



Complaints and Grievances of Faculty Members

1443هـ - 2021م

Contents

1. Complaints and grievances of faculty members

- The executive regulations
- Complaint forms

2. Complaints and grievances of employees

- Reasons for complaints
- Grievance procedures
- Complaint forms

3. Complaints and grievances of students

- The competent committees
- Methods of settling complaints and grievances
- Complaints and grievances forms

Complaints and Grievances of Faculty Members

Introduction

University of Bisha has strong belief in the fundamental and effective role of the faculty members, so it has been keen to reach the highest level of their satisfaction in order to achieve the principles of quality, the most important of which is working to increase the quality of services provided to internal service recipients due to their importance in the intended educational outcomes, and to solve any problems they might face. Therefore, the university has set up a committee to consider complaints of the faculty members, and a mechanism has been set to receive their complaints and grievances.

According to the university norms and traditions, it is preferable to resolve problems and manage issues through discussion and by suggesting appropriate solutions to the difficulties and obstacles faced by faculty members during the meetings of the departments, colleges and supporting deanships' councils, in an atmosphere characterized by the spirit of one family. In case the solution suggested by these councils is not possible, the faculty member shall be fully free to complain about any administrative or academic decisions following a predetermined mechanism by the university.

Article (1)

The following words and phrases in these rules shall have the meanings assigned to them below wherever they appear. All that is not mentioned shall be interpreted in accordance with the executive regulations of the Higher Education Council and of the universities as well as the rules, regulations and resolutions of the Kingdom, so as not to be inconsistent with the objectives of these rules.

University: University of Bisha

University President: The President of the University of Bisha

Vice Presidency: Vice Presidency for Educational Affairs - Head of the Committee

Head of the Committee: University Vice President for Educational Affairs - Head of the Committee

Committee: Committee for Considering the Complaints by Faculty and Teaching Staff Members

Article (2) General Policy:

To Increase the quality of services provided to faculty members and identify their academic and administrative problems, which will be reflected positively on educational outcomes.

Article (3) General Objective for Complaint

To redress the grievances of faculty members according to regulations of the Higher Education Council and the rules and regulations of the University of Bisha.

Article (4) Scope of Applying the Mechanism:

The articles of this mechanism shall apply to all Saudi and non-Saudi faculty members of various scientific ranks in all deputyships, colleges, supporting deanships, departments, branches and colleges working at the University of Bisha.

Article (5)

A committee shall be formed to consider the complaints and grievances of the university faculty members and their equivalents by decree of the University President. The committee shall be headed by the Vice President for Educational Affairs and the members nominated by the head of the committee in their professional legal capacity. The committee shall serve for one year from the date of the issuance of the decree:

- Vice President for Educational Affairs - Head
- Dean of Human Resources – Vice-Chairman of the Committee
- Dean of the Relevant College
- Director of Human Resources Management
- Director of Personnel Management
- Member from the Department of Legal Affairs
- Member from Development and Quality Deanship
- Member from the University Deputyship
- Secretary of the Committee

Article (6) The Committee shall have the following duties and responsibilities:

1. To follow-up on the continuous improvement of the methods of handling complaints and grievances.
2. To address problems faced by faculty members.
3. To assign appropriate recommendations to resolve the causes of complaints and grievances.
4. To follow-up on complaints and grievances from various sources.
5. To verify the causes of complaints and grievances in an impartial and objective manner.
6. To maintain confidentiality of information to ensure the proper conduct of its procedures and to preserve the safety of the members of the committee.
7. To document and classify the complaints and grievances received by the committee according to their colleges, departments and subjects.
8. To prepare meeting minutes and detailed reports including appropriate recommendations for dealing with complaints and grievances.
9. To submit the meeting minutes of the committee with its recommendations to the President of the University.
10. To refer complaints of a criminal or penal nature to the competent authorities.

Article (7)

The University Deputyship for Educational Affairs shall have the right to evaluate these rules from time to time, submit proposals for amendments, deletions and additions to the university council, and shall have the right to interpret any of their items in a manner that does not contradict their content.

