

Student Manual

Prepared by
The Deanship of Development and Quality
2019

Introduction

Qassim University is proud to present an updated and enhanced student manual. This manual has been prepared with the guidance and review of the Deanship of Development and Quality. The current manual has been prepared using the previous manual (2012) with the addition to new sections and updating some existing ones. The improvements were made to the manual, for it to be in accordance with the new developments in the kingdom. The current student manual is also prepared in accordance to the new national academic accreditation and instructions.

We ask God that this manual acts as a guide for our students, answers their academic queries and gives our students encouragement to be an effective part of raising quality in our academic activities.

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Chapter 1

Qassim Region



Qassim is one of the administrative areas in Saudi Arabia and its Emirate is in city of Buraidah. It is characterized by the availability of groundwater and provides the Kingdom of Saudi Arabia with the finest types of dates and vegetables. One of the most important city among her cities is Buraidah the largest city, the city of Onaizah, Rass, Moznib, Bakiriyah, Badaya, Comet, Khobara, Riyadh Khobara, Al asyah, Oglat Al soqor, Dariya, Oyoon Al Gawaa and others. It is said that Antar Bin Shadad, Zohair Bin Aby Salama and his son Kab Bin Zohair are among the oldest celebrities who lived in this geographical spot and the former is the most famous who praised Prophet Muhammed (peace be upon him) in his famous poem. Qassim is located in the center of the Kingdom within the Najd Plateau, which includes the regions of Riyadh, Qassim and Hail, making it occupying a prominent position in terms of trade, agriculture and population. The word Qassim was mentioned in the old sources, as stated in the tongue of the Arabs that Qassim is a part of land with many trees, and that Al-Qasimah is the breeding ground of the ancestors and the peace. In the old days, the Trade and pilgrimage routes used to pass through the Qassim region, in particular, the routes of Basra, Kufa and Baghdad. These trips flourished especially during the Abbasi and Omawy periods. Qassim still retains the monuments and landmarks of these roads and stations. Its inhabitants work in trade, agriculture, grazing and industry, distributed in more than four hundred cities, villages. The trade of the people of Al-Qassim is generally concentrated on agricultural wealth such as grains, dates, vegetables and so on due to the availability of surface and ground water, as well as livestock in camels, cows and sheep, in addition to clothing

and other luxuries. Al-Qassim's climate is not different from that of central Arabia. It is cold, rainy and hot in summer. The Qassim region is connected to the regions of Riyadh, Medina and Hail by a network of high-quality highways. It also has a regional airport in the middle of the region, from which some international flights use to fly to other Arab countries. The North Train, which connects to Riyadh and then to the Eastern Province, passes through Qassim

Geography of the region

The Climate

Hot in summer, cold rainy in winter, the average temperature in the summer is about 38 degrees Celsius and in winter 20 degrees Celsius and the temperature in the summer can rise to more than 40 degrees Celsius and fall in winter to 10 degrees Celsius The average rainfall in Qassim is slightly more than most parts of the Kingdom due to the height of the region but rarely more than 200 mm per year

Natural Characteristics of the Region

Wadi Al Romah is considered the most important natural phenomenon in Al-Qassim region. It crosses the whole region from east to west. It is the longest valley on the Arabian Peninsula, with a current length of 600 km from its source near Medina to its downstream in the sands of Thuwairat east of Qassim. Dozens of valleys are connected with Wadi Alromah from the north and south. The valleys that connect to it from the northern side are Wadi Al Romah, Wadi Marghala, Shuaib Sbeih, Shuaib Al-Dulaimiya. Wadi Al Romah is connected from the southern area with the following valleys Wadi Al-Jiflin, Wadi Al-Rajla, Wadi Al-Jarir, Shuaib Jarrar, Shuaib Al-Dath, Shuaib Al-Khushaibi and Wadi Dukhna and Wadi Al Nessaa. Wadi al-Rasha was also connected to Wadi al-Rumah near Unaizah governorate, but the Nofooz Alshakika stands between the two valleys at present. The height of the land of Qassim ranges between 500-750 m above sea level, and gradually declines, generally from west to east. The maximum height of the seabed above sea level as mentioned above 750 m, but in some hills up to 900 meters, which affects the climate. Qassim nights in the summer are similar to desert nights that have a gentle breeze, a clear sky, and bright stars in the sky which amaze those who love the quietness of the magnificent desert

