

QU

Saudi Arabia

Qassim
University



جامعة القصيم

Student Handbook

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Prepared by

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www.qu.edu.sa



**Custodian of the two Holy Mosques King Abdullah bin Abdul-Aziz Al
Saud May Allah Protect him**



**His Royal Highness Prince Salman bin Abdul-Aziz Al Saud, Crown
Prince and Minister of Defense May Allah Protect him**



His Excellency Minister of Higher Education

Dr. Khalid bin Mohammad Al Anqari May Allah Protect him



His Excellency Deputy Minister of Higher Education

Dr. Ahmed bin Mohammad Al Saif May Allah Protect him

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Preface

Qassim University is proud to present the student directory of 2012. This directory has been published by the University Vice Presidency of Planning, Development and Quality for the guidance of students. Information about all of the university and the Qassim region is given in details including the rights and obligations of the students.

We hope this directory with the Blessing of Allah is of great benefit and interest for the acknowledgement of effectiveness and efficiency in education to achieve our higher goals.

I ask Allah's facilitation and help for all.

Prof. Khalid bin Abdul Rahman Al Hamoudi

The President



Introduction

I am very glad that we are presenting this directory of 2012 for the guidance and reference of students. In this directory, information about all of the university is given. It has information about: Qassim region, Qassim services, introduction about Qassim University, rules, polices and guidance in the university, ethics, rights and obligations, and all of what students need during their life in Qassim University.

The suggestions to improve the directory will be highly appreciated and in the light of the suggestion we will improve the publication to make it more beneficial and effective in the next years. We are thankful to God Almighty who has given us an opportunity to complete this project.

Prof. Sulaiman A. Al-Yahya

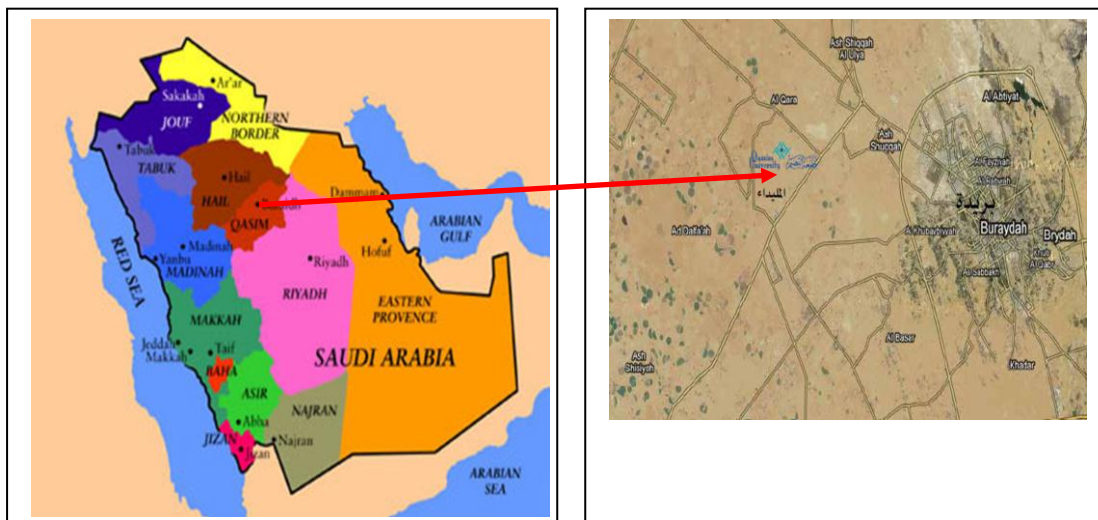
Vice President for Planning Development and Quality

1.0 Introduction to Qassim

Qassim is one of the thirteen administrative provinces of Saudi Arabia. It is located at the heart of the country, its population is more than million and its area is about 73,000 km². It has more than 400 cities, towns, villages, and Bedouin settlements, ten of which are recognized as governorates. Its capital city is **Buraidah**, which is inhabited by approximately 49% of the region's total population. Buraidah has a typical desert climate, with hot summers, cold winters and low humidity.

Qassim can be reached by driving or by air. The principal means of road transport is private cars. However, some taxis are available in all major towns in addition to Renta- car. Saudi Arabian Public Transport Company (SAPTCO) plies some buses between major towns. Additionally, some private operators arrange coach tours for Hajj and Umra for interested persons. Qassim can be reached also by air from all major airports of Saudi Arabia, like Riyadh and Jeddah. Qassim airport is about 25 Kms from the Capital city Buraidah and 40 kms from the city of **Unaizah**.

Some of the major towns of Qassim Province are listed below.



Buraydah

Buraydah is the capital of [Al-Qassim Province](#). Buraydah lies equidistant from the [Red Sea](#) to the west and the [Gulf](#) to the east. It is located more than 300 kilometers north of the Saudi capital, [Riyadh](#). It has a population of 609,000 (2010 census). The principal economy of Buraydah is agriculture.

Unaizah

The **Governorate of Unaizah** is the second largest city in Al-Qassim Province with a population of 163,729 (2010 census). It is located roughly 30 kilometers from Buraydah. Unaizah is an agricultural area and produces [dates](#), [wheat](#) and [barley](#) of different varieties.

AlRaas

It is the third largest city in Al Qassim Province by population, with an estimated population of 133,000 (2010 census). It has an area of about 60 km². It is almost 400 km north of [Riyadh](#), 50 km west of [Unaizah](#), and about 80 km southwest of [Buraydah](#), the regional capital.

There are also other nearby towns including Al-Bukairiyah, Badaya'a and Al-Khabra.

Weather

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
High	19	22	27	33	39	43	43	44	41	36	27	22
Low	06	08	12	17	22	25	26	26	23	18	13	08



2.0 Introduction to Qassim University



Introduction

Qassim University was established in 2004 by merging two Qassim branches of Imam Mohammad Ibn Saud Islamic University and King Saud University. Since the establishment of university it has experienced a remarkable growth in enrollment and a significant expansion of faculty and its administrative staff. The number of male and female students registered at university during 2010-11 approached 45,000 and number of faculty members and staff reached well over 3,000. At present the university encompasses 38 colleges both for male and female students.

Location

Qassim University is located in the center of the Qassim region, 4 km north of Qassim regional airport, and covers an area approximately 7.8 million square meters in total. Buraidah is the capital city of Qassim, which is 20 Km from Qassim University.

Vision

To become a nationally distinguished institution of higher education, supporting sustainable development in Qassim Region, and helping to advance knowledge based society.

Mission

Provision of a high quality, accredited education producing competent graduates who meet the needs of the labor market, conducting applied research and offering quality community services to develop Qassim Region and to contribute to the building of a knowledge based economy, achieving all goals by using the most advanced technology and information technology and information processing, by fostering national and international partnerships, and by boosting university's resources.

QUALITY FOCUS

ABET

In August 2010, Qassim Engineering College has been awarded the prestigious accreditation by *Accreditation Board for Engineering and Technology (ABET)*.

COE

Community college in Buraidh obtained the accreditation from The Council on Occupational Education (COE) in July 2012.

QS Stars

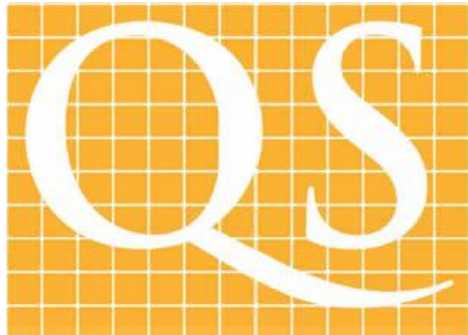
The university has participated in QS stars rating which is an extensive quality audit of the services and facilities provided by the university.

QS Benchmarking

Qassim University is currently being benchmarked by QS against its national and international peers. The benchmarking provides a detailed map of the university's strengths and weaknesses in various academic markers.

NCAAA

Qassim University is currently undergoing the accreditation process by National Commission for Academic Accreditation and Assessment (NCAAA).



Campuses of QU

Main Campus

Buraidah Campus

Al Raas

Bukariyah

Uqalat us Suqur



Colleges of QU

Programs offered by Qassim University

Qassim University has 38 colleges, 40 postgraduate programs, 137 undergraduate and diploma programs.

S. No.	Name of College	Undergraduate & Diploma Programs	Postgraduate Programs
1	College of Sharia and Theology	3	6
2	College of Arabic Language and Social Studies	3	8
3	College of Business and Economics	7	2
4	College of Agriculture and Veterinary Medicine	4	7
5	College of Medicine	1	1
6	College of Engineering	3	3
7	College of Science	3	5
8	College of Computer Science	3	1
9	College of Applied Medical Sciences	3	
10	College of Pharmacy	1	
11	College of Dentistry	1	
12	College of Applied Health Sciences in Rass	5	
13	College of Public Health and Health Informatics in Bukeriyah	5	
14	College of Education	7	6
15	College of Sciences and Arts in Buraidah	9	
16	College of Sciences and Arts in Rass	11	

17	College of Sciences and Arts in Unaizah	11	
18	College of Sciences and Arts in Bukeriyah	11	
19	College of Sciences and Arts in Muthnib	5	
20	College of Sciences and Arts in Oqlatu'sSoqoor	4	
21	College of Design and Home Economics in Buraidah	6	1
22	College of Medical Rehabilitation in Buraidah	6	
23	College of Medical and Applied Health Sciences in Unaizah	11	
24	College of Nursing	5	
25	College of Architecture and Planning	3	
26	College of Business in Buraidah	6	
27	Community College of Buraidah	3	
28	Community College of Unaizah	3	
29	College of Engineering in Unaizah	3	
30	College of Pharmacy in Unaizah	1	
31	College of Dentistry in Al-Rass	1	
32	College of Sciences and Arts in Al-Asiah	5	
33	College of Sciences and Arts in Dharia	5	
34	College of Sciences and Arts Al-Badaia	5	
35	College of Sciences and Arts in Riyadh Al-Khubra	5	
36	College of Sciences and Arts in Eion Al-Jowa	5	
37	College of Business for Girls in Buraidah	4	
38	College of Business for Girls in Al-Rass	4	



3.0 Ethics and Students rights:

Code of Ethics

Introduction

The Code of Ethics primarily aims at providing all faculty members, staff, as well as students at Qassim University with clearly stated criteria of behavior and manner. All of them, however, have to confirm being informed of the code of ethics and that they fully comprehend its items, and are fully aware of all the consequences in case of violating any of these criteria. The violation of these criteria may take two forms: academic or non-academic one. If any of those attend academic or non-academic off-campus activities as representative to the university, and violate the criteria, the same disciplinary actions may be taken against them.

Based on its broad vision which is to be promoted, mission which is to be established, and values which are to be encouraged and preserved, Qassim University expects the utmost and faithful adherence from its student to the highest standards of behavior and to effectively employ these standards whenever deal with or treat their teachers, staff workers, their colleagues, and all the university community in general and vice versa. The university also expects them to act maturely and responsibly in their relationship with each other.

In light of that, each student, faculty member, or staff members are expected to officially sign a copy of the Code of Ethics to be kept in their personal files, and those who violate it will be blamed for their behavior, and disciplinary actions may be taken against them to reach the termination of employment or to be faced with instant dismissal from the University of Qassim. Copies of the Code of Ethics are available on the University's website.

The Code of Ethics—General Pledge

As an employee\ faculty member \ a student at Qassim University, I hereby pledge to clearly understand, fully comprehend, and willingly accept the Code of Ethics at Qassim University. And I pledge to commit myself to the highest standards of faithfulness, honesty, in academic and non-academic activities.

And I, in no means, will degrade or violate, explicitly or implicitly, this Code of Ethics or any other policy in the university. In light of that I agree on the following:

- Supporting and complying with all policies of the university and helping my colleagues to comply too.
- Performing tasks and activities with the highest level of good intention, objectivity, transparency, competence, and achieving required care and professionalism.
- Committing myself to the highest standards of good conduct.
- Refraining from any act that can be seen directly or indirectly as violation of my job's professional ethics.
- Dealing with my colleagues in spirit of friendship and excellent behavior.
- Being accountable and responsible of my actions and mistakes, and to participate in promoting the trust culture in the community.
- Doing my best to support and promote the university as a pioneering institute supporting academic excellence.
- Adhering to the principles of equality and non discrimination in addition to honesty, integrity, and respect in all types of duties.
- Following the utmost standards of morality and ethics mentioned above even in cases of disputes or complaints.

Important Note:

The university seeks to establish and formulate a set of ethical principles which are considered as a crucial part of the Code of Ethics and has been added to the guide of faculty members. We hope all faculty members conform to them.

Covenant of Rights

Students' Rights

(A) In the academic matters

1. To have student handbook, which contains information about the university, its regulations, and its facilities?
2. To have an orientation program addressed to newcomers.
3. To take their feedback into account after education assessment in order to improve the quality of education at the university. Students will evaluate the material they have studied and the faculty members who taught them

(attached is the form of the assessment questionnaire) provided that students treat this issue with high credibility-- free from any personal, partisan, or tribal prejudices.

4. To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
5. To get the learning material and have an access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
6. To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period; to take registration priorities into account when achieving the wishes of all students becomes impossible.
7. To withdraw from or add any course, or to drop the entire semester, according to what the system of registration at the university permits during the period specified for that purpose.
8. The full commitment of the faculty members to the date and time of lectures, and commitment to teach the theoretical and practical material effectively, and never cancel a lecture or changing its date unless there is a necessity. If that happened, after announcing alternative lectures, lectures should be given in coordination with the students and the department concerned.
9. Asking questions and discussing the material with the professors without restraints whether that was during the lecture or during the specified office hours.
10. Exam question should be taken for the material which was taught, or the topics which were discussed or highlighted during class, and grades should be fairly distributed between topics
11. To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.
12. To be provided with model answers for the examinations questions of each semester and the distribution of points according to which the evaluation of the students' performance stands.
13. To revise his/her answer sheet of examinations in accordance with the provisions and regulations issued by the university concerning these matters.

14. To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.
15. To know the results obtained in the all monthly, quarterly, and final exams performed after they have been corrected and approved.
16. Commitment of the faculty members and the staff workers to show respect to students and entail them their academic and human rights.
17. Using the electronic system to monitor grades and documenting absence provided that that it should not be delayed more than a week.
18. Notify the student of his\her total scores of their practical and quarterly works.

(B) In the Non-Academic Matters

1. To enjoy subsidized care and social services provided by the university, and to participate in the activities undertaken in accordance with the university regulations and instructions concerning these matters.
2. To enjoy adequate health care treatments at the health care centers and the hospitals of the university.
3. To use the services and facilities of the university (the book - electronic and branch libraries - the gym – the cafeteria ... etc.) and in accordance with the rules and regulations in place at the university.
4. To get incentives and rewards and other regular financial aids especially for distinguished students.
5. To be nominated to training courses and internal and external programs and tours, and to increase their participation in the cultural activities and the activities of community services and voluntary works
6. The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university. The complaint or grievance process has to be followed in accordance with the rules of the organization for the Protecting Students Rights Unit, and enable the student to know the result of his\her complaints by the party responsible for them.
7. To enable the student to defend himself\herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he\she attend the session and gives his\her account of the story. If the student did not attend with no acceptable excuse, a

default judgment will be issued an hour after the student being summoned for the second time.

8. To appeal the disciplinary decision issued against the student accordance with the rules laid down in this regard under the provisions of disciplining students.
9. Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself\herself or their guardians or there authorized representative by investigators or the judiciary or other governmental entity.

The university shall not disclose the contents of a student's file unless the publication comes as a result of the decision of disciplinary punishment against the student.

10. The right of the students with special needs to receive an appropriate service which meets his/her needs according to the regulations and rules considered.

Obligations of the University Student

Firstly: in the Academic Field:

1. The students' full commitment to attend their classes and doing the required tasks.
2. The student's full commitment to respect faculty members, staff workers, and other people on campus.
3. The student's full commitment to respect the rules and arrangements relating to the operation of the lectures.
4. The student's full commitment in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
5. The student's full commitment to the rules and arrangements for the exams and the system and disciplinary action will be taken against students for cheating in any form.
6. The student's full commitment to the directions and instructions given by the official in the testing room.

Secondly: in the Non-Academic field:

1. The student's full commitment to university systems , regulations, instructions and decisions issued.
2. The student's full commitment to carry the ID card while at the university.
3. The student's full commitment not to cause any damage in the facilities of the university.
4. The student's full commitment to the instructions of arranging, organizing and use of university facilities and equipment.
5. The full commitment of the student to the dress code and behavior suitable for undergraduate and Islamic norms.
6. The student's full commitment to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

Review of an example of Student Rights:

The request for reviewing exam sheets is one of the most examples students need with the end of each semester. We can explain this procedure in details and other rights can be found and explained in the student guide book.

Request for a Review of Exam sheet

The thirty-ninth article of the list of the study and exams of the list of the Council for Higher Education states:

The council of the faculty in which the program is running may, if necessary, approve some cases on reviewing the answer sheets in a time no longer than the beginning of exams in the next semester. Qassim University has developed an operational foundation for this article according to the following rules:

1. The student submits a review of course grade petition to the dean of the faculty concerned during two weeks from the date when the students' GPA's have been submitted according to university academic calendar or the announcement of the results. In the Petition, the student states reasons for the change, and he\she pledges that the information he\she provided are all correct.
2. The collage concerned prepares a form including the following data: student name; university ID number; number, code, and title of the course; number of the student's section; the grade of the quarterly works;

the semester; the student's GPA; number of academic warnings, if any; name of the instructor; date of having the exam.

3. The college council, where the course is taught, may take a decision concerning the petition submitted by the student.
4. Reviewing the test answer sheet must be done in time not exceeding two weeks from the beginning of the following semester.
5. If the petition has been accepted, the council of the concerned collage forms a committee to revise the test sheets. Then the committee submits the acceptance report to the faculty council to take its decision which is the final decision.

The Colleges Procedures:

In general, through this operational foundation, the collages may follow the following procedure for reviewing a grade.

1. The student, who has questioned his grade, submits exam review petition form no longer than two weeks from the announcement of the grade concerned. The form is submitted to the concerned department. By that, his\her request enters the academic system and he\she is given a notice (using the review form attached).
2. The head of the department shows the student his answers in comparison to the modal answer sheet. If the student is convinced of the correctness of the review, he\she signs a waiver, and the then file is saved after shall be signed by the head of the department.
3. In the case that the student is not convinced of the result of the review, the head of the department forms a committee includes two faculty members from the department- the teacher of the course concerned is not one of them. Then the committee submits a report to the head of the department to take his decision of either changing the grade or not. Then the student will immediately be informed.
4. In the case that the student is still not convinced, he\she may re-appeal to the collage council within two weeks from the date he\she is informed. The appeal is submitted officially to the dean of the collage explaining reasons and justifications of this appeal, supporting his/her case with tangible and convincing set of evidence. The appeal should also include a statement from the deanship of admission and registration showing the previous

requests of review submitted by the student if any, along with the decisions taken concerning them.

5. If the collage council rejects the case once more and does not agree on the grade change, it takes the decision to close the case.
6. If the collage council agreed on the grade change, it forms a committee of at least three faculty members, one of them is to be from outside the department, and the teacher of the course should not be one of them. The committee gathers to re-correct the student's answer sheet. And then it submits its report to the collage council within fifteen days from the day of its establishment. Then the appeal is discussed by the council to take the final decision in its next session.
7. Councils of collages may add what they see appropriate and does not go against or violate article number thirty two of the list of Study and exams from the list of the Higher Education Council besides its operational foundation from Qassim University.

Violations of the Code of Ethics:

Firstly: academic violations:

It includes the following examples:

Cheating:

- To copy other student's answers during the test.
- To copy answers which have been copied somewhere on the body organs, on clothes,...etc.
- To gain a copy of the test questions or any clues about its content prior to the test.
- To use references or notes during the exam where such thing are not permitted.

Plagiarism

- Using references such as books, newspapers, encyclopedias, the world wide web...etc, without documentation.
- Presenting the same work for different classes.
- Purchasing an academic work or submitting a work that has been made by someone else.
- Submitting a work without respecting the particularities if documenting quotations inside the text.

Providing Untrue Information and Facts

- Counterfeiting of the results of a certain survey or an experiment with the intention to do so.
- Counterfeiting the data of a study or a project.
- Counterfeiting the topic of certain study.

Submitting False Certificates.

- Claiming holding TOEFL\IELTS.
- Providing counterfeited copies about the school file.
- Submitting false health treatment cards.
- Using a personal card of someone else.

Submitting a Collective Work as done by an Individual

- When two students or a group of students work together on a homework that is supposed to be done individually.
- Asking for or having someone's help in doing a homework that is supposed to be done individually.

No Real Participation in a Collective Work:

- Claiming the participation in a collective work.
- Claiming that he\she has participated in the works of others.

Inappropriate Replacement

- When a student attends an academic exam or an activity on behalf of another.

Participating in Academic Misleading:

- When a student helps another or tries to help another in committing one of the acts of academic misleading, such as doing the job of others, designing or producing a project for a student, voluntarily providing others with answers during the exam, even calling a student while having an exam to provide him\her with the answers. Another form is giving a student in advance a copy of the exam or leaving related material accessible in the exam scene, and so changing the results.

Interfering in others' works:

- When a student intentionally interferes in the works of other students, and spoiling their laboratory experiments, and their electronic research files, or providing them with misleading information.

Secondly: Non Academic Violations:

Non-academic violations of the Qassim University include (but not limited to) the following:

1. To enter without any permission any of the university properties including the buildings, establishments and the facilities,.
2. To hurt people physically or verbally, and/or terrifying the colleagues, visitors and the workers of the university.
3. To act in a destructive and abusive behavior on campus.
4. To act in a life-threatening behavior which puts the life of others and their physical or emotional security in danger.
5. The act of theft which covers stealing the services, personal or university properties on campus or at any activates under the name of the university.
6. To break the rules of the acceptable and compatible clothing with Qassim University conventions. The university takes into account cultural variations and respects the requirements of creating productive learning environment, and on their turn, students have to respect the local culture and conventions in the way they dress, since any incompatible dress whether by males or females will not be accepted and the student wearing it will receive the appropriate disciplinary measures.
7. To destroy the belongings of the university or the belongings of others.
8. To have keys for the university buildings and facilities, or copying and using them without permission.
9. To enter the facilities of the university or using them without permission including the computer equipments.
10. To put signs, notifications, without permission. Such notifications have to be pinned on by authorized boards or in other specific places. It is not permitted to stick them on trees or walls, doors or on glass surfaces. As for the announcements of the students' activities which are distributed

and displayed in most of the buildings, they have to be authorized and having the stamp of the department of students activities.

Procedures and Guidelines

The following procedures are to be followed in all cases of student's academic misconduct/disciplinary actions:

1. In all cases of misleading, plagiarism or vandalism, the immediate and spontaneous reaction is the full and total responsibility of the faculty member; In any case of academic misconduct on the part of student, the faculty member is to fill in the necessary form (misconduct form) which is also to be recorded in the student's file in the faculty archive and in the office of the Vice Rector for student affairs. This procedure allows the university to plan and report a follow-up to all repeated academic cases of student's misconducts within the university campus.
2. In the case that the faculty member is convinced that the misconduct originated from a misjudgment on the behalf of the student, and it was not a deliberate action, the faculty member needs to advice the student of other acceptable academic tasks or assignments, and record that in the student's file. In such cases, the faculty member, for example, may compel the student to rewrite the original work or assignment, or to submit completely a new task or an assignment.
3. The faculty member in charge of misleading allegation forms should report these cases or incidents within three working days, and should send a copy to the Dean of the Faculty and the Head of the Department in charge.
4. After discussing the act of academic misconduct with the faculty member and the student, the head of the department reports his opinion depending on how serious the misconduct was
5. The form is then referred to the dean of the college who carries the responsibilities to solve the case or report it to the dean of student affairs in order to refer it to the permanent committee of student rights.
6. In all cases, academic misconduct must be recorded in the student's file.
7. In all cases, the student must attend all meetings required by the university or college in which the misconduct took place.
8. If the student refuses to attend the meetings, the decision shall be reached based on the facts available and presented.
9. If the faculty member refuses the decision taken by the faculty committee, he can appeal for grievance to the Chairman of the Permanent Committee of student rights.

As for non-academic misconducts, any member of the university staff can submit a complaint about any student for such deed. the people in charge of filling in the forms should fill in a "non-academic violation form" within three days, and the offense will be reported to the Dean of Student Affairs, who shall

in turn inform the student, interview him and determine whether the Code of Ethics has been violated and then shall decide the appropriate taken action accordingly.

Student Grievances and Complaints.

Academic complaints or grievances shall include: admission, grades, academic suspension, deception, plagiarism, deliberate falsification of information, submission of an assignment prepared for a previous course in another course, in addition to copyright violation. Examples for such violations are harassment (verbal or physical), threats, vandalism on campus, fines, fees, the exclusion from the use of a particular service, discrimination, imposed access to the records and violating policies.

Al Qassim University adopts a fair policy in dealing with students and their relationships with administrative or faculty members, staff or other members of the University community, aiming at establishing and implementing academic or non-academic student grievance policies, and therefore, a student rights protection unit was established.

Student Rights Protection Unit

Avenue: University's Legal Department, and is directly linked to His Excellency the Rector, and managed by a qualified member in order to insure the implementation of the Code of Ethics sufficiently.

Objectives: Enforce the principles of justice and fairness as a backbone in building a perfect society on campus.

Related Committees:

Firstly: The permanent committee for protecting student rights within the university campus.

Secondly: Sub-committees within faculties.

Firstly: The Permanent Committee:

Committee members: the director of the legal department at the University, and the membership of a sufficient number of male and female members specialized in the legal field.

Mechanism of action: The permanent committee meets continuously to handle technical and administrative tasks. It considers and investigates complaints issued by the subcommittees, and the other complaints that the sub-committees have not adjudicated yet within the legal period, which is 60 days, or the complaints that the sub-committees sought to forward immediately to the Permanent Committees. The Permanent Committee also discusses the grievances and complaints that are referred to it by the Rector; these complaints

are usually private, confidential and under special circumstances. The Permanent Committee has the right to report its recommendations to refer the student that submitted the complaint to a disciplinary committee and punished according to the rules and regulations of the committee if the complaint was found vexatious. After adjourning the investigations, the Committee issues its recommendations about the complaints within 30 days from the date of submission or from the date of referral. These complaints are presented to the Rector for approval or to make the right decision. The Rector may present the decision to the University Council to approve it. The decision of the Rector or the Council in this case is final, not subject to grievance and will be announced to those concerned.

Secondly: The Sub-committees:

Members of the sub-committees: A subcommittee is established and formed in every faculty affiliated to the University. The sub-committee is established upon the dean's requested at the beginning of every academic year. It consists of one of the male or female vice rectors, and two of the faculty members, in addition to two distinguished and accomplished student from the same faculty.

Duties of the sub-committee: This committee specializes in receiving complaints and grievances forms submitted by students (Form A) on any academic problems, even if the complaint was addressed against one of the faculty members. The complaint or grievance is submitted according to the form prepared for the issue at hand.

Judging the Complaint: The complaints are judged over a period of 30 days from the date of filing the complaints, and the decision issued by the sub-committee is effective only from the date of approval from the person who assumes full authority to the case according to the rules and regulations. The decision is then announced to those related to the matter, and can be appealed within 15 days from the day of announcement. The appeal shall be before the Permanent Committee at the University (Form B).

Settlement of Grievances and Complaints

Unofficial Settlement:

First of all, the student should try hard to resolve his or her disagreements amicably and unofficially seizing any opportunity available to discuss it with the concerned faculty member. In case of the absence of a satisfactory solution between the student and the faculty member, the student should raise his grievance to the Head of the Department in which the concerned faculty member is teaching. If not resolved, the issue shall be discussed with the Dean. During these discussions, the Dean and the Head of the Department should act as mediators to resolve the dispute; The Dean and the Head of the Department can speak with the student or the faculty member either or both and individually

or together, and look into any evidence or documents either parts would like to submit, but if the students grievance was against the Dean or any of the faculty members, the dispute shall be discussed with an administrative of a higher rank. Requiring the student to resolve the dispute unofficially is considered a violation of the regulations and is considered a kind of pressure on the student into giving up their rights granted to them by the rules and regulations enforced by the Kingdom and by Sharee'ah.

The Official Settlement:

Submitting the complaints, the students should commit to a number of procedures:

- 1) The student should submit the complaint to the sub-committee within his faculty, even if the complaint is raised against one of the faculty members from another faculty offered to teach a course or more to the students in the faculty where the complaint is received and dealt with.
- 2) The complaint should be submitted within 30 days from the date of the incident, whatever the complaint might be; (for example, announcing exam results, assaulting the student verbally or physically, excluding the student from practicing one of the rights mentioned in the Student Rights and Obligations document...etc).
- 3) Students cannot submit their complaints after 30 days from the date of the incident. Students also cannot issue more than one case about the same incident.
- 4) Students should fill in the complaint form and all the required information in a brief, clear and accurate summary (the grievance form to subcommittees attached - all other forms are available on the university's website and can be dealt with electronically)
- 5) Students should handle the form to the secretary of the committee and receive a receipt that proves the submission, together with case number in the record of the committee. (Receipt form is attached)
- 6) Students should follow-up on their complaints for 30 days from the day of submission by checking with the secretary in the office prepared for the matter.
- 7) In the case of the absence of a decision from the sub-committee regarding the subject of the complaint within the legal period of 30 days, the student who submitted the complaint is then allowed to approach the Permanent Committee with a request to investigate the subject of his complaint using the form regarding this procedure (The attached grievance form to the Permanent Committee)
- 8) A faculty member chosen by the student is assigned to represent the student to defend himself before the committee, and if it is not possible to

do so, it is the Committee's responsibility to assign a member.

- 9) Students may appeal against the decision of the sub-committee in the following cases:

Case one: Issuing a decision to dismiss or reject the complaint.

Case two: Issuing a decision which doesn't achieve the desire of the student or doesn't return full rights claimed in the complaint.

- 10) The appeal is always before the Permanent Committee in The Deanship of Student Affairs office administrated by the University (For male students), and the Center of University studies (For Female Students) within 15 days from the date of the student signing the acknowledgement of the decision reached by the subcommittee. The appeal is then submitted when the student fills in the required form in the Permanent Committee office, and receives a receipt from the secretary of the committee confirming the submission of his complaint.

Educating the Community of Qassim University and raising the Level of Awareness.

The office of the Vice Rector of Planning and Development, Quality and the Deanship of Student Affairs and the Student Affairs units within the faculties conduct and organize awareness campaigns regarding Code of Ethics through conducting a series of meetings with students and faculty members at the beginning of each academic year. The main goal of such meetings is providing information relevant to the structure and regulations of the Code of Ethics, and the penalties in cases of violation.

Implementation of the Provisions of Violating the Code of Ethics

Firstly: Students: The implementation of what is included in the list of Student Disciplinary Actions. Students are punished according to the disciplinary actions introduced in the list if they commit misconduct.

Secondly: Staff: In case of committing any misconduct, they are disciplined according to Article 32 on the list of disciplinary actions in the civil service system.

Thirdly: Faculty members: Faculty members are disciplined according to section of disciplinary actions and regulations issued by the Universities regulations or by the Council of Higher Education.

Professional Ethics and the Responsibilities of the Students:

Since students are the focus of the University, their responsibility towards the implementation of the provisions of the Code of Ethics is one of the University's main issues. Therefore, students are responsible for the following:

- Reading the terms of the Code of Ethics, and grasping a full understanding of them.
- Reporting any disciplinary actions or misleading cases, whether confirmed or suspected
- Asking for guidance and assistance from the Office of the Vice Rector of Planning and Development and Quality, or from the Deanship of Student Affairs and Student Affairs units within the faculties.
- Using all sources of information provided for them by the faculty members, the Dean, the Deanship of Student Affairs and Student Affairs units.
- Requiring explanations and clarifications regarding the Code of Ethics from the Deanship of Student Affairs and Student Affairs units.

Code of Ethics and the Responsibilities of Faculty and Staff Members

It's the responsibility of both the Faculty members and the Administration in the University to reflect the most refined ethical values, to respect the culture, traditions and to practice the laws of the Kingdom of Saudi Arabia; All faculty members and staff members are responsible for encouraging the spirit of learning, teaching, researching and academic service in addition to displaying high standards of professional ethics and academic integrity.

Therefore, faculty and staff members are responsible for the following:

- Supporting and Working by the terms of the Code of Ethics
- Supporting the efforts implemented to enforce the application of the Code of Ethics
- Explaining and clarifying the terms of the Code of Ethics to students and give them all the clarification about the consequences of violating the terms.
- Dedicating a portion of their first classes to explain and clarify what is meant by cheating and intellectual plagiarism.
- Properly supervising students during examinations.
- Guiding students towards using all the information resources available to them by the Office of the Vice Rector of Planning and Development and Quality and the Deanship of Student Affairs and Student Affairs unit.
- Reporting all cases of violation or any suspected cases in order to take the necessary actions.

Plagiarism

Plagiarism is considered one of the most common actions, which is an indicator to the lack of knowledge or misunderstanding on the behalf of both students and teachers.

Among the reasons that lead to such violation of rules are :

- The false and incorrect assumption among some students and professors that as long as the information is accessible to everyone, as in the case of the internet, then there is no reason to prevent them from using such information in their writings.
- The lack of knowledge of the appropriate methods of quoting and documentation
- The false assumption that the use of what others have written is not considered an offense.
- The Lack of time and poor planning for completing research projects and preparation for exams.
- The belief that there is nothing wrong with committing plagiarism as long as other students and teachers are doing it.
- The belief that it would be difficult for the teacher to detect it.

Reduction of Plagiarism

In order to minimize cases of plagiarism, students should be introduced to the following basic points:

- **It is your responsibility to inform the teacher that your work isn't a 100% your effort.**
- **Refraining from mentioning the source of any information is considered lying, and lying is not acceptable in all standards and in all societies regardless of the underlying reason.**
- **Claiming that someone else's work as your own complete effort is considered stealing, or intellectual theft to be exact.**

**Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University**



Form No. (1): Complaint to the Sub-Committee of the Student Rights Protection at the Faculty of.....

Student name: On / / 14 AH

Student number:

Phone number: Home/..... Mobile/.....

Against the Defendant: His/her position:
..... Entity he/she belongs to:

The Case:

Place and date of the incident: / / 14 AH

Complaint summary:

.....
.....

Proofs :

.....
.....

Pledge:

I am/..... hereby pledge that all data mentioned in this complaint is correct and on my own responsibility and it is not intended to destroy or undermine the reputation of the defendant. And in case it is proved the opposite, I will be subjected to the disciplinary actions of misconduct according to the rules and regulations of the university.

Dated on / / 14 Student name..... Signature.....

Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University



Form No. (2) : Grievance to the Permanent Committee

On / /14 AH

Student name:

Faculty:.....

Student number:.....Phone

number:

Home/.....

Mobile:/.....

Against: The defendant:.....

His/Her

position:.....

Entity he belongs to:.....

The Case:

On / /14 the committee's decision was issued at the faculty of.....

Which ended to:.....

Regarding to the complaint about:

.....
.....

The reasons of the grievance and its evidences:

.....
.....

Pledge:

I am/..... hereby pledge that all data mentioned in this complaint is correct and on my own responsibility and it is not intended to destroy or undermine the reputation of the defendant. And in case it is proved the opposite, I will be subjected to the disciplinary actions of misconduct according to the rules and regulations of the university.

Dated on / /14

Student name.....

Signature.....

Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University



Form No. (3) : Receipt

I am.....

On / /14 AH

the secretary of the committee.....

received a grievance complaint from.....

from the college of..... student number.....

and the complaint was recorded in the archives under number.....

Secretary name:.....

Signature:.....

On:.....

Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University



Exam Sheet Re-correcting Application Form

<p>This part is filled in by the student</p>	<p>Student name..... Student number.....</p> <p>Course name..... Course Code.....</p> <p>Section number.....</p> <p>Name:.....</p> <p>Signature.....</p> <p>Date.....</p>
<p>This part is filled in by the student affairs</p>	<p>Student cumulative Average.....</p> <p>Number of warnings.....</p> <p>Previous similar applications number.....</p> <p>Semester works score..... Percentage.....% (1)</p> <p>Final exam score.....Percentage.....%(1)</p> <p>Percentage(1) – percentage(2) =%</p> <p>Director of Student Affairs.</p> <p>Signature..... Date.....</p>
<p>This part is special to the Faculty of Academic Affairs</p>	<p>-The application is accepted and be referred to the department to form a committee to re-correct ()</p> <p>-The application is not accepted and the student is to be informed with this ()</p> <p>Note: In case the application is accepted, the committee must report the result of re-correct to the Department of Academic Affairs to be then presented before the Faculty Council for a decision during two weeks from the date of referring to the department.</p> <p>The Dean of Faculty of Academic Affairs.</p> <p>Signature..... Date.....</p>

Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University



A form of recording the Academic Disciplinary Actions of the Code of Ethics

To: The Dean

Subject: Violating the Code of Ethics.

Date.....

The following description is about an Academic violation of the Code of Ethics

.....
.....

Date of incident:

Course lecturer:

Email:

Course title and number:

Student name:

Student number:

Nature of the Violation: -Plagiarism - Inappropriate cooperation - Inappropriate representing - Deception in the exam - presenting the research paper for a certain course in another one -falsifying information intentionally -Participating in the Academic Deception -Copyright Violation - Other.....

The lecturer of the course must meet the student within two days from the date of the action, and must fill in this form which includes student's argument. The student who is accused of committing any violation must sign on one of these options:

- 1- I am the involved student, I carry the responsibility of my violation and the punishment I may deserve, which is issued by the university.
- 2- I am the involved student, I carry the responsibility of the violation, and I don't accept the punishment and I must complain against it.
- 3- I am the involved student, I do not carry the responsibility of the violation and I must complain against that.

Date..... student signature..... lecturer signature.....

Head of Department signature.....

Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University



A form of non-Academic Violations

To: The President of University

Subject: Violation of the Code of Ethics.

Date.....

The following description is about non-Academic Violation of the Code of Ethics

.....
.....
.....

Date of incident:

Please locate the incident:

Name of incident reporter:

Email:

The building and room:

The students and involved staff:

1-

2-

3-

4-

4.0 By-laws of Student Advisory Board (SAB) at Qassim University

Introduction

The '**By-laws of Student Advisory Boards at Qassim University**' comes from the keenness of Qassim University administration on documenting and improving communication between the components of the University, and with its male/female students, and from its emphasis on the importance of involving University students in expressing their views in all matters affecting them. This document was prepared to clarify a number of rules and items that regulate work in the students' advisory boards at its various levels.

Involving students in the decision-making processes is one of the most important standards by which Universities' educational, academic, administrative, and institutional performance.

Therefore, this process must be one of the manifestations that the University, and all its colleges, should be committed to in accordance with the procedures this document states.

Mission

"Maintaining a constant and effective communication between the University and its students."

Vision

"Developing distinguished student personalities that can be a partner in decision-making, and a supporter of student expectations at the University."

Objectives

1. Establishing a constructive interaction between the University administration and the students.
2. Fostering the principle of the sense of responsibility among representatives of the advisory board, and maintaining trust towards the University and its employees.
3. Providing advice to the president of the University, the deans of the colleges, and others in all that serve the interests of the students the University.
4. Expanding the base for student participation in the academic environment and in the students' affairs.

5. Reinforcing the principle of dialogue, promoting the concept of transparency, and activating the channels of communication between all work units at the University.
6. Preventing autocracy in the decisions on students related issues without their consultation.
7. Respect the business and student projects, which aims at promoting the educational processes and service facilities and developing the University environment.

Types of Student Advisory Boards and their Work Mechanisms:

First: Higher Student Advisory Board chaired by the president of the University.

This board represents all the colleges of the University. It is divided into two separate sections:

First: A special advisory board for male students.

Second: Special advisory board for female students.

Each board consists of one representative from each college at the University (the total number is determined later).

The president of the University, upon recommendation by the Dean of Student Affairs, may add (3) outstanding students in the university to its board.

This procedure is applied to both male and female student boards.

- Each college is represented, in the higher advisory board, by one member via election.

Second: A Student Advisory Board in each College of the University colleges (in addition to the Deanship of Graduate Studies, and the Deanship of Community Service).

Each board consists of the following, as per the conditions below:

1. The dean of the college, or the deanship, as the chairman.
2. The vice dean of student affairs, as a member.
3. A number of elected college students, and must be no less than 10 nor more than 15 students.

4. All departments should be represented in the SAB, according to the election mechanism that determine the seats for each department.
5. The Deanship of Student Affairs, in coordination with the deanship of each college, may add two outstanding students in extracurricular activities to SAB.
6. A faculty member, upon recommendation from the college or its elected members, may be added to the board to benefit from its expertise.
7. The SAB may add a member from the administrative personnel within the college, provided that he/she meets the objectives of the board.
8. Paragraphs (7&6) are to be agreed upon after the first SAB dialogue session with the deanship of the college.
9. A representative of SAB may be recommended to attend the college council when needed, or there are issues of interest to student affairs in the college council.
10. Female students have a separate board chaired by the male/female dean, with the same conditions.

The dean may delegate one of the vice deans to represent him in chairing the board in the female students board (FSAB), in accordance with the President of the University's directions.

Third: The Advisory Boards of the Departments

(This is a proposal that may be approved, when needed.)

The appropriate mechanism is to be attached...

Rules Governing the Work of the Advisory Boards:

1. The President of the University chooses the general secretary of the Advisory Board (SAB) at the University level, and each college in the male/female sections, elects a secretary for its board, who can be a student or a member in the first meeting session.
2. Advisory boards hold their meetings twice a semester minimum.
3. Election process for the membership of SAB in the colleges is approved; and each college prepares its own mechanism.
4. It is recommended that the advisory boards hold their meetings during the first month and the last month of each semester.

5. Meeting sessions can be postponed or expedited as needed, or request for the majority of the representatives of the board for this.
6. The topics that are to be discussed should be submitted well in advance to the board secretary.
7. Only topics of general interest to student affairs are considered, without regard to individual cases.
8. (Each advisory board may address the University departments or any entity, where related.
9. Minutes of the meeting sessions must be signed; notes and recommendations for the issues in the agenda are submitted to the president of each board, where each secretariat relay the implementation.
10. The outcome of each meeting should be documented, and the secretariat of the board has to sent to the concerned authorities after the approval of the chairman of the board.
11. The President of the University and the chairman of SAB should be notified for any impediments in the implementation of the recommendations of the boards in the interest of the students.
12. The secretariat of the student advisory board, SAB, at the University level is to be notified for any issue or project that should be discussed in the higher student board through any of the advisory student boards (male or female students).

General Provisions:

1. Each male/female member of the advisory boards shall maintain integrity, and abide by the norms followed in the University academic environments.
2. Membership of the board is a maximum of two years, renewable once only. (Recommendation: it cannot be renewable for more than this).
3. Graduate students are replaced by male/ female students in the same election mechanisms and conditions.
4. The secretariat of the higher student board and the secretariats of the boards set up meeting schedules and agendas, and monitor all recommendations and submit them to the concerned bodies.
5. The chairman of each advisory board shall approve what is agreed upon in the student board of the college; then, all that needs to be approved by the President of the University should be submitted to the

secretariat of the higher student board, who in turn is to directly notify the President of the University.

6. The student advisory boards are the legitimate channels that convey all student needs at the university.
7. Each advisory board identifies the tools, channels, and methods that help students convey their suggestions at Qassim University such as: (websites, the secretarial, the secretariats of the boards, the boxes prepared for that purpose, social networking sites (Facebook, Twitter), and others.
8. The secretariat of the advisory board at the University level prepares end-of- year report at the end of each academic year for the most outstanding achievements of the board. (This will is to be submitted to the President of the University).
The secretariat of each student advisory board, in each college, is to prepare that and to submit it to the secretariat of the advisory board at the University level.
9. Members of all advisory boards should be approved by the President of the University.
10. This document has been prepared for the student advisory boards for the benefit of the University and all its employees, and it should be respected and adhered to.

5.0 About Admission Deanship:

See its website www.qu.edu.sa. It has more details. The main issues will be listed down.

By- Laws of Undergraduate Study and Examinations

Article 1: Definitions

Academic Year:

Two regular semesters and a summer session, if any.

Academic Semester:

A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

Summer Session:

A period not exceeding eight (8) weeks of instruction, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

Academic Level:

Indicates the level of study. The levels required for graduation are eight (8) or more, in accordance with the specifications of each approved degree program.

Course:

A subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title, and detailed description of its contents to distinguish it from other courses. A portfolio on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or co-requisite requirement(s).

Credit Hour:

Each of the weekly lectures, with a duration not less than fifty (50) minutes or a laboratory session or field study of not less than 100 minutes' duration.

Academic Probation:

A notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

Class Work Score:

The score which reflects the student's standing during a semester according to his/her performance in examinations, research, and other activities related to a particular course.

Final Examination:

An examination in course materials, given once at the end of every semester.

Final Examination Score:

The score attained by a student in the final examination for each course.

Final Score:

The total sum of the class work score plus the final examination score for each course out of a total grade of 100.

Course Grade:

A percentage, or alphabetical letter, assigned indicating the final grade received in a course.

Incomplete Grade:

A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).

In-Progress Grade:

A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

Semester GPA:

The total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course (see Appendix B).

Cumulative GPA:

The total quality points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours assigned for these courses (see Appendix B).

Graduation Ranking:

The assessment of a student's scholastic achievement during his/her study at the University.

Minimum Course load:

The minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

ADMISSION OF PROSPECTIVE STUDENTS

Article 2

The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college.

Article 3

For admission to the University, the student must satisfy the following requirements:

- a. The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia.
- b. The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application. However the University may waive this condition if the applicant has a persuasive explanation.
- c. The applicant should have a certificate of good conduct.
- d. The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
- e. The applicant must be medically fit.
- f. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
- g. The applicant must satisfy any other requirements specified by the University Council at the time of application.

The Rules of Implementation for Qassim University

For admission to the University, the student must satisfy the following requirements:

- a. The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia and the university council determines qualifying certificates for admission at any of its departments
- b. The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application. However the University rector may waive this condition if the applicant has a persuasive explanation.
- c. The applicant should have a certificate of good conduct.
- d. The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
- e. The applicant must be medically fit.
- f. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
- g. The applicant must satisfy any other requirements specified by the University Council at the time of application.
- h. The applicant
- i. BA holders may not be admitted to the university to obtain another BA degree and the university rector may waive this condition.
- j. Applicants who are currently enrolled at another institution or the university itself may not be accepted

Article 4

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, as well as the results of the interviews and the admission examinations, if any.

The Rules of Implementation for Qassim University

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, aptitude tests, interviews, and any other admission tests approved by the university council.

Study System

Article 5: Study System

- a. Undergraduate study follows the academic level system.
- b. Undergraduate study comprises a minimum of eight levels.
- c. The duration of an academic level is one semester.
- d. Students are promoted successively from one academic level to another, in accordance with the promotion rules.

Article 6:

Studying in some colleges may be on a full academic year basis, according to the rules and procedures approved by the University Council. An academic year comprises two levels.

The Rules of Implementation for Qassim University

Studying in some colleges may be on a full academic year basis, according to the rules and procedures in these by-laws after the substitution of Phrase "academic semester" with the

phrase "academic year" under the condition that it does not contradict with any of the following:

- a. In the academic year system, courses are offered in a duration of 30 (thirty) weeks excluding weeks of enrollment and final examinations.
- b. Each course has to have a final exam during or at the end of the academic year and in case of applied or clinical courses which require training, final exams can be conducted at the end of the training period.
- c. Makeup exams are to be conducted two weeks before the commencement of the academic year for students who failed some courses. College council determines nature and number of such courses under the condition that the courses do not exceed 50 % of the student's study load. Students who pass makeup exams are given (D) in a makeup exam instead of previous grade (F).
- d. Students who fail the makeup exams or who fail courses that do not have makeup exams remain in the same level to retake the failed courses. College council or its behalf may allow students to take courses from the following level of study.
- e. Students may not transfer from one year to another unless they meet all requirements set by the study plan.
- f. Number of years for course enrollment is limited to two consecutive years.

Article 7: ACADEMIC LEVEL SYSTEM

According to the academic level system, the academic year is divided into two regular semesters and, if available, one summer session that is usually half of the time period of a regular semester. The degree requirements necessary for graduation are distributed across different levels, according to the degree plan approved by the University Council.

Article 8:

The University Council establishes the detailed rules governing promotion from one level to another by taking the following points into consideration:

- a. The courses for each major are distributed across different levels. The credit hours for each level are determined according to the approved degree plans.
- b. Students who pass all courses are registered in the appropriate level course, progressing from the lower level, according to the relevant approved degree plans.
- c. Students who have failed one or more courses are registered with the minimum allowable course load in each semester, taking the following into consideration:
 1. No conflict in their schedule.
 2. Previous requirements for the new courses are completed.
 3. The courses of the following academic level may not be taken unless required to complete the minimum course load.

The Rules of Implementation for Qassim University

8.1. Student is transferred to the next level after successful completion of all courses the previous level.

8.2. The minimum number of credits in a semester is 12 credit hours and the maximum is 20 credit hours. Expected graduates may take up to 23 credit hours. Committee of study plans and study system may decide different number of credit hours for majors whose nature dictates different numbers.

8.3. Students who fail one course or more are supposed to study courses according to the following procedures:

- a. Students who fail courses that constitute the minimum number of credit hours in one semester or more than the courses offered in one level are supposed to retake the failed courses.
- b. Students who fail courses that constitute less than the minimum number of credit hours in one semester are supposed to retake the failed courses and add more courses from the next level according to the following:
 1. Enrollment in the courses is within the study plan and timetables
 2. Semester load has to be linked to the students' GPA but no less than 12 credit hours
 3. No conflicts in students' schedules
 4. students who cannot enroll in courses from the next level due to conflicts or prerequisites may take courses from next levels (see item D). Students who cannot enroll in the minimum number of credit hours may take courses that are available even if they are less than the minimum number of credit hours.
- c. (This item is amended by university council resolution number (6) in 14/5/1427 corresponding to 10/6/2006 to read:
 "to continue applying the old by-laws before the university was established in the conducting of examinations and results calculations for the remaining students from college of Share'a and Islamic laws and college of Arabic and Social studies and those who have been joined with the departments of the college of Economics and Administration."
- d. Students may take courses from the next two consecutive levels.
- e. Enrollment is automatic (without prior request from the students) and all schedules are to be ready before commencement of study.

ATTENDANCE AND WITHDRAWAL

Article 9:

A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council (75 percent of the lectures and laboratory sessions assigned for each course), the student will be deprived from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade **DN** in the course.

The Rules of Implementation for Qassim University

1. A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit (75 % of the lectures and laboratory sessions assigned for each course), the student will be deprived from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given semester work grade and the grade **DN** in the course.
2. College council must approve lists of deprived students

3. Excuses are not valid when students miss 50% or more of class time as will be explained in article 10.
4. lists of deprived students are to be announced before final examinations

Article 10:

The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course.

The Rules of Implementation for Qassim University

1. College which offers the course or its behalf may allow a deprived students to enter the final examination if they submit a valid excuse provided that the missed classes are not 50% or more of class time.
2. students whose excuses are valid take the final examinations with their peer students. College council has the right to make exceptions to this.

Article 11:

A student who is absent for a final examination, will be given a zero grade for that examination. His/Her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.

Article 12:

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

The Rules of Implementation for Qassim University

1. An excuse of missing the final examination is considered valid in the following conditions:
 - a. The excuse must be presented within one week after it happened
 - b. Valid excuses are only the serious ones like (hospital admissions, car accidents, burn and fire accidents)
2. Makeup exams for the courses that students fail to attend for valid excuses are held within two weeks after excuse is accepted and results are given the week after.

Article 13:

A student may withdraw from the University for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the

permitted deadline for withdrawal and assign a **W** grade to the student. This semester will be included in the period required for completion of the program degree.

The Rules of Implementation for Qassim University

1. Students are allowed to withdraw from studying one semester without failing that semester if he/she submitted a valid excuse to the college dean five weeks before the final examinations. Those students studying in an academic year system may apply for withdrawal eight weeks before final examinations. Committee for student academic problems based on a recommendation from the dean may make exceptions to those deadlines. Withdrawing students will be given (W) grade and this semester is counted within the period of graduation.
2. Students may withdraw for two consecutive semesters or three separate semesters during their university study and they will be dismissed after that. Committee for student academic problems based on a recommendation from the dean may make exceptions in sever cases.
3. Students may not hold a withdrawing student status unless they get approval from the college dean and they officially inform Deanship of Admission & Registration.
4. To accept student's excuse to withdraw, the student must be regular in attending classes before the submission of the excuse as will be explained in article 15.
5. Students are automatically enrolled in the following semester.
6. Female students must bring in a parent consent to the withdrawal

POSTPONEMENT AND INTERRUPTION OF STUDIES

Article 14:

A student may postpone study for reasons determined acceptable by the entities assigned by university Council. The postponement duration cannot be more than two consecutive semesters or three non consecutive semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the university. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for completion of the program degree.

The Rules of Implementation for Qassim University

1. students may postpone study before the commencement of the semester till the end of the first week of study after they provide a valid excuse to the college dean. The postponement duration cannot be more than two consecutive semesters or three non consecutive semesters. Students studying in academic year system may not postpone study for two consecutive years. Postponement should not exceed two non consecutive years during their stay at the university. Students may be dismissed after that. The University Council may make exceptions when it deems necessary after recommendations from college council and Committee for student academic problems. The postponed period is not included in the period required for completion of the program degree.
2. Students may not hold a postponing student status unless they get approval from the college dean and they officially inform Deanship of Admission & Registration.

3. Students are automatically enrolled in the following semester.

Article 15:

If a full time regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. Part-time students are dismissed when they do not attend final examinations without a valid excuse.

The Rules of Implementation for Qassim University

1. A full time regular student is dismissed if he does not attend classes from the semester beginning till the end of the seventh week of study.
2. Lists of dismissed students are to be given to the Deanship of Admission & Registration on the eighth week of study.

Article 16

A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university.

The Rules of Implementation for Qassim University

See article 50 and its rule of implementation about visiting students

RE-ENROLLMENT

Article 17:

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

- a. He/She must apply for re-enrollment within four regular semesters from the date of dismissal.
- b. The College Council and the authorities concerned must approve the re-enrollment.
- c. Four or more semesters have lapsed since he/she interrupts his/her studies from the University; the student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.
- d. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
- e. A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

The Rules of Implementation for Qassim University

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

1. He/She must apply for re-enrollment within four regular semesters from the date of dismissal or two academic years for colleges that follow the year system
2. The College Council must approve the re-enrollment according to regulations
3. Four or more semesters or two academic years for colleges that follow the year system have lapsed since he/she interrupts his/her studies from the University; the student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application. The Committee for student academic problems may make exceptions according to its regulations
4. A student can be granted re-enrollment only once. The University rector can make exceptions when it deems necessary after recommendations from the Committee for student academic problems.
5. A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

Article 18

A student who has been dismissed from the University for academic or disciplinary reasons, or who has been dismissed from another university for disciplinary reasons, will not be granted readmission. If it becomes evident after admission that he/she was dismissed for such reasons, his/her readmission is considered canceled from the date of readmission.

GRADUATION

Article 19:

A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her cumulative GPA is not less than pass. If the student has passed the required courses but his/her cumulative GPA is low, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA.

The Rules of Implementation for Qassim University

1. The student must follow the degree study plan for his/her major and complete all the requirements before graduation. The student must maintain a GPA of 2:00 in a 5:00 scale in order to graduate. In case the student graduated with a GPA that is less than 2:00, the college council under recommendation from designated department may make the student take some courses to raise his GPA.
2. Items B and C of article 20 must be observed
3. Student may not graduate except after graduation and granting the degree is given by the university council.

4. After final examinations are graded, Deanship of Admission & Registration will report to the university council lists of graduating students to discuss it in the nearest meeting. Individual lists of graduation may be reported to the university council in cases like:
 - a. Students who have incomplete scores (IC) or students who have makeup examinations in one course or more in their final semester or the a like cases. Their final semester is their graduation semester.
 - b. Requests to grant degree for students who take cooperative training are sent to the university council during their final semester of study. Certificates of graduation are given after their successful completion of the training semester and the following phrase is written in their transcripts "The student has successfully completed the cooperative training".
5. Graduation Certificate:
 - a. Each graduating student is given a certificate of graduation that has: the student's full name, his nationality, his ID number, college and major of study, the degree, and the GPA. The certificate must be signed and sealed from enrollment & registration dean.
 - b. The student may be given a substitute certificate in case the original is lost according to the following:
 - i. The student must post an a lost of found add in one of the local newspapers. He can then ask for a substitute after four weeks from date of add. The original and a copy of the add must be included in the request.
 - ii. A new certificate is then issued. The new certificate must include all information in the original one. The phrase "Substitute of original" must be added to all new certificates.

DISMISSAL FROM THE UNIVERSITY

Article 20

A student will be dismissed from the University in either of the following situations:

- a. The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student who can improve his/her cumulative GPA by studying the courses available.
- b. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.
- c. The University Council may make an exception and give students who fall under (a) or (b) the opportunity to complete their studies within an additional period of two semesters.

The Rules of Implementation for Qassim University

A student will be dismissed from the University in either of the following situations:

1. A student will be dismissed if he/she receives three consecutive academic probations (2:00 out of 5:00). The student can be granted another chance in these cases:
 - a. Students who can raise their GPA to 2:00 if they can score 48 points after studying 12 credit hours. This process has to be calculated automatically. In case the student cannot raise his GPA according to the previous formula, the college council may grant him a fourth chance.
 - b. The college council may grant those students who are dismissed because of academic probations a maximum chance of two semesters according to the following:
 - i. The student has shown improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
 - ii. The student is able to raise his GPA to 2:00 in case he is given the chance.

In case the above two conditions do not apply, college council should report to the Committee for student academic problems for appropriate decision.

- c. The university council in some exceptional cases may grant students who consume all their chances a maximum period of two semesters after getting recommendations from the Committee for student academic problems and the college council that the student has shown improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
 - d. For colleges that follow the academic year system, the student is dismissed from university in case his GPA falls below 2:00 out of 5:00 for two consecutive years. Students who can raise their GPA to 2:00 if they can score 96 points after studying 24 credit hours. This process has to be calculated automatically. In case the student cannot raise his GPA according to the previous formula, the college council may grant him a third chance.
2. If the student does not finish all graduation requirements in the period given, the following may be used to deal with the case:
 - a. If the student fails to complete the graduation requirements within a maximum additional period equal to one-half of the period determined for his/her graduation in the original program period, the college council may grant him an exceptional chance to finish the graduation requirements. This chance should not exceed double the duration of the original program period if these conditions are met:
 - i. The student has to have a valid explanation of his late graduation
 - ii. The student has to show improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters. In case the above conditions do not apply, college council should report to the Committee for student academic problems for appropriate decision.

- b. The university council may give students who are dismissed because of exceeding double the duration of the original program period a maximum chance of two semesters after getting recommendations from the Committee for student academic problems and the college council. Before reporting to the university council, the following must be observed:
 - i. The remain courses to graduate can be finished within two semesters
 - ii. The student has to show improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
3. The designated colleges should collected all related cases and discuss in their college councils. Colleges should then report to the Deanship of Admission & Registration within the second week of study commencement.

STUDY BY AFFILIATION

Article 21:

Based on the recommendation of the colleges, the University Council may accept the principle of studying by affiliation in some colleges and specializations that allow this option. The University Council sets the rules and procedures for affiliation according to the following regulations:

- a. The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student.
- b. The associate student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student, except for class attendance.
- c. On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- d. The student's transcript, graduation certificate, and degree must indicate that the student studied by affiliation.

The Rules of Implementation for Qassim University

It is important to observe that before writing implementation rules for article 21, to set up by-laws for distance learning or study by affiliation starting all conditions and regulations.

FINAL EXAMINATIONS

Article 22:

Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be less than 30 percent of the final course grade.

The Rules of Implementation for Qassim University

Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be between 30 to 50% percent of the final course grade.

Article 23:

The class work score is evaluated in one of the following ways:

- a. At least one written examination, plus part or all of the following: oral and practical examinations, research papers, other class activities.
- b. At least two written examination.

Article 24:

Based on the recommendations of the department council concerned, the College Council is entitled to permit the inclusion of practical or oral tests in the final examination of any course and to specify the proportion of the final score for the course that is assigned to these tests.

Article 25:

Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an (IC) grade is recorded in the student's academic record. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the (IC) grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an (F) grade and will be included in the calculation of the semester and cumulative GPAs.

Article 26:

Courses that involve symposia and/or research or courses of a practical or field work nature may be excluded from part or all of the rules in Articles 22, 23, and 24, based on a decision made by the College Council and the recommendation of the department council teaching the course. The College Council may specify alternate ways to evaluate student achievement in such courses.

Article 27:

If courses of a research nature require more than one semester to complete, the grade of (IP) is assigned to the student. After the completion of the course, the student will be given the grade he/she has earned. If he/she fails to complete the course within the specified time, the department council that offers the course may approve assigning an IC grade to the student's record for this course.

Article 28:

The grades earned by students in each course are calculated as follows:

Percentage	Grade	Grade code	GPA	GPA
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	Significance		(out of 5.0)	(out of 4.0)
95 – 100	Exceptional	A+	5.00	4.00
90 – 94	Excellent	A	4.75	3.75
85 – 89	Superior	B+	4.50	3.50
80 – 84	Very Good	B	4.00	3.00
75 – 79	Above Average	C+	3.50	2.50
70 – 74	Good	C	3.00	2.00
65 – 69	High Pass	D+	2.50	1.50
60 – 64	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00

The Rules of Implementation for Qassim University

The grades earned by students in each course are calculated in a scale of 5:00 as follows:

Percentage	Grade Significance	Grade code	GPA (out of 5.0)
95 – 100	Exceptional	A+	5.00
90 – 94	Excellent	A	4.75
85 – 89	Superior	B+	4.50
80 – 84	Very Good	B	4.00
75 – 79	Above Average	C+	3.50
70 – 74	Good	C	3.00
65 – 69	High Pass	D+	2.50
60 – 64	Pass	D	2.00
Less than 60	Fail	F	1.00

Article 29:

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA and calculated as follows:

1. Excellent—if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.
2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00), or 2.75 or higher but less than 3.50 (out of 4.00).
3. Good—if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00), or 1.75 or higher but less than 2.75 (out of 4.00).
4. Pass—if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00), or 1.00 or higher but less than 1.75 (out of 4.00).

The Rules of Implementation for Qassim University

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA in a scale of 5:00 and calculated as follows:

1. Excellent—if the cumulative GPA is no less than 4.50

2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50.
3. Good—if the cumulative GPA is 2.75 or higher but less than 3.75.
4. Pass—if the cumulative GPA is 2.00 or higher but less than 2.75.

Article 30:

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of his/her graduation. Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 or higher but less than 3.75 (out of 4.00) at the time of his/her graduation.

The student who is eligible for first or second honors also must meet the following criteria:

- a. He/She must not have failed any course completed at the University or any other university.
- b. He/She must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree program.
- c. He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

The Rules of Implementation for Qassim University

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 at the time of his/her graduation. Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 at the time of his/her graduation.

Earning first or second honors is contingent upon the following:

1. The student has never failed a course at the university or at any university he attended before.
2. The student has finished all graduation requirements during a maximum period of the average duration between the minimum and maximum periods of study at the college.
3. The student has completed at least 60% of the graduation requirements at Qassim University.

FINAL EXAMINATION PROCEDURES**Article 31:**

The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.

The Rules of Implementation for Qassim University

The college council should form a committee to coordinate the execution of final examinations and to submit final results to the Deanship of Admission & Registration within three days of the examination date of the respective course.

Article 32:

The College Council may apply the principle of strict confidentiality in the final examinations procedures.

Article 33:

The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson.

Article 34:

The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required.

Article 35:

The instructor who corrects the final examination records the marks earned by the students on a grade sheet specifically prepared for that purpose. He/She then signs his/her name on the sheet and also has it signed by the department chairperson.

Article 36:

No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit.

Article 37:

No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.

Article 38:

Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Council.

Article 39:

The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations.

The Rules of Implementation for Qassim University

Rules and regulations governing re-grading examination papers:

1. The council of the college that offers the course may in extreme cases and after the student write a petition re-grade examination papers within the first week of the following semester.
2. The student has never made a petition for regarding and proven wrong
3. The student is allowed to make a petition for regarding for one course only during the semester
4. The college should make a form that includes information from items 1,2, and 3 together with other information like: student name, university ID number, course code, name, and number, section number, semester, absence percentage, student GPA, academic probations, course instructor's name, examination date, justification for re-grading, and student's pledge about the correctness and accuracy of all information.
5. In case re-grading is granted, the college council forms a committee to re-grade the examination paper. The committee writes a report to the college council for decision. College council decision is final.
6. The committee may recommend that the student be sent to the university disciplinary committee in case they see a reason for that.

Article 40:

Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.

Article 41:

The College Council sets the regulations pertaining to the final examination procedures, without detriment to the provisions stated in Articles 31–40.

TRANSFER

Transfer from One University to Another

Article 42:

The transfer of a student from outside the University may be accepted under the following conditions:

- a. The student should have studied at a recognized college or university.
- b. The student must not have been dismissed from that university for disciplinary reasons.
- c. The student must satisfy the transfer conditions, as determined by the University Council.

The Rules of Implementation for Qassim University

The transfer of a student from outside the university may be accepted under the following conditions:

1. Acceptance of both deans of the two designated colleges in both universities
2. The student should have studied at a recognized college or university for at least one semester.
3. The student must not have been dismissed from that university for disciplinary reasons.
4. The student must satisfy the transfer conditions, as determined by the receiving college council.
5. The course load to be taken at Qassim University should not be less than 60% of the required course to earn a BA from Qassim University.
6. Students may transfer from one university to another in Saudi Arabia for one time only.
7. The duration of stay at the first university and the remaining duration for graduation from Qassim University should not exceed the average of the maximum and minimum limits for completing his/her degree program.
8. Transfer procedures must finish two weeks before the commencement of the semester or the academic year for colleges that follow the year system
9. For students who do not satisfy the above conditions, the university rector in extreme cases may make exceptions based on the recommendations of the Committee for student academic problems. Exceptions may not contradict what article 42 reads.

Article 43:

The College Council evaluates the courses that were taken by the student outside the University, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA.

Article 44:

If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the University. .

The Rules of Implementation for Qassim University

1. If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the university.
2. The student should be referred to the university disciplinary committee if it becomes evident that the student has given false information.

Article 45:

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, according to the general rules governing transfer.

Transfer from One College to Another within the University**Article 46:**

A student may transfer from one college to another within the University in accordance with the rules endorsed by the University Council.

The Rules of Implementation for Qassim University

1. A student may transfer from one college to another after obtaining a recommendation from the designated deans and the acceptance of the Committee for student academic problems. Transfer must be in accordance with any conditions set fourth by the college to which the student will transfer.
2. The student remaining duration for graduation is enough to finish all graduation requirements of the new degree
3. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system
4. A student may not be allowed to transfer except after studying for one semester
5. A student may transfer for one time only during his study at the university
6. For students who do not satisfy the above conditions, the university rector in extreme cases may make exceptions based on the recommendations of the Committee for student academic problems. Exceptions may not contradict what article 46 reads.

Article 47:

All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective University.

Article 48:

A student may transfer from one major to another within a college after obtaining the approval from college dean, in accordance with the rules established by the University Council.

The Rules of Implementation for Qassim University

1. A student may transfer from one major to another within a college after obtaining the approval from college dean, in accordance with the rules established by the college council.
2. The student remaining duration for graduation is enough to finish all graduation requirements of the new major
3. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system

4. A student may not be allowed to transfer except after studying for one semester
5. A student may transfer for one time only during his study at the university. College council may make exceptions for one additional chance to transfer from one major to another within the college
6. Lists of transferring students must be sent to the Deanship of Admission & Registration within the second week of semester commencement.
7. All cases that do not meet the above requirements must be referred to the college council for review and decision taking.

Article 49

All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the University.

VISITING STUDENTS

Article 50:

A "visiting student" is a student who studies courses at another university or in any branch of the University to which he/she belongs without transferring. These courses are considered equivalent to those offered at the University, according to the following rules:

- a. The student must obtain the approval of his/her college before he/she begins his/her studies.
- b. His/Her studies should be at a recognized college or university.
- c. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
- d. If the visiting student is studying in one of the branches of the University to which he/she belongs, the rules under Article 47 apply.
- e. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
- f. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.
- g. Any other conditions required by the University Council should be satisfied.

The Rules of Implementation for Qassim University

A "visiting student" is a student who studies courses at another university or college or in any branch of the University to which he/she belongs without transferring. These courses are considered equivalent to those offered at the University, according to the following rules:

1. A student from Qassim University requesting to study as a visiting student at another university or college:
 - a. The student has to have a transcript with a GPA for at least one semester at the university before he can make a request as a visiting student

- b. The student must obtain the approval of his college to study as a visiting student and he must specify the courses that he will take. The college may require certain grade in order for the course to be considered as equivalent. The student is then given the permission to study as a visiting student in an official letter from the Deanship of Admission & Registration.
 - c. The student must attend a recognized college or university.
 - d. The course the student takes outside his college should be equivalent, in terms of content and credit hours, to a course required for graduation.
 - e. After obeying item (e) in article 42, the maximum number of courses that can be taken as a visiting student should not exceed 20% of the courses required for graduation from Qassim University.
 - f. The course grades credited to the visiting student will be recorded in his academic record, but not included in the calculation of his/her cumulative GPA.
 - g. The visiting student must submit his grades to the Deanship of Admission & Registration during the first week of the following semester. Failing to do so may result in considering him absent for the semester that he did not attend except for summer semesters. The student then is treated according to article 15.
 - h. Visiting student monthly allowance is given to the student if he qualify for it after he submits all of his grade to the Deanship of Admission & Registration
 - i. The student may not take more than two semesters as a visiting student
2. A student from another university requesting to study as visiting student at Qassim University:
- a. The student has to have a transcript with a GPA for at least one semester at his original university
 - b. The student must obtain the approval of his original university to study as a visiting student at Qassim University. The letter of approval must specify the courses that he will take at Qassim University.
 - c. The student must obtain the approval from the college at which he will study as a visiting student.
 - d. The student may not take more than two semesters as a visiting student
 - e. The visiting student may not ask for accommodation or monthly allowance from Qassim University
 - f. The visiting student's enrollment is through the designated authority and all course enrollment & registration procedures must be observed
 - g. At the end of the semester, the visiting student is given a letter stating grades of the courses he has taken.

GENERAL RULES

Article 51:

These regulations supersede all preceding rules and regulations established for study and examinations at the undergraduate level.

Article 52:

The University Council may establish rules of implementation that will not contradict these regulations.

Article 53:

The Higher Education Council is entitled to interpret these regulations as it sees fit.

Academic Transcript and Grade Codes

Academic Transcript

The academic Transcript is a statement that explains the student's academic progress. It includes the courses studied in each semester, course numbers and codes, number of credit hours, the grades earned, and the codes and points assigned to these grades. The record also shows the semester and cumulative GPAs and the student's general academic status, in addition to the courses from which a transferred student is exempt.

Grade Codes

Grade Code (Arabic)	Grade Code (English)	Mark Range	Points		Grade in English	Grade in Arabic
أ+	A+	95 To 100	4.00	5.00	Exceptional	ممتاز مرتفع
أ	A	90 Less than 95	3.75	4.75	Excellent	ممتاز
ب+	B+	85-Less than 90	3.50	4.50	Superior	جيد جدا مرتفع
ب	B	80-Less than 85	3.00	4.00	Very Good	جيد جدا
ج+	C+	75-Less than 80	2.50	3.50	Above Average	جيد مرتفع
ج	C	70-Less than 75	2.00	3.00	Good	جيد
د+	D+	65-Less than 70	1.50	2.50	High Pass	مقبول مرتفع
د	D	60-Less than 65	1.00	2.00	Pass	مقبول
هـ	F	Less than 60	0	1:00	Fail	راسب
م	IP	-	-	-	In Progress	مستمر
ل	IC	-	-	-	In Complete	غير مكتمل
ح	DN	-	0	1:00	Denial	محروم
ند	NP	60 or above	-	-	No Grade - Pass	ناجح بدون
هد	NF	Less than 60	-	-	No Grade - Fail	راسب بدون
ع	W	-	-	-	Withdrawn	منسحب بعذر

Example of the Calculation of Semester and Cumulative GPA

First Semester

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 301	2	85	ب+	4.50	9:00
CHEM 324	3	70	ج	3.00	9:00
MATH 235	3	92	أ	4.75	14.25
PHY 312	4	80	ب	4.00	16:00
TOTAL	12				48.25

$$\text{First Semester GPA} = \frac{\text{Total quality points (48.25)}}{\text{Total credits (12)}} = 4.02$$

Second Semester

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 104	2	96	أ+	5.00	10
CHEM 327	3	83	ب	4.00	12
MATH 314	4	71	ج	3.00	12
PHY 326	3	81	ب	4.00	12
TOTAL	12				46

$$\text{Second Semester GPA} = \frac{\text{Total quality points (46)}}{\text{Total credits (12)}} = 3.83$$

$$\text{Cumulative GPA} = \frac{\text{Total quality points (48.25+46)}}{\text{Total credits (12+12)}} = 3.93$$

By- Laws of Student Disciplinary Code

Article 1

All Qassim University students, both males and females, shall abide by are subject to this Code.

Article 2

Any breach of Islamic manners or the QU regulations, bills and instructions are deemed a violation necessitating discipline, especially:

- a. Any misdeed of indignity, dishonor or misconduct, both inside and outside the QU campus.
- b. Any act contrary to QU rules, regulations and directives.
- c. Refusal to attend lectures, academic drills, lessons and so forth on which the regulations lay emphasis and in such a way that does not contradict Article 9 of the University Code of Study and Examinations.
- d. Cheating or attempting to do so on any examination, report or study project.
- e. Disruption of the examination system or causing disquiet therein.
- f. Organization of activities or gatherings against the university's by-laws.
- g. Any damage or attempt to cause damage to University establishments, equipment, materials, books, or any library acquisitions.
- h. Abuse of University facilities, affiliated facilities and their contents.
- i. Issuance or distribution of leaflets, raising money or collecting signatures without prior consent from the University.
- j. Sitting for an examination in place of another student or having another student sit for an examination instead of the student named on the exam, whether on campus or off campus.
- k. All forms of forgery.
- l. Smoking on the University campus or failure to keep the campus clean and tidy.
- m. The student's misdemeanor towards his classmates, personnel, academic staff members of the University, or verbal or virtual aggression against workers and employees of companies which are contracted to work for the University.

Article 3

Any student in breach of item (d) of Article 2 above who has been caught cheating on any examination shall be removed from the examination venue by the invigilator, who shall write detailed minutes of the situation to then be submitted together with any supporting documents to the Dean of the College. The dean shall refer the student to the College Disciplinary Committee. The Committee may decide, after conducting the necessary investigation and verifying the cheating, to take a gradual disciplinary approach according to the degree of the violation committed by the student, the degree of its recurrence, and so on. Such penal measures include:

- a. As a first step cancellation of the student's examination in that subject only, in which he shall be given a zero.
- b. In addition to the cancellation of the student's examination in the subject in which he cheated, another possible step may be the cancellation of the student's examination in one or more other subject, in which he shall be given a mark of zero.
- c. Finally, the cancellation of the student's examination in all the subjects of the semester, in all of which he shall be given a zero.

As to cheating in reports and study projects, the course teacher shall prepare a record of the details of the situation to be submitted to the Dean of the College, who shall refer him/ her to the College Disciplinary Committee. Upon conducting the necessary investigation and verifying the cheating, the Committee may decide to execute any of the above-mentioned punitive measures and post that decision within the College.

Article 4

Any student who is in breach of item (e) of Article 2 above may be dismissed from the examination venue by the invigilator, who shall write a detailed report of the situation and submit it to the Dean of the College, who shall in turn refer him/ her to the College Disciplinary Committee. Subsequent to conducting the necessary investigation, the Committee may decide to cancel the student's mark for the course in question whereupon he/ she will be deemed as having failed that course.

Article 5

The disciplinary punishments include:

- a. calling to attention;
- b. warning;
- c. depriving the student from entertaining some or all student-related university privileges;
- d. barring him from registering for one or more courses in one or more semesters;
- e. canceling his registration for a period of one semester and considering him as having failed all the courses in which he was registered;
- f. canceling his examination in one or more course and considering him as having failed all the course(s) in which he was registered;
- g. depriving the student from sitting for the examination in one or more courses;
- h. dismissing him/ her from the University for one or more semesters; and
- i. expelling him/ her permanently from the University.

In all of the above circumstances, the student shall incur and be liable for the cost of all the damage he caused together with the cost of repair, installation, and their consequences.

Article 6

The assignment of the disciplinary punishment shall be selected in such a way that the punishment is befitting to the degree of the violation, taking into account all precedents as well as the mitigating and aggravating circumstances of the violation, within the limits of the punishments listed in this Code.

Article 7

- a. All disciplinary punishment-related decisions shall be kept in the student's file.

- b. The punitive decision may be posted inside the University, its official Bulletin and so on, based on the ruling by the committee issuing that punishment and the approval of the Deputy President of the University.
- c. The Deanship of Student Affairs must notify the student or his custodian of the details of the punishment. In case the custodian is notified, that notification should take place within ten days of the issuance of the decision.

Article 8

The bodies concerned with the assignment of punishments are:

- a. The College Disciplinary Committee which, in addition to the texts of Articles (3 and 4), may assign Punishments (1, 2 and 3) as stated in Article (5) above.
- b. The University Disciplinary Committee, which may assign any of the Punishments in Article (5), taking into account the rulings in Articles (3 and 4) above.
- c. In the event of the student's violation of the system or any consequences thereof, such as irregularity of attendance, the President of the University or any of his delegated officers shall be responsible for the case as the situation requires by enforcing the functions of the Disciplinary Committee of the University after consulting with the relevant Dean.
- d. The body assigning the punishment should notify the Deanship of Admission and Registration, the Deanship of Student Affairs, the student's College, and the concerned Supporting Deanships of the issue of the decision within a period not exceeding one week in order to enforce it.

Article 9

- a. A Permanent University Student Disciplinary Committee is formed by a decision from the President of the University for a period of two years. This committee shall consist of the Dean of Student Affairs or his Deputy as Head thereof, the concerned Dean or his Deputy, the Dean of

Admission and Registration or his Deputy, and two academic staff members of the University. In the event that more than one student from more than one college is involved in the same act, the presence of the Dean or Deputy of one of the students' Colleges may be sufficient.

- b. A Permanent Student Disciplinary Committee is formed in every college by the Dean of the College or his Deputy as Head thereof, the Head of the Department in which the student studies, and one academic staff member of the College whom the Dean of the College nominates for a renewable one-year period.
- c. A Permanent Female Student Disciplinary Committee is formed by a decision from the President of the University. It is comprised of three female academic staff members of the University, one of whom shall be appointed head of the Committee, and the members of which can be re-instated every two years.

Article 10

The students shall be referred to the University Disciplinary Committee by the relevant Deputy President on the basis of the decision of the body which has reported the violation.

Article 11

The student should be notified in ample time of the violation attributed to him as well as the appointed time for appearing before the Committee.

Article 12

Disciplinary Committees should take the following measures into account:

- a. The violation's report and description which should be attached to the disciplinary minutes are taken into consideration.
- b. The student's previous undertakings and disciplinary decisions, if any, are taken into consideration.
- c. The investigation should be in writing and entered into the minutes according to the attached form.

- d. The minutes should contain the words of the student in his defense, which is an essential component of the disciplinary process.
- e. Each paper of the investigation should be signed at the bottom by the Committee and the student under investigation.
- f. There should be no crossing out, abrogation, obliteration or modification on the papers of investigation.

Article 13

The decisions of the University Disciplinary Committee are final. However, the student may file a petition of appeal against the decision to the President of the University within one month of his notification. After that, the President will take charge of bringing it to the attention of the University Council for resolution in its next session.

Article 14

The decisions of the College Disciplinary Committee are final, so long as they are within the limits of its authority as stated in paragraph (A) of Article (7). However, the student may file a petition of appeal against the decision to the Deputy President of the University within one month of his notification. After that, the Deputy President shall refer him to the University Disciplinary Committee.

Article 15

The decisions of the female students' Disciplinary Committee may not be enforced until they have been approved by the Deputy President of the University, who may refer them to the University Disciplinary Committee.

Article 16

The student shall have no excuse on the grounds of lacking knowledge about University codes, regulations, or the instructions it issues.

Article 17

The President of the University may assign any of punishments stated in Article (5) of this Code, especially those violations whose treatment requires privacy and confidentiality, or exceptional and special circumstances.

Article 18

The Deans and Directors of Departments shall be responsible for student discipline, reporting their violations inside the facilities under their control, taking the necessary measures for reporting the violation, preserving the tools and mechanisms of the violation, writing the necessary minutes, and referring the subject to the concerned official(s).

Article 19

This Code shall be put into effect from the date of issue; therefore, all previous codes and decisions to the contrary shall be abrogated and put into disuse.

Confidential

A Disciplinary Committee Minutes

On the day of ----- corresponding to ---/---/143--- A.H. at -
----- o'clock, the Student Disciplinary Committee met in ----- at
the Office of HE the Dean Dr. -----as Head thereof for
consideration of what has been attributed to the Student -----
----- on the basis of ----- in the
presence of :

1. Dr. -----

2. Dr. -----

3. Dr. -----

The Committee summoned the student who was present and was asked about the following, which he answered in his own writing:

Student Particulars (The Committee should verify the student's identity from his ID card):

Student's Name:----- University No.:-----

College:----- Specialty: ----- Section:----

Level:----- GPA:----- Semester's Average:-----

Attachments to these Minutes:

- a. The minutes of the report and description of the violation signed by the concerned official.
- b. All previous undertakings and disciplinary decisions, if any.
- c. Findings from the site of the violation, their pictures or descriptions.

Question1: What do you say against what has been attributed to you?

Answer: -----

Question2: -----

Answer: -----

Question3-9:

Question 10: Do you have anything else to state?

Answer: -----

The student's words have been taken down in writing
which he confirmed and signed.

Pursuant to that, the Committee allowed the student to adjourn. Then it deliberated and decided:

Names and Signatures of Committee Members:

1. Dr. -----
2. Dr. -----
3. Dr. -----

Head of Committee

Dr. -----

6.0 The General Framework for Preparing Study Plans

Introduction

Qassim University (QU hereafter) persistently strives to update its study plans according to technical and educational developments, job market needs, and academic accreditation standards. For this purpose, QU has established a Study Plans and Systems Committee to oversee the preparation and approval of study plans.

The study plan is regarded as the main pillar of the educational process at any academic institution upon which the transfer stages of the knowledge in each discipline are based. In addition, quality criteria are founded thereon in harmony between the study plan and academic specialty. Moreover, planning for those who complete all the stages of the plan and qualify for the job market depends on it.

One of the basic functions of QU is to periodically update its study plans in such a way that it is commensurate with scientific and technical development so as to maintain its academic reputation and to guarantee the continuity of its academic programme accreditation. One of the most important criteria of academic accreditation is the strength of the study plan and academic programme content, especially in light of the rapid developments in scientific disciplines.

In preparing its standards, the Plans and Study Systems Committee at QU examined the latest criteria of study plan preparation in Saudi and international universities and took into consideration the new resolutions of the Higher Education Council, particularly those that relate to the university study and examination systems.

In addition, the general standards for study plan preparation and programme development have been generally established according to the forms and criteria of the National Committee for Academic Accreditation, and in such a way to make it possible for QU colleges and departments to complete these forms. As such, these forms will be uniform and standardized for all QU Colleges to develop their academic programmes and plans. The Committee

hopes that the General Framework of Study Plan Preparation will contribute to the development of study plans at QU and upgrade its output quality level.

The Significance of the General Framework of the Study Plan

The Study Plan General Framework is the organizer of study plans within QU, to which all Colleges refer in developing new plans or revising current ones. As such, it is the main reference for creating plans according to the following:

- a. Course codes and symbols should be uniform for all QU colleges and should be in agreement with those in Saudi and international universities.
- b. All QU college plans should include QU requirements for all students.
- c. The general format of all QU study plans should be uniform.
- d. QU graduation requirements should be abided by in all colleges.
- e. Course descriptions offered in all departments should be uniform in both form and content.
- f. Course evaluation method should be uniform in all departments.

The Principles of the General Framework of the Study Plan

The general framework for preparing study plans comprises the following steps:

- a. specifying college objectives and disciplines,
- b. specifying human and material inputs,
- c. specifying job market requirements,
- d. examining the endeavours of local, Arab and international universities and applying local and international academic accreditation standards,
- e. offering the initial design of the plan,
- f. making use of the proposed plan feedback given by related departments, parallel academic centers, and the job market,
- g. specifying graduation requirements based on an information survey,
- h. organizing the distribution of graduation requirement credits in a general format (i.e., QU requirements, college requirements, major requirements, electives),

- i. specifying QU requirements binding for all students,
- j. laying out a uniform method for all QU course coding and symbolization,
- k. laying out a uniform method for defining course pre-requisites, and
- l. course description and evaluation should be uniform in both form and procedure for all QU courses and in accordance with local and international academic accreditation standards.

The Main Elements of the Study Plan

The study plan consists of the following elements:

- a. introduction to the college,
- b. introduction to the department,
- c. the operational plan, and
- d. study plan creation and development mechanisms.

1. Introducing the College

Such an introduction includes the following steps:

- A Historical Background
- College Vision, Mission, and Objectives
- College Admission Requirements
- College Departments, Academic Disciplines, and Degrees
- Department Codes (in Arabic and English)
- The General Format of the Study Plan
- Features of the College Course Plan Development (Developed Plans)
- Justifications for Initiating New Plans
- QU Requirements
- College Requirements (Compulsory and Optional)
- Approval of the Department Council
- Approval of the College Council

2. Introducing Departments, Academic Programmes and Courses

The introduction to the Department includes the following steps:

- A Brief Idea about the Department,

- Specifying Department Vision, Mission and Objectives,
- The Department's Study Programmes and Tracks,
- The Degrees Awarded (e.g., B.A./B.Sc., Diploma, etc.),
- The Admission Rules,
- Graduation requirements, including:
 - A pass in all graduation requirement units,
 - A preparatory year (if any),
 - An internship year (if any),
 - Any other requirements
- Job opportunities for graduates,
- Course number indications,
- Relation of the Department to College Objectives,
- Intra-Departmental course list/compulsory courses,
- Extra-Departmental compulsory course list,
- Intra-Departmental course list/optional list,
- Electives according to this Framework,
- Course Description which includes the following elements:
 - Main course information,
 - Course objectives,
 - Course syllabus or contents,
 - Course output (skills to be learned from the course),
 - Course textbook,
 - References (book's title, author's name, publication date and publisher),
 - Syllabus distribution over the semester (optional),
 - Course evaluation.
- B.A./B.Sc. Course Plan Distributed into levels,
- Translation of the course plan into English (for the purposes of academic accreditation).

3. The Operational Plan

Here are shown the available human, spatial, and laboratory facilities in addition to those requirements needed for the execution, evaluation, and development of the plan.

4. Study Plan Creation and Development Mechanisms

- The Colleges should study the feasibility and worth of instituting new departments or study courses in light of the current needs of the job market and academic course/programme developments in internationally recognized and prestigious universities. Subsequently, the Colleges should estimate the operational plan in terms of the human, material, spatial, and laboratory needs for those programmes (see Figure 1 below).
- The Colleges should review and evaluate their plans periodically (e.g., every five years or at a minimum after the first class graduates) so as to avoid any negatives in their plans and to highlight the most important features of the new developments.
- The Colleges should complete their plan accreditation procedures by submitting the new or developed plans to:
 - The Department's Plan Committee,
 - The Department's Council,
 - The College's Plan Committee/ the College's Academic Accreditation Committee,
 - Arabic language reviewer/editor,
 - English language reviewer/editor.

Once the College has ensured that the needed corrections have been done by the plan committee and language reviewers, the plan should be submitted to:

- The College Council,
- The Plan and Study System Permanent Committee,
- The Academic Referee if the committee deems fit, and
- The QU Council.

Finally, when the plans are finally approved by the QU Council (**Figure 2**), they will be published on the internet

Figure 1. Mechanisms of Preparing and Evaluating Study Plans

First: College Vision, Mission and Objectives ,Scientific and Technical Advances in Discipline, Job Market Needs

Second: Specification of College objectives

Third: Specification of College Specialties (Programs)

Fourth: Specification of Human and Material Inputs

Fifth: Course Selection and Description

Sixth: Study Plan Preparation

Seventh: Study Plan Approval

Eighth: Study Plan Enforcement

Ninth: Study Plan Evaluation and Development

Figure 2. Supervising Committees and Councils for Creating and Adjusting Study Plans

1. Departmental Plan Committee
2. Academic Departments
- 3a. College Plan Committee
- 3b. College Accreditation Committee
4. College Council
5. QU Permanent Plan Committee
6. QU Council

Stages of Study Plan Preparation

To prepare any new study or course plan or develop an existing one, the following steps must be followed:

Stage One: Data Survey

Such a survey consists of two steps:

First, considering the experiences of local, Arab, and international universities. This includes:

- a. number of credits allotted to a similar program,
- b. determining how the credit hour are distributed across the different requirements (i.e., university, college and specialty), and
- c. writing a report of findings.

Second, a field survey specifying job market needs. This includes:

- a. specifying the relevant public and private sector agencies to be contacted to determine their needs from the programme's output,
- b. preparing the necessary survey tools such as scientific questionnaires, meetings, interviews, workshops and so on, and
- c. writing a full report about the outcomes of this stage.

Stage Two: Analyzing Collected Data in Stage One

This stage includes:

- a. comparing the proposed course objectives and those of similar programmes at other universities which have been surveyed in the first stage,
- b. comparing credit hours and their different distributions,
- c. considering detailed course descriptions of similar programmes in other institutions as were surveyed in stage one for the purposes of determining the required academic and technical content and how it could be integrated into the new syllabus,
- d. a provisional plan design, and
- e. using the feedback provided by related agencies (such as academic departments, parallel scientific centers, and the job market) in the proposed plan.

Stage Three: Final Study Plan Design

This stage involves:

- a. distributing courses over the proposed course levels based on the results of the above two stages, taking into consideration course requirements and their academic and logical sequence,
- b. specifying the relevant training courses for developing the student's practical skills in order to prepare them for the job market,
- c. ensuring the inclusion into the study plan of a co-operative or summer training programme in each departmental plan in addition to field training (according to the nature of the major),
- d. preparing a full detailed description of every course including course objectives, items and references,
- e. ensuring that the study plan meets the requirements of local and international academic accreditation standards, and
- f. conducting a final review by the relevant Department and writing a report on the Department's recommendation about the proposed plan according to the collected data.

Stage Four: College Council Approval

This includes:

- a. recommendation of the Departmental Council,
- b. a review of the college's Plan Committee and Accreditation Committee of the most important features and constituents of the plan to ensure that the plan includes all the main and essential elements and details and that all the requirements of the previous stages are completed,
- c. submission of the plan to the College Council for approval,
- d. submission of the plan to QU Vice-President for Educational Affairs together with the approval by the Department and College Councils and a summary of field and data survey.

Stage Five: Final Review

At this stage, the plan will be submitted to the Permanent Committee for Plan and Study System to ensure that all the procedures have been followed. Then the plan will be submitted to QU Council for final approval.

Stage Six: Continuous Assessment of the Plan

Continuous assessment of the plan is the responsibility of the academic department. It should be conducted according to specific ready-made tables and forms. A report about the continuous assessment should be submitted to the Dean of the College.

Procedures for Preparing a Study Plan: A Summary

These procedures include:

- setting up a College Plan Committee,
- setting up a Departmental Plan Committee, and
- setting up a College Academic Accreditation Committee.

No.	Function	Responsibility of
1	Preparing a study plan	Departmental Plan Committee
2	Submitting the study plan to the Departmental Council	Departmental Plan Committee
3	Submitting a the study plan to the College Plan/Academic Accreditation Committee for final approval	College Plan Committee/ Academic Accreditation Head
4	Submitting the study plan to the College Council	College Dean
5	Submitting the study plan to the QU Vice-President for Instructional Affairs	College Dean
6	Submitting the study plan to the QU Permanent Plan and Study System Committee	QU Vice-President for Academic Affairs
7	Referring the plan to QU Council	QU Vice-President for Academic Affairs

GRADUATION REQUIREMENTS

Study Plan Graduation Requirements

These requirements include the following:

First, the number of credit hours required for each academic discipline at QU within the limits set out in the following table, not including the preparatory program.

Table 1. Number of credit hours required for each major at QU

College	Number of Levels	No. of Credit Hours per Level	Total Number of Graduation Credit Hours
4-year college	8	16-18	128-144
5-year college	10	16-20	160-200
5-year (annual system) college	5 years	32-40 per year	160-200

Second, the required study units or credit hours for each major should be distributed according to certain ratios to be determined as follows:

- QU and College requirements: 30-50%,
- Compulsory and optional departmental/specialty requirements: 45-65%,
- Elective hours: 3-5%.

Figure 3 below summarizes this distribution.

Figure 3. Overall Distribution of Credit Hours Required for Each Major

QU and College Requirements (30-50%)

QU Requirements (12 Hours)

College Requirements (percentage exclusive of QU Requirements)

Compulsory College Requirements from outside the Department (16-30%)

Optional College Requirements (4-5%)

Major Requirements (45-65%)

Extra-Departmental Compulsory Requirements (5-10%)

Intra-Departmental Optional Requirements (40-50%)

Intra-Departmental Compulsory Requirements (36-40%)

Intra-Departmental Optional Requirements (4-10%)

Elective Hours (3-5%)

Third: University Requirements

The university requirements are compulsory for all QU students. They are divided into three types:

The first type includes certain courses specified by name and code. They are an essential component of each study plan. These courses are:

- a. Islamic Education Courses 101 SLM, 102 SLM, 103 SLM, and 104 SLM (2 credit hours each). Shariaa and Islamic Study College and Islamic Study specialties at other QU colleges may replace such courses with alternative ones taking into consideration the number of credit hours for each alternative course.
- b. Arabic Language Courses 101 ARB (Language Skills), ARB 103 (Arabic Writing) (two credit hours each). The Department of Arabic Language may replace these courses with alternative ones, taking into consideration the number of credit hours for each alternative course.

As such, the total number of study units for compulsory QU requirements for all students is 12 study units.

The second type of university courses are some courses included in the preparatory year program. These courses should not be included in the plans of colleges which require passing the preparatory year program for admitting a new student. These courses are English, Computer Skills, and Learning Skills. As to those colleges without a preparatory year, they should specify in their study plans the needs of each specialty in English and Computer Skills. As regards the Thinking Skills and Learning Styles' Course (101 Psych- 2 credits), it must be an independent subject course within the requirements of each college. In addition, every college is responsible for assigning a faculty member to teach this course.

The third type refers to the Communication Skills course (whose number and code should be determined by the Plans Committee). This course must be within each college's requirements. Each college shall subsequently specify

their syllabus outline as it relates to their specialty. Also, the college may distribute the contents of such a syllabus and execute its objectives in the courses plan's, whether this is a college or departmental requirement.

Table 2. QU Requirements

Course No. & Code	Course Name	Credit Hour Units			Requisite
		Theory	Practice	Total	
IC 101	Islamic Culture 1	2	-	2	-
IC 102	Islamic Culture 2	2	-	2	IC 101
IC 103	Islamic Culture 3	2	-	2	IC 101
IC 104	Islamic Culture 4	2	-	2	IC 101
ARAB 101	Language Skills 1	2	-	2	-
ARAB 103	Arabic Writing	2	-	2	-
Total		12 Hours			

Table 3. Study Plan General Format Form

Requisites			No.of Credits or %	Percentage %
QU Requisites			12 Study Units	30-50%
College Requirements	Compulsory		16-30%	
	Optional		4-5%	
Major Requirements	Extra-Departmental Compulsory		5-10%	45-65%
	Intra-Departmental	Compulsory	36-40%	
		Optional	4-10%	
Elective Courses				3-5%
Total				100%

N.B.: In the enforcement of such a framework, departments should take into consideration the colleges which adopt a cross-departmental teaching approach in which departments are considered an integrated, unified whole rather than independent teaching entities.

Table 4. An Example of a Study Plan of 136 Credit Hours

Requisites	No. of Credit	Percentage (%)
------------	---------------	----------------

			Hours	
QU			12	8.82%
College Requirements	Compulsory		42	30.88%
	Optional		6	4.41%
Major Requirements	Extra-Departmental Compulsory		10	7.35%
	Intra-Departmental	Compulsory	54	39.71%
		Optional	6	4.41%
Elective Courses			6	4.41%
Total			136	100%

Fourth: Study Course Numbering and Encoding.

Study course numbering and encoding should apply the following rules:

a- Course code: It usually consists of 2-4 meaningful letters that represent the academic department which offers the course. It must be stressed, furthermore, that all similar academic departments of QU colleges should have the same course code in addition to their conforming to internationally recognized standards of encoding. Table 7 below shows some codes for different QU departments.

Table 7. An Example of Some Course Codes for Some Departments

Department	Code	
	In Arabic	In English
Islamic Culture	سلم	IC
Arabic Language and Literature	عرب	ARAB
Psychiatry	نفس	Psych
Civil Engineering	همد	CE
Veterinary Medicine	طبي	BVM

N.B.: Each Department is given a code of two to four letters (Digits only are inadmissible.).

a. Course Number:

This indicates the course sequence within a certain Department, which usually is comprised of three digits, e.g.,

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Code	First Digit	Second Digit	Third Digit

- i) The first digit refers to the academic year in which the course is being taught as follows:

First Stage: Diploma and B.A./B.Sc.

-Preparatory Year Courses	0
-First Year	1
-Second Year	2
-Third Year	3
-Fourth Year and Above	4

Second Stage: M.A. /M.Sc. 5

Third Stage: PhD 6

- ii) The second digit refers to the precise specialty within the Department, as clearly shown in Table 8 below.

Table 8. An Explanatory Example of Second Digits in the courses of the Department of Animal Production and Breeding in the College of Agriculture and Veterinary Medicine:

Second Digit	Precise Specialty
1	General
2	Heredity and Animal Breeding
3	Heredity and Poultry Breeding
4	Animal Feeding
5	Poultry Feeding
6	Animal Physiology
7	Poultry Physiology
8	Animal Care and Production
9	Poultry Care and Production

- iii) The third digit refers to the sequence of the course in the same specialty. Here is an illustrative example for the course (423 Fiqh), whose code and number are written as below.

Fiqh 4 2 3

- Fiqh means that it is offered in the Fiqh Department.
- Digit 4 means that the course is a fourth year one.
- Digit 2 means that the course belongs to the financial transactions sub-specialty in the Fiqh Department.
- Digit 3 means that the course is third in order amongst the courses of the financial transaction sub-specialty.

Fifth: Course Pre-requisites:

Course pre-requisites are very important in the construction of a course or study plan. A pre-requisite is considered the key to understanding a subsequent course, without which there will be a gap in the construction of knowledge.

A pre-requisite in a course plan may have one of the following forms:

- A pre-requisite requiring a pass therein, meaning that a certain course within the course plan depends on both knowledge and skill from a previous course which the student must pass prior to registering in a pre-requisite-conditional course.
- A pre-requisite not requiring a pass therein, meaning such a course is given as an aid to understanding a subsequent course but it is not required for registering in another course.
- A co-requisite usually includes important topics for another course which could be registered in the same semester. A co-requisite should not be registered in a previous semester.

Notes:

To guarantee course registration flexibility, pre-requisites should be within the range of their expected knowledge.

Table 9. The Bachelor's Study Programme: An Example for Level 5, Department of Animal Production and Breeding in the College of Agriculture and Veterinary Medicine

Course Code and No. in Arabic	Course Code and No. in English	Course Title	Credit Distribution				Requisite	Requisite Type
			Th.	P.	Tr.	Cr.		
342	APB 342	Farm Animal Feeding	2	1	-	2	APB 211 + CHM 356	Pre-requisite
351	Zool 351	Genetics	2	1	-	2	Zool 101	Pre-requisite

392	APB 392	Rabbit and Water Fowl Production	1	1	-	2		
292	APB 393	Fish Production	1	1	-	2		
		Intra-Dept Optional	3	1	-	4		
		Free Course	2	1	-	3		
Total Level Credits			11	6	-	17		

Notes:

- The total number of credit hours for a particular level should be within a range of 16-18 credit hours.
- Compulsory courses are to be distributed across all academic semesters.
- Optional courses and elective hours should be coded Optional or Free courses.

Course Description Form**(NAAAC-APPROVED)**

Students will be given the course specification for all the courses in their programs. Each course specification will be in this format.

Institution Name:

College/Department:

A. Course Identification and General Information

1. Course title and code:

2. Credit hours:

3. Program(s) in which the course is offered

4. Name of faculty member responsible for teaching the course:

5. Level/Year at which this course is offered:

6. Pre-requisites for this course (if any):

7. Co-requisites for this course (if any):

8. Location if not on main campus:

B. Objectives

1. Summary of the main learning outcomes for students registering in this course

2. Briefly describe any plans for developing and improving the course that are currently implemented (e.g., increased use of IT or web based reference material, changes in content as a result of new academic research in the field.)

C. Course Description (Note: general description of the form that will be used for the guide to be attached later)

1. Topics to be researched or covered:		
Topic	No. of Weeks	Contact Hours

2.Course components (total contact hours per semester)			
Lecture	Special Lessons	Practical/Field/Cooperative Training/Internship for Health Specialties	Others

3. Additional private study/learning hours expected from students per week. (A general note about the expected average, not a detailed weekly description, is to be given here.)

4. Developing learning outcomes

For every aspect of learning below, please clarify:

- A brief summary of the knowledge or skills which the course is designed to develop
- A description of the learning strategies to be used in order to develop the targeted knowledge and skills
- Assessment methods used in the course to evaluate the students' learning outcomes in a certain field.

a. Knowledge

(i) Description of the knowledge to be acquired in the course:

(ii) Teaching strategies used to develop that knowledge:

(iii) Assessment methods of the acquired knowledge:

B: Cognitive Skills

(i) Cognitive skills needing to be developed:

(ii) Teaching strategies used to develop the targeted cognitive skills:

(iii) Assessment methods of students' cognitive skills:

c. Interpersonal and Responsibility Skills

(i) Description of the personal relations skills and their capabilities to carry out responsibilities that are required to be developed:

(ii) Teaching strategies used to develop these skills and capabilities:

(iii) Assessment methods of students' personal relations skills and their

capabilities to carry out responsibilities:

d. Communication, Information Technology, and Numerical Skills

(i) Description of the communication and numerical skills to be developed:

(ii) Teaching strategies used to develop these skills:

(iii) Assessment methods of students' and communication, IT, and numerical skills:

e. Motor Skills (if required)

(i) Description of the motor skills to be developed in this domain:

(ii) Teaching strategies used to develop motor skills :

(iii) Assessment methods of students' acquisition of motor skills:

5. Timetable of the assessment tasks against which the students' performance is evaluated during the semester:

Assessment No.	Assessment Tasks (e.g., essay, test,	Due	Marks against the total mark
----------------	--------------------------------------	-----	------------------------------

	examination, group project, etc.)	Week	
1			
2			
3			

D. Student Support

Arrangements made to guarantee availability of faculty members to provide consultations and academic advice to students. (Specifying the amount of time [office hours] during which faculty members are available for students):

F. Learning Resources

1. Required textbook(s):

2. Main references:

3. Recommended books and reference material (journals, reports, etc.): (A list should be attached)

4. Electronic material, web sites, etc.:

5. Other learning material such as computer-based programs, CDs, professional standards and laws:

G. Required Facilities

Specify course requirements including the size of the classrooms and the laboratories (i.e. number of seats in classrooms and laboratories, availability of computers, etc.):

1. Teaching facilities (e.g., classrooms, labs, etc.):

2. Computers:

3. Other Resources (specify- e.g., list the requirements or attach a list):

H. Course Evaluation and Improvement Processes:

1. Strategies for obtaining students' results and effectiveness of teaching:

2. Other strategies which are followed in evaluating the teaching processes either by the instructor or the Department:

3. Teaching improvement processes:

4. Processes of verifying the level of students' achievement (e.g., assigning an independent faculty member to check the evaluation processes or marks of a sample of student work, periodic exchange and remarking of a sample of assignments with a

faculty member in another institution):

5. Describe the plans and arrangements for periodically reviewing the course effectiveness and the planning for its improvement:

Graduation Credit Hours

a. The Total Number of Graduation Credit Hours for Qassim University Colleges

b. Examples of the Total Number of Graduation Credit Hours for Some Local and International Universities

a. The Total Number of Graduation Credit Hours for QU Colleges

- The following data has been obtained from the QU website or by direct contact with each College's Student Affairs Unit or with the Deanship of Admission and Registration.

College	Total Number of Graduation Credits	Number of Levels	Average of Graduation Credit Hours
Agriculture and Veterinary Medicine	136	8	143
Economics and Administration	129	8	
Computer Sciences	145	8	
Science	130	8	
Science at Zulfi	130	8	
Applied Medical Sciences-Lab Department	136	8	
Arabic Language and Social Studies	159	8	
Shariaa and Fundamentals of Religion	182	8	162
Engineering	135	10	
Pharmacy	165	10	
Veterinary Medicine Department, College of Agriculture and Veterinary	186	10	

Medicine			
Applied Medical Sciences College-Optics Department	163	10	
Human Medicine	230	10+	230

b. Examples of the Total Number of Graduation Credit Hours for Some Local and International Universities:

The data below has been derived either from the responses of some colleges or from the internet.

Area	University	Graduation Credits	Average of Graduation Credit Hours
Agriculture	Qassim University	136	137
	American Universities	120-138	
	Australian Universities	121-144	
	UK Universities	114-148	
	UAE Universities	132	
	Malaysian Universities	131	
	Helsinki University	133	
	King Faisal University	144	
	Cairo University	140	
	A Norwegian University	180	
Veterinary Medicine	Qassim University	186	183
	Iowa University	219	
	Ohio University	318	
	Nebraska University	130	
	North Dakota University	128	
	Arizona University	122	
Engineering	Qassim University	135	131
	Texas University	128	
	Iowa University	127	
	King Fahd University	133	
	Ohio University	135	
	Arizona University	128	
Computer Science	Qassim University	145	127
	Alabama University	130-150	
	Leeds University	90-120	
	Manitoba University	120-140	
	Sheffield University	120	
	Islamic University Malaysia	125-131	
All 8-Level Colleges	Um Al-Qura University	130-190	160
All 10-Level Colleges-Engineering	Um Al-Qura University	165	165
All 8-Level Colleges	King Abdul Aziz University	128 (16 Hours per Semester)	128
All 10-Level Colleges	King Abdul Aziz University	160 (16 Hours per Semester)	160
8 Levels	King Saud University	136-152	144
10 Levels	King Saud University	170-190	180

General Recommendations:

The Committee recommends the following:

- a) Some Islamic Culture courses should include topics on human rights, legal culture and law.
- b) A course on the history of KSA should be offered on a permanent basis as a free subject for all students.
- c) The College of Agriculture and Veterinary Medicine should offer a course on pollution and environment protection on a permanent basis as a free subject for all students.

Bulletin

Students can find this bulletin as a separate handbook. There are 3 Bulletins: 1- for humanities programs, 2- for scientific programs, and 3- for health programs. They are available in the colleges, the admission deanship, and website of the university.

7.0 ABOUT PREPARATORY YEAR PROGRAM**Introduction:**

It is our pleasure, at the beginning of this introductory handbook, to congratulate you on taking a significant step on your way to academic success – Allah willing – which is being admitted to the Preparatory Year Program (PYP). However, the most important step is still ahead, and that is passing the PYP with a competitive GPA that qualifies you to be admitted to the college you desire, Allah willing.

In order to adjust to the new university environment and achieve success in the PYP, a student should take some effective steps. The most essential of these steps is knowing the by-laws, regulations and procedures followed in the PYP as well as taking information from the right sources, among which is this PYP introductory guide.

The web site of the Deanship of Educational Services and the PYPs affiliated to it.

Locations of PYP

The Deanship of Educational Services has a separate premise on the main campus, Muleida', and supervises the students of the following affiliated PYP branches:

- The core program for male students in the deanship's main premise, the main campus, Muleida'.
- The women's core program in the women's department, the main campus, Muleida'.
- The PYP of the Health Sciences College, Bureidah. (females only)
- The PYP of the Health Sciences College, Oneizah. (females only)
- The PYP of the Health Sciences College, Bukeireyah. (males only)
- The PYP of the Applied Health Sciences College in Rass (males only) and the College of Arts and Sciences in Rass (Department of Computer Science – males and females).

University Services

The PYP student of Qassim University enjoys the following services:

- The university identity card (ID) from the Deanship of Admission and Registration, which is an important way for students to prove their identity to university staff during examinations and other matters.
- The ATM card from the Deanship of Admission and Registration to cash the monthly reward.
- The Deanship of Student Affairs provides a center that sells the textbooks of the university, among which are the PYP textbooks.
- The Deanship of Student Affairs provides copy centers in all the branches of the PYP.
- The Deanship of Student Affairs provides a restaurant for students on the main campus in Muleida' that serves lunch. It also provides cafeterias for snacks in all the branches of the PYP.
- Free medical services are provided via the health unit of the university.
- Loans to students in need via the Deanship of Student Affairs.
- The Deanship of Student Affairs provides the students with confirmation forms (documents that prove that a student is registered in the university and is studying regularly) and flight discount forms.

- The Deanship of Educational Services appoints an academic advisor – who is a teacher of Thinking and Learning Skills – to every student. The student must consult him/her before making any academic decision.
- The Deanship of Educational Services provides the students with the chance to communicate with the teachers and administrative personnel of the deanship so that they can express their opinions, resolve their problems, etc, through the following channels:
 1. The male and female Student Boards: a representative from each group is chosen to represent the group in the board. The board members meet with the officials of the deanship regularly to express their opinions and notes.
 2. The office hours of the teachers during which they receive the students to discuss their academic concerns.
 3. The form of students' issues found at the Academic Advising Unit.
 4. Communication with the Academic Advising Unit via fax, e-mail and a cell-phone number that the unit announces at the beginning of every semester.

The Academic and Pedagogical Objectives of the PYP

Qassim University has implemented the PYP to achieve the following objectives:

- Training new students on being committed to the university's by-laws and regulations as well as adjusting themselves to the university environment.
- Re-enforcing the teaching of the scientific and medical specializations in English by preparing the students for this objective. This is possible via the intensive teaching of English and the enhancement of the students' skills in it. The student attends a total of sixteen contact hours a week distributed among the four skills (Reading, Listening, Speaking, and Writing). In addition, mathematics and natural sciences (physics, chemistry and biology), which the students have studied in secondary school, are repeated in English.
- Providing a fair competitive chance to students since all PYP students undergo unified teaching and evaluation circumstances that eliminate the differences in teaching and evaluation that accompanied them during secondary school. Thus, they are re-evaluated according to criteria and conditions that the university deems suitable to each specialization. This way, the students are specialized in the targeted colleges on the basis of every student's GPA after passing all the courses of the PYP study plan. The student's secondary certificate average is disregarded.

- Improving students' level in English to enable them to communicate and study in the targeted colleges, whose language of instruction and evaluation is English. This helps reduce the phenomenon of students failing and dropping out of these colleges.
- Developing the students' applied computer skills by accrediting the International Computer Driving License (ICDL) as a computer curriculum.

The Importance of By-laws and Regulations

The by-laws and regulations of the university are among the most important things that the student should know and fully understand since studying in a university is relatively different from studying in the primary and secondary stages. In the university stage, the student is fully responsible for everything related to his/her study and academic matters as well as the by-laws and regulations regarding them. Most of the problems of stumbling blocks that new students face result from their unawareness of the by-laws and regulations, especially in the early stages, so students should exert the required effort to learn – and abide by – these by-laws and regulations.

Students may learn about the by-laws and regulations through the official publications of the University, whether via the Academic Advising Unit that is affiliated to the Deanship of Educational Services (through leaflets and announcement boards), via the PYP website (www.qu.edu.sa/des), via the website of the Deanship of Admission and Registration (www.reg.qu.edu.sa), or via the University's website (www.qu.edu.sa).

Students should learn about the study systems of the PYP from their official sources, not the information circulated among students without verifying it. Also, all the deadlines decided by the University Council in the academic calendar should be adhered to since any delay will negatively affect the student, especially the dates for adding and dropping courses, the deadlines for withdrawal and the deadlines for submitting a medical excuse. The Deanship of Admission and Registration is firmly committed to the dates announced in the academic calendar and never accepts any application submitted after its deadline.

The Study System

1. The Deanship of Educational Services Appoints an academic advisor to every student throughout his study in the PYP. This advisor is the student's teacher of Learning and Thinking Skills in level one.

2. The academic advisor helps the student in issues pertaining to his/her study system and course of study such as choosing a major, registering for courses, and other academic issues.
3. It is the sole responsibility of the student to know and follow the study system and the by-laws regulating it, with the specialization requirements included.
4. The student gradually studies as follows:
 - a. The student gradually studies according to the courses he passes within the accredited study plan.
 - b. The student continues studying according to the accredited study plan and becomes a prospective student for specialization if he meets the requirements of specialization.
5. The study plan of the PYP is structured to cover two academic semesters according to the following table:

Level <u>One</u> Courses	Credit Hours	Contact Hours		Level <u>Two</u> Courses	Credit Hours	Contact Hours
English Preparatory (1)	8	16		English Preparatory (2)	8	16
Mathematics Preparatory (1)	3	4		Mathematics Preparatory (2)	3	4
Computer Preparatory (1)	3	4		Computer Preparatory (2)	3	4
Natural Sciences Preparatory (1)	2	2		Natural Sciences Preparatory (2)	2	2
Learning and Thinking Skills	2	2				
Total	18	28			16	26

For more information about the description of each course and its accredited references and textbooks, consult the course description booklet or the icon of courses description on the homepage of the PYP website: www.qu.edu.sa/des

Registering for Courses

- The student is fully responsible for registering in all the available courses at the beginning of every semester. In case he/she faces a problem in registration, he/she should consult Student Affairs. The student is responsible for any insufficiencies or errors that may result due to his unawareness of the regulations.
- Students should follow up their registration themselves. They are not allowed to entrust someone else to do that for them.

- If a student fails to register in any course during the official registration period, he/she is deemed a drop-out.
- The Deanship of Admission and Registration registers all the courses of level one for the new PYP students. Hence, they should make sure of that by printing their timetables found on their pages in the university website. In case there is a shortage in the courses, the student should go to the Student Affairs Department to add the missing courses.
- A PYP student is not allowed to study any of the courses of the PYP study plan as a visiting student in another university.
- Students who pass all the level one courses of the PYP study plan and are transferring to level two should register all the courses of the level two study plan.
- If a student fails any level one or level two courses, he/ she should register all the available study plan courses via the computer system after conferring with his/her academic advisor.
- If a student fails a course in level one, he/she cannot register its equivalent in level two except for natural sciences (2). If he/she fails natural sciences (1), he/she can register both courses in the following semester, but should take the general rules pertaining to this matter into consideration.
- If a student does not register in an available course or drops it, he/she will be forced to take a summer course. Thus, he/she will miss the chance to specialize during the main specialization period with the rest of the students at the end of the second semester. This will lead to the limitation of his/her specialization to the vacancies of the remaining majors, or his/her specialization will be postponed to the second semester if all the vacancies in the major he/she desires were exhausted during the main specialization process.
- The study load is the total of the credit hours of the courses a student registers in for a semester. The maximum load for a PYP student is twenty credit hours in a regular semester and ten in a summer course. The minimum study load is all the credit hours available for registration provided that they do not exceed the maximum level.

Attendance

1. Attendance is taken from the first day of study on the academic calendar.
2. Attendance is taken in the first few minutes of every lecture.
3. Students should abide by the timetables that are accredited for them on the official registration system.
4. Students can print out their timetables via the "members' services" link on the University's website or through the Student Affairs office.

5. Students should attend the classes of a certain course in the groups accredited for them in their timetables. Attending different groups makes them absent in their official groups. As a result, they will be denied sitting for the final examination of that course.
6. Students should make sure their names are printed on the official attendance records of all the courses in which they are registered. Adding names manually does not mean that the course is registered in the official registration system.
7. Students should attend 100% of the weekly lectures of every course. In case a student's absences reach 20% of the total lecture hours of any course, he/she will be denied sitting for its final examination.
8. If a student faces any circumstances that prevent him from attending, he should discuss them with his/her academic advisor.
9. A student who is denied sitting for the examination due to absence is deemed failed. Only the semester grade is recorded for him/her and the grade Denied (DN).
10. The percentage of absences allowed is 20%. This percentage includes all excuses, emergencies and normal medical excuses. The normal medical excuses are unacceptable after passing this percentage except for hospital stays and after corresponding with the hospital, or in case of compelling circumstances.
11. The Deanship of Educational Services Council, or whom it authorizes, may, as an exception, cancel the denial of a student if he/she presents an acceptable excuse, provided that the percentage of absence from all lectures and practical lessons does not exceed 40%.
12. A student who misses classes excusably should submit the official excuses to the Student Affairs Department.
13. The lists of denied students are determined by the Deanship of Educational Services Council.
14. The denied students' lists are announced prior to the final examinations.
15. Note that some lectures are confined to one hour only, but others extend over two complete hours. Students should be careful when calculating the percentage of absence since the calculation of absences depends on the number of hours of the lecture. Here is a chart that explains the number of hours the student is allowed not to attend for emergencies or normal medical circumstances:

A. Level One Courses:

Course	Number of Weekly Hours	Number of Weeks in a Semester	Number of Hours in a Semester	Percentage of Absence (20%)
English	16	14	224	45 hours

Preparatory (1)				(22 lectures)
Mathematics Preparatory (1)	4	14	56	12 hours (6 lectures)
Computer Preparatory (1)	4	14	56	12 hours (6 lectures)
Natural Sciences Preparatory (1)	2	14	28	6 hours (3 lectures)
Thinking and Learning Skills	2	14	28	6 hours (3 lectures)

B. Level Two Courses:

English Preparatory (2)	16	14	224	45 hours (22 lectures)
Mathematics Preparatory (2)	4	14	56	12 hours (6 lectures)
Computer Preparatory (2)	4	14	56	12 hours (6 lectures)
Natural Sciences 2(Preparatory	2	14	28	6 hours (3 lectures)

Withdrawing from a Semester

1. A regular student should not stop studying regardless of cause. However, in case it is inevitable, he/she should apply for withdrawal from the semester prior to the deadline set in the academic calendar. Quitting the university without an excuse makes the student's grade F and his/her mark (zero) is recorded for him/her in all courses. This lowers his/her GPA and gives him/her an academic warning.
2. A student cannot withdraw from a semester unless he/she presents a compelling excuse that is accepted by the Deanship of Educational Services Council. He/ she must be committed to studying until a final decision that approves or rejects his/her excuse is reached. Otherwise, he/ she is deemed a drop-out, and his/ her enrollment is cancelled.

3. The system does not allow a PYP student to drop only one course prior to the end of a semester as is the case in the academic colleges. He/she can only drop the entire semester.
4. In case a student's excuse is accepted, the grade W is recorded for him/her.
5. A student may withdraw from only one semester during his/ her study in the PYP.
6. Students should apply for withdrawal during the official period of withdrawals which is decided on the academic calendar accredited by the University Council.
7. A withdrawn student should confirm his registration for the courses of the following semester or he/she will be considered a drop-out.
8. A female student's withdrawal is subject to the approval of her custodian.

Examinations

1. Preparing and planning for the examinations comprehensively and sufficiently before hand is crucial. Regrettably, many students are content with studying shortly before the examinations. This practice does not suffice for the PYP curricula, which are comprehensive and focus on the skills of a student.
2. All students sit for unified, multiple choice examinations as used for most courses. They are machine-marked later.
3. During mid-term and final examinations, one course is tested a day. There could be some days-off during the finals according to the period of time set for examinations. Furthermore, classes are halted during the midterms in order to allow the students to concentrate and study.
4. The material tested in each examination is announced on the PYP website (www.qu.edu.sa/des)
5. The dates and times of examinations are announced on the notice boards of the deanship and the deanship's website: www.qu.edu.sa/des. Students should follow them up accurately.
6. A student is strictly forbidden from sitting for an examination if he/ she does not have his/her university ID to prove his/her identity.
7. Using scientific calculators is strictly forbidden in the Mathematics examination and others.
8. Every examination usually consists of four versions.
9. Cell-phones are not allowed inside the examination rooms.
10. Every student should be sure of the examination committee number and location prior to the examinations.
11. The language of instruction and evaluation is English in all courses except for Thinking and Learning Skills.

12. The way students are distributed on examination committees is different from their distribution in classrooms.
13. A student is denied entering the examination room after the examination starts and is not allowed to leave until half an hour passes from the start.
14. A student who cheats, initiates cheating, breaks the rules of the examination, or is undisciplined is dismissed from the examination. He/she is reported to the Students' Discipline Committee to take the suitable action against him/her.
15. A student who does not attend a final examination receives a zero for it. His/her grade for that course is calculated on the basis of his/her semester grade.
16. A student's excuse is accepted by the Deanship of Academic Services Council if it is compelling, provided that the excuse is presented within one week of its occurrence.
17. The incomplete examination and the recording of its grade are executed within a period not exceeding the end of the following semester.

Calculating GPAs

1. The GPA of a student is calculated by dividing the total of the quality points he/she has earned in all the courses by the total of the credit hours for all the courses that he/she is currently studying or has studied in previous semesters.
2. The number of quality points for each course is calculated by multiplying its credit hours by its points.
3. The quality points a student achieves in each course are calculated as follows:

Grade Code	Mark Range	Points	Grade
A+	95 – 100	5.00	Exceptional
A	90 – less than 95	4.75	Excellent
B+	85 – less than 90	4.50	Superior
B	80 – less than 85	4.00	Very Good
C+	75 – less than 80	3.50	Above Average
C	70 – less than 75	3.00	Good
D+	65 – less than 70	2.50	High Pass
D	60 – less than 65	2.00	Pass
F	Less than 60	1.00	Fail
IP	----	-	In-Progress
IC	----	-	In-Complete
DN	----	0.00	Denial
NP	60 or more	-	No-grade Pass
NF	Less than 60	-	No-grade Fail

W	----	-	Withdrawn
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Note: there is a difference between the credit hours and the contact hours. The credit hours are the hours considered when calculating an average, whereas the contact hours are the actual hours of study, and they are not considered when calculating a course's GPA. Here is an example of how the GPA is calculated for a hypothetical student in the PYP:

Level One Courses	Number of Study Units (Credit Hours)	Points out of 100	Grade Code	Points	Quality Points
English Preparatory (1)	8	85	B+	4.50	36.00
Mathematics Preparatory (1)	3	79	C+	3.50	10.50
Computer Preparatory (1)	3	92	A	4.75	14.25
Natural Sciences Preparatory (1)	2	66	D+	2.50	05.00
Thinking and Learning Skills	2	96	A+	5.00	10.00
Total	18				75.75
Level one average = total of quality points ÷ total of credit hours (75.75 ÷ 18 = 4.21 out of 5.00)					

Level Two Courses	Number of Study Units (Credit Hours)	Points out of 100	Grade Code	Points	Quality Points
English Preparatory (2)	8	77	C+	3.50	28.00
Mathematics Preparatory (2)	3	61	D	2.00	06.00
Computer	3	90	A	4.75	14.25

Preparatory (2)					
Natural Sciences 2(Preparatory	2	72	C	3.00	06.00
Total	16				54.25
Level two average = total of quality points ÷ total of credit hours (54.25 ÷ 16 = 3.39 out of 5.00)					
The GPA of both levels = total of quality points of both levels ÷ total of credit hours of both levels (75.75 + 54.25) ÷ (18 + 16) 130 quality point ÷ 34 credit hours = 3.82					

Specialization in the Targeted Colleges

- Students are specialized in the targeted colleges after passing the PYP according to the following rules:
 - Successfully passing all the courses of the study plan of the PYP.
 - The student's GPA should not be less than 2.00 out of 5.00.
 - Specialization is in the colleges available at the time. These are announced at the end of every semester.
- Specialization is executed among students competitively according to the following standards.
 - The sequence of the student's desired colleges.
 - The student's GPA in only the courses of the PYP study plan.
 - The number of vacancies available in each college.
- PYP students in the core program and the other branches compete for the targeted colleges on their campuses. No student (whether a core program student or a branch student) can compete for the colleges that are not on his/her PYP's campus.
- Students enter their desired colleges on the university website during a certain period that is announced at the time. The students' desires are deemed final and impossible to change after the deadline.
- The Deanship of Admission and Registration announces the results of specialization on the university website.
- A student's GPA in the PYP is merely a competitive average between the PYP students used to specialize them in the targeted colleges.
- After a PYP student joins one of the targeted colleges, his/her GPA starts from zero unless he has originally transferred to the PYP from a college that does not require passing the PYP. If so, his/her GPA continues with him/her in the college he/she specializes in after passing the PYP.

Transferring to the PYP

First: A student may be transferred to the PYP from inside or outside the university according to the following rules:

1. The student has studied in a college or university recognized by the Ministry of Higher Education for not less than one semester.
2. The student's GPA should not be F.
3. He/she must not have been dismissed from the university from which he/she is transferring for disciplinary reasons.
4. Meeting the requirements of new students' admission in effect at the time.
5. No material which the transferring student has studied inside or outside the university prior to his/ her transfer to the PYP can be equated with any material of the PYP study plan.
6. The Dean of Educational Services should approve the transfer according to the rules set by the Deanship of Educational Services Council.
7. The transfer procedures should be completed within the first week of the semester. Otherwise, the transfer will be effective from the following semester.
8. The transfer should be recorded in the student's academic record.
9. After approving a student's transfer to the PYP from inside or outside the University, no credit for courses he/ she has studied is to be transferred. He/ she must study all the courses in the study plan of the PYP.

Second: Transferring a student from outside the University to a college that requires passing the PYP is permissible according to the following rules:

1. If the student has already passed the PYP in the university from which he/she is transferring, joined a certain specialization there and studied for two regular semesters earning a GPA for each, he/ she may be directly transferred to the desired college after obtaining the approval of the dean of the college that provides the specialization.
2. If the student has already passed the PYP in the university he/she is transferring from, but has not studied for two semesters with a GPA for each, his transfer is subject to the following conditions:
 - The Dean of Educational Services should approve the transfer according to the rules set by the Deanship Council.
 - Passing the PYP with the GPA required by the college to which he/she is transferring.
 - If it is found that the student has been dismissed for disciplinary reasons, his/her enrollment is deemed cancelled from the date of approving the transfer.
 - A student is allowed to transfer once during his university study, or twice if one of the transfers was for the PYP or the intensive course.

- If a student transfers to the PYP but fails it, he/she will be sent back to his/her previous department. This could be done to the student only once.
- Specialization after passing the PYP is not deemed a transfer.
- If a student passes the PYP and specializes in a targeted college but was transferred to the PYP from a college that does not require passing the PYP, all the courses he/she has studied in the previous college are recorded in his/her record along with the grades, semester grades and GPAs achieved throughout his/ her study at the college.

Transferring from the PYP

A student may transfer from the PYP to a college in Qassim University that does not require passing the PYP according to the following rules:

1. The transfer should be conducted during the period determined by the Deanship of Admission and Registration in every semester according to the academic calendar.
2. The student should meet the transfer requirements set by the college to which he/she wants to transfer such as GPA, the Secondary Certificate average, etc.
3. The official approval of the college the student is transferring to via the transfer form. This should be obtained prior to the approval of the Deanship of Educational Services.
4. The student should have his/her transfer officially documented in the Deanship of Admission and Registration by filling out the transfer form and obtaining an official notification in this regard.

Dismissal from the PYP

1. A student is dismissed from the PYP for any of the following reasons:
 - a. If he/she receives two academic warnings for having a GPA under 2.00 out of 5.00.
 - b. If he/she does not pass any course after two attempts whether for failing, denial, or study interruption.
 - c. If enrollment is cancelled due to study interruption from the beginning of a semester until the end of its seventh week, withdrawal, or academic dismissal.
 - d. If he/she is unable to pass the PYP in three semesters. Summer courses and withdrawal semesters are not included.

2. In case a student is dismissed from the PYP, he/she may transfer to another college that does not require passing the PYP if he/she meets the conditions for transferring to it in effect at the time.

Students' Issues and Academic Advising

1. If a student faces an academic or administrative problem, he/she should resolve it through the available channels.
2. If a student faces an administrative issue that pertains to course registration, excuse submission or withdrawal, he/ she should go directly to the Student Affairs office.
3. If a student faces a problem pertaining to the curricula, examinations, or other such problems, he should solve it by discussing it first with the course teacher in his/her office, then with the director of the academic unit. Next, he/she should go to his/her academic advisor (the teacher of Thinking and Learning Skills). Finally, the matter reaches the Academic Advising Unit.
4. The Director of the Academic Advising Unit can be contacted by visiting his office, via e-mail (pyp.qu.sa@gmail.com), or calling him on the number 3800050 (extension 8025).
5. In case a student is unable to resolve the problem via the direct channels, he may go to the Vice Dean for Academic Affairs and present the problem to him.

8.0 About The Deanship of Student Affairs

Qassim University realizes the importance of student activities in the university stage. They play a key role in building and developing the personalities of the students. They also prepare them for the academic stage, increase their cultural and social awareness, and instill loyalty for their country and society. The University, through the Deanship of Student Affairs, envisions the student as the hope of the nation and the pillar of its future. The University seeks to graduate cadres of youth that are distinguished in their academic and personal qualifications, so it stands by, directs and helps its students. Hence, the University, through the Deanship of Student Affairs, has worked fervently in every academic year to design plans for student activities that target the male and female students of the university in particular and the society in general. The plans include various activities that satisfy the abilities and interests of

university students. They also focus on the young men and women and their separate concerns. In addition, they are not without programs that serve the individual and the community, so the benefit extends to the country and its citizens.

The Deanship, through its services, activities, and programs, seeks to manifest the talents of the students, to improve their personalities, and increase their confidence in themselves and their communities. It nurtures them academically, socially and financially. In addition, it helps them to solve their problems. Moreover, student activities have the limitless support and special attention of the University President. This makes these activities a great success. The university is also pleased with the patronage of His Royal Highness Prince Faisal Bin Bandar, the Prince of Qassim, and his Deputy, His Royal Highness Prince Dr. Faisal Bin Mishal Bin Saud since they support many important activities. The University is also honored at the end of every year with the generous patronage of His Highness the Prince and His Highness the Deputy who patronize the concluding ceremony of the student activities where a number of televised sketches, theatrical sketches and poems are presented. Also, outstanding students and the winners of competitions are honored. This brochure is merely a straight forward open invitation to all students to participate in, and take advantage of, these activities. Certainly, the Deanship is pleased with all suggestions and opinions that augment the development of its activities.

The Objectives of the Deanship of Student Affairs

Among the most important objectives of student activities are the following:

1. Re-enforcing the principles of Islam in the hearts of students.
2. Defining citizenship and re-enforcing loyalty in the students.
3. Discovering, developing and polishing the talents of the students and using them beneficially.
4. Participating in the creation of leaders in all activities.
5. Utilizing the time of students and entertaining them.
6. Expanding the intellectual faculties of the students in various sciences and arts through cultural contests, lectures, seminars, visits and gatherings.
7. Re-enforcing the spirit of team-work and social participation among the university's students.
8. Preparing students for academic study and the upcoming practical stage.
9. Training students' vocational work through training courses and student employment programs.
10. Re-enforcing the spirit fair competition in the students.
11. Creating interaction between the students and the community.

12. Participating in the awareness weeks and the public-service weeks, and encouraging students to do voluntary work.
13. Tracking the ill behavior of some students and working to eradicate it.
14. Studying the academic and social issues of students and working out solutions for them.
15. Preparing direction and guidance programs that help students' academic achievement and develop their skills.
16. Helping students eliminate their social, psychological, and academic issues.
17. Encouraging students to participate in athletic events and raising their awareness of the importance of sports to health.
18. Aiding students financially through participation in the collective events.

A Guide to the programs and student activities

The Administration of Student Activities:

The Administration of Student Activities is one of the administrations within the Deanship of Student Affairs. It is concerned with all the various kinds of extra-curricular activities. These activities are of great importance in building an integrated, strong and confident personality in the student which enables him/her to face the different challenges of life. They are also a chance to invest time and practice hobbies in a way that provides the student with several character developing experiences through participating in various activities-activities that develop talents and creativity in the students. In making each plan, it is taken into consideration that students have the major role and that they are encouraged to participate in, interact with, and benefit from the activities. It is worth mentioning that the colleges and deanships of the university, and the activity supervisors in the colleges, exert great effort in the preparation and execution of the plan.

The Administration of Student Activities is comprised of:

1. The Cultural Activities Unit
2. The Social Activities Unit
3. The Theatrical Activities Unit
4. The Athletic Activities Unit
5. The Center of Creativity and Skill Development
6. The Scouting Unit.

There are also student activity units in the premises of the college buildings off campus.

Benefits and Advantages of Participating in Activities
<ol style="list-style-type: none"> 1. Building the personality of the student. 2. Building strong relationships between the university students and staff members.

3. Raising the cultural and academic knowledge of the student.
4. Manifesting and developing the talents and abilities of the student.
5. Generating greater opportunities to participate in on and off campus activities.
6. Encouraging students to compete for prizes and awards.
7. Awarding participating students Letters of Appreciation.
8. Receiving honors in the activity conclusion ceremony.

1. The Cultural Activities Unit:

It is very crucial to pay attention to the cultural needs of students by offering programs and events that cater to them. This enhances students academic and cultural knowledge and satisfies their epistemological desires. Also, it increases their awareness of academic advancements, and motivates them, to read and follow up on their readings. Plus, it instills love and loyalty to Islam and country in them. To achieve these objectives, activities are presented to students in various ways and through different media, the most prominent of which are lectures, seminars, workshops, discussion sessions, various cultural contests, magazines, pamphlets and exhibitions on awareness and academic studies. It is taken into consideration that the student is the major focus in preparing, executing and participating in the activities.

The Objectives of the Cultural Activities:

1. Nourishing the intellect of students according to the Islamic teachings and the deep-rooted customs of our community.
2. Spreading the spirit of positive academic and cultural competition among the students of the University.
3. Imparting cultural skills to students through organizing a number of varied lectures.
4. Encouraging students to read. This contributes to increasing their cultural knowledge through various cultural contests and publishing pamphlets.
5. Making students accustomed to conversing and public speaking in order to increase their self-confidence.
6. Protecting students from thoughts and practices that contradict the teachings of our moderate religion and the deep-rooted customs of our community.

2. The Social Activities Unit:

Since Islam is keen on solidarity, integration, preservation of rights, and caring for mankind, academic institutes such as universities play a major role in dedicating themselves to these concepts and attempting to spread them in communities. The various social programs in the activity plan seek to enhance brotherly relationships between students. On the one hand, they provide opportunities for meeting and exchanging experiences among students, and on the other hand between the University and the community. They also instill love for voluntary work through internal and external trips, visits to social

establishments and charities, and participation in charitable programs. General-service weeks, awareness weeks, and student gatherings are also important.

The objectives of the social activities:

1. Utilizing the spare time of the students.
2. Giving the students the chance to manifest their talents.
3. Caring for the students socially.
4. Developing the spirit of team work within different activities.
5. Creating a channel of communication between the students and the community.
6. Encouraging students to meet each other and re-enforcing brotherhood among them.
7. Familiarizing the students to volunteer work and making them interested in it.
8. Meeting and interacting between university officials and the students.

3. The Theatrical Activities Unit:

Theatrical activities allow the students the opportunity to develop their theatrical skills through training in acting, playwriting, stage management, and directing. Through the stage, theatrical activities have contributed to producing a number of creative, outstanding students in the fields of acting, directing and playwriting. The theatrical activities reflect the problems and issues of the university student and the community in dramatic, comedic and meaningful ways. The Theatrical Activities Unit presents its programs through the internal and external contributions of the Activity Unit or through social gatherings and theatrical festivals inside and outside the University, in addition to participating in international theatrical activities.

The objectives of the theatrical activities:

1. Breaking the ice between the student and the audience and training him/her on good behavior.
2. Re-enforcing the student's loyalty through interacting with the issues of the community and the nation.
3. Making the student believe in him/ herself and his/her abilities.
4. Spreading knowledge in the society and ascertaining the importance of its Islamic values to the students.
5. Discussing the problems and issues of the society on stage and suggesting proper solutions for them.
6. Preparing student cadres in the field of the theatre and training them on playwriting, acting, directing and shooting.

4. The Athletic Activities Unit:

"A sound mind in a healthy body" is one of the most beautiful sayings, so the various kinds of athletic activities are among the most important in meeting students' needs at the University. Through gyms equipped with modern sports equipment, soccer pitches, and the central activity gym, these activities benefit students a great deal physically and psychologically. The officials of the Athletic Activities Unit take much care in utilizing the spare time of the students and instilling the spirit of fair competition among them. The unit also holds many individual and team sports contests on the university level and beyond. In addition, it provides opportunities for many students to participate in national and international competitions.

The objectives of the athletic activities:

1. Developing the skills and abilities of the student.
2. Preparing the students to participate in the university or national teams.
3. Satisfying the interests of students through having free practice of sports.
4. Developing the students physically by practicing sports in the correct manner.
5. Informing students on the importance of physical activity to the health of the body and the mind.

5. The Center of Creativity and Skill Development:

Rapid scientific development has forced people to acquaint themselves with several kinds of knowledge and skills, which have become a priority of contemporary life. Hence, the Deanship has created a center for creativity and skill development.

The objectives of the center are:

Encouraging students' creative endeavors and developing their inherent skills and abilities. It also qualifies them with that which they need in their course of study and enriches them with some artistic and academic abilities via the organization of training, artistic, vocational, and humanitarian courses. It holds workshops for students on many topics, among which are computers, first aid, safety and security, Arabic calligraphy, time management, self-development, and other humanitarian, artistic and academic courses.

6. The Scouting Unit (the Roamers):

Building and developing the personality of students as well as qualifying them through scouting work, and enriching them with several experiences and scouting skills is the stone corner of the Scouting Unit of the Deanship. The Roamers' programs in particular have had a great effect in instilling the love for voluntary work, building self-reliance and building strong and independent personalities. These programs also enrich students with the skills of dealing with others, teach problem-solving skills, and increase their scientific and

cultural knowledge. Among the most beneficial activities that the Roamers (the peace messengers) present and participate in is their participation in many scouting camps inside and outside the Kingdom, the greatest of which is serving the pilgrims in Mecca and Medina.

The Objectives of the Roamers' Activities:

1. Building and developing students' personalities.
2. Training students in vocational and volunteer work.
3. Inspiring the spirit of team work and selflessness among students.
4. Supplying students with beneficial scouting experiences and skills.
5. Developing students' creativity and innovation.
6. Paying attention to community service.

How to Participate in the Activities:

Since the Administration of Student Activities is dedicated to the benefit of all students for their development. As their participation is required for the activities to attain this objective, the Administration facilitates student participation through the following means:

1. The Activity Supervisors in the Colleges:

The Administration of Student Activities requests, at the beginning of every academic year, that each college nominate two student activity supervisors from the teaching staff; one will work on cultural and social activities and the other will work on athletic activities. The two supervisors carry out the following tasks:

- a. Proposing the college's student activity plan.
- b. Cooperating with the Deanship in proposing the general plan and important student programs.
- c. Executing the student activity plan of the college.
- d. Cooperating with the Deanship of Student Affairs in executing general student activities.
- e. Forming student committees.
- f. Nominating students who are outstanding in college activities to be awarded in the activity conclusion ceremony.
- g. Nominating students to participate in activities within and among colleges.

So all you have to do is go to one of the activity supervisors at your college. He/she will guide you and soon you will be participating. The Administration of Student Activities has a number of supervisors for different activities. They are completely responsible for preparing and executing the plans as well as motivating students to participate in them. To contact the supervisors, all you have to do is go to the Administration of Student Activities in the General

Administration building on the main campus – Mileida – 4th circle – next to the Saudi Airlines office, or to the activity units in the college buildings. Also, student affairs in the colleges is concerned with serving the students, giving them direction, and answering their questions and inquiries. All you have to do is visit the student affairs office in your college and talk with someone.

The Program of the Spring Activity Camp and Summer Club (The University's Spring and Summer Forums)

1.1 Introduction:

The University continues to offer its services to its students in particular, and the youth of the region in general, all year long. These services go beyond the regular semesters into spring break and the summer vacation. The University, represented by the Deanship of Student Affairs, holds some spring and summer activities and participates in festivals in the region that are organized within these two periods. This utilizes the free time of the students and imparts useful skills to them. It also increases their knowledge and awareness about some of the undesirable phenomena and behavior that contradict the teachings of our religion and our valued traditions. The spring activities and the summer clubs will be selected from the student activities determined in this plan.

1.2 Objectives:

1. Utilizing the spring break and the summer vacation in beneficial activities that fill the students' spare time with worthwhile programs.
2. Directing the students to the correct life path and deterring them from twisted ideas or corrupt behavior.
3. Developing the skills and abilities of the students.
4. Interacting with the community and contributing to increase its awareness and knowledge.

The spring and summer events include the following:

A. The Spring Activity Camp:

Executed in cooperation with one or more of the public or private sector establishments in a governorate, that has nature parks where people usually congregate, the camp comprises a set of cultural awareness and athletic activities.

B. The Summer Club:

The programs of the center include cultural, social, and athletic events. They also include training courses in computers, humanities, arts, workshops, and exhibitions. Five clubs for male and female students are suggested as follows:

Males Clubs
1. The Community College in Bureydah
2. The Community College in Oneiza
3. The College of Arts and Sciences in Oqlat Al- Soqoor

4. The Health Sciences College in Rass
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5. The Health Sciences College in Bukeyreyyah

Note: the summer clubs of the women are in the females' plan.

C. Participating in the Festivals of the Region:

The students participate in the plays and cultural contests. They also help the committees that organize the touristic festivals in the region.

About the Administration of Direction and Guidance Unit

Introduction:

The university stage is a very important one in building the students' academic and social personality, and a qualitative leap that is completely different from the previous educational stages. Hence, the Administration of Direction and Guidance in the Deanship of Student Affairs is presenting important complimentary services to the educational process through directing the students and guiding them academically, socially, psychologically and religiously. It helps with their social, psychological, and financial issues in a way that achieves their academic and personal well-being. The administration spots their ill behavior, tries to treat it and makes sure it is not repeated again but replaced with positive behavior. Moreover, it is concerned with developing their abilities and polishing their talents, so it has founded an integrated center that takes care of the innovative and inventive students under the name "the Minds Center".

The Objectives of the Administration of Direction and Guidance Unit:

1. Constructing a good relationship between the students and the University.
2. Providing a good environment that achieves the correct development of students.
3. Offering specialized social and psychological consultation and assistance.
4. Studying the cases of needy students and offering them financial aid.
5. Putting forward suitable solutions for the problems that face students in the course of their study.
6. Directing students to take advantage of all the services of the University.
7. Helping new students adjust to the new academic environment.
8. Paying special attention to superior students and offering everything to develop their abilities and talents.
9. Paying attention to the students whose academic achievement is below average through advising, helping and following them up.
10. Providing suitable courses to utilize the students' spare time.
11. Helping students eliminate some of their negative behavior.
12. Providing the services students' need such as medical reports, flight price reductions, and student identification forms.

13. Preparing the studies and reports that help the administration of the university make the right decisions that concern students.
14. Providing specialized courses that boost positivity in the students.
15. Paying attention to the students who are inventors or innovators by finding a mechanism that helps them continue their creativity. This is done through moral and financial support and delegating them to represent the University in scientific conferences and research events.

The unit Programs:

The plan of the Administration of Direction and Guidance for the academic year 1433 / 1434H consists of an array of programs, lectures and training courses. Also, the directive and guiding programs help students become academically superior and help them overcome the social, psychological, and financial hindrances that may affect their course of study.

A. Cultural Activities:

1. Lectures:

Through lectures and seminars, the Administration of Direction and Guidance aims at increasing the student's awareness of the importance of university education and the necessity to excel in it. It also seeks to urge students to work hard and persevere, and to eliminate the undesirable behavior of some students that may affect their course of study and their date of graduation.

2. Pamphlets and awareness material:

The Administration of Direction and Guidance, through the program of pamphlets and awareness material, seeks to increase students' knowledge and awareness of some deviant behavior that is unwanted in the university environment. Specialists in Sharia, education, psychology, and medicine will participate in writing these pamphlets. Also, beneficial material found in commercial libraries will be consulted.

B. Social Activities:

1. The program of receiving new students (males and females):

This program aims at preparing the student to university life. It introduces the regulations, university instructions, and the services offered by some of the deanships to him/her. Also, officials from deanships and colleges answer some of the inquiries the new students may have.

2. Trips and visits:

A trip for a sample of students selected from the superior and the low-achievers.

3. Exhibitions:

Through exhibitions, the Administration of Direction and Guidance aims at increasing students' awareness of material exhibited and warning them about some infirmities and intellectual or behavioral deviances. The following exhibitions will be executed in the activity conclusion ceremony.

C. Training courses and workshops:

Through training courses and workshops, the Administration of Direction and Guidance aims at imparting to students a set of general and specific abilities in the fields of improving academic abilities, the art of dealing with others, and time management. This positively affects the students' academic achievement and personality integration.

D. General Programs for Students:

1. Student Employment Program:

This program aims at re-enforcing the practical spirit of the students. The program is run by cooperation between the deanship and the colleges of the university: each college nominates a group of students to work for it provided that this does not contradict with the timetables of students. The student is paid 15 riyals per hour as an incentive for his/her work.

2. Peer Tutoring Program:

By this program, the Administration of Direction and Guidance wishes to increase interaction among students and to help the academically weak students improve their performance through their superior peers. It also aims to encourage the superior student to do better and continue on the right path by distinguishing him/her among other students, and also to reward him/her financially for tutoring his/her peers.

3. Honoring the Superior Students:

This aims at celebrating the superior students, encouraging them to continue, and motivating others to follow their lead.

4. Guidance Sessions:

Through this program, the Administration of Direction and Guidance aims to help students overcome academic, social, familial, psychological, and personal difficulties that may affect their studies. This is achieved through teaching staff, social and psychological advisors, and specialists at the University.

5. The Needy Students Fund:

Through this program, the Administration of Direction and Guidance aims to help students who need financial help, so they can continue studying and minimize the effects on them. This is achieved in cooperation with the Administration of the Student Fund in the Deanship.

6. The "Dialogue Hall" Program:

In cooperation with King Abdul-Aziz Center for National Dialogue, this program aims at raising the spirit of dialogue among the students of the University.

E. Student Consultation Center:

Educational direction aims at helping the student adjust to the university environment and deal with some academic problems that he/she might face such as academic weakness, failure, enrollment cancellation, withdrawal, study interruption, denial entry to exams, improving the GPA, and others.

F. Psychological and Social Guidance:

Psychological and social guidance aims at providing the student with the necessary psychological help. It extends a hand to those who suffer under psychological pressures or turbulences that may cause a student to drop out. In addition, it helps the students who need to deal with study problems. It also offers moral support and courses on developing personal skills.

G. Student Clubs:

These clubs aim at re-enforcing the skills of students, meeting their needs, and polishing their abilities in various life skills. They also organize their activities through the student clubs in each college.

Students' Fund Management

Introduction:

The Students' Fund aims at providing an academic, psychological, social, and financial stability for full-time male and female students in Qassim University. This is done through the financial support student activities, guidance, and counseling programs in the Deanship of Student Affairs. In addition, it provides services to male and female students such as loans, subsidies, student employment program, and peer education program. The Student Fund also supervises students services centers such as: bookstores, photocopying, and food services. All is done in accordance with the functions and programs assigned to the Deanship of Student Affairs.

Moreover, the Students Fund spares no effort in achieving all that serve the students, facilitate their studies, and maintain their psychological stability.

Objectives of the Students Fund:

- 1. Providing subsidies and loans to full-time male and female students at the University.**

2. **Supporting the student activities, guidance, and counseling programs at the University in addition to granting awards for outstanding and distinguished students.**
3. **Financially supporting student programs such as students' part time work program and textbook provision program for the PYP students at the University.**
4. **Establishing utility service projects to the male/female students of the University such as: cafeterias, printing, copying, and xerox centers, stationery, and the like.**
5. **Supervising the operation of both Xerox centers and bookstore in the University.**

Organizational Structure of the Students Fund:

Students Fund consists of the following major sections:

1. **Administrative affairs.**
2. **Finance Office**
3. **Students' Services.**

The Organizational structure of the Management of Students Fund at Qassim University

First: Services of the Students Fund:

The Students Fund aspires to create an appropriate and motivating academic University environment through its services. This is achieved by alleviating the financial obstacles and difficulties that face the students in their university life, and thus motivating them to excel in their academic, by supporting the students extracurricular activities programs, and by providing the necessary supplies assigned to the student during his undergraduate studies. Furthermore, the Fund provides full-time male/ female students the following services:

1. Students' Subsidies:

Some students are in need of the University's financial help to overcome some of their financial conditions that may face them during their studies, and to support them for the provision of some essential supplies for their educational

process. The social workers in the deanship check the students' conditions and assess their need for a subsidy. This service is provided according to the specific controls that are set designed to organize the benefit.

Student Subsidy Controls: -

- This service is offered to all full-time students of the University whose stipend is terminated.
- The student who is in need of the Students' Fund, in the Deanship of Students' Affairs, has to apply to the Fund Management in the Deanship of Student Affairs explaining his need for subsidy and the circumstances facing him.
- Students should support their request with official papers proving his condition and his need for a subsidy.
- The student must comply with the instructions issued by the Deanship of Students' Affairs, as having a student card and maintaining good conduct in both appearance and behavior.
- The social worker in the Deanship of Student Affairs is to examine the student's case to determine his need. Later, the approval of the committee formed by the Board of Directors for studying the students' subsidy requests should be obtained and finally adopted by the Board of Students' Fund Management.
- No student may apply for more than one subsidy per semester.
- Subsidy is cancelled if receipt is delayed for more than two weeks from the date of the adoption of dispensing; and the student is to submit a new application in the case of his need for such a subsidy.

2. Subsidy for Glasses:

Some university students have vision problems therefore they need to use glasses. The Fund provides (50%) of the value of glasses provided that they prove such a need by their optician from the Health Unit at the University; this service is disbursed according to special controls designed for such a benefit .

Disbursement control of subsidy glasses:-

- This service is provided to all full-time University students.

- The student must present a written report from a specialist doctor in the Health Unit at the University that verifies his need for glasses.
- The student must comply with the instructions issued by the Deanship of Student Affairs such as having a student card and assuming good conduct in appearance and behavior.
- The students must have the original invoice of purchasing the glasses from a specialist. Student's name, date of purchase, and the official seal of the shop should shown on the invoice.
- The Students' Fund pays (50%) of the value of the approved medical glasses shown in the purchase invoice from the specialist shop, which should not exceed the value of (SR 500) five hundred Saudi riyals.
- No student may apply for more than one subsidy eyeglass during his studies at the University.

3. Student Loans:

Some male/female university students are in need of the financial help to secure some academic supplies and some private requirements. Very often, these financial conditions, the students experience, cause some academic problems that may sometimes lead to academically 'stumbling' students.

Therefore, the Students' Fund – according to its financial potential – is keen to overcome these needs and to provide appropriate conditions for their psychological stability. This service is provided according to the specific controls designed for such a benefit.

Controls on Student Loans: -

- Financial loans are granted to all full-time students of the University.
- Student must be eligible to a monthly stipend.
- The student must fill in an application form for a loan, and a pledge to repay the loan disbursed to him/her.
- The student determines the loan needed, but should not exceed the amount specified by the Students' Fund Management.
- The student must comply with the instructions issued by the Deanship of Student Affairs such as having a student card and assuming good conduct in appearance and behavior.
- The loan is paid in monthly installments by being deducted automatically from the monthly stipend of the student.

- All installments of the loan are to be repaid before the end of the semester in which the loan is granted.
- No student may apply for more than an loan per semester, except in the case of full payment of the previous loan.
- Loan is canceled if receipt is delayed for more than two weeks from the date of the adoption of dispensing; in this case the student is to submit a new application in the case of need for the loan.
- If the student wishes to postpone, cancel, or withdraw from the University, he/she must repay the loan prior to 'clearance' from the University.
- **The following cases are not entitled to loans:**
 - a) A new student who is studying in the first level.
 - b) A student whose stipend is terminated due to an academic warning or who exceed the regular period of study at the University.
 - c) A student who had previously taken a loan and has not paid all installments.
 - d) A student who has previous financial dues to the Students' Fund.
 - e) A student who received disciplinary punishment by being deprived from the advantages of the University, such as student loans, subsidies, and other advantages.

4. Provision Program of students textbooks for Preparatory Year Program (PYP) at the University via monthly installments:

It is an academic and social care program that lead to social academic, and psychological stability of the University students by studying all courses required by the Deanship of Educational Services at the University at competitive prices to the private bookstores.

Controls on the Provision of students textbooks for Preparatory Year Program (PYP) at the University via monthly installments:

- The Fund provides the service 'students textbooks via monthly installment' to all full-time male/female University students.
- The student must be eligible to monthly stipend.
- The student must fill in a form of request for 'Study Bag' with a pledge to repay the loan disbursed to him/her.
- The student's GPA must not be less than 2 out of 5.

- The student must comply with the instructions issued by the Deanship of Student Affairs such as having a student card and assuming good conduct in appearance and behavior..
- The loan is paid in monthly installments by being deducted automatically from the monthly stipend of the student.
- The monthly deduction should not exceed (30%) of the student's monthly stipend.
- No student may apply for more than an loan per semester, except in the case of full payment of the previous loan.
- If the student wishes to postpone, cancel, or withdraw from the University, he/she must repay the loan prior to 'clearance' from the University.

Students' Part-time Employment Program:

It is an educational and social care program offered by the Deanship of Students' Affairs, via the Students Fund Management in cooperation with the Directorate of Guidance and Counseling in the Deanship. It focuses on refining the talents of University students, on teaching them how to exercise work, and on taking responsibility, and on showing creativity through their employment in one of the departments, colleges, or deanships at the University in their free time.

Program Objectives :-

- Using students' leisure time usefully and fruitfully, and training them on self-reliance and responsibility.
- Fulfilling the need of the units of the University in some temporary jobs that do not require a permanent employee.
- Giving the students an opportunity to practically contribute in support the University's role and mission.
- Creating the love of work among students.
- Training the students on the principle of achievement for work, and satisfying their financial needs.
- Granting an opportunity to students, and encouraging those with outstanding abilities and skills (talented).

Condition for Students' Part-time Employment Program:

- The student must be a full-time student at the University.
- The student shall complete the form students part-time employment which should be approved by the authorized body and certified by the employer.

- The student is not to be employed for more than two consecutive semesters, except in the case of a convincing justification (such as students whose stipend is terminated), in order to broaden the base for students part-time employment.
 - Students' employment should be limited to the fields that serve the objectives of the University.
 - Student are not allowed to work in more than one destination.
 - The student must have a current account in any branch of Al Rajhi Bank, and the Students' Fund Management at the University should be supplied with a copy of the account number card, and in the absence of a copy of the student's bank account number the application will not be valid.
 - Total free weekly hours in the students' schedule should not be less than three (3) hours for part-time work so that the student's academic level and academic achievement are not affected.
 - The work assigned to student should finish at the end of the period of work.
 - The operating point should adhere to the specified number of students. In the case of employing an alternative student, the Deanship must be addressed and notified enclosing an employment form for approval.
 - The operating point should comply with the maximum working hours specified in the list of student employment program: ten (10) hours per week, and forty (40) hours per month.
 - The supervisor is committed to having a monthly attendance checklist that should be signed, stamped with the official seal, and officially sent to the Students Fund Management students at the end of each Hijri month.
- In case of non-compliance, the students' allowance will not be disbursed.

6-Cooperative Work Program:

Cooperative work is a cooperative program between the Students' Fund and the private sector to provide the services the students need such as: photocopying, provision of textbooks, and stationery in addition to the provision of nutrition services such as snacks, drinks, and other services.

This program aims to provide good and affordable services for students, in addition to reducing operating expenses of the Students' Fund through collaborative operational contracts with the specialized and experienced private sector in the various student services.

Through this cooperation, the Fund runs the photocopying centers, bookstores, and meals and soft drinks services collaboratively with a number of specialized

private sectors in those areas. The Fund currently operates a number of student services such as:

A - Centers for Selling Books and Stationery:

These centers provide textbooks, scientific and diverse cultural books and diverse cultural, some stationery supplies such as pencils, notebooks, and others. The textbooks are selected in coordination and cooperation with the University colleges.

There are three centers for the sale of books: -

1. Bookstore and stationery center in the main administration building in the University main campus in Al-Mulaida.
2. Bookstore and stationery center in the Center of University Studies for Girls in the main campus in Al-Mulaida.
3. Bookstore and stationery center in the campus of the College of Sharia and Islamic Studies.

B. Xerox/Photocopy Centers in the University

These centers provide photocopying, printing, typing, and binding services at an affordable good price, where course notes are sold and provided by the University colleges. There are ten photocopying centers in the University, which are allocated in:

1. Main Administration Building.
2. Faculty of Economics and Administration.
3. Faculty of Agriculture and Veterinary Medicine.
4. Faculty of Sharia and Islamic Studies.
5. Center of University Studies for Girls.
6. Community College in Buraidah.
7. Community College in Onaizah.
8. College of Arts and Sciences in Al-Rass (male / female).



C - Food Service

The Students' Fund is keen on providing light food service, which are not available in the University restaurants or canteens such as hot and cold drinks

and snacks through the coffee shops which the Fund operates cooperatively with the specialist private sector in this area in order to provide good service that commensurate with the academic status of the University and its employees.

Second: Xerox Centers at the University:

Due to the increasing number of students in some colleges, the opening of new ones, the accession of Teachers College in Al-Rass to the University, the Fund increased the number of photocopying centers in the colleges, and provided photocopying service in the new colleges through the cooperative operation program. Additional five new photocopying centers are opened, bringing the total photocopying centers in the university to ten centers. They are run through cooperative operating program, where Hoshan Ltd. (contractor of photocopying centers at the University) is in charge. The new photocopying centers are located in: -

1. Main Administration Building.
 2. Faculty of Economics and Administration.
 3. Faculty of Agriculture and Veterinary Medicine.
 4. Faculty of Sharia and Islamic Studies.
 5. Center of University Studies for Girls.
 6. Community College in Buraidah.
 7. Community College in Onaizah.
 8. College of Arts and Sciences in Al-Rass (male / female)
- Moreover, (3) more automated photocopying machines of Educational Services, the College of Medicine, and the Center of University Studies for Girls in Al-Mulaida.



In addition to what was previously working in: -

1. The Central Library in the main administration building at the University.
2. Central Library of the College of Sharia and Islamic Studies.
3. Central Library of the Center of University Studies for Girls.

Third: Food Services:

The students fund is keen in the provision of services and aspires for excellence and diversity that meet the needs of students at the equipped sites. This is done in collaboration with the private sector through the Cooperative Operating Program. The buffet located in the lobby building in the main administration of the University is run through assigning it to the Foundation (Ben Cafe), which is specialized in the provision of hot and cold beverages and snacks.

Fourth: Provision of Graduation Gowns and Abaya to the students of the University:

The graduation ceremony of students is one of the participations of the Fund. This is achieved through providing male students with gowns and female students with Abaya, which are distributed for free. It is done after the approval of the President of the University on the recommendation of the Students Fund Board to distribute the graduation dress for free as a graduation gift and thus encourage them to attend the ceremony . The Fund has provided (5000) gowns for male graduates and (6000) Abaya for female graduates in the Center of University Studies for Girls, colleges of education, and community colleges for girls at the University.

Oqool (Minds) Center for Talent and Creativity

1. Introduction:

The Deanship of Student Affairs seeks to support the talents and innovations of students as well as create enough opportunity for them to practice their hobbies. It also holds training courses that develop talents and abilities.

For the aforementioned reasons, Oqool Center for Talent and Creativity was founded on Sunday 5/4/1431 H under the patronage of His Excellency the President of the University Prof. Dr. Khaled Al-Hmoodi. On this occasion, the President of the University expressed his happiness with the advanced places the students of the University have achieved in the first conference held in the Ministry of Higher Education, the inventions and innovations they presented, and their academic superiority. He stressed the fact that the university spares no effort in supporting these students morally and financially, so they will continue to be superior in all aspects. His Excellency also noted that the university is seeking the highest level of

development and progress in knowledge, creativity, and talent development in students.

The center enjoys the limitless support of the Dean of Student Affairs Dr. Khaled Al-Shreida, and his Assistant Dean Dr. Ahmad Al-Shab'an, and also receives their support for the development of students' talents and innovations.

2. The Center's Vision:

Gathering all knowledge and polishing personal skills to formulate open minds that interact with the requirements of life and characters that are eager to serve the nation with hearts filled with love for Allah.

3. The Center's Mission:

Qqool Center for Talent and Creativity seeks the comprehensive development of students' creativity and talents through various training courses, workshops and contests that enrich their talents and abilities. These are needed in their course of study since they prepare them for the practical stage of their lives.

4. The Objectives of the Center:

- Developing creativity, talent, and abilities via training courses, workshops and intellectual and vocational contests.
- Discovering and developing students' underlying abilities.
- Opening the door for students to practice their hobbies.
- Qualifying students and training them for their future practical life.
- Imparting new scientific and artistic skills to the students.

5. The Center Activities:

The center conducts the followings(Details of these activities are available in the student affair office):

- 1-The Self-development Courses
- 2-Computer Courses
- 3-Workshops and Discussion Sessions
- 4-Cultural contests
- 5-Student Visits
- 6-Exhibitions
- 7-Names of Suggested Lecturers

Programs and Activities For Female Students

Introduction

The female student activities unit in the Vice Rectorate of the Deanship of Student Affairs has followed a number of important procedures at the time of preparing this plan such as:

- Holding various workshops for a number of activity guides in the colleges at different times.
- Holding various workshops for a number of students at different times.
- Holding various workshops for a number of the teaching staff members at different times.
- Seeking the recommendations and viewpoints of the consultative committee of the Vice Rectorate of the Deanship of Student Affairs.
- Considering the accreditation of the Deanship of Student Affairs.

The female student activity unit has been keen on variety in its activities to meet the desires of students. It also seeks to implement programs that increase the skills of the students and imparts new ones to them. It seeks programs that expand the students' intellectual faculties, re-enforce their loyalty to their country, and protect them from intellectual stimulation that contradicts the teachings of our moderate religion. It also seeks programs that instill our deep-rooted customs in the students.

The plan of female student activities this year consists of several varied programs which are distributed in the following categories:

- The recital and dialogue activities
- The interactive activities
- The introductory activities
- The media activities

The Objectives of the Female Student Activities:

The following are among the most important objectives:

- Re-enforcing the principles of our moderate Islam in the hearts of the students.
- Re-enforcing citizenship and loyalty for the country in the hearts of the students by ascertaining their duties in the service of the nation and the interaction with its issues.
- Discovering and embellishing the talents of the students and using them in fruitful work.
- Utilizing the spare time of the students beneficially.
- Aiding the teaching process in building the student's personality.
- Providing a friendly atmosphere between the students and the staff members.
- Contributing to making the university environment attractive and likeable to students.
- Strengthening the ties between the students and their teachers so as to benefit from the teachers' experience and behavior.

- Manifesting the students' abilities to work cooperatively, plan, participate in work distribution, take responsibility in different situations, and carry the burden of life.
- Building an integrated personality according to the teachings of Islam. Then showing that in action and behavior.
- Re-enforcing social values such as cooperation, fair competition, and team work.
- Respecting handicraft work and its practitioners as well as appreciate the value of work.

The Introductory Activities:

The objectives:

- Utilizing the students' spare time.
- Giving the students the chance to meet the officials and supervisors and break the ice between them.
- Eliminating boredom and routine from the academic atmosphere and doing something more cheerful.
- Finding a channel for the female students to communicate with the foundations of the community.
- Making gatherings for the female students to form strong relationships among themselves.
- Familiarizing students to volunteer work and demonstrating its appeal to them.
- Informing students about the governmental, charitable and private establishments of the country.
- Benefiting from the educational and academic expertise of other institutes.

The Media Activities

The objectives:

- Encouraging students to write for the university journal about various topics.
- Encouraging students to express themselves and interact with the issues of society.
- Re-enforcing the Islamic principle of moderation in the hearts of the students, and protecting them from the extremist schools of thought.
- Re-enforcing the students' understanding of the Islamic Sharia and its rules.
- Strengthening sisterhood among the students and focusing on the activity to enact all channels in the college.
- Organizing awareness work and promoting it.
- Spreading awareness among the community members.

- Promoting concepts and fixing errors.

The Rules for Executing Student Activities

Introduction:

Student activities are an important complementary part of the teaching process since they build the academic personality of the student. In order for the students to achieve the goals and benefits of the activities, the Deanship has set rules for the execution of these activities and allocated awards for the participants in them. The Deanship also encourages fair competition among colleges. To do so, it has annually set criteria to evaluate the colleges and activity guides. Nevertheless, these rules and criteria are merely guides that are subject to modification and development according to the time, place, and conditions that the work requires, and Allah is our guide.

First: General Rules

1. The conducted activity should be included in the accredited activity plan.
2. The supervisor should fill out an activity execution form and send it to the Administration of Student Activities sufficiently prior to the time of execution.
3. The activity is not executed until its execution form is accredited and its budget is received by the Administration of Student Activities according to the standard procedures.
4. Sufficient publicity of the activity and the commitment to remove all announcements once it is finished are required.
5. The students participating in the organization and execution of the activity must be regularly attending and officially enrolled in the University.
6. Informing the students participating in activities that they should abide by religious and social values, University regulations and the deadlines set for each activity. Anyone who violates the aforementioned will not be allowed to participate.
7. In case there is need for drinks and meals, this should be coordinated with the Administration of Student Activities.
8. The activity should be documented by photography and video. The Administration of Student Activities in the deanship should be supplied with copies.
9. The Administration of Student Activities and the university newspaper must be supplied with a news report on the activity to be published.
10. A detailed report about the activity according to the forms accredited by the Deanship is to be prepared.

11. The management of the activity's financial allocation is to be expedited and submitted to the Financial Affairs Unit of the Deanship with the original invoices. A receipt of receiving the prizes and awards should be signed by the activity guide.
12. Prizes that encourage the students to participate in, and interact with, the activities are required.
13. Expenditures for the activity and its prizes and awards must to exceed the maximum amount that is accredited by the Deanship of Student Affairs.

Second: The Cultural Activity

A. Lectures and Seminars:

1. Determining and recording the titles of lectures or seminars and the names of the lecturers in the accredited activity plan.
2. Coordinating with the lecturers in order to obtain their approval, then setting the time of the lecture or seminar.
3. Announcing the lecture or seminar sufficiently prior to its appointed time.
4. Confirming the readiness of the lecture – or seminar – venue.
5. Making the flight and accommodation reservations for lecturers who come from areas out of Qassim.
6. Preparing a trophy or an appreciation letter that is presented to the lecturer in appreciation of his/her cooperation.

B. Cultural Contests:

1. The contest must be published sufficiently prior to its appointed time in order to give all the students of the University, or the college, the chance to know about and participate in it.
2. The details of executing the contest and the time and place of its being held must be determined.
3. Not less than three judges who are experienced and specialized in the field of the contest must be selected. It is preferable to use students as judges in the small contests that do not require highly specialized judges.
4. If the contest is on the college scale, the number of participating students should not be fewer than twenty-five in big colleges and not fewer than fifteen in small colleges.
5. If the contest is on the university scale, the number of participating students should range between forty and fifty.
6. The panel of judges sets the criteria of the contest such as the number of winning places and the qualification for each one. If no contestant achieves the grades necessary to win a certain place, this place may be withheld. The Administration of Student Activities in the Deanship of Student Affairs should be supplied with a copy of these.

7. The terms of the judging and the contest should be adhered to.
8. The results of the contest must be announced. The Administration of Student Activities in the Deanship of Student Affairs should be supplied with a copy.

C. Training Courses:

1. The name of the trainer and the duration of the course, provided that it does not exceed twelve hours must be determined.
2. The time and place it will be held must be determined.
3. The course should be announced and publicized sufficiently prior to its appointed time.
4. If the course is held on the scale of big colleges, the number of trainees should not be fewer than twenty-five, but not fewer than fifteen in the small colleges.
5. If the course is held on the scale of the university, the number of trainees should range between thirty and forty.
6. The course venue must be supplied with the needed equipment.
7. Handouts of the course to be distributed on the trainees must be prepared.
8. The trainee whose absence exceeds 20% of the course hours does not receive the certificate of course completion.
9. The training course should be photographed. The Administration of Student Activities in the Deanship of Student Affairs should be supplied with copies.
10. The trainees should be given their certificates at the last possible opportunity in the course.
11. A report at the end of the course must be prepared.

Third: The Social Activity

A. Student Gatherings:

1. Setting suitable times and places for gatherings to ensure the attendance and participation of the largest number possible of college students.
2. Coordinating with the Deanship to reserve the gathering venue.
3. It is preferable to hold the gatherings on the main campus or in the premises of other colleges to utilize the services of the university.
4. The gathering should be announced and publicized sufficiently prior to its appointed time.
5. Coordination with The Administration of Student Activities in the Deanship of Student Affairs to provide the requirements, including meals is essential.

6. Staff members of colleges and departments are to be urged to attend and participate in the gathering to create an atmosphere of cordiality between staff members and students.
7. Students should be urged to participate.
8. A cultural, social and athletic program for the gathering should be set, provided that students should participate in organizing and executing the program.
9. The requirements of the gathering should be determined sufficiently prior to its time and coordinating with the Administration of Student Activities in this regard is necessary.

B. Visits:

1. Determining the institution to be visited (in Qassim) with the suitable date for the visit.
2. Coordinating with the institution and obtaining its approval in coordination with the Administration of Student Activities in the Deanship.
3. Announcing the visit and recording the names of the students participating in it. The priority is for students who have not participated in a visit with their college or the Deanship.
4. Informing the students that they should abide by the norms of accepted behavior, the instructions, and the program of the visit. Anyone who violates any of these will be denied participation in future activities. The visit supervisor should write a report about violators and send it to the Administration of Student Activities.
5. Wearing the national costume is required.
6. Denying students who have violations of university regulations on their records, as they do not have the right to participate in any visits.
7. Making sure that the students mingle well together and that there are good chances for them to get to know each other.
8. Participating students in a visit should range in number between fifteen and thirty.
9. Supplying the Administration of Student Activities with the names of the students participating in the visit, so the administration can write to their colleges and help them in case they have missed lectures.

C. Trips:

1. Determining the destination and time of the trip.
2. Coordinating with the management of the trip destination, governmental or nongovernmental, about requesting their entertainment and organizing the program of the trip. This should be done in coordination with the Administration of Student Activities.

3. Announcing the trip and recording the names of the students participating in it. The priority is for students who have not participated in a trip with their college or the Deanship.
4. Planning a cultural, social and educational program for the trip.
5. Making sure that the students mingle well together and that there are good chances for them to get to know each other.
6. Encouraging the students and giving them the chance to participate in the trip and execute its program.
7. Allocating, in case a trip is the activity of a certain college, 70% of the seats to the students of the college and 30% to the students of other colleges, provided that the Administration of Student Activities nominates the names of the students from the other colleges.
8. Taking into consideration, when nominating names for trips, that the chance is given to different students every time. The same students cannot be chosen every time.
9. Informing the students that they should abide by common manners, the regulations, and the program of the trip. Anyone who violates any of that will be denied participation in future activities. The trip supervisor should write a report about violators and send it to the Administration of Student Activities.
10. Supplying the Administration of Student Activities with the names of the students participating in the visit, so the administration can write to their colleges and help them in case they miss lectures.
11. Wearing the national costume is mandatory except in the case of trips that require a different type of outfit.
12. Denying students who have violations of university regulations on their records or who violate the program of the trip the right to participate in future trips.

Fourth: The Athletic Activity

1. Announcing and publicizing any contest sufficiently prior to its appointed time in order to give the chance to all the students of the University, or college, to know about it and participate in it.
2. Determining the procedural details of the contest along with its time and place.
3. Ascertaining the readiness of the required pitches, gyms, and equipment.
4. Informing the students that they should abide by the accepted behavior, the regulations, and the program of the contest. Anyone who violates any of these will be denied participation in future activities. The contest supervisor should write a report about violators and send it to the Administration of Student Activities.

5. Appointing specialized championship referees according to that which is required in each sport. It is preferable to use student referees in case the contest is in a college or the championship is unofficial and does not require specialized referees.
6. Deciding the prizes and rewards according to what is accredited by the Deanship.
7. Abiding by the rules of each sport.
8. Preparing a timetable for the matches and the training sessions of the participating teams.
9. Determining the needs and requirements of each championship and ascertaining the readiness of the venue prior to the championship and before every match.
10. Determining the number of students, or teams, participating according to the following:
 - a. **Team Sports:**
 1. On a college scale, the number of participating teams should not be fewer than four.
 2. On the University and regional scale, the number of participating teams should not be fewer than eight.
 - b. **Individual Sports:**
 1. On a college scale, the number of participating students should not be fewer than fifteen.
 2. On the university scale, the number of participating students should not be fewer than thirty.
 - c. **Endurance Race on the University and Regional Scale:**
The number of participants should range between eighty and one hundred.
 - d. **The Open Sports Day:**
 1. On a college scale, the number of participating students should not be fewer than fifty.
 2. On the university scale, the number of participating students should not be fewer than eighty.

Fifth: The Theatrical Activity

A. Theatrical Contests:

1. Announcing the contest sufficiently prior to its appointed time to give the students of the University, or college, the chance to know about it and participate in it.
2. Determining the procedural details of the contest along with its time and place.
3. Appointing not less than three judges who are specialized and experienced in the field of the contest. It is preferable to use student

judges in refereeing small, college scale contests that do not require highly specialized judges.

4. If the contest is on a college scale, the number of participating students should not be less than twenty-five in big colleges, and not less than fifteen in small colleges.
5. If the contest is on the university scale, the number of participating students should not be less than fifty.
6. Informing the students that they should abide by accepted behavior, the regulations, and the program of the contest. Anyone who violates any of these will be denied participation in future activities. The contest supervisor should write a report about violators and send it to the Administration of Student Activities.
7. Setting the criteria of every winning place and the marks for each one by the panel of judges. If no contestant achieves the marks necessary to win a certain place, this place may be withheld. The Administration of Student Activities in the Deanship of Student Affairs should be supplied with a copy in this event.
8. The rules of the contest and refereeing should be adhered.
9. Announcing the results of the contest. The Administration of Student Activities in the Deanship of Student Affairs should be supplied with a copy.

B. Joining the Theatre Club:

1. Abiding by the rules of the club.
2. Filling out the forms for joining the club.
3. Being committed to religious and social principles as well as the regulations and deadlines set by the University.

C. Conditions of joining the Theatre Club:

1. The student should have good manners and behavior since he/ she is a member of the club and represents it.
2. The instructions of the director regarding acting, casting, decorating, theatre props or any other matters must be carried out.
3. Receiving a copy of the script and bringing it to each theatre or television rehearsal.
4. Committing to the times set as the work requires without making any excuses or pretexts.
5. Coaching every student on the method of memorizing his/her part. He/she should rehearse daily using this method through table rehearsal.
6. Memorizing the part before going on stage or starting filming.
7. Applying all the movements or gestures that are agreed upon during rehearsals without any excuses or pretexts.

8. Applying decorations to the stage and accessories to each student before each rehearsal. This is the responsibility of the student him/herself.
9. Taking the script to the stage after it has been memorized during table rehearsal is never permitted.
10. Personal talks are not allowed during table or stage rehearsals.
11. During rehearsals, cell-phones must be turned off.
12. Abiding by the instructions of the director, or whomever he delegates such as the assistant director.
13. No intervention or discussion with the director is allowed while televised filming or stage rehearsal is in action.
14. Working in the team spirit. Any unfriendly disputes will be handled as required.
15. Violating the conditions of joining the Theatre Club renders the student prone to permanent suspension from the team.
16. Abiding by the conditions means that the student deserves an award.

Sixth: The Roamers' Activity

1. The student should be registered in the Saudi Arabian Boy Scouting Association.
2. The student should abide by all the regulations of the association.
3. The student should wear the official uniform of the Roamers at all events.
4. Outstanding students among the Roamers are given the chance to participate in domestic and international scouting activities.
5. It should be confirmed to the students participating in the activities that they should abide by religious and social values, university regulations, and the deadlines set for each activity. Anyone who violates the aforementioned will not be allowed to participate. The trip supervisor should write a report about violators and send it to the Administration of Student Activities.
6. Participation in the Roamers' activities is cancelled if the student misses 50% of the activities or violates the rules or regulations.
7. The rules that apply to cultural activities also apply to the cultural contests, lectures, seminars, and training courses organized by the Roamers.
8. The rules that apply to social activities also apply to social activities and visits organized by the roamers.
9. The number of trainees in the training courses is determined as follows:
 - A. Leaders Preparation Course (All New Students)**
 - B. Basic Study:** the number of participants should not be less than forty and it requires the certificate of the Leaders Preparation Course.
 - C. The Practical Study:** participation in this course requires the certificate of a six-month Basic Study course.

- D. Presentation of a research paper to receive the wooden badge (an award). This requires the certificate of the Practical Study course.

Seventh: Exhibitions

1. Determining the times and places of the exhibitions.
2. Corresponding with the governmental or non-governmental parties that are concerned with the subject matter of the exhibition to gain their participation. This is coordinated by the Administration of Student Activities.
3. The duration of the exhibition should range between three and seven days.
4. A cultural and social program to accompany the exhibition should be designed.
5. The exhibition should be announced sufficiently prior to its opening.
6. Giving prizes that encourage students to visit the exhibition.
7. Arranging daily media coverage for the exhibition and its accompanying programs.

Incentives for the Student Clubs' Supervisors

Through constant cooperation with staff members and colleges, the Deanship of Student Affairs seeks to achieve its strategies and enact its rich, ambitious plan. Annually, the deanship requests all colleges to nominate student club supervisors. Each college nominates a club supervisor, a social and cultural activities supervisor, and an athletic activities supervisor. However, these supervisors – originally teaching staff members – are busy with their academic timetables and cannot carry out their duties perfectly. Thus, as an incentive for these supervisors, the Deanship has reduced their teaching loads as follows: The activity supervisor's load is reduced to 8 lecture hours a week and the load of the general supervisor of student clubs is reduced to 3 lecture hours.

Moreover, the Oqool Center requires reducing the loads of five male instructors and five female instructors to four lecture hours per week for each.

This incentive for the teachers contributes greatly to the success of the activities and programs of the University, which are an important constituent of the academic development of the student. The University seeks to achieve this for the good of all its students, men or women. Many thanks are due to the University Council for approving this proposal, and consistently supporting the student programs and activities that the Deanship and the colleges execute.

Criteria of College and Activity Guide Superiority in Student Activities

First: the criteria of college superiority:

No.	Criteria	Number of Activities	Points
1	Good choice of activity guides		5
2	Assistance of the college to activity guides		5
3	Cooperation between the Deanship of the college with the Deanship of Student Affairs regarding the student activities		5
4	Encouraging the students to participate in the activities and helping those who participate		5

- Superiority in athletic activities and cultural activities is connected to the activities themselves.
- The college with the highest number of points is honored at the activity closing ceremony, provided that it achieves a minimum of 30 points.

Second: the criteria for activity guide superiority:

No.	Criteria	Number of Activities	Points
1	Forming student committees in the college		10
2	Executing one-day activities		10
3	Having outstanding activities		10
4	Executing an activity outside the region		10
5	Helping the students participating in activities		10
6	Encouraging students to participate in the activities		10
7	Cooperating with the Deanship of Student Affairs		10
8	Accelerating the completion of the procedures for the activity		10
9	Suggesting new and distinguished ideas for student activities		10
10	Adopting new and distinguished ideas and executing them in the college		20

- The guide with the highest number of points is honored in the activity closing ceremony, provided that he/ she achieves a minimum of 25 points.

Third: the criteria of colleges' superiority in each activity:**1. The cultural activities:**

No.	Activity	Description	Points	Notes
1	Seminars And Lectures	Outside the University	3	
		Outside the University but inside the region	5	
		Outside the region	7	
2	Contests	On the college level	3	
		On the University level	5	
		Out-of University level	7	
3	Publications	Per edition or part	3	

2. Student Skill Development Center:

No.	Activity	Description	Points	Notes
1	Courses	Per day	3	A point per day not exceeding 3 days
2	Workshops	Per workshops	3	

3. The social activities:

No.	Activity	Description	Points	Notes
1	Trips	The college with the highest number of participants	7	
		The college with the highest number of participations	5	
		The college that wins the highest number of participations	3	
2	Visits	Per visit	3	
3	Exhibitions	For the first day	5	2 points per day for not more than 3 days
4	Parties	Per party	5	
5	Community Service	Per activity	3	
6	Student gatherings	For all university students for the purpose of students to know each other. Athletic, cultural and social activities are executed during this gathering on the university, college and department level	3	

4. The athletic activities:

No.	Activity		Description	Points	Notes
1	Contests organized by each college	Individual sports	Inside the college	3	
			Inside the University	5	
			Outside the University	7	
		Team sports	Inside the college	5	
			Inside the University	7	
			Outside the University	10	
2	Participation of each college in the University	Individual sports	Inside the University	5	
			Outside the University	7	
		Team sports	Inside the University	7	
			Outside the University	10	
3	Winning sports championships	Individual sports	First place	5	
			Second place	4	
			Third place	3	
		Team sports	First place	7	
			Second place	5	
			Third place	3	

Recommendation:

The members of the meeting recommended that the points for each college are calculated for all activities in order to determine the winning college.

Financial Support for Student Activities**First: financial spending on student activities:**

1. Lectures and seminars

No.	Provision	Sum (SR)	Notes
1	Flight ticket for lecturer	-----	According to the number of lecturers and cities from which they are flying
2	Accommodation*	2000	1000 SR per day for not more than 2 days
3	Food and drink	-----	Supplied by the catering unit
4	Trophy + certificate	-----	Supplied by the Administration of Student Activities

*The sum is the maximum and depends on the prices and housing quality common at the time.

2. Cultural contests:

No.	Provision	Sum (SR)	Notes
1	Contest topic	500 - 1500	According to the level of the contest, whether on the regional, university, or college level
2	Food and drink	-----	Supplied by the catering unit
3	Prizes	500 - 5000	According to the level of the contest
4	Contest referees	-----	According to the criteria of awards determined in the section related to the awards and prizes

3. Training courses:

No.	Provision	Sum (SR)	Notes
1	Course material	100 - 500	The material and CDs are copied according to the number of trainees which should range between 15 and 30
2	Certificates	-----	According to the number of trainees which should not exceed 30. Certificates are provided by the Administration of Student Activities
3	Food and drink	-----	Supplied by the catering unit
4	Trainers awards	-----	According to the criteria of awards determined in the part related to the awards and prizes

4. Domestic trips:

No.	Provision	Sum (SR)	Notes
1	Vehicle of travel	-----	According to vehicle and destination
2	Housing per student	50	Per student per day
3	Food per student	40	Per student per day
4	Gifts	-----	Provided by the Administration of Student Activities
5	Reserve	500	-----
6	Transportation (internal)	80 - 400	Paid for each day in case the host does not provide any means of

			transportation
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- Trips are not to exceed 4 days.
- In case the University participates in a student activity organized by another party, the dean of Student Affairs may pay each participating student the sum of 50 riyals per day.
- Transportation fares are paid if the host does not provide any means of transportation or in urgent cases.
- Value of gifts should not exceed 500 riyals.

5. International trips:

No.	Provision	Sum (SR)	Notes
1	Means of transportation	-----	According to the means of transportation and destination
2	Housing	100 - 500	Per student per day according to the cost of living of the country being visited
3	Food	50 - 100	Per student per day according to the country visited
4	Gifts	-----	Provided by the Administration of Student Activities
5	Additional expenditures	1000	-----
6	Transportation	100 - 500	-----

- These provisions are paid in cases in which the University covers all expenses of the trip, or in accordance with the terms of participation determined by the organizing or hosting party.
- In case the University participates in a student activity organized by another party, the dean of Student Affairs may pay each participating student the sum of 50 riyals per day.
- Transportation fares are paid if the host does not provide any means of transportation or in urgent cases.
- Value of gifts should not exceed 1000 riyals.

6. Visits:

No.	Provision	Sum (SR)	Notes
1	Vehicle of travel	-----	Provided by the University's Administration of Transportation
2	Certificate or trophy	-----	Provided by the Administration of Student Activities
3	Food and drink	-----	Supplied by the catering unit

- The number of students participating in each visit should range between 15 and 30.

7. Sports competitions:

No.	Provision	Sum (SR)	Notes
1	Preparing pitches or competition venues	-----	Coordination is done with the university's Administration of Projects and Maintenance
2	Sports uniforms	-----	
3	Food and drink	-----	Supplied by the catering unit
4	Prizes	-----	According to the criteria of awards determined in the section related to the awards and prizes
5	Referees' awards	-----	According to the criteria of awards determined in the section related to the awards and prizes

8. Announcements:

No.	Provision	Sum (SR)	Notes
1	An activity on the college level	100 – 300	
2	An activity on the university level	300 – 1000	
3	An activity on the regional level	500 – 2000	

Awards and Prizes for the Participants in Student Activities**Rewards of Refereeing Athletic Activities (competitions)**

No.	Assignment	Sum (SR)
1	Football	
	Referee	200
	Lineman	200
	Fourth referee	200
	Observer	200
2	Handball	
	Referee	150
	Score keeper	150
3	Volleyball	
	Referee	150
	Assistant referee	100
4	Individual games	
	Billiards referee	50
	Table tennis referee	40
	Foosball referee	30
5	Swimming	
	Referee	200
	Time keeper	200
	Observer	200
	Endurance races	

6		Referee	200
		Roadman	200
		Time keeper	200
		Record keeper	200
1	On college level	Football	
		Referee	100
		Lineman	100
		Fourth referee	100
		Observer	100
		Individual games	
2		Pool referee	25
		Table tennis referee	25
		Foosball referee	20
		Air hockey referee	20

- Each sum is paid per game.

Awards for refereeing cultural and theatrical contests

1. Recital contests:

Duration of competition Number of participants	Duration of competition		
	Less than 15 minutes	Less than 30 minutes	An hour or more
Less than 5 competitors	150 SR	200 SR	300 SR
5 – 10 competitors	200 SR	250 SR	350 SR
11 – 20 competitors	250 SR	300 SR	400 SR
21 – 30 competitors	350 SR	400 SR	450 SR
31 competitors or more	400 SR	450 SR	500 SR

- The rewards for referees should not exceed three times the sums mentioned above.

2. Literary contests per referee:

Number of pages Number of participants	Duration of competition			
	10 pages or less	20 pages or less	30 pages or less	More than 30 pages
Less than 5 competitors	150 SR	200 SR	250 SR	300 SR
5 – 10 competitors	200 SR	250 SR	300 SR	350 SR
11 – 20 competitors	250 SR	300 SR	350 SR	400 SR
21 – 30 competitors	300 SR	350 SR	400 SR	450 SR
31 competitors or	350 SR	400 SR	450 SR	500 SR

more				
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- The number of referees should not exceed 3.

3. Rewards for course and workshop trainers:

No.	Trainer's degree	Reward per hour (SR)	Notes
1	Doctorate	100	
2	Master's	80	
3	Bachelor's	70	
4	Less than Bachelor's	50	

Rewards: Prizes for participants in sports competitions

Game		Rewards		Notes
		Place	Sum (SR)	
On regional level	Football	Three places	370	Sum is divided by 3 places according to the number of players in each game. The percentage between places ranges between 30% - 40%
	Volleyball		330	
	Handball		330	
	Dual table tennis		500	
	Individual table tennis		500	
	Billiards		500	
	Baby foot		500	
On college level	Football	Three places	210	Sum is divided by 3 places according to the number of players in each game. The percentage between places ranges between 30% - 40%
	Volleyball		300	
	Handball		300	
	Dual table tennis		240	
	Individual table tennis		300	
	Billiards		300	
	Baby foot		300	

The values of rewards above are set for the minimum number of contestants or teams as determined in the bylaws. In case the number of contestants or teams is less than the minimum, the values of rewards are reduced to match the percentage of the difference between the number of contestants or teams and the minimum number.

Criteria for contest prizes, trophies and cups:

- Collective championships: a cup for the regional or university level that does not exceed a cost of 300 SR.

- Individual championships: on the university or regional level a cup costing not more than 250 SR is presented.
- Team championships organized by colleges: a cup costing not more than 200 SR is presented.
- Individual championships organized by colleges: a cup costing not more than 150 SR is presented.
- Trophies presented in all championships are not to exceed 150 SR per player in value.

Prizes for participants in university contests:

Contest	Description	Rewards	SR	Notes
On the university level	Holy Quran	Five places	6500	For the first five places. The number of contestants in each contest is figured out and the percentage of difference in prizes between places ranges between 30 – 40%
			3700	
			2300	
			1600	
	Prophet tradition	Five places	4000	The percentage of difference in prizes between places ranges between 30 – 40%
			3500	
			2000	
	Literary contests	Five places	4000	For the first five places. The number of contestants in each contest is calculated and the percentage of difference in prizes between places ranges between 30 – 40%
			4000	
			4000	
			4000	
			4000	
			4000	
			3000	
			3000	

					40%
	Cultural contests	Afaq (horizons)			
		Recital contests			
		Research contests		4000	
		Team cultural contests	Five places	5000	For the first five places. The number of contestants in each contest is calculated and the percentage of difference in prizes between places ranges between 30 – 40%
	Artistic contests	Video shooting		4000	
		Photography		4000	
		Computer designs	Three places	4000	
		Plastic arts		4000	
		Printed material editing		4000	
		Playwriting		6000	
		Television script writing		6000	
	Theatre and television contests	Acting		6000	
		Best theatrical show	Three places	6000	
		Best television show		6000	

The values of prizes above are set for the minimum number of contestants or teams as determined in the bylaws. In case the number of contestants or teams is less than the minimum, the values of prizes are reduced to match the percentage of the difference between the number of contestants or teams and the minimum number.

Prizes for participants in contests on the college level:

Contest	Description	Rewards	SR	Notes
On the college level	Holy Quran	Five places	3000	the percentage of difference in prizes between places ranges between 30 – 40%
			2500	
			2000	
			1500	
	Prophet tradition	Three places	2500	The percentage of difference in prizes between places ranges between 30 –
			2000	

		Hadeeth (sayings of the Prophet) from the abridged Book of Muslim		1500	40%
		Section three: memorizing 20 Hadeeth (sayings of the Prophet) from the abridged Book of Muslim			
Other contests		Media contests	Three places	2000	For the first three places. The number of contestants in each contest is calculated and the percentage of difference in prizes between places ranges between 30 – 40%
		Poetry		2000	
		Short story		2000	
		Article		2000	
		Patriotic letters		2000	
		Book club		2000	
		Recital		2000	
		Poetic debate		2000	
		chanting		2000	
		Afaq (horizons)		2000	
		Speech delivery		2000	
		Research contests		2000	
		Team cultural contests		2000	
Artistic contests		Video shooting	Three places	2000	For the first three places. The number of contestants in each contest is calculated and the percentage of difference in prizes between places ranges between 30 – 40%
		Photography		2000	
		Computer designs		2000	
		Plastic arts		2000	
		Printed material editing		2000	
		Playwriting		2000	
		Television script writing		2000	
		Acting		2000	
		Best theatrical show		3000	
		Best television show		3000	

The values of prizes above are set for the minimum number of contestants or teams as determined in the bylaws. In case the number of contestants or teams is less than the minimum, the values of prizes are reduced to match the percentage of the difference between the number of contestants or teams and the minimum number.

Forms:

Many forms for the previous activities were developed. These forms are available in the office of the student deanship and its website. These forms are as follow:

Activity Execution Form

Form for Preparing and Executing Academic and Cultural Lectures and Seminars

Form for Preparing and Executing Cultural Contests

Form for Preparing and Executing an Artistic Course (Photography, Direction, Light, Montage)

Form for Preparing and Executing an Athletic Activity

Form for Preparing and Executing a Reception of Secondary School Students

Form for the Requirements of Gatherings

Form for Preparing and Executing a Contest in Theatrical or Videotaped Writing and Acting

Form for Preparing and Executing Exhibitions

Form for Preparing and Executing Visits to Social Homes and Public and Private Facilities

Form of a Detailed Report of an Activity for the Academic Year 14 / 14 H

(Cultural Activity: Lectures and Seminars)

Form of a Detailed Report of an Activity for the Academic Year 14 / 14 H (Social Activity)

Form of activity Report Semester of the Academic Year 14/ 14 H

REGISTRATION FORM FOR A CULTURAL ACTIVITY

REGISTRATION FORM FOR A SOCIAL ACTIVITY

REGISTRATION FORM FOR AN ATHLETIC ACTIVITY

FORM TO REQUEST MEALS

Student Affairs Contacts:

The Deanship of Student Affairs is open to any suggestion or note that may help improve this effort. The officials of the Deanship are happy to receive you and listen to your suggestions and notes, or you can call us on the following numbers:

1. 3800292 Dean of Student Affairs, Dr. Khaled Bin Abdul-Aziz Al-Shereidah.
2. 3801421 Assistant Dean of Student Affairs, Dr. Ali Bin Freih Al-Agla.
3. 3802998 Assistant Dean for Services, Dr. Ahmad Al-Shab'an.
4. 3220103 Assistant Dean for Female Student Affairs, Dr. Mohammad Al-Seif.
5. 3801421 Student Clubs General Supervisor, Dr. Fahd Bin Ibrahim Al-Dhale'.
6. 3801077 Administration of Student Activities.
7. 3801128 Administration of Direction and Guidance.
8. 3801009 Student Fund.
9. 3801312 Catering Unit.

<i>Position</i>	<i>Number</i>
Activities Manager	06 3801077 Ex. 1286
Activity Unit Supervisor in the College of Islamic Legislation and Religion Fundamentals	06 3220080
Social Activity Supervisor	1270

Cultural Activity Supervisor	1296
Roamers Supervisor	1257
Theatrical Activity Supervisor	1299
Athletic Activity Supervisor	1261
Facsimile	06 3801096
E-mail: SADD@QU.EDU.SA	

9.0 Student Advising Unit

Academic support and guidance is one of the pillars of higher education in the Kingdom. It aims at guiding students to get the best results, to adapt to the university environment, and to seize the opportunities available. This is achieved by providing the students with academic skills that promote the level of their academic output. Given the importance of academic support and guidance in the colleges of the University, a unit or a committee specialized in academic support and guidance.

General concepts:

- Academic Support and Guidance Unit: it is a unit established by a decision of the Dean and concerned college. It is responsible for planning, coordination, and supervision of the implementation of the academic support and guidance process in the college. It shall be accountable to the Dean or Vice Dean for Academic Affairs.
- The responsibility for academic support and guidance lies with all faculty members, and not only with the unit of academic support and guidance. Therefore, all the faculty members shall participate in the supervision of the academic activities of the students.
- An academic advisor is a faculty member, or the like, who is assigned by the unit of academic support and guidance the task of academic guidance to a group of students in the college.
- The unit is to coordinate and cooperate with the guidance administration in the Deanship of Student Affairs.

Mission of the Unit of Student Support and Academic Guidance:

The unit for student support and academic guidance provides support and guidance to college students in order to help them utilize their own abilities and develop their skills, and to encourage them for excellence and academic innovation. This helps students

graduate in the specified required period after acquiring practical scientific expertise and practical skills that prepare them for a successful opportunity to work. In addition, the unit studies and examines their psychological, health, financial, and professional problems to contribute to the solution.

Objectives of the Unit for Academic Support and Guidance:

- Introducing students to the University life, and helping them to adapt with the new environment.
- Providing the students with the right information about the college, the educational policies, the resources, and the academic programs.
- Promoting the students' academic achievement, reinforcing their abilities, and alleviating the obstacles that face them in their academic life.
- Reducing the chances of academic problems (Preventive Guidance).
- Providing advice and assistance to college students with academic problems.
- Providing care for students with low academic achievement and helping them to promote their level of academic achievement.
- Helping students socially, financially, psychologically, and professionally if necessary.
- Caring for gifted and talented students, enhancing their capacities, and supporting their innovation.

Duties of the Student Academic Support and Guidance Unit:

- Developing a plan for academic support and guidance in the college.
- Supervising the implementation of the academic support and guidance.
- Creating an awareness among students about the nature and importance of the unit, and establishing the mechanism to take advantage of its services through meetings, brochures, publications, and college Web site.
- Acquainting the students of the college with the objectives, the mission, the educational programs, the academic departments, the areas of work for its graduates, the aspects of care and the services it provides to its students. It also guides them to choose the appropriate academic disciplines that meet their abilities and potentials.
- Distributing freshmen on academic supervisors and displaying the lists on the notice boards and the website of the college in the beginning of each academic year.

- Submitting a periodic report (the middle of each semester) that includes the work of the unit, and a report on the academic levels of students to the college administration.
- Studying the cases referred to by the college administration, and preparing a report to be submitted to the competent authorities.
- Examining the student problems which the academic advisors submit and seeking to resolve it with the college administration.
- Studying student complaints of an academic nature and trying to find solutions for them, or forwarding them to college management if necessary.
- Considering the complaints of students with respect to academic courses and finding solutions, and then reporting it to the college administration.
- Creating an awareness of the importance of academic advising, and the importance of communicating with the academic advisor via publishing brochures, and using the website of the college for this purpose.
- Supervising all orientation programs that introduce students to the system of study and examinations in the college.
- Meeting periodically every 4 weeks, or in response to any emerging reports son that the committee discusses the periodic reports filed by the special academic advisers.
- Contributing to solving the psychological, financial, social, professional problems of students and forwarding them to the Deanship of Student Affairs, when necessary, to take necessary action.

Duties of the Academic Advisor:

- Obtaining a good knowledge of the registration, addition, and course dropping dates announced by the Deanship of Admission and Registration.
- Having a good knowledge of the study plan and the graduation requirements for the students and ensuring consistency of the student's schedule with the study plan for college.
- Preparing and updating a log file of academic guidance to each student, where the supervisor opens a special file for each student. The file includes the registered courses and the student's grades. This includes student's GPA and the minutes of the regular meetings between the supervisor and the student, in addition to any reports or warnings from the courses, by which the level of the student can be assessed.

- Organizing periodic interviews (at least once at the beginning of each semester) with each of the students he/she supervises in order to:
 - ✓ identify the students' performance in the previous semester.
 - ✓ urge the student and encourage him/her for further diligence, and to praise him/her if he/she excels in some courses.
 - ✓ discuss the difficulties, if any, and search for the appropriate solutions.
 - ✓ discuss the appropriate options for the student in the next semester, (to add, to delete courses, to raise the GPA, or to choose specialization, etc.).
- Providing assistance to the student in case of difficulty in case of addition or clashes in some of the courses.
- Monitoring the student's academic achievement in the registered courses, and writing regular reports and attaching them in the student's file.
- Notifying the teaching faculty if the student's academic level is low.
- In case of student's irregular attendance, or the weak level of achievement, the supervisor is to intensify regular meetings and to discuss with the student the causes and to try to find solutions for them, or to refer it to the committee of academic support and guidance.
- Discovering talents among students and enhancing them.
- Guiding students on how to make the most of the e-learning site at the college.
- Encouraging students to participate in academic and extra-curricular activities.
- Changing the supervisor is not recommended.
- Signing a good conduct by the dean or his delegate prior to receiving a letter from the academic advisor that shows that the student has completed all the graduation requirements.
- Building a relationship of academic friendship between the supervisor to dissolve the differences between them.
- Taking the role of a social and professional consultant for the student to know his/her social circumstances, the supervisor may be able to help the stability of the student future career and to contribute to the opening up of employment opportunities or to continue higher education.
- Allocating office hours to meet with students in his office to discuss the problems they face during the study.
- Acquainting the students with the college's objectives, mission, academic programs, and academic departments, the areas of work of its

graduates, and aspects of care and services provided to students and guiding them to choose the appropriate academic disciplines that match their abilities and potential.

- Filing a regular report on the student's academic performance to the unit of academic support and guidance (such as the end of the semester). The report covers the student's academic performance (better or worse than before), and showing the procedures that have been taken to deal with the worst performance.
- Filing a report on the problems that need the intervention of the unit or the college administration.
- Urging and encouraging the students to take advantage of the library in an effective time management.
- Encouraging students to study in groups and to take advantage of their peers.

Responsibility and the Role of the Student:

- Bearing full responsibility for academic performance, as academic advising is a mechanism for help.
- Reviewing the prospectus of the college or the Website to know the requirements of the department, the college, and the university.
- Understanding all the details of the academic calendar and the critical dates of registration, withdrawal, etc. ..
- Knowing his supervisor's office hours.
- Meeting his supervisor for consultation on academic and career goals, program and course schedule, and inquiry about all new and ambiguous aspects.
- Implementing the recommendations of the supervisor and meeting him regularly on the agreed time.
- notifying his supervisor of any changes that could affect his program or academic performance.

10.0 Important Guidelines for you students

Hours: the minimum study load for a student is (12) hours per term.

Deferral: a student may defer his studies twice in a row, or three times inconsecutively by the end of the first week of each semester.

Dropping out: a student may drop out of semester twice in a row, or three times

inconsecutively up to the end of the tenth week of the study.

The difference between deferral and dropping out: Dropping out is calculated as part of the study period at the university, and deferral is not.

Denial: if the absence of a student exceeds the proportion of (25%) in the semester, in any course, it will lead to his denial from taking the exam.

Acceptance of excuse for absence from classes or from examination: if the absence of a student from classes exceeds 50%, his/her absence will not be excused.

Absence from the final examinations:

- The report must be submitted to the vice dean a week following the date of absence, filling out the appropriate form.
- The following excuses are not accepted: (hospital emergency section reports, visiting any government departments, reports from government and private clinics).

Important Guidelines for you (2)

Dismissal: a student who receives (4) academic warnings, or more is subject to dismissal.

Reasons for dismissal: Students who receive academic warning because their cumulative grade point average, GPA, falls below 2.00 on three different occasions, and could not improve it in the fourth, are dismissed from university.

Mechanism of Dismissal Notification:

- **Termination of Student's Stipend:** the student's stipend is terminated in the condition that the student's GPA is below (2.00).
- No schedule is uploaded or registered for you.
- If the statement 'academically dismissed' on your academic record.
- If you exceeded 12 academic semesters.

Conditions of Student Re-enrollment:

- Submit a re-enrollment request form to the vice dean for academic affairs in the first week of the semester.
- The student's GPA in the last two semesters should be above (2.00).
- The approval of the following committees:
 - ✓ For the students who have five warnings:
 - College council and Committee of students' problems.
 - ✓ For the students who have six warnings or more:
 - The approval of the University Council.

Transfer: The student has one chance for transfer (Transfer among academic departments (Change of Major) in the same college is considered the same as transfer among different colleges) as stipulated below:

- ✓ Among departments of the same college (Change of Major: the approval of the dean of the college is needed.
- ✓ Among colleges of the same university: the approval of the deans of both colleges are needed.
- ✓ To another university: the approval of both universities are needed, on condition that the credit hours the student completed should not exceed (40%).

Schedule: Problems and Solutions

First: Problems of the Schedule

Class Schedule Tips:

- A. Choose a section on campus, and not far away location. This can be seen through your knowledge of the codes of the courses and the halls at the college.
- B. Make you credit hours should to a minimum if your GPA is low, below (2.00); the study load might be a heavy burden that may lead to your failure. We advise you - for you raise your GPA – to register between 12 – 16 credit hours.

- C. For transferees, equalize the courses you have studied and are compatible with your plan in content and number of credit hours.
- D. In the dropping and addition period, try to make your schedule is balanced in the blanks, so you do not have the first and last lectures on the same day. This may make you lazy to attend lectures. Put another course in this space during the addition and dropping, and avoid absences that may lead you to denial.
- E. When dropping and addition period on the Internet is over, make sure you print your schedule, in order to maintain your rights.
- F. We recommend that you have a special file in which you place photocopies of any record or table you receive from the university; you may need it.
- G. You have to stick to your section and professor. When a course is registered in the academic system in a certain section with a certain professor you may not attend with another professor in a different section.
- H. Be aware that every department has university requirements. You may not register a course that has a prerequisite: as when you register (Syntax II) before (Syntax I).

Where to Start in Solving your Problem?

We would like to remind you that the solution to the problem starts (1) with your department, (2) with the student affairs in the college, and (3) with the dean represented by the vice dean for academic affairs. You should not miss any of these stages. We would like to draw your attention to the following:

First: Grade Uploading

If you find out that the grade of one of your courses is not uploaded, (1) check with professor first, and then (2) check with head of your department. If you find it, the professor has to fill in the official 'modified grades form' including all data, and should be signed by the professor, then the head of the department, then the dean, or his representative.

Then, take the form to the Student Affairs Office to be sent through regular channels.

Second: Absence from Classes:

If you got an emergency that led you to miss the lecture, you have to provide the professor with the excuse in order to avoid denial.

We advise you to always record the absences so you do not exceed the limit that leads to denial from the final examination.

Third: Absences from Final Examination

If you are half an hour late, the academic university system prevents you from taking the examination.

If you miss the exam you must provide an excuse within a week from the date of your absence, taking into account the policies included in the previous guidelines.

Fourth: Your Name is not in the Course List of the Professor:

In this case you must check with the students' affairs, **and** ensure whether the course is registered for you or not! If you are not registered, your attendance does not count.

Fifth: Low Academic Achievement

You have to be aware that Level One is the real core of your GPA. Low academic achievement in level one leads to a heavy burden and consequently to low GPA, that is difficult to improve in the future.

Sixth: Summer Semester

When enrolled in the summer semester, check your schedule and what it contains. This prevents any future harm for you. Register yourself. Do the additions and drops yourself. Do not depend on others in your academic future!

Seventh: Knowledge of Courses in the Study Plan

Many students do not know their study plan. Thus he/she is not aware of what is left. We recommend that check with your department, or with the university website member services portal.



Academic Record

It is the record that monitors your academic level in terms of grades and averages for each semester, and your GPA since you joined the university. Make sure to check it every semester. You may request your academic record from the student affairs section in your college. You may consider checking on your courses for any error therein.

GRADING SYSTEM USED IN THE TRANSCRIPT

Mark	Grade		Points
95 – 100	A+	EXCEPTIONAL	5.00
90 - less than 95	A	EXCELLENT	4.75
85 - less than 90	B+	SUPERIOR	4.50
80 - less than 85	B	VERY GOOD	4.00
75 - less than 80	C+	ABOVE AVERAGE	3.50
70 - less than 75	C	GOOD	3.00
65 - less than 70	D+	HIGH-PASS	2.50
60 - less than 65	D	PASS	2.00
Less than 60	F	FAIL	1.00
	- IP	IN-PROGRESS	-
	- IC	IN-COMPLETE	-
	- DN	DENIAL	1.00
60 - 100	NP	NOGRADE-PASS	-
Less than 60	NF	NOGRADE-FAIL	-
	- W	WITHDRAWN	-

To access your academic record you should visit the site of the University:

www.qandt.n

Then go to the Member Services, and type in:

User Name	Your University Number
PIN No.	Civil Registry NO.

11.0 Quality Assurance

(It is available in the student handbook, Arabic version, the book includes many issues about academic quality. It is highly recommended that all of the students to read it). Students used to evaluate the course and instructor at the end of each semester. Quality unit used to handle these kind of evaluation. The evaluations go through many cycles to be utilized in continuous improvements.

12.0 Graduation Ceremony:

The university used to make a big two graduation ceremony at the end of every year one for female and the other for male. The prince of the Qassim state, the parents, and all of the staff in the university attend these important event. The prince gives the male their certificates and the prince wife gives the female their certificates. They take nice photos together and with their parents and teachers.

13.0 Carrier Days:

The university used to make a 2-3 carrier days at the end of every year. The university invites many company to meet the students for employment. The student interview these companies and submit their cvs. Some of them get their job during these days.

14.0 Medical Care

11.1 Inside University Campus

Medical Care is provided on 4th floor Qassim University Building. It includes a General Physician and Dental Clinic.

11.2 QU Medical Dispensaries

For further treatment of self and family, medical services are provided in QU Medical Dispensary situated in Iskan, Buraidah. The Dispensary has doctors with specialties related to females and children. The dispensary is open 9 am to 4 pm on working days.

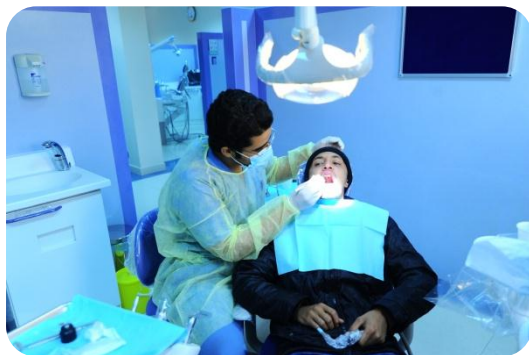
11.3 Children and Maternal Hospital

The Children and Maternal Hospital is situated opposite Jareer Book store in Buraidah. It also provides emergency services outside office hours.

11.4 King Fahad Hospital

King Fahad Hospital is a general public hospital catering to different specialties. However you must be referred by the QU Medical Dispensary to receive services in King Fahad Hospital.

Besides there are many other private hospitals providing services for a fee.



15.0 Off campus Recreation

Buraidah and Unaizah have many places for recreation with family.

Some of the famous restaurants are listed below:



(i) Dajan (Arabian fast food)

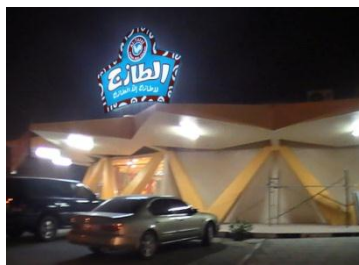
(ii) Tazij

(iii) Taj Mehal (Indian)

(iv) Mashaal (Indian)

(v) Chinese restaurant

(vi) Seneez (Middle Eastern)



Besides you will find Pizza hut, McDonalds, KFC, Herfys, Subway and other international chain restaurants.

12.2 Shopping Malls

Nakheel Plaza is the largest shopping Mall. Besides you will find Chain stores like Carrefour, Panda etc.



12.3 Parks and Play lands

Every neighborhood has its own park (Muntaza) where you can go with family. There is a Women's only park near Othaim Mall.





12.4 Desert Safari

Desert Safari is also available at many places.



Every neighborhood has good gyms and swimming pools.

16.0 Travel

13. 1 Umra

There are many companies which will take you for Umra over the weekend. Most of these buses start from Khubaib.



13.2 Madina

Madina is a 5 hour drive from QU. It is advisable to book a hotel before you go.



13.3 Riyadh

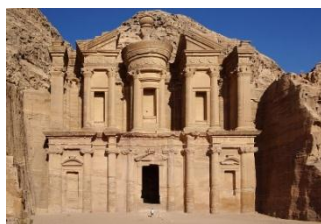
Riyadh is a 4 hour drive from QU. It has many parks, museums, zoos and places for sightseeing.

13.4 Yanbu

Yanbu is a beach resort on Red Sea, two hours north of Madina. You can do boating and many other sea activities.

13.5 Madain Saleh

Madain Saleh is a historical site. It is situated north west of Hail.



17.0 Important Phone Numbers*

General

Place	Phone
Al-Ras General Hospital (Al-Ras)	063330284
Buraidah Central Hospital (Buraidah)	063250487
Electricity emergencies	933
Fatwa main home (MEKKAH)	025589825
Fire fighting	998
Fixed phone malfunctions	907
General Police	989
Human rights national community	920008989
Immigration	992

King Fahd Hospital (Buraidah)	063252000
King Saud Hospital (Unaizah)	063644655
Natural Disaster	966
Phone information	905
Roads security	996
Securities on Duties	999
Talking Clock	1222
Traffic Accidents	993
Water emergencies	80044111110

Related to the University

Place	Location	Phone
Al-Rajhy Bank (University Branch)	The main lobby at the fourth floor QU-building	1212 3800543
Salary Unit	At the sixth floor QU-building (QUB)	1155,7,8
Saudi Airlines office	The main lobby at the fourth floor QUB	1062 0920022222
The Human resources affair	At the sixth floor QUB	1183,4,5
The immigration office	At the sixth floor QUB	1164
The main college store (A, Al-houm aid)	Room 2188 – at the second floor QUB	5015
The university post office	The main lobby at the fourth floor QUB	1218
The university staff-clinic	Omar Ben Alkhtab Road in Buraidah (20 minutes' drive from the university)	063822657
Central University Library	The main lobby at the 2 nd floor QUB	1470,27,58

The Deanships

Deanship	Phone
Deanship of Student Affair	1222
Deanship of Libraries Affair	1823
Deanship of Scientific Research	1356
Deanship of Academic development	1842
Deanship of Admission and registration	1231 – 1837
Deanship of Community Service & Community Education	4068
Deanship of Graduate Studies	1860

* With acknowledgements of Faculty Handbook, College of Engineering

18.0 Important Web Links***Important Links**

Al-Rajhy Bank (home page)	: http://www.alraibank.com.sa/ar/Pages/home.aspx
Al-Rajhy Bank (login page)	: http://www.almubasher.com.sa/retail/LogonRetail.jsp
Saudi Airlines home page	: Saudiairlines.com
Saudi Telecom communication	: Stc.som.sa
The main University home page	: www.qu.edu.sa
The Qassim University journal	: www.quj.org.sa
Ministry of Education web site	: www.moe.gov.sa

* With acknowledgements of Faculty Handbook, College of Engineering

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