for a maximum of 120 calendar days following the spouse's departure date in the event of divorce, legal separation, permanent or extended family departure, or death of a spouse.

### 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 Student Code of Conduct provisions. When inviting friends or guests to their residences, students must always adhere to these regulations. Students should refer to the Student Visitor



## 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

For full-time residential students, the University provides furnished housing units that include basic appliances (refrigerator, stove/oven, washing machine, dryer, and television).

## 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.





## LANDSCAPING AND GARDENING

Residents who are assigned on-campus housing are expected to maintain the appearance of their backyards at their own expense, including:

- Providing sufficient water,
- Trimming grass and hedges to maintain a good appearance and to allow unobstructed visibility at street intersections,
- Requesting pest control if infestation is observed,
- Keeping yards and driveways free from materials, debris and garbage, and parking boats, automobiles, motorcycles, and related equipment only in areas designated for parking.

## MAINTENANCE

The University provides the following housing repairs without charge:

- Electrical repairs,
- Air conditioning repairs,
- Plumbing repairs,
- Structural repairs,
- Roofing repairs,
- Exterior painting,
- Masonry repairs,
- Telephone repairs, and
- Repairs of University-owned appliances.

Note: To maintain a high standard of community appearance, residents are not allowed to make any alterations to their assigned housing unit without prior authorization. For more information, refer to the housing improvement program.



## 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 damage to KAUST property is 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 item(s).

- Up to %50 of the repair costs, with a maximum amount of SR 10,000, will be charged to residents who cause accidental damage to on-campus housing or other University property.
- Up to %100 of the repair costs will be charged to residents who cause damage to on-campus housing or other University property through negligence (including failing to secure their home while away for long periods of time), repeated actions, willful or deliberate damage, or unauthorized alterations of University property.
- Reports of damage to KAUST property will be reviewed by Facilities Management (FM), who will liaise directly with the resident.
- If a resident disputes the repair cost or liability, FM shall be responsible for conducting an independent review.

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.



## SECURITY DEPOSIT

A security deposit of SR 4000 is 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, including individual living spaces, under certain circumstances. In general, the University reserves the right to enter a student's room/apartment and bedroom for the following reasons:

- In the event of an emergency to protect life, limb, or property and to mitigate any hazard or threat to the community.
- 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.
- For shared apartments, prepare the vacant space for a new occupant.
- To conduct sanitation, maintenance, or safety inspections.
- 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/policy.
- To verify occupancy.
- To show the KAUST student housing units to prospective students.
- To exhibit the room to contractors or workers.

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

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 are absent from KAUST for any reason.

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.

### ROOM SEARCH

In collaboration with Graduate Services and with prior notice, student units are subject to ad hoc inspections.



## REGULAR HEALTH AND SAFETY INSPECTIONS OF STUDENT APARTMENTS

Representatives from both Residential Life and Accommodation Services have the right to conduct regular health and safety inspections. If health and safety issues are identified during these inspections that are the students' responsibility, students will typically be given 48 hours to address these concerns. If the student does not satisfactorily address the health and safety issues that the inspection team has identified, the University will arrange appropriate repairs and services for the unit 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.

## REMOVAL OF ITEMS

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). Additionally, if illegal goods are found during a University authorized entry, they may be confiscated and the resident may be subject to the provisions of the Student Code of Conduct and/or the Community Code of Conduct.







### TEMPORARY HOUSING UNITS

At times, students may be assigned a temporary apartment to address a maintenance issue or problem in the main apartment assigned to them. Students will be clearly informed when they are being placed in temporary housing 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.

When exiting temporary housing, students will be notified and given 48 hours to collect keys and, if relocating to a newly assigned unit, sign a new housing contract. If moving to a new apartment students will be given a total of 7 days, inclusive of the above 48 hours, to move to the new apartment. If returning to the previous unit, students are typically given 48 hours to relocate.

## RELINQUISHMENT OF HOUSING

Students will have to relinquish their housing for two reasons: Final Exit and Undertaking a long absence from the University. any maintenance issues identified by the inspection team that are not caused by the student's actions at no cost to the student.

## RELINQUISHMENT OF HOUSING DUE TO LEAVE

A student may be approved to leave the University for extended periods in order to undertake research opportunities (Travelling Scholars) or following 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.

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.

If it is determined by the University that a student is undertaking a long absence and has not completed the check-out process (refer to Final Exit & Relinquishment of Housing), 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.

## FINAL EXIT & RELINQUISHMENT OF HOUSING

All students must complete the final exit clearance process before departing KAUST. This exit is typically undertaken after completing all academic requirements, following a withdrawal or dismissal from their program, or upon undertaking a long-term leave of absence.

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

Students are expected to exit the University within a 14 day grace period commencing on their completion date. Where students are departing the University as a result of a withdrawal or dismissal they should complete their final exit clearance process and exit the university within 7 days of their withdrawal/dismissal date. Failure to adhere to this deadline or fully comply with the final exit process and instructions from your exit advisor may result in the loss of the student's security deposit and/or other sanctions that the University may determine appropriate. For a student to remain on campus after the scheduled exit timeframe approval must be sought from Graduate Affairs Operations 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 only be considered for Ph.D. graduates who are:

1. awaiting the awarding of a visa for a documented employment offer where a continued presence at KAUST would expedite the process, or
2. undertaking an iqama transfer in support of an in-Kingdom job offer, or
3. 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.