Article (8) Objectives of the Committee

The objectives of setting up the committee are as follows:

- Continuous improvement of the quality of services provided to faculty members.
- Contributing to the development of the academic and administrative work environment.
- Preserving and retaining the distinguished faculty members.
- Achieving the principle of transparency and justice through a clear-work mechanism that shows the procedural steps followed in the process of submitting complaints and grievances of faculty members.
- Identifying the concerns and difficulties faced by faculty members and working to overcome them.

Article (9) Criteria and principles governing the work of the Committee

- Experience and competence in handling grievances and complaints.
- All the complaints or grievances, all documents relating to the complaints and grievances of faculty members and all deliberations held by the committee shall be considered confidential and shall be disclosed only to eligible persons who have the right to access to information according to the nature of their roles in the process of addressing such complaints or grievances.
- The Committee shall meet periodically every week to consider complaints and grievances.
- Objectivity and impartiality in considering complaints and grievances.
- Adoption of the Higher Education Council system, the executive regulations applicable to the employment of non-Saudis in universities, and the regulation governing the affairs of Saudi university faculty employees and their equivalents.
- Ensuring that the complaint or grievance doesn't cause any harm to the committee members.
- The committee shall have access to any of the documents related to the complaint or grievance.
- Prompt settlement of a complaint, depending upon the nature.

Article (10) Reasons for Grievance or Complaint

- Grievance against an administrative decision regarding any of the faculty member's rights guaranteed by the executive regulations.
- Complaint against another faculty member.
- Grievance against an academic decision concerning scientific research or academic promotions.
- Complaint against financial decision regarding financial rights.
- Issuance of an unfair approved decision by the competent authority against the faculty member who does not achieve balance with his/her peers, or that does not restores his/her rights.

Article (11) Means of filing complaints and grievances

- Through the electronic system (TAWASUL).
- Face to face meeting with the higher administration.
- Meeting the head of the department.
- Through the university website complaints and suggestions system or through the employee corner.
- Emailing the Deanship of Development and Quality.

Article (12) Procedural steps for filing a complaint and grievance

- The Deanship of Development and Quality shall follow-up on providing colleges and departments with complaints or grievance forms.
- The complainant or grievance submitter fills in all the required data in the complaint or grievance form, according to the means used for that. He/she can also submit the complaint to the Head of the department where the latter submits the complaint officially to the committee through the Dean of the college. The committee member delegated from the Deanship of Development and Quality collects complaints and grievances from the boxes allocated for this purpose.
- Members of the committee shall sort the complaints and grievances by colleges, departments, complaint or grievance type, and compile them into a special register called the register of complaints and grievances.
- The committee shall consider the complaint or grievance, study its subject, and verify the causes by means that ensures finding the facts. The committee shall also propose the appropriate recommendations to the President of the University, whereby the complaint is rejected in case the required data in the complaint or grievance form is incomplete and not saved.

Acceptance of the subject of the complaint or grievance:

- Rejecting the complainant if it is not proved to be true and taking the necessary measures against the complainant if they complain again. The complaint should be saved.
- Referring the procedures for handling complaints or grievances to the competent college or department in-house, or referring it to the competent authorities if it is a crime.

The committee responds to the complaint by sending a written statement that includes:

First, the statement states that the complaint is received, including the complaint number, date of receipt, the complainant's data, and the complaint or grievance data.

Second, the written statement, that is sent within three days of the date of receipt and in case the subject of the complaint is accepted to be considered, includes the committee decision(s). The complainant is notified to follow-up the complaint or grievance if it requires a longer period of time to be handled. Reasons for such decisions are to be clear. Then, the complainant has the right to appeal its decision within one week of receipt of the committee's decision.

Using a follow-up complaint or grievance form, the committee follows up on complaints and grievances.

The received complaints are to be archived in paper and electronic form by the committee. A copy of the complaints shall be kept at the Deanship of Development and Quality for documentation purposes and to be used as an indicator in the evaluation of institutional performance.

The mechanism is reviewed and measured periodically.

Article (13) Documents Required to Consider the Complaint or Grievance:

Complaint or grievance form (attached)

Any supporting documents

Complaint or grievance follow-up form

Article (14)

These executive rules shall be effective from the date of their approval by the University President.