Area and Boundaries

It covers an area of about 73,000 square kilometers and represents about 3.2% of the total area of the Kingdom. Its maximum breadth is about 480 kilometers from north to south and 400 kilometers from east to west. It is bordered to the east and south by the .Riyadh region, to the north by Hail and to the west by the Medina

Population

According to the general census conducted in 2018, the total population in the Qassim region is 1455693 people, which represents about 4.3% of the total population of the Kingdom, which amounted to about 33 million and 413.6 thousand people. The number of Saudi residents in the Qassim region is 1025915, while there are 429,778 non-residents

Services

Medical Care

There are many hospitals in the region which offers medical care for the citizens, the non-Saudis and visitors. Some of these hospitals belong to the Ministry of Health, and some belong to the military sectors in the Kingdom. Most of these hospitals are in Buraidah city (the administration capital of the region). Of these hospitals are the followings

- Specialized King Fahad Hospital
- Central Buraidah Hospital
- Security Forces Hospital in Buraidah
- King Saud Hospital in Unaizah
- Psychological Health Hospital
- Children and Birthing Hospital in Buraidah

Education

General Education

The beginning of the general education in Al-Qassim region was through al-Katateeb, which is the public schools and circles which are supervised by people of judges and religion scholars. Number of schools at the time of establishing the Directorate of Education in Al-Qassim region was 47 school, and their students were 3233 student. The number of schools, students and teachers depict continuous growth. The number of schools reached 1721 in the academic year 1439/1440 H (805 male schools and 916 female school), from which 374 are primary schools. The number of male students reached 91669, and the female students reached 969939. The number of male teacher are 9057, and the female teachers are 11234

Higher Education

:The main universities and colleges in the region are as follows

- Qassim University and its colleges in the main campus and branches
- Future University (known previously as: Public Qassim Colleges)
- Technical College in Buraidah
- Health Sciences College in Al-rass
- Public Buraidah Colleges
- Public Al-Ghad Colleges
- Sulyman Alraghy University (known as: Sulyman Alraghy Colleges)

Chapter 2

A Brief about Qassim University

Qassim University was established in the academic year 1423-1424 AH, then issued a Royal Decree No. 7/3/2204 merging the branches of Imam Muhammad Bam Saud Islamic University and King Saud University in the Qassim region in one university under the name of Qassim University. Later, the faculties of girls scattered in the Qassim region, as well as the College of Science and Arts in Al-Rass, joined the University. Qassim University is located in the middle of cities and governorates of the Qassim region, located 4 km north of Prince Nayef bin Abdul Aziz International Airport (Qassim Airport) in addition to the spread of branches and colleges in the cities and governorates of the region to achieve development requirements throughout the Qassim region. 7.8 .million meter square



Since the University's establishment, the University has witnessed a significant development in the number of students enrolled, graduates, faculty and staff, as reflected in all university facilities and facilities, the total number of students enrolled in Qassim University for the academic year 1438/1439 AH in the stage of diploma, bachelor and diploma is 67,169 students, including 26,592 enrolled students, representing 39.6% of the total enrolled students and 40,577 enrolled students, representing 60.4% of the total enrolled students

It is also clear that the number of Saudi students enrolled which are 65912 students, represent 98.1% of the total enrollment, while the number of non-Saudi enrolled are 1257 students, which represents 1.9% of the total enrollment. It is also clear from the data that the number of students enrolled in the bachelor stage is the largest number, which represented 94.1%, while graduate students enrolled in the master's stage accounted for 2.4% and enrolled in the doctoral level accounted for 0.6% of the total enrolled students in Qassim University. The number of new students at the university reached 19051 students in 37/38 AH and 15722 students in 38/39 AH

The total number of graduates in the different stages of study at Qassim University is 10050 graduates, including 3480 males or 34.6% and 6570 females or 65.3%. The number of graduates in graduate studies reached 226 graduates, 60.6% of whom were females and 39.4% were males. This is in addition to 121 graduates in the intermediate diploma level. The largest number of graduates was in the bachelor stage, where they represented 96.5% of the total number of graduates in the academic year 1438/1439

The University currently has 35 faculties distributed between the headquarters of the university and some governorates of the Qassim region. The university also includes 12 support deanships: Deanship of Student Affairs, Deanship of Admission and Registration, Deanship of Library Affairs, Deanship of Scientific Research, Deanship of Graduate Studies, Deanship of Community Service, Deanship of Educational Services, Deanship of Faculty and Staff Affairs, Deanship of Information Technology, Deanship of Development and Quality, Deanship of E-Learning and Distance Learning, Deanship of Studies and Services Advisory. The University libraries in the academic year 1439-1440 H are 33 libraries beside the main library, with an increase of about 13.3 % compared to previous years. 11 library of these libraries are assigned to the males, and 23 library are assigned to the females. In the academic year 1439/1440 H, 4 new libraries have been established in 4 branches; library of College of Sciences and Literatures in Oyoona Alghawa (girls), library of College of Sciences and Literatures in Alasyah (girls), library of College of Sciences and Literatures and College of Pharmacology in Oniza (boys), library of the female Center of Almaarik in Buridah