Generally, stipends will not be paid in the month of exiting if the student has completed their academic requirements in the prior month or if the student has withdrawn 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 Student Advisor (GPSA) and the Graduate Affairs Operations team.

## PARKING

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

## PETS

- Cats and dogs are not permitted in apartment buildings.
- Residents may have a maximum of two domestic household pets living with them at any time, including cats, dogs, indoor/outdoor birds and hamsters, etc. Residents may also keep fish – the tank must be an appropriate size for the number kept.
- If a resident is unsure whether a pet is permitted, guidance should be sought from Accommodation Services.

## CODE OF CONDUCT

Residents and their personal visitors are expected to adhere to the Student Code of Conduct and KAUST Code of Conduct. Any violations may lead to disciplinary action or loss of campus housing eligibility.

## POLICY INTERPRETATION

This policy cannot address every situation that may be encountered. Cases that cannot be resolved within the framework of this policy, shall be referred to the Dean of Graduate Affairs or his/her designee for consideration and resolution.





# 04







# **STUDENT PERSONAL VISITORS**

## I STUDENT VISITOR POLICY

### PURPOSE

Enrolled graduate students are eligible to invite personal visitors to the campus. This policy outlines the rules and procedures required for bringing personal visitors to campus. This policy does not apply to the hosting or access of business visitors which is covered under a separate policy.

### PRINCIPLES

The following principles apply when visitors are hosted by students:

1. Out-of-Kingdom (OOK) visitors must obtain appropriate visas to visit the Kingdom of Saudi Arabia.
2. No diplomatic visitors may be invited by individual residents. Should a resident wish to invite a diplomatic visitor to KAUST, advance permission must be sought from the Government Affairs Vice President no less than 7 days prior to the intended visit.
3. Students may only host two overnight visitors (along with up to two accompanying dependent minors aged 18 or under) at one time.
4. Only one request per academic year may be made for each eligible family member and only for a maximum duration of up to 30 days from the date of arrival at KAUST.
5. Each student may submit a total of four family-visa requests per academic year.
6. Graduating students may make an additional visa request for the Commencement. Eligible family members for Commencement include all relatives listed in the table below.
7. Overnight visitors are not permitted to stay in shared student housing. While on campus, overnight visitors are only allowed to stay in unshared student housing or Al Khozama Hotel.
8. 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 always adhere to these regulations when inviting friends or guests to their residences. Both the guest and the student will be held accountable for violations of this provision.





### ELIGIBLE VISITORS

Full-time KAUST students may request an overnight stay or family visa issuance for the following individuals:

ELIGIBLE VISITORS FOR OVERNIGHT STAY	MAXIMUM DURATION OF STAY
Parents	Up to <b>30</b> days
Parents-in-law (if the spouse is a KAUST resident)	Up to <b>30</b> days
Stepparents	Up to <b>30</b> days
Siblings (+ siblings' children)	Up to <b>30</b> days
Siblings-in-law (+ sibling-in-laws children)	Up to <b>30</b> days
Grandparents	Up to <b>30</b> days
Stepchildren	Up to <b>30</b> days
Non-Resident Spouse or Child	Up to <b>30</b> days

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

Children of siblings and siblings-in-law who reside outside the Kingdom can only visit if they are accompanied by their parent(s) and are aged 18 and under.



## PROCESS FOR OUT OF KINGDOM VISITORS

International visitors have two potential options for acquiring a visa to visit the Kingdom: a tourist visa or a family visit visa.

### TOURIST VISA

A tourist visa does not require University approval and is obtained directly by the visiting individual(s) through the eVisa process. International visitors from 49 eligible countries can apply for an eVisa. The eVisa will be a one-year, multiple-entry visa, allowing tourists to spend up to 90 days in the country.

Note that the duration of the visa is independent of the allowed duration that a guest can stay at KAUST which is up to 30 days, once per academic year.

### FAMILY VISIT VISA

Students must seek permission from Graduate Development and Services and Government Affairs (where applicable) to invite guests to KAUST on a family visitor visa. Students should make all requests for visitor visa applications and/or guest photo IDs through the portal, which will need to be approved first by Graduate Development and Services and then by Government Affairs. Students may request a single or multiple entry/exit family visa for eligible visitors for a duration not exceeding 30 days.

The host must ensure that the visitor's visa will remain valid for the duration of their stay in the Kingdom. If any visitor exceeds the approved period of their visa, the host will be held responsible for all applicable fees and penalties as determined by the Ministry of Interior.