Complaint or Grievance Form

Complaint or Grievance Date	
Complainant's Data	
Name	
Department	
College	
Academic Title	
Administrative Work	
Mobile	
Email	
Complaint or Grievance Data	
Is your complaint against another one?	___ Yes. ___ No.
If yes: Who is he/she? What is his job title? Add the details.	
Complaint Details	
Kindly provide as many details as possible. If there is no space for the details, you can write on a separate sheet.	
What effect does the complaint or grievance have on you?	
Have you ever had the same problem before?	___ Yes. ___ No.
If yes, write the details.	
Have you ever tried to solve the problem?	___ Yes. ___ No.
If yes, write what you did.	
Other information	
Would you like to add any other information?	___ Yes. ___ No.
If yes, write the details.	
Signature	

After filling the form, send it through Tawasul or to the e-mail of the Deanship of Development and Quality.

Employees' Complaints and Grievances

Objectives of the guide

- Clarifying the procedures of grievance for all concerned people and adhering to law enforcement.
- Finding channels of communication, enabling employees to express their viewpoints and opinions in any action or decision that may affect the work environment, and maintaining effective and fair communication relations between the government entity and its employees.
- Achieving justice, job satisfaction, and stability of the legal conditions of the employees.
- Clarifying the rules and procedures for regulating the employees' right to submit a complaint as a result of a violation of one of their employment rights.

Reasons for grievance or complaint

The employee may submit a written grievance or complaint in any of the following cases:

- Administrative penalties imposed on him or any other administrative procedural decisions issued against him, including the results of performance evaluation, within a period not exceeding ten (10) working days from the date of his certain knowledge of the penalty decision or administrative procedure issued against him.
- Exposure to any pressure, coercion, or unlawful request from any employee, whether superior, colleague, or subordinate, to act illegally, or to do or refrain from doing a certain work or remuneration, that would constitute a violation of the employee's duties related to integrity and confidentiality.

Grievance and complaint procedures and their implementation mechanism

There are a number of steps for making grievances. They are as follows:

Procedures for the complainant

Fill in Form No. (1): A form for submitting a grievance or complaint to the Human Resources Department or the concerned authority and attaching a copy of the documents supporting his grievance, provided that this is done within two weeks from the date of his notification of the decision or the disposition of the grievance.

Procedures for the Deanship of Human Resources or the concerned authority

Transferring the form to the concerned authority to discuss the grievance and trying to find appropriate solutions internally, or transferring it directly to the Grievances and Complaints Committee within a period of two weeks from the date of submitting the grievance.

Sending Form No. (1) and the attachments and Form No. (2) to the Grievance Committee via the e-mail designated for this.

Procedures for the Grievance Committee

- Considering the grievances submitted by university employees, provided that this committee takes its decisions by an absolute majority.
- Deciding on the subject of the grievance within a period not exceeding ten (10) working days from the date the committee received the grievance.
- Notifying the employee of the decision of the Grievance Committee within a period not exceeding three working days from the date of the decision being issued.
- The Grievance Committee issues its decisions and submits a copy of it to the concerned authority for notification. The employee may, within ten (10) working days from the date of his being notified of the administrative decision issued against him, submit a signed written objection to the Grievance Committee and attach with it the grievance decision in accordance with the provisions and procedures contained in the decision to establish the Grievance Committee.

Procedures for the Grievance Committee

- The committee reporter shall notify the committee chairman of the grievance to review it in advance before transferring it again to the reporter to set the meeting date and inform the committee of the meeting date at least one week before.
- The committee shall conduct a meeting to consider and decide on the grievance.
- If the committee finds that the grievance does not fall within its concern or that it does not meet the conditions required for its acceptance, the committee shall issue a reasoned decision of lack of jurisdiction, non-acceptance of the grievance or rejection, as the case may be, and the complainant should be informed of the decision through the Deanship of Human Resources or the concerned authority.
- The committee issues its decisions on the grounds of majority of its present members, provided that the chairman or whomever he authorizes is one of them. In case the votes are equal, the side of the committee chairman shall prevail.
- The committee's deliberations are confidential and its decisions on the grievance are issued within a period not exceeding thirty days from the date the grievance is transferred to it.
- The member who violates the committee's decision may record his objection in written form in the meeting minutes.
- The committee's decisions are recorded in serial numbers and signed by the committee chairman and other members.
- If the committee finds, upon checking any of the grievances, a criminal offense, it shall transfer the grievance and all its attachments to the concerned authorities and it may decide either to complete the procedures for the administrative part of the grievance or to stop it, whichever is more appropriate according to the committee's evaluation.
- The committee reporter shall transfer the committee's decision to the Deanship of Human Resources or the concerned authority.

