



عمادة التعليم الإلكتروني والتعلم عن بعد  
Deanship of E-Learning & Distance Learning

جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



# TEBx

## Policies



## TEB<sub>x</sub> POLICIES

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## ARTICLE 1: TERMINOLOGY

The following words, wherever they are, shall have the following definition:

- **Platform:** TEBx platform. And all affiliated sites.
- **User:** The person who registered on the platform.
- **Instructor:** The Provider of educational activities provided on the platform.
- **Author:** The author of educational content for the platform under a contract signed between the two parties.
- **Speaker in Educational Activities:** The person who is invited by the Scientific Committee for delivering a speech or seminar on the platform.
- **Educational Activities:** All educational activities, videos, files, pictures, discussions, etc., as part of a course or a training workshop or as a stand-alone resource on the platform.
- **Additional Services:** Any subsequent service for a particular educational activity, for example: certificates of completion of an educational activity, requesting a hard copy of the educational activity, request for educational review, and other additional services.
- **Practical Committee:** a specialized committee to review and evaluate the content and supervise the matters of the administrative and technical platform whose members are accredited by the university Rector.
- **Educational Activity Availability:** The length of time that the user is allowed to access the educational activities which were previously recorded in the platform.
- **Hosted Educational Activity:** Educational activity which is developed by a third party and be in one of the following forms:
  - Scientific activity translated into Arabic, English or vice versa.
  - Hosting an educational activity that is fully developed by third parties.

## ARTICLE 2: POLICIES AND GENERAL FRAMEWORKS.

- The provided Content on the platform is not a substitute for specialized medical advice. Users of the platform should always seek advice on health problems from a qualified physician or healthcare provider.
- All content is carefully prepared and displayed by an expert in the field who will be responsible for updating and validating information.
- The platform is not responsible for any errors or delays in the contents which are displayed within the educational activities.
- The platform reserves the right to cancel, stop, reschedule, delay or change the educational activity or modify any service without prior notice.
- Disclaimer: Some provided or accessed content through the platform may contain the names of specific doctors, health care providers, service providers or medical products. The platform does not recommend or endorse any particular treatment, doctor, product, healthcare provider, procedures, opinions, examinations or other information that may be mentioned.
- Inappropriate Content: Content provided or accessed through the platform includes medical and health contents, including but not limited to surgical footage. Some users may find this material annoying. The contents of the platform are always accessed at the user's own responsibility.
- Any maintenance work on the platform that affects the availability of users is periodically announced in advance.
- Sometimes scheduled maintenance and problems beyond the control of the platform may cause the platform to be temporarily unavailable.
- If the platform is shut down for compelling reasons, the platform guarantees the users' financial rights of financial refunds on a case-by-case basis.
- The platform has the right to sue any party or person causing damage resulting from the use of the platform incorrectly for the purpose of damage. (For example, attempting illegally to obtain protected information for users from within the platform) including any liability or expense arising from all claims, losses, damages and attorneys' fees in all types and forms.
- User's account that is not compliant with platform systems will be suspended.

## **ARTICLE 3: REGISTRATION AND CONFIRMATION.**

- Registration is available to all users whether they are health practitioners or individuals.
- Educational activities on the platform are available in Arabic or English.
- Each user in the platform has a username that distinguishes it from other users
- Username is visible within the platform to other users, especially in discussions and forums.
- Each educational activity has different registration requirements that are displayed on the platform's activity page, in a way that does not conflict with the general policies of the platform.
- All educational activities are shown on the platform and users can attend them.

### **Confirmation of enrollment in the educational activity:**

- Each educational activity on the platform can have a different way of confirming enrollment in a way that does not conflict with the general policies of the platform.
- The method of confirming the enrollment of the activity is shown on the page of each activity.
- In all cases, an e-mail message will be sent to each registrar stating whether his enrollment has been approved.
- The enrollment of any user in any activity that did not comply with the enrollment conditions will be canceled.

### **Subject to the confirmation of enrollment, some educational activities may have preconditions before confirming enrollment in the activity such as:**

- Admission test.
- Language: In case the educational activity is in English the applicant must be proficient in English.
- Experience: Some educational activities may require some years of experience or specialized skills.
- The admission test can be paid or free of charge.
- Other conditions approved by the competent committees.

## ARTICLE 4: FINANCIAL POLICIES.

### General frameworks:

- The Scientific Committee shall decide on fees for educational activities and additional services as it deems appropriate.
- The platform reserves the right to deny access to any educational activity or service if fees are not paid.
- Each educational activity fees are different from the other.
- Payment of fees, if any, shall be made in advance before enrollment in any educational activity or prior to requesting additional service.
- Certificate of completion (if available in educational activities), the financial fee is specified in the policy of educational activity.
- Some educational activities can be at a reduced fee for students of Imam Abdulrahman bin Faisal University.
- The platform has the right to modify or add any financial policy it deems appropriate without any prior notice.