## PROCESS FOR ID ISSUANCE

### SHORT TERM: UP TO 3 DAYS (72 HOURS)

All visitors, regardless of expected length of stay, must first apply for a personal visitor pass as described below:

1. The student applies for a Personal Visit Pass through Security E-Services via [Security e-Services](#) and uploads all the required documents of the visitor and their vehicle onto the system. The requestor will receive a confirmation email once the request is approved.
2. Upon arrival at KAUST, the details are checked by Security at the gate. If the ID details match the request, the visitor will be permitted to enter KAUST for up to 3 days (72 hours). NOTE: The personal visitor will not be issued with a physical ID card and will not need to stop at the Visitor Center unless further processing is required.
3. The visitor can exit and enter KAUST multiple times during the 3 days (72 hours) as long as the "Multi-Access" option was selected during the application process.
4. To use the facilities in KAUST, the personal visitor must be accompanied by their host.
5. At the end of the visit, the visitor must check out through the Visitor's Lane at the Security gate and the host will be notified that they have left.
6. The maximum number of personal visitors that a student can host on any day is 8 (this does not include dependents age 12 or under). However, the number of personal visitors that a student can host for an overnight stay is 2 adults as outlined above. Any exceptions to the number of visitors allowed within the same calendar day will require approval from the Director of Community Services before the visitor's arrival. The host student must ensure that personal visitors adhere to the KAUST Code of Conduct and applicable policies, including traffic and health & safety regulations.
7. 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 Graduate Development and Service is required.

### LONG TERM: VISIT UP TO 30 DAYS

For a visit longer than 3 days (72 hours), the host first obtains the short-term (3 day) personal visit pass as detailed above. Once the visitor is in KAUST, the host must complete an ID Request Application through the portal and submit the required documents in order for their visitor to be issued with a Photo ID. The application is reviewed by Graduate Affairs. If approved, the host will receive an e-mail confirming the Photo ID is ready for collection and the host and the visitor proceed to the Government Affairs Service Center.

The Photo ID is issued for a maximum period of 30 days from the day the visitor first entered KAUST and can be used to exit and re-enter KAUST multiple times during the visit.

On the first day of their visit, all personal visitors to the KAUST Campus must visit the Government Affairs Center (Building 4, Level 2, Office 2252# on Discovery Walk) to register their passport information and check the validity period of their visa.

The center is open 8 am – 5 pm, Sun – Thur.





## VEHICLE ACCESS

All vehicles on KAUST premises need 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)





## ID RENEWAL PROCESS

In special circumstances or in emergency cases, the extension of a long-term visit for family members can be requested through the Student Center helpdesk for up to a maximum of 90 days. (Government Affairs will not process any Photo ID extension without the approval of Graduate Affairs). A request to renew the Photo ID(s) must be completed through Security E-Services. If the request is approved, the host will receive an e-mail confirming the Photo ID is ready for collection and the host and the visitor proceed to the Government Affairs Service Center.

The host must ensure that the visitor's visa will remain valid for the duration of their stay in the Kingdom. If any visitor exceeds the approved period of their visa, the host will be held responsible for all applicable fees and penalties as determined by the Ministry of Interior.