Further Procedures for the Grievance Committee

- Receiving the decision issued by the Grievance Committee.
- Keeping a copy of the decision in the grievance file.
- Sending a copy of the decision officially to the employer and the complainant.

Procedures for the complainant's employer

- Receiving the decision issued by the Grievance Committee.
- The complainant's employer is obligated to implement the decision issued by the Grievance Committee.

Procedures for the Deanship of Human Resources or the concerned authority

Follow-up on the implementation of the decisions issued by the Grievance Committee at the grievance's employer.

Complaint forms

نموذج (١)	 	المملكة العربية السعودية
التاريخ:		وزارة التعليم
المرفقات:		جامعة بيشة اللجنة العليا للتظلمات والشكاوى

نموذج (١)

نموذج تقديم التظلم او الشكوى

رقم التظلم	
تاريخ تقديم الشكوى أو التظلم: هـ / /	
بيانات مقدم الشكوى أو التظلم	
الاسم رباعيا:	
الرقم الوظيفي:	
المسمى الوظيفي:	
الإدارة/القسم	
تاريخ التعيين/التعاقد هـ / /	
رقم الجوال:	
البريد الإلكتروني:	
بيانات الشكوى أو التظلم	
هل شكواك عن شخص آخر؟	<input type="checkbox"/> نعم <input type="checkbox"/> لا
إذا كانت الإجابة بنعم، حدد الشخص أو المسمى الوظيفي له وطبيعة ارتباطك به:	
تفاصيل الشكوى أو التظلم	
يرجى تقديم أكبر قدر ممكن من التفاصيل -على سبيل المثال، ما الذي حدث، ومتى (أكتب التاريخ) ومن كان هناك وما إلى ذلك. إذا كنت تحتاج إلى مساحة أكبر، فيرجى إرفاق صفحات إضافية.	
أقرأ أنا الموظف/الموظفة على صحة البيانات المسجلة	
اسم مقدم الشكوى أو التظلم	توقيع مقدم الشكوى أو التظلم
.....	

نموذج (٢)

التاريخ:

المرفقات:



المملكة العربية السعودية

وزارة التعليم

جامعة بيشة

اللجنة العليا للتظلمات والشكاوى

نموذج (٢)

نموذج تقديم التظلم او الشكوى

اللجنة العليا للتظلمات				
استمارة البيانات الشخصية نموذج (٢)				
	الرقم الوظيفي		الاسم	
	القسم		الإدارة/الكلية	
	تاريخ التعيين		المسمى الوظيفي	
			المسؤول المباشر	
المؤهلات العلمية				
م	المؤهل	التخصص	اسم الجهة	سنة التخرج
الترقيات او تعديل الوضع خلال ثلاث سنوات				
.....				
.....				
.....				
.....				
الجزاءات خلال ثلاث سنوات				
.....				
.....				
.....				
.....				
رأي الموارد البشرية حول التظلم				
.....				
.....				
.....				
.....				
	الاسم		المسمى الوظيفي	
	التاريخ	١٤...../...../..... هـ	التوقيع	

Students' Complaints And Grievances

Introduction

Considering students as the focus of the educational process, University of Bisha has prepared guidelines for students that include things that interest them in the educational process and support services, and a group of sub-guidelines emerges from it. To be a guide to a student means informing him of his rights and duties, and introducing him to the regular and legal methods according to the university regulations, laws, and customs that he must follow to obtain his rights and remove injustice against him.

Preface

The academic complaint or grievance related to academic matters includes admission, grades, academic suspension, misrepresentation, plagiarism, deliberate falsification of information, submission of work prepared for one course in another course, in addition to copyright infringement. Non-academic complaints also include but are not limited to harassment (verbal or physical), intimidation, disruptive and abusive behavior on campus, fines or fees, exclusion from using a service, discrimination, access to records, and policy violations.