### Enrollment in paid educational activities that are available on the platform:

- There is a one-time subscription fee for each educational activity that has been registered in.

### Financial Refund:

- There is no refund, but each educational activity is provided part of the content for free access, before registration. Fees are not refundable after registration.

### Educational Activity Availability:

- The educational activity will remain available for a period similar to the estimated duration of the educational activity.
- (Example: 7-day course, after 7 days, the user is allowed an additional 7 days to see the contents of the course).
- The estimated duration of the educational activity is determined for each educational activity separately according to the activity policy.
- The availability period can be extended for a fee.

## ARTICLE 5: USERS-RELATED POLICIES

- Each user is obliged to provide all the required information from him accurately and completely updated.
- Each user has the right to keep only one user account and not allow anyone else to use their username or password.
- The User is committed not to disclose or share his User Account with any third party.
- Each user must acknowledge all external sources used in any of the works required of him as part of his interaction on the platform and educational activities on it.
- The user must rely solely on his / her own work for all tasks, duties and tests (unless cooperation is expressly permitted).

### Tasks / Assignments

- All assignments are submitted electronically unless something else is specified in the description of the educational activity, and all assignments must be submitted ahead of time or upon requesting a special permission from the instructor to extend the submission date of the educational activity.
- Delayed or undelivered tasks affect the final grade, and the instructor determines the impact of the educational activity on the grade.
- No user is allowed to engage in any activity that could lead to incorrect or fraudulent improvement of the results within the platform. It is prohibited to use or attempt to access any other user's account or misrepresent or attempt to misrepresent the user's identity while using the platform.

### Technical skills

The user is expected to have technical skills such as:

- Communicate via email including sending attachments.
- Use a discussion board and upload tasks to the platform.
- Upload and download files on various electronic platforms
- Use Microsoft Office applications (or similar) to create documents.

### The user adheres to the following controls:

- Respect the privacy of other users in the platform and do not communicate with them inside the platform on a personal basis.
- Scientific Integrity (not cheating) in any homework or exams for educational activities.
- **Do not publish any test materials related to educational activities online or any other medium.\***
- Do not share solutions to assignments or tests with other users.
- Inform the instructor in case of any unacceptable practices or non-compliance with the terms of use by other users.

### Content Sharing

- User may not post, download, transmit or make available any content related to educational activities online or by any other means.
- The content of the platform may not be reused without a written consent.

### Scientific Integrity

- In case of any cheating or use of other ideas or actions without citations. There will be a significant impact on the final grade of the user, or any other appropriate action chosen by the scientific activity instructor.

### Privacy Policy

- The platform has the right to request additional personal information from the user until the completion of registration in educational activities or to provide any of its services while maintaining the privacy of the user.

### Participation and Downloading Educational activities

- Downloadable material is allowed if download option is available from within the educational activities while it does not conflict with the terms of the User Agreement herein and according to the policy of each activity.
- Users are allowed to upload any file or video or any scientific material as required by each scientific activity with the need to attach sources and references for each file.
- The user is responsible for obtaining permission to publish from the owners of files, videos or other, if necessary.



## Participation and Downloading Educational activities

- Each user is responsible for taking into account the privacy of patients mainly if the files that he wants to participate in the scientific activity of a medical nature related to the files of patients or their health. In the event of non-compliance, the Platform assumes no responsibility.
- The user is responsible for all opinions and writings issued by him or guaranteed in the platform or forwarding to it with links and the platform has the power to delete it as it deems appropriate.

## Email Policy

- Communication is allowed between the user and the instructor through e-mail so that:
  - The e-mail must contain: "Educational Activity Title - Department - Student Name - Subject".
- The instructor is obliged to respond to the e-mail that contains the queries of registered users in the educational activity within 48 hours, or according to the policy of each educational activity.

## Changing grades

- The learner has the right to send a request to review his / her grade in any educational activity. Final scores will be changed in exceptional circumstances as determined by the Scientific Committee and the Instructor.

## **ARTICLE 6: POLICIES THAT ARE RELATED TO SPEAKERS IN EDUCATIONAL ACTIVITIES**

### **Speaker Selection Criteria**

- The Scientific Committee and its related sub-committees identify the most important health or awareness topics of interest for submission to the platform.
- The Scientific Committee nominates a group of names with expertise in these topics and fields, both inside and outside the Kingdom.
- The Scientific Committee shall determine the method of invitation and cooperation with the speaker, whether through contracts or what it deems appropriate.
- The scientific committee and its related sub-committees shall review the educational content of the speaker before publishing it on the platform.
- Content authoring contracts for the platform will include additional terms and details and are part of the speaker selection policies.
- Special contracts are to be signed between the platform representative with the content author / speaker in the educational activity.