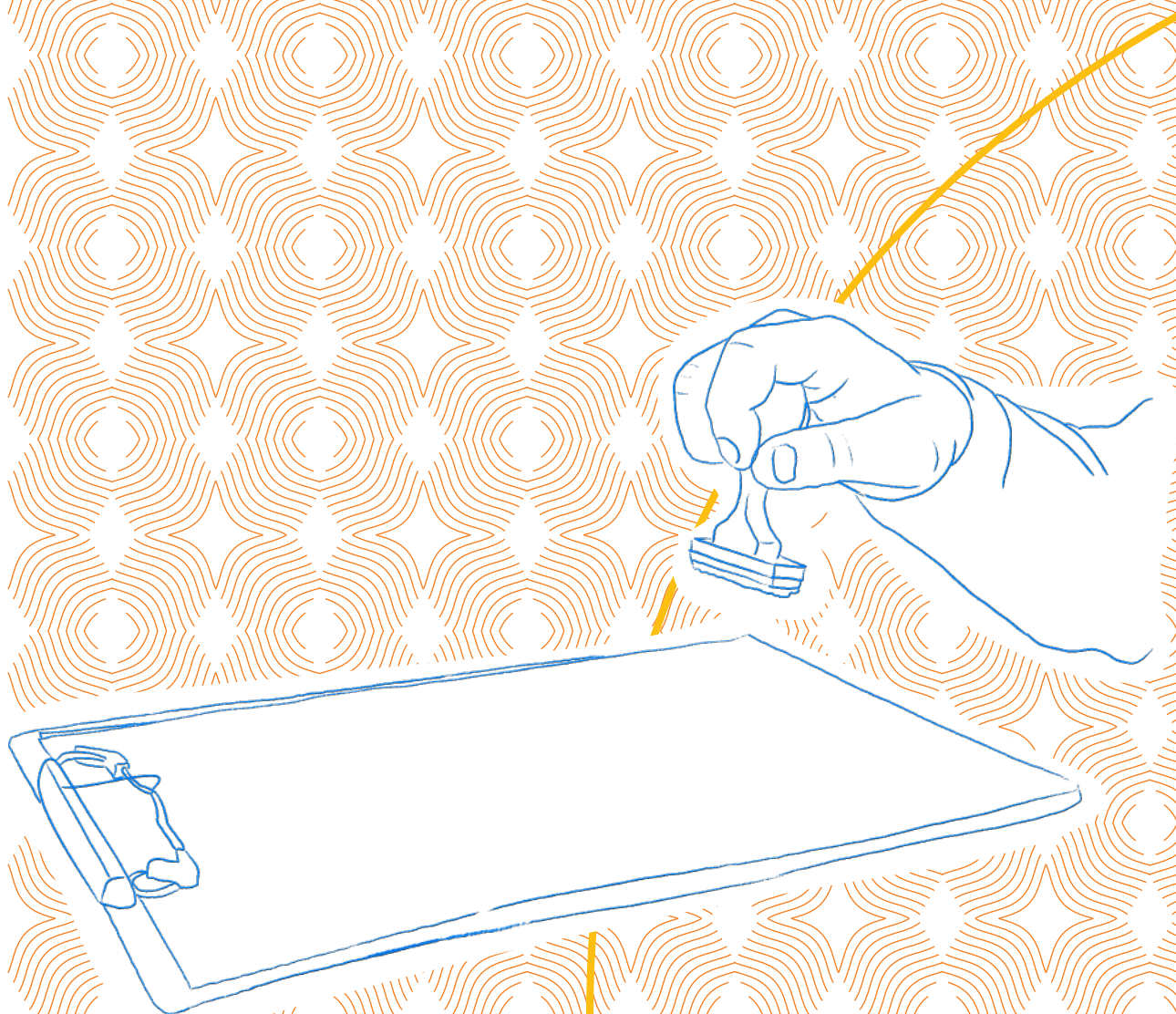
## RESPONSIBILITY OF THE HOST

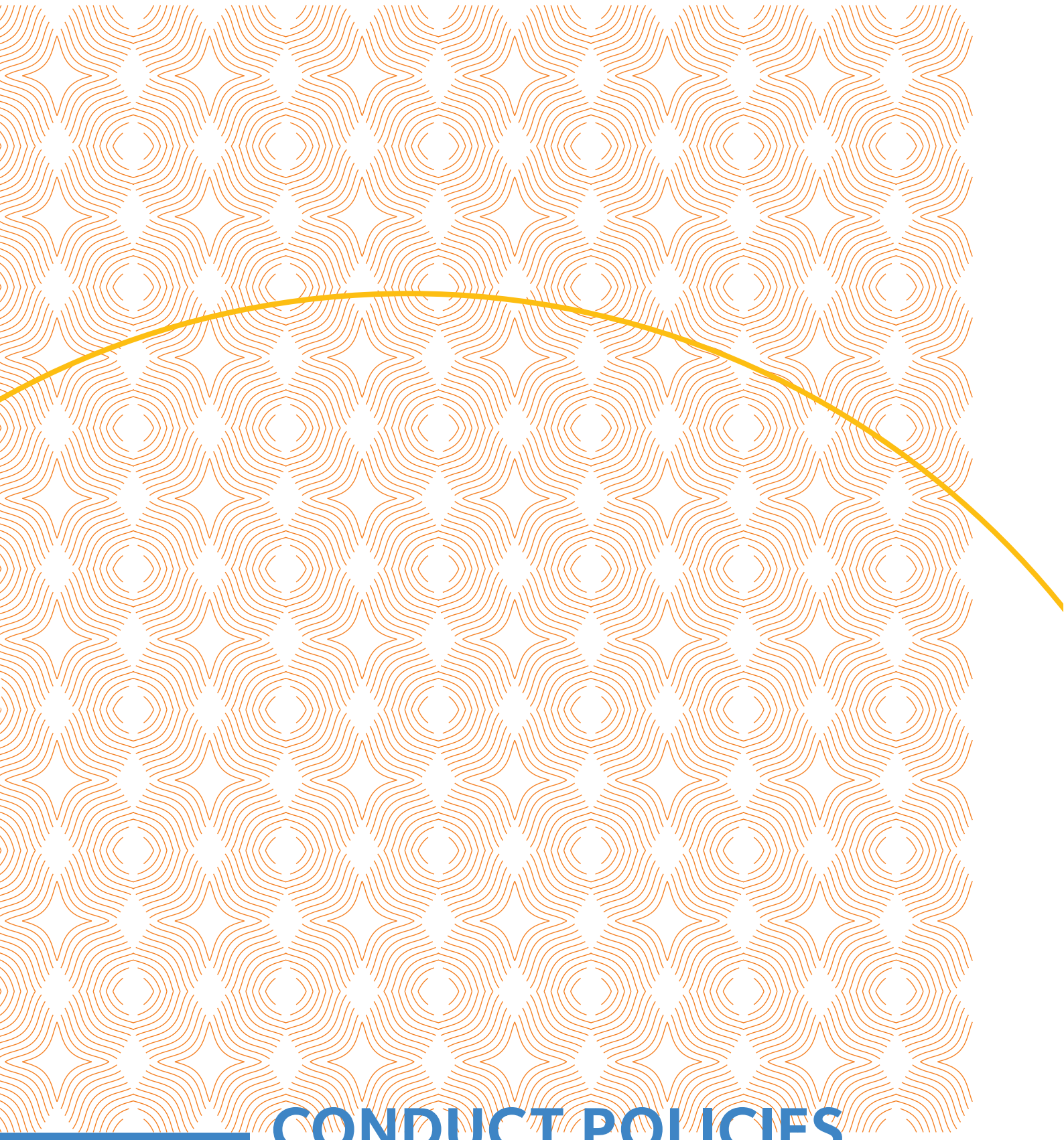
The following responsibilities apply to the host:

- The conduct of all personal visitors is the responsibility of the resident hosting the personal visitor.
- Sponsoring hosts will be responsible for any damage to property and any violations caused by any visitors they host.
- No pets are brought onto campus by visitors.
- Visitors adhere to the KAUST Code of Conduct, Student Code of Conduct, and all applicable policies.
- Visitors adhere to all traffic and health and safety regulations.
- Hosts cannot host visitors on behalf of other residents – it is expected that personal visitors are directly known to the host.
- At the end of the visit, the visitor must check out at the KAUST gate (Visitor lane) or the Visitor Center.
- The host must ensure that any visitor photo IDs are returned to Security at the end of the visit.



05





# CONDUCT POLICIES



## I STUDENT CODE OF CONDUCT

KAUST is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. As such, all KAUST students bear the responsibility for their conduct and to assume reasonable responsibility for the behavior of others. Students are expected to uphold and abide by certain standards of conduct which are embodied within a set of foundational principles: Personal Ethics, Social Responsibility, and Awareness. When students fail to exemplify these values by violating the Student Code of Conduct, campus conduct proceedings are used to assert and uphold the conduct expectations. To this aim, the Student Code of Conduct:



Sets out the standards of conduct expected of students.



Holds individuals and groups responsible for the consequences of their actions.



Provides developmental avenues for those who violate the code to move forward as productive members of the University community

The Student Code of Conduct applies to all students and visiting students, regardless of location, including those participating in internships, research, and other initiatives/events, regardless of whether KAUST sponsors such activities. Each student shall be responsible for their 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).

Students are responsible for reading and abiding by the provisions of the Student Code of Conduct with can be found [here](#).





## I KAUST CODE OF CONDUCT

KAUST is a Saudi and multi-cultural non-profit institution which embodies international standards of merit-based equity, and ethical standards. Interaction among faculty, staff, students and others through work and personal conduct within the campus and community must be done in a manner consistent with KAUST vision as a world-class educational and research institution and the local laws and customs. This Code of Conduct (the “Code”) is to make members of KAUST community aware of certain behaviors and ways of working that are intended to promote legal and ethical standards of conduct, in addition to ensuring a safe, productive, healthy and pleasant work, and social environment.

Members of KAUST community should conform to standards of behavior that foster and promote respect of colleagues and residents in a multicultural campus. This Code applies to faculty, staff and students and others. Each person has an individual responsibility and commitment to read, adhere to, and uphold the Code. As such, in addition to the Student Code of Conduct, as a member of the broader KAUST community, all students must also adhere to the KAUST Code of Conduct found here.



## I 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 full Equal Opportunity in Education and Employment Policy can be found [here](#).

## MEDIA AND SOCIAL MEDIA POLICIES

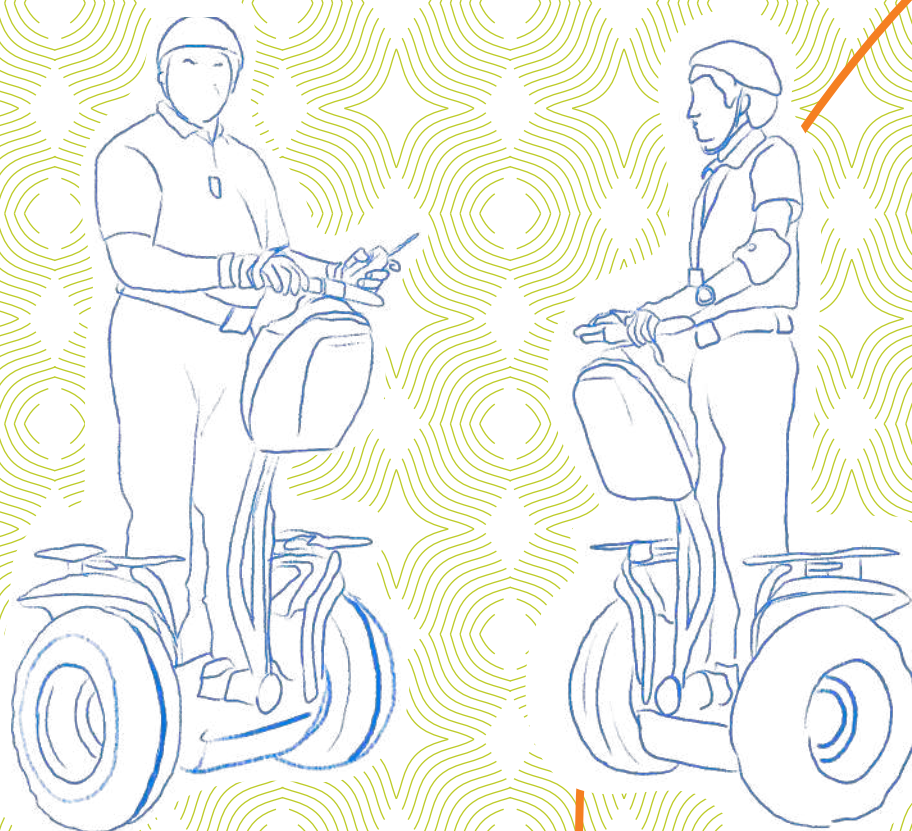
The University maintains stringent media and social media policies. As such, "Only individual(s)/group(s)/department(s) officially designated by University Communications has the authority to speak about University business or personnel on behalf of the University..."