University of Bisha pursues a fair policy in dealing with its students and their relations with administrators, faculty members, employees, or other members of the university community, aiming to establish and implement academic or non-academic student grievance policies and procedures. To achieve this, the Student Rights Protection Unit was established.

The Standing Committee for Students' Rights

The regulations governing the work of students' rights committees at University of Bisha in the University Council approved the formation of the permanent committee for students' rights at the university level, in addition to the formation of sub-committees for students' rights in colleges. By establishing these committees, the university aims to:

- Achieve a homogeneous university community in which the spirit of mutual cooperation prevails.
- Adopt the principles of justice and fairness as a basic pillar in building an ideal society within the university and supporting the rights of students on bases that are compatible with the applicable rules and regulations.
- Provide necessary advice to students and inform them of their university rights as also how to obtain these rights by resorting to regular and official channels within the university's framework of the applicable rules and regulations.

First: The Standing Committee for Students' Rights

The permanent committee for students' rights at the university is formed by a decision of the university president for a renewable two-year period which consists of:

- The Vice Dean of the College of Arts as the chair of the committee.
- A faculty member from the Department of Islamic Studies as Vice-President.
- Vice Dean of Admission and Registration.
- Vice Dean of Postgraduate Studies.
- Member of the legal department.
- Two faculty members in the colleges of the university in the female section.
- The committee may seek the assistance of whomever it deems appropriate to perform its duties.

The Committee Work Mechanism:

The meeting of the Standing Committee shall be continuous to carry out the administrative and technical tasks, and it shall be concerned with examining and investigating the grievances received within a maximum period of (15 days) from the date of receiving the grievance. It considers the following:

- Students' grievances referred by the university president.
- Students' grievances that the sub-committees did not fail to address within the legal period.
- Students' grievances against the decisions issued by the sub-committees.
- Students' grievances that the sub-committees consider to be referred to the Standing Committee for any reason.
- Resignation or lack of jurisdiction.

The Standing Committee also discusses the complaints and grievances referred to it by the President of the University. These complaints or grievances shall enjoy privacy and confidentiality. The Standing Committee has the right to issue its recommendation and refer the complaining student to a disciplinary committee if the complaint has been proved to be malicious. In this case the student will be punished according to the university rules and regulations. After completing the investigation, the Standing Committee issues its recommendation regarding complaints and observations that are of serious nature within 30 days from the date of their submission or from the date of referral.

These recommendations are presented to the President of the University for approval or for taking the appropriate decision. The President of the University may present the decision to the University Council for approval, in the cases stipulated by law in this regard. The decision of the President of the University or the University Council is final and cannot be grieved against. The decision shall be announced to the concerned parties.

Second: The Subcommittees

The Subcommittee members:

A sub-committee is established at the headquarters of each college affiliated with the university. It is established by a decision issued every academic year by the College Council. It consists of three faculty members, one of whom holds an administrative position in the college. A similar committee is formed in the female section.

The work of the subcommittee:

It specializes in receiving complaints and grievances submitted by students (Form 2) regarding any academic problems, even if the complaint is against a faculty member, and the complaint or grievance is submitted according to the form prepared for this purpose.

Dismissal of the complaint:

The complaint or grievance shall be decided within a maximum period of 15 days from the date of submitting the complaint. The decision issued by the subcommittee shall not become effective except from the date of its approval by the competent authority, in accordance with the rules and regulations. The decision shall be announced to the concerned parties which shall be subject to appeal within 15 days from the date of the decision's announcement. Filing the grievance before the permanent committee at the university (Form 1).

Settlement of Grievances and Complaints

Informal Settlement Method:

First of all, the student should try hard to resolve his dispute amicably and informally at the earliest available opportunity, and discuss this with the concerned faculty member as soon as he is aware of the matter. In the event that a satisfactory solution is not reached between the student and the faculty member, the student should raise his grievance to the Head of the department to which the faculty member belongs. If the dispute is not resolved, he must file it and discuss it with the Dean of the college. During these informal discussions, the Head of the department or the Dean of the faculty to which the faculty member belongs is supposed to be a mediator to resolve the dispute. They are allowed to talk with the student and the faculty member (one of them or both) individually or bilaterally, and to consider any evidence or documents they wish by both parties of the dispute to submit it. But if his grievance is against either the Head of the department or the Dean of the college, then the discussion takes place with the one who has a higher administrative rank than them.