### **Policies and Criteria of Evaluating Speakers in Educational Activities:**

- Each educational activity is recorded in video format for documentation and review (if possible).
- The Committee reviews the reports of the educational activity (such as reports of the interaction of users of the platform with the educational activity - the number of attendees - active participants, etc.) and evaluation of what was done after the end of the educational activity.

### **The received evaluation from the following parties will also be taken in consideration:**

#### **Users:**

- Users or attendees are given an opportunity to evaluate the speakers through a questionnaire covering aspects such as: evaluation of the smoothness, clarity and presentation of the instructor, covering all aspects and themes of the educational activity.

#### **Organizers of the educational program:**

- The organizers, developers and staff of the platform are given an opportunity to evaluate the speaker in terms of time commitment and provision of educational material in the required formats.
- A copy of the attendance assessment results of the tutorial can be sent to the speaker upon request.
- All of the above are used to improve internal procedures, assessment criteria and future speaker selection mechanism.

## **ARTICLE 7: POLICIES RELATED TO TRANSLATED OR HOSTED EDUCATIONAL ACTIVITIES**

### **General frameworks:**

- Cooperation with the relevant authorities to host their content and appropriate educational activities could be done in two main ways:
  - Translation
  - Hosting an educational activity.
- The Scientific Committee promotes educational activities that it considers important to translate or host.
- The Scientific Committee or its delegate shall communicate with the owners of the educational activity that needs be translated or hosted and coordinate with them, Whether inside or outside the Kingdom.
- Translated or hosted activity is subject to platform's fees policy.
- If the educational activity, that needs to be translated or hosted, is paid, the financial rights should be detailed in a separate contract and the contract is considered part of the platform policies and the platform policies will be applied to its signatories.
- Ownership and usage rights for the translated or hosted educational activities are detailed in a separate agreement in each case separately, and in a manner that does not conflict with the general policies of the platform.
- The owner of the scientific activity that needs to be translated or hosted remains solely responsible for the correctness of the content and property rights and obtaining the necessary legal approvals. The role of the platform is limited to translating and / or hosting the original scientific material to suit its needs.

## ARTICLE 8: INTELLECTUAL PROPERTY RIGHTS AND USAGE RIGHTS

### General frameworks:

- Contracts signed by the platform (and its representative) fall under its policy and apply to it and to the signatories of the stated policies. Contracts include, but are not limited to:
  - Content authoring contracts.
  - Contracts for hosting an externally developed educational activity.
  - Contracts for the translation of external content.
  - Any other future contracts.
- The laws of the Kingdom of Saudi Arabia shall be the reference for settling disputes in intellectual property rights or other disputes between all parties.
- Educational activities and materials that result from user interaction with the platform (eg discussions, questions and answers, live lectures and interaction, etc.) are the property of the platform and can be used as it deems appropriate in its work (such as marketing the platform or others) and without prejudice to the rights of users and protect their privacy that is contained here.
- Each user of the platform remains responsible for intellectual property rights before uploading any content on the platform and for what he/she publishes within the platform.
- The platform is not responsible and does not bind any third party to any breach by the users of the platform related to property rights.
- Prior written consent must be taken from the platform first before using any of the content available through the platform.
- In case of any errors or observations on the content, the Scientific Committee considers the best suitable way to communicate with the author or the owner of the scientific activity and subsequent procedures.

### Disclaimer Policy:

- The information on this platform has been carefully reviewed and regularly updated. However, no guarantee can be given that the information is up to date or complete. This also applies to all links pointing to other sites directly and indirectly within the platform. The platform and its committees reserve all rights to complete, delete or change any data without prior notice.

## **ARTICLE 9: POLICIES OF PLATFORM'S COMPLETE SHUT DOWN**

- **The platform is completely shut down according to the public interest decided by the platform committee.**

Incidence that could completely shut down the platform (but not limited to):

- Providing technical alternative or other solutions that the platform or the entity that it represents considers them more appropriate.
- Natural conditions and disasters.
- Economic feasibility (high costs of providing the service in a manner not compatible with the objectives of the platform, etc.).
- Compelling technical problems.
- Any other reasons.

While maintaining the user's financial rights provided in the platform policies, which deal with each case separately, the user is bound and acknowledges the following:

- The platform or its representative may, at its sole discretion and without any prior notice, close or discontinue access to this platform and delete any files, discussions or data held on the platform and any other information posted by the user, and without providing any justification or compensation to any party.
- In the event of the suspension of the platform, the certificates issued by them (such as the completion certificate) retain their moral value and are recognized by the entities that have already approved them.
- Suspension may include technical support of the platform or any related services.
- The Platform shall not be liable for any loss or damage arising directly or indirectly from any use of the Platform or the Service or any information or content contained therein.
- The platform has the right to modify these terms and conditions and any policies that it adopts from time to time, and the modified terms, conditions and policies apply to all users automatically once published on this site.