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](#).

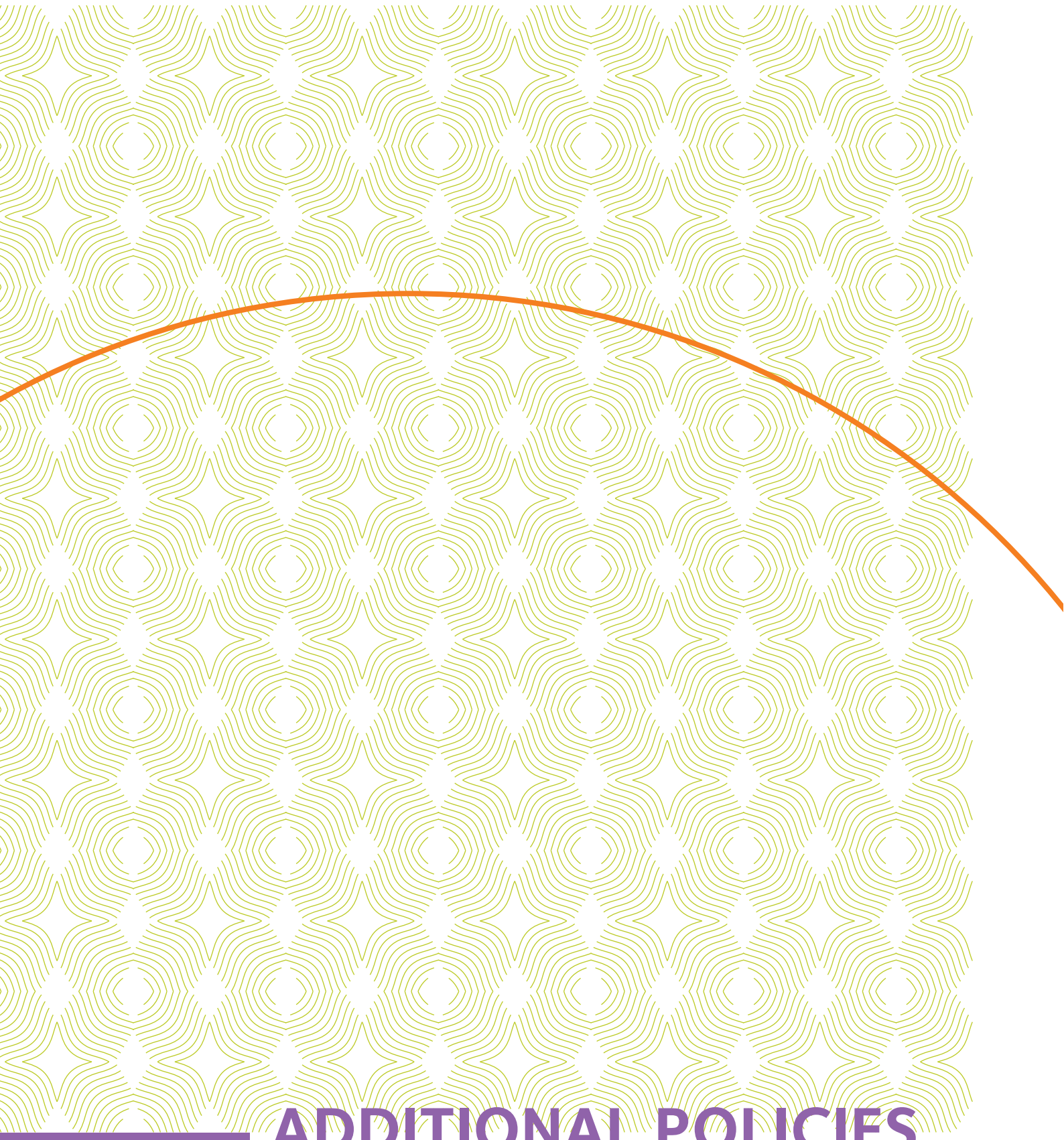
## ACCEPTABLE USE OF ELECTRONIC RESOURCES AND SOCIAL MEDIA

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](#).

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# ADDITIONAL POLICIES

## I 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](#).

## I DATA PRIVACY

The purpose of the Data Privacy Policy is to establish KAUST's principles towards honoring data privacy; protect the wellbeing, dignity, and reputation of KAUST, and the individuals whose Personal Data are processed by KAUST; and comply and align with applicable data privacy legal requirements, regulatory frameworks, and international standards. The full policy can be found [here](#).





## I SECURITY

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

### CAMPUS SAFETY AND SECURITY POLICY

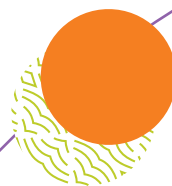
The Campus Safety and Security Policy describes certain fundamental safety and security requirements of the university's academic campus to ensure the appropriate security for people and property and the health and safety for those persons working, studying, or visiting on campus. View the entire policy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

### 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 their ID before the validity period expires. Misuse of an ID card could result in disciplinary action. To request an ID, report a missing ID, and other ID card services, visit the security page [here](#).