The number of staff members and those who are alike in the academic year 38/39 AH 4181 members, including 2,061 members who have PhD degrees are (49.3%) and 843 members of the master's degree are (20.2%), while the number of holders of bachelor 1277 members (30.5%). The data also show that the number of male staff members reached 2364 by 56.5%, while the number of female staff members was 1817 by 43.5%, the percentage of staff members was 54.9% and the percentage of non-Saudi staff members was 45.1%

University Vision

A nationally distinguished university in education that supports sustainable development in Qassim and contributes to building a knowledge society

University Mission

To provide advanced and accredited university education to prepare integrated qualifications that meet the needs of the labor market, to offer distinctive community services and applied research that promote the local community and contribute to building knowledge economy by adopting the latest management, technology and information techniques, to activate the national and international partnerships, and to improve university resources

University values

:Adopting the Islamic values, Qassim University believes in

Justice: We seek to achieve the elements of justice, equal opportunities and fairness in dealing with the others

Integrity: We work honestly, and are committed to professional ethics

Transparency: We are committed to transactions disclosure, and support accountability and integrity requirements

Quality: we adopt the highest quality standards to maintain the best outcomes and services

Creativity: The University creates a motivational organizational environment that stimulates creative thinking and innovative behavior

Teamwork: The University fosters the culture of teamwork in thinking and behavior

Academic Freedom: The University encourages scientific exploration practices, openness and interactions

Colleges of Qassim University

Qassim University has 35 colleges which present 120 programs in the undergraduate and diploma some of them are for males only, others for female only and some for both. The colleges offer 86 postgraduate programs; 67 master degree programs and 19 doctorate programs.

Graduates Attributes

Preparation of fully qualified competent graduates to satisfy the labor market” is considered one of the important strategies of Qassim University. To realize this strategy, Qassim University seeks through its academic programs, academic units and administrative units to realize the following attributes in its graduates

1. Possessing of Knowledges and information

- 1.1- Possessing the facts, information, ideas, issues, trends, theories, knowledges related to the specialty of the program.
- 1.2- Having the systematic understanding and erudition in the specialty subjects.
- 1.3- Ability to analyze and critically evaluate the information, concepts, methods and theories related to the specialty.
- 1.4- Ability to develop new knowledges, which are acquired through novel scientific research contributing to the specialty field.

2. Possessing of cognitive and professional skills related to the specialty

- 2.1- Possessing the cognitive and technical skills which enable analyzing and treating the data and information.
- 2.2- Ability to innovate, design and implement independently search operations.

3. Possessing of competences related to the specialty

- 3.1- Ability to take the suitable decisions, act as a leader and find solutions for the problems.
- 3.2- Having the skills of solving the practical problems in the field through relating the knowledge and its applications.
- 3.3- Awareness of the profession and scientific research ethics and the ethics of the technology and its tools.

These attributes agree with the attributes of the graduates of all academic programs in the colleges, and are also comply with the professional standards, expectations of the employers and Saudi Qualification frame (SAQF).

Chapter 3

A Brief about Admission and Registration Deanship

The Deanship works to facilitate the admission and registration procedures at Qassim University. The Deanship has developed procedures for admission and registration in the courses through electronic platforms available to students on the university website. The Deanship is committed to maintaining the privacy and confidentiality of students' information.

The Deanship is keen to increase the student's awareness of his / her academic status, affairs, and related regulations. The student is also permitted to follow up his / her status through his / her electronic account.

:Deanship Objectives

1. Working towards facilitating a seat in the university for each student who meets the conditions of admission.
2. Attracting the best students to the University of high school Graduates from the Qassim region and beyond.
3. Making an effort to make students aware of the regulations, system of study and tests through various means inside and outside the university.
4. Documenting students' academic records and updating them continuously electronically.
5. Developing and adapting the technology in the Deanship so that the student can follow his academic affairs from anywhere he wants.
6. Paying the student's remuneration in its proper time and addressing the deficiencies.
7. Working on the process of Documenting and completing the graduation procedures of the student easily and easily during the period specified in the university calendar.