Obliging the student to resolve the dispute in the afore-mentioned informal way is contrary to the regulations and involves a kind of pressure on the male or female student to waive his right guaranteed by the laws and regulations in force in the Kingdom and guaranteed by the true Sharia.

The Formal Settlement Method:



The male/female student must abide by several procedures and controls when submitting his/her complaint, namely:

- To submit complaint to the headquarters of the sub-committee formed within his/her college, even if the complaint is against a faculty member seconded from another college to teach one or more courses for students at the college in which the complaint is submitted.
- The complaint must be submitted within thirty days from the date of the occurrence of the incident in question, whatever this incident may be, for example: announcing the result of an exam, verbal, or deed assault on the student
 - preventing the student from using one of his rights contained in the university student's rights and obligations document ... etc.
- The student may not file his complaint after thirty days have passed from the date of the occurrence of the incident subject of the complaint, nor may he file more than one complaint about the same incident.
- To fill out the form prepared for the complaint and complete all the data contained therein with the necessary accuracy and clarity, and in a short manner that does not prejudice the content (Form of grievance to the sub-committee, 2).
- The forms are available on the university's website and can be dealt with electronically.
- To submit the complaint form after completing it to the secretary of the committee and receive a receipt indicating the delivery of the complaint and its registration in the committee's record (Form 3, 4).
- Follow-up of the student with his/her complaint and what was done therein for a period of thirty days, starting from the date of submitting the complaint, by reviewing and asking the committee's secretary at the headquarters designated for that.
- In the case that the sub-committee's decision about the complaint is not issued within the legal period specified for thirty days, the complainant may apply to the Standing Committee with a request to consider and investigate the subject of his complaint, using the form prepared for this purpose (Form 1).
- A member of the student's choice is appointed, and if this is not possible, the secretariat of the Standing Committee determines the member to help the student defend himself before the committee.

- The student may complain about the decision issued by the sub-committee in two cases:
 - **The first case:** Issuance of a decision to save or reject the complaint.
 - **The second case:** Issuance of a decision approved by the authority that does not fulfill the desire of the requester or does not restore to him all his rights that he claims in his complaint.
- The grievance shall be before the Standing Committee, which is located at the Deanship of Student Affairs at the university administration, within fifteen days starting from the date of the student's signature with knowledge and review of the decision issued by the sub-committee. To submit the grievance, the student shall fill out and complete the form designed for it at permanent committee's headquarter, and shall receive a receipt from the secretary of this committee that indicates of the grievance.

There are five Forms students can use for Grievance and Complaints. They are as follow:

Form 1

الرقم:		المملكة العربية السعودية
التاريخ:		وزارة التعليم
المرفقات:		جامعة بيشة
		
		اللجنة الدائمة لحقوق الطلاب

نموذج تظلم إلى اللجنة الدائمة (نموذج ١)

بتاريخ/...../١٤ هـ

من الطالب/ة:.....الكلية:.....

الرقم الجامعي:..... رقم الجوال:.....

ضد المتظلم منه:..... وظيفته:..... جهته:.....

العرض

عرض ابتدائي

عرض استئنافي

تقدمت إلى اللجنة الفرعية بكليةبتاريخ...../...../١٤ هـ

الايصال (.....)

بشأن.....

وصدر بتاريخ...../...../١٤ هـ قرار اللجنة الفرعية بـ.....

أسباب التظلم وإثباتاته:

.....

.....

تعهد

أتعهد أنا الطالب(ة):..... بأن كافة البيانات الواردة بهذا التظلم صحيحة وعلى مسؤوليتي الشخصية ولأنها لا يقصد بها الكيد أو النبيل من سمعة المتظلم منه، وأنه في حال ثبوت عكس ذلك فإنني سأكون معرضاً للتأديب وفق ما جاء في لائحة تأديب طلاب الجامعة.



تحريراً في/...../١٤ هـ

التوقيع:.....

الطالب/الطالبة:.....