### SMART FACILITY ACCESS

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



## I HEALTH, SAFETY, AND ENVIRONMENT

KAUST is committed to protecting the health and safety of all university community members and 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 ROAD SAFETY CODE

Before driving any motorized vehicle on the KAUST roads, community members must 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 sponsors responsibility). Persistent student offenders may face additional disciplinary action if they have violated the Student Code of Conduct.

A bicycle is the preferred mode of transport for most students but remember it is mandatory to have working lights and a helmet. The on-campus bicycle store Banaweer (located on Souk Walk) has a selection of bikes and accessories for sale.

### 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](#).



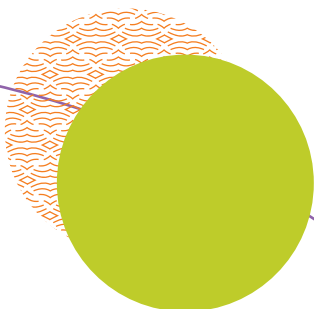
## I INTELLECTUAL PROPERTY POLICY

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

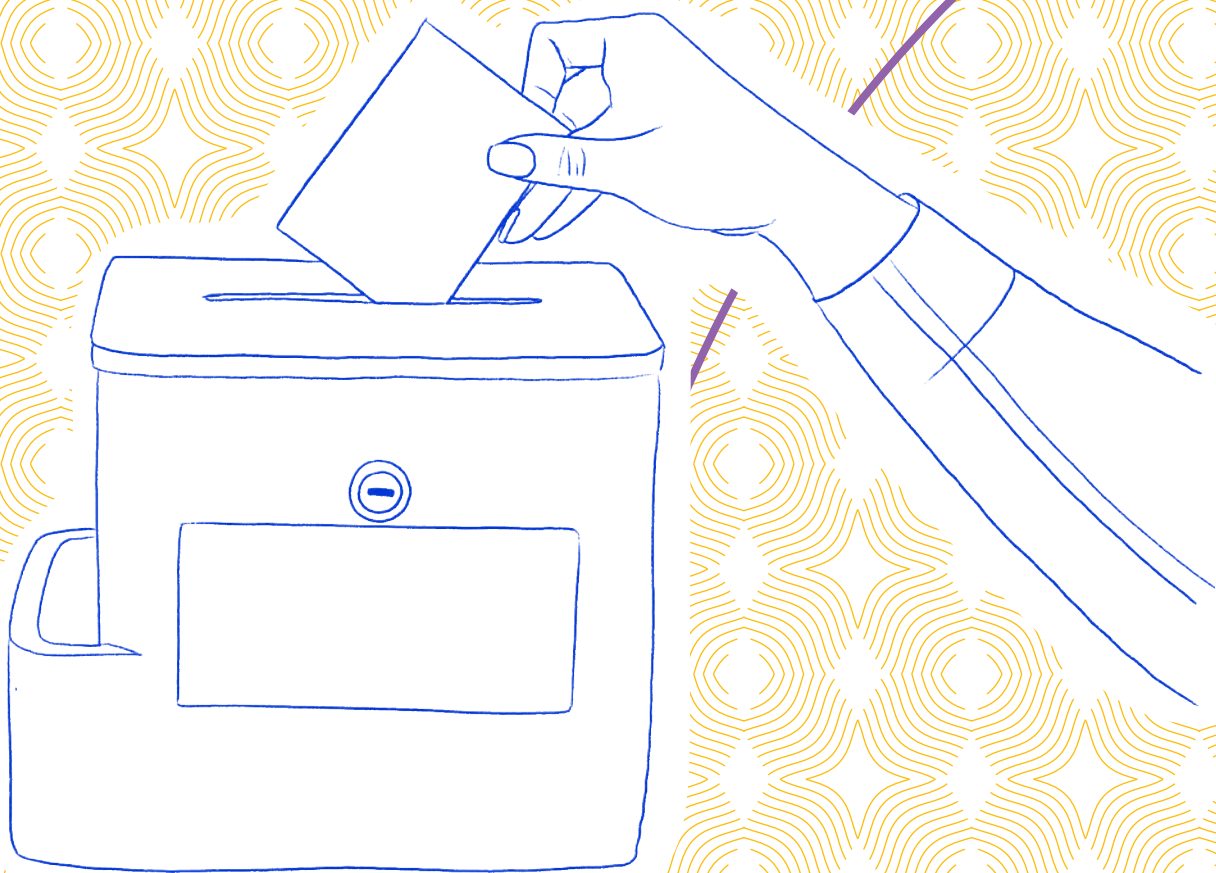
Faculty, students, and research scientists are required to submit an invention disclosure form, available on the [KAUST Innovation website](#), or via email to [ip@kaust.edu.sa](mailto:ip@kaust.edu.sa) for any discoveries, ideas, or inventions before publishing or otherwise sharing those findings with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

All discoveries, ideas, inventions, and know-how created using KAUST resources and facilities are protected and owned by KAUST (excluding traditional academic works: coursework, published papers, theses, and dissertations). KAUST Innovation works closely with inventors to commercialize these inventions via options, including, licensing or assignments to globally based industry partners, SMEs, or inventor-lead start-ups. All members of the KAUST Community are bound by the KAUST Intellectual Property Policy and are encouraged to refer to the policy for guidance on the effective management, protection, and commercialization of intellectual property created at KAUST.