:For more information you can visit the Deanship website

www.qu.edu.sa/reg

Conditions and Rules of Admission and Registration in the University

The university Council articulates the rules and conditions of admission in the colleges according to the recommendations of the colleges' councils. Also, the University Council approves every year the number of the students going to be admitted to each college and each department. The admission and registration Deanship announce the admitted students on its site

Academic Calendar

It possible for the student to go through the University site or the Admission and Registration Deanship site to peruse the academic calendar, and work accordingly

Screen of the accepted students in the different colleges

Screen of the University Calender

Chapter 4

A Brief about Student Affairs Deanship

It is one of the support deanships at Qassim University, which is affiliated to the Educational Affairs Agency. It serves students in non-educational aspects, in order to build his personality and develop his own abilities. The Deanship offers the student, through its many services and various activities, many opportunities to practice his hobbies and invest his free time in a serious and systematic way, to develop his abilities and increase his self-confidence

The Deanship is also keen to provide guidance and advice to the student, and help him overcome problems that negatively affect the progress of his studies. The Deanship considers the University student as the hope of the nation and the pillar of its future, so it supports him, guides him and helps him, to be conscious, productive and active in his nation

We hope that students will benefit from all the services provided by the University through the Deanship of Student Affairs, which opens its arms to encourage students to interact with it and with its diverse activities

The Deanship includes a number of departments that are related to students and sponsors their affairs, including the Department of Student Activities and the Department of Nutrition and the Department of Student Rights and the Department of Housing and others

Directorate of Student Activities

The Student Activities Department prepares the student activities plan every year to include everything that is useful and varied to suit the desires and tendencies of students taking into account that non-classroom activities are an integral part of the educational process and important in building the personality of the student, developing his abilities, accustoming him to loving the volunteering and collective work activities and the developing his loyalty to his religion and his homeland. The Extracurricular activities include cultural, social, theater, media, roving, sports and other activities. These activities take place during the school year and also during the summer

The Department is keen to ensure that the student is the centerpiece and the basis for

suggesting, preparing and implementing student activities. The Department cooperates with the faculties of the university and the pioneers of activities through student clubs in preparing the student activities plan in line with the frameworks proposed by the Department. It then provides the necessary support, whether financially or logistically, or by providing specialized supervisors to guide and monitor the implementation of these activities, in order to achieve the purpose of those activities

Orientation and Guidance Directorate

The Directorate of Orientation and Guidance aims to realize the stability and familiarization of the students with the university environment, and follow up their scientific, social and psychological issues, to barricade them, and help them to overcome the problems facing them and affect their scientific attainment and hamper their scientific excellence

Also, the directorate aims to recognizing the excellent and talented students through their scientific attainment and high marks records in the electronic system. Also, it identifies the creative students through their innovations during practicing the non-curricula activities. Therefore, the Directorate established the Unit of Talents and Innovations which acts to offer suitable and supporting environment for the talented students, and presents programs which care of each category through encouraging and supporting them. In this regard, the Center of Innovation and Intellectual Property helps this Unit which cares for encouraging the students' innovations and creations, and looks after the talented students. The Center aims to

- Supporting the graduates' projects which start by innovative ideas.
- Spreading and enriching the culture of innovation and thoughts ownership and economic knowledge.
- Encouraging invention and incubating the innovative ideas, and participating in converting them to economic products.
- Ideas protection and registration of patents in the Saudi Authority for Intellectual Property.
- Participating in strengthening the relation of the inventors and investors.
- Supporting the students' graduation projects which begin with innovative ideas.
- Establishing strategic partnerships with bodies which concern about the innovation and rights of intellectual property and similar international centers.

The Department of Guidance and Counseling provides general services to students like issuing IDs and commuter orders for public transport and aviation, as well as working on the employment of male and female students in the faculties and units of the university

Nutrition Directorate

The Department is concerned with the implementation of nutrition services for university students in accordance with the health conditions at reasonable prices, and in this regard the Department provides basic meals for students. The department also offers meals for student activities and university events. The administration is affiliated with the students' restaurant in the administration building, a number of buffets at the university colleges in the University City, the university studies center for girls and the community colleges in Buraidah and Unaizah

Student Box Directorate

The University Student Box Directorate aims to support and develop extra-curricular activities in all fields. It also is assisting students in need by providing student subsidies, advances, support student activities, provide prizes to the outstanding, and contribute to the provision of educational services through photographic centers and bookstores