نموذج رقم (١)

Form 2

الرقم:		المملكة العربية السعودية وزارة التعليم
التاريخ:		جامعة بيشة كلية:
المرفقات:	 	اللجنة الفرعية للحقوق الطلابية

نموذج تظلم إلى اللجنة الفرعية للحقوق الطلابية بكلية:

من الطالب/ة: بتاريخ/...../..... هـ ١٤

الرقم الجامعي: رقم الجوال:

ضد المتظلم منه: وظيفته: جهته:

العرض

.....

.....

.....

.....

تاريخ حدوث الواقعة محل التظلم:/...../..... هـ ١٤

ملخص موضوع التظلم:

الاثباتات:

تعهد

أتعهد أنا الطالب(ة): بأن كافة البيانات الواردة بهذا التظلم صحيحة وعلى مسؤوليتي الشخصية ولأنها لا يقصد بها الكيد أو النيبيل من سمعة المتظلم منه، وأنه في حال ثبوت عكس ذلك فإنني سأكون معرضاً للتأديب وفق ما جاء في لائحة تأديب طلاب الجامعة.



تحريراً في/...../..... هـ ١٤

التوقيع:



الطالب/الطالبة:

نموذج رقم (٢)

Form 3

الرقم:			المملكة العربية السعودية
التاريخ:			وزارة التعليم
المرفقات:			جامعة بيشة
			اللجنة الدائمة للحقوق الطلابية
<u>إيصال استلام</u>			
بتاريخ/...../ ١٤ هـ			
استلمت أنا:..... بتاريخ...../...../ ١٤ هـ			
سكرتير /سكرتيرة اللجنة:			
تظلم مقدم من الطالب/الطالبة:			
من كلية:..... الرقم الجامعي:.....			
وقيد التظلم برقم (.....)			
المرفقات:			
..... ١			
..... ٢			
..... ٣			
..... ٤			
..... ٥			
المستلم			
..... الاسم:			
..... التوقيع:			
نموذج رقم (٣)			

Form 4

الرقم:		المملكة العربية السعودية وزارة التعليم جامعة بيشة كلية:
التاريخ:		اللجنة الفرعية للحقوق الطلابية
المرفقات:		

إيصال استلام

بتاريخ/...../..... هـ ١٤

استلمت أنا:..... بتاريخ/...../..... هـ ١٤

سكرتير /سكرتيرة اللجنة:

تظلم مقدم من الطالب/الطالبة:

من كلية:..... الرقم الجامعي:.....

وقيد التظلم برقم (.....)

المرفقات:

١.
٢.
٣.
٤.
٥.

*تنبيه: يحق للطالب تقديم التظلم إلى اللجنة الدائمة للحقوق الطلابية بالجامعة بعد مرور (١٥) يوماً من تقديمه إلى اللجنة الفرعية بالكلية إذا لم يصدر قرار في تظلمه خلال تلك المدة.



المستلم

الاسم:.....

التوقيع:.....

نموذج رقم (٤)

Form 5

الرقم:		المملكة العربية السعودية وزارة التعليم جامعة بيشة كلية:..... اللجنة الفرعية للحقوق الطلابية
التاريخ:		
المرفقات:		

إيصال استلام قرار اللجنة الفرعية للحقوق الطلابية

استلمت أنا:..... الرقم الجامعي:.....

القرار الصادر من اللجنة الفرعية رقم:..... وتاريخ:...../...../..... هـ بشأن التظلم المرفوعة مني
ضد..... بتاريخ:...../...../..... هـ.

سكرتير /سكرتيرة اللجنة:

الاسم:.....

التاريخ:.....

وقيد بالقرار برقم (.....).

المرفقات:

..... ١

..... ٢

..... ٣

..... ٤

..... ٥

المستلم

الاسم:.....

التوقيع:.....

*تنبيه: يحق للطالب تقديم التظلم إلى اللجنة الدائمة للحقوق الطلابية بالجامعة لتظلم من قرار اللجنة الفرعية وذلك خلال (١٥) يوما من استلامه القرار.

نموذج رقم (٥)

www.UB.edu.sa

ندو مجتمع معرفي مبدع
Towards a creative, knowledge
based community