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](#).



07







# **REPORTING OPTIONS FOR GRIEVANCES AND COMPLAINTS**

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

## I REPORTING OPTIONS

### EMERGENCIES

For medical and other emergencies, please call KAUST emergency services by dialing 911 from a landline or 012-808-0911 from your mobile phone.

### DIRECTOR OF GRADUATE DEVELOPMENT AND SERVICES

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

### REPORTING STUDENT CONDUCT ISSUES

Any KAUST community member who witnesses an alleged violation of the Student Code of Conduct can submit a written complaint to the University. In general, all complaints against students should be submitted to the Office of the Dean of Graduate Affairs or the Director of Graduate Development and Services via the online complaint form: [Student Conduct Reporting](#)

If you prefer to discuss your concerns in person, you can email: [StudentConduct@kaust.edu.sa](mailto:StudentConduct@kaust.edu.sa), and a member of the Graduate Development and Services team will contact you to discuss the matter.

### ACADEMIC RELATED CONCERNS

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

### STAFF RELATED CONCERNS

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

### ANONYMOUS REPORTING

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

Anyone may use the EthicsPoint hotline. KAUST has a strong policy on whistleblowing and reporting wrongdoing that prohibits retaliation against any individual who makes a good faith disclosure through this anonymous, reporting hotline. For more information on the University's Policy on Whistleblowing & Reporting Wrongdoing see below:

### POLICY ON WHISTLEBLOWING & REPORTING WRONGDOING

This policy outlines the guidelines and options for reporting suspected wrongdoing at King Abdullah University of Science and Technology ("KAUST" or "University"), including anonymous reporting, and provides protection to individuals who, in Good Faith, report such suspected wrongdoing.

The full policy can be found [here](#).



## SEXUAL HARASSMENT OR SEXUAL ASSAULT CONFIDENTIAL SUPPORT

If you are facing issues relating to sexual harassment or sexual assault, we provide support and a safe space to talk about what is happening. Please be assured that these services are strictly confidential, and there is no obligation to report the issue if you do not want to take it further.

Student Counseling Services: [SCS@kaust.edu.sa](mailto:SCS@kaust.edu.sa)

KAUST Health: [patient-relations@kaust.edu.sa](mailto:patient-relations@kaust.edu.sa)

If you do decide to take the matter further, formal complaints related to sexual harassment and assault can be reported directly to the Director of Graduate Development and Services or Graduate Affairs HR partner.

## I STUDENT COMPLAINT SUPPORTS

### STUDENT COUNSELING SERVICES:

Student Counselling Services provides support and a confidential safe space to talk about any issues you may be facing. SCS staff can provide a private space to discuss your concerns and explore your options without obligation to file a complaint or pursue further action.

To arrange to meet with an SCS staff member, contact the Student Counseling Services [SCS@kaust.edu.sa](mailto:SCS@kaust.edu.sa)

### RESIDENTIAL MATTERS:

You can contact the Residential Life Office [reslife@kaust.edu.sa](mailto:reslife@kaust.edu.sa) for help with residential issues, including conflicts with other students.

### ACADEMIC LIFE:

Your Graduate Program Advisor is your first point of contact for advice about academic matters and processes. Academic performance is discussed and monitored by the division. In cases of Academic Performance Appeal, the Associate Registrar [RegistrarHelpDesk@kaust.edu.sa](mailto:RegistrarHelpDesk@kaust.edu.sa) can assist.

### COURSEWORK:

Your courses and records are created and maintained by the Registrar Office. They are also responsible for certified documents, transcripts, and grades. To register courses and amend your schedule, the Registrar Office would help and can be reached via [RegistrarHelpDesk@kaust.edu.sa](mailto:RegistrarHelpDesk@kaust.edu.sa)



**FINANCES:**

The University provides many financial benefits i.e., stipend and medical insurance. For more information and questions about your finances please contact:

[gradops@kaust.edu.sa](mailto:gradops@kaust.edu.sa) or [gradopsinsurance@kaust.edu.sa](mailto:gradopsinsurance@kaust.edu.sa)

**PEER SUPPORT AND ADVICE:**

Other students can be a great resource during your time at KAUST. For support and advice you can reach out to the Graduate Student Council

[graduatecouncil@kaust.edu.sa](mailto:graduatecouncil@kaust.edu.sa)

**OFFBOARDING:**

After your graduation, and in order to arrange for your exit, please contact Graduate Affairs Operations [GradOpsExiting@kaust.edu.sa](mailto:GradOpsExiting@kaust.edu.sa)

**STUDENT CENTER HELPDESK**

For general inquiries not covered by the resources above, please contact the Student Center Helpdesk [schelpdesk@kaust.edu.sa](mailto:schelpdesk@kaust.edu.sa) or drop in to the Student Center.





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



## STUDENT HANDBOOK

Academic Year 2023-2024