Grants and Incoming Students Care Unit

This unit manages the affairs of scholarship students and expatriates who study at the university and come from different nationalities and have different customs, traditions and perceptions, which requires diligence with them to point out some religious issues, regulations and instructions regarding their study. The unit also tries to take care of any problems that they are facing by trying to find them solutions in order to create a comfortable atmosphere that helps the students towards their academic achievements and builds a fruitful personality regarding their thoughts and behavior

This unit follows up the administrative procedures necessary for the arrival and travel of scholarship students and their ticket payments. It also coordinates with the concerned authorities and departments, as well as work on the completion of academic procedures to start the study of scholarship students and expatriates. The unit helps them find the right housing, prepare them socially, and overcome the problems they face. The unit is also keen to work on programs that aim to integrate scholarship students and expatriates with the university community

Standing Directorate for Student Rights

The Department aims to protect the moral and material rights of students and submit complaints and grievances to the concerned authorities and follow-up until reaching a satisfactory solution to the parties concerned. For more information about this Committee, see the following chapter of this manual or the sub-manual “Grievances and Student Complaints Manual

Student Clubs Directorate

As the student is the focus of activities, the Deanship decided to establish student clubs in colleges. So students get to supervise and practice activities themselves. The board of directors of the club consists of 11 students, one of whom selects the director of the club and is fully responsible in front the staff member supervising the club. All the supervisors of the different clubs are associated with the general supervisor of the clubs in the Deanship of Student Affairs

Housing Directorate

Housing Management is the department concerned with the housing of expatriate students, where it supervises and prepares housing for expatriate students, and co-operation in the establishment of student activities in the residence with the Department of Student Activities Deanship

Female Student Transport Unit

It organizes and supervises the transfer of female students. The unit provides public and private transportation for them

The unit also performs the necessary screening for the selection of drivers by examining the CVs of the drivers and determining the validity of the buses to work or not, according to the criteria set by the unit, and included in the contract with the transport contractor at the university. The unit also registers female students wishing to benefit from the transport service, and issue drivers ‘data cards and student cards using the public transport service, which contains the student’s name and the vehicle number assigned to it, as well as issuing lists of students’ names for each bus, to facilitate dealing with them

:For more information, you can visit our website

www.qu.edu.sa/sad

Chapter 5

Charter of Rights and Professional Ethics

Introduction

The Charter of Rights and Ethics aims to provide all professors, staff and students at Qassim University with clear standards of conduct. Everyone acknowledges their knowledge and understanding of the Charter and its procedures as well as the consequences of violating any of these standards. Violations may be of an academic or non-academic nature. All those who attend activities outside the University as their representatives to attend academic or non-academic activities are subject to the same disciplinary action in case of violation of the Charter. Based on the vision, mission and values of Qassim University and the pursuit of the best image, the University expects Qassim University students to follow the highest standards of behavior, and adhere to them in their dealings with their professors, colleagues, faculty and staff of the university and the university community in general and vice versa. The University also expects its students and staff to act maturely and responsibly in their relationship with each other.

Each faculty member, administrative body, students (male/female) are expected to sign a copy of the charter, which will be placed in their individual files. Violators of this charter will be held accountable for their actions and will face disciplinary actions that could go to the level to the termination or dismissal from Qassim University. A copy of the charter is available via the University's website.

General Undertaking

As an employee / faculty member / student at Qassim University, I undertake to understand clearly and accept explicitly the Charter of Rights and Professional Ethics at Qassim University and to abide by the highest standards of honesty and integrity in academic and non-academic or administrative activities, and will not in any way insult Or expressly or implicitly violate this Charter or any policy at the University. :In this context, I agree to

- Support and comply with all Qassim University policies, and assist my colleagues to comply with them.
- Carry out tasks and activities with the utmost good faith, objectivity, transparency, efficiency, and to perform all the duties with care, and professionalism.
- Adhere to the highest standards of literature and good behavior.

- Refrain from any act or doing that may directly or indirectly violate the ethics of the profession.
- Dealing with my colleagues in a spirit of professional friendship.
- Be accountable and responsible for all my actions and mistakes, and contribute to fostering a culture of trust in society.
- Doing my best to support and strengthen the University in supporting excellence and progress as a leading academic institution.
- Adherence to the principles of equality, non-discrimination, honesty, integrity and respect in all actions.
- Follow the highest ethical standards and principles above even in cases of disputes or complaints.

Charter of Rights

University Student (male/female) Rights

A- In the academic field

- 1- Receiving a student guide that provides information about the University, and its systems and facilities;
- 2- A Party reception for newcomers;
- 3- The education received by students will be evaluated and their observations will be used to improve the quality of teaching at the University. The students will evaluate the courses that they have studied and the faculty members who have taught them (the evaluation questionnaire is showed in the appendices) provided that the student deals with this credibly and is free from personal, partisan and tribal influences.
- 4- Providing the appropriate study environment so students can study and learn easily by providing all the educational capabilities available to serve this goal.
- 5- Obtaining the scientific material and knowledge associated with the university courses taught in accordance with the university rules and regulations governing academic work.
- 6- Obtaining the study plans in the faculty or department and the specializations, as well as reviewing the study schedules before the start of the study, conducting his/her registration in the courses offered to the student by the system, providing the rules of registration, taking into account the prioritization of registration in accordance with fair controls when it is not possible to achieve the wishes of all students.

- 7- Dropping or adding any course, dropping the entire semester as provided by the system of study and registering to the university within the specified period and announced to students.
- 8- Faculty members of the university will be committed to the dates, times of lectures to meeting the scientific and practical hours and they should not cancel the lectures or change their times unless necessary. In case of a cancellation of any lecture for whatever reason, an alternative lecture on those canceled or absent by the faculty member to complete the course would be given, after coordination with the students and the department.
- 9- Appropriate scientific inquiry and discussion with faculty members without censorship or punishment, whether during the lecture or during the announced office hours to meet the students.
- 10- The test questions should be within the course and its contents and the issues raised or referred to during the lectures. The distribution of grades would be balanced and logical in order to achieve a fair assessment of the student's abilities.
- 11- Conducting all the tests that are held for the course unless there is a legal obstacle that prevents them from being conducted in accordance with the relevant regulations and instructions.
- 12- The student will be provided the key answer to the questions of the quarterly tests and the distribution of scores on the parts of the answer, which is based on the assessment of student performance before the final test of the course.
- 13- The student has the right to review his answer sheet in the tests according to the regulations and decisions issued by the university in regulating the mechanism of that review and its controls.
- 14- Facilitate obtaining all his rights within the university by the administrative or academic bodies in accordance with the regulations and rules of the university.
- 15- The student will be provided the results obtained in the monthly, quarterly and final tests performed after emptiness corrected and adopted.
- 16- The commitment of faculty members, staff and employees of the university employees to respect the student and give him all his academic and literary rights.
- 17- Adopting the electronic system in monitoring grades and limiting absence to be monitored regularly and not be delayed more than a week.
- 18- Notifying the student of the total grades of his work quarterly and practical before entering the final exam.

B- In the non-academic field

- 1- Enjoy the benefits and social welfare provided by the University and participate in the activities established there in accordance with the regulations and university rules governing it.
- 2- Access to adequate health care through treatment within hospitals and health centers affiliated to the university.
- 3- Utilize the services and facilities of the university (e-book libraries, gym hall, the cafeteria,...,etc.) according to the rules and regulations of the university.
- 4- Obtaining the financial incentives and rewards prescribed by law, especially for the superior student.
- 5- Nomination for training courses and programs and internal and external trips and increase his participation in cultural activities as well as participation in community service activities and volunteer work.
- 6- The complaint or grievance of any matter that affects the student in relation to faculty member, department, college or any of the University units, and the submission of the complaint or grievance in accordance with the rules governing the unit for the protection of Student Rights, and enable the student to know the status of his complaint.
- 7- Enable him to defend himself before any party in the university in any disciplinary case filed against him. The student will not be sentenced until after hearing his statements, unless it proves that his absence was an unacceptable excuse after being summoned for the second time.
- 8- Grievance against the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions of disciplining students.
- 9- Maintain the contents of his file inside the university, dealing with it with care, not handing it over to anyone except to the student or his guardian or whoever delegates that file by the investigating authorities or the judiciary or another government agency. The contents of his file may not be disclosed or published unless such publication is the result of a disciplinary punishment against the student.
- 10- The right of the student with special needs to receive appropriate and appropriate service according to the rules and regulations in force.

University Student Obligations

A. In the academic field

1. The student's commitment to attend the study and fulfill all the study requirements.
2. The student's commitment to respect the faculty, staff and workers of the university employees.
3. The student's commitment to respect the rules and arrangements related to the conduct of lectures.
4. Commitment of the student in the preparation of research and other study requirements of the courses of scientific integrity and not cheating in any way.
5. The student should abide by the rules and arrangements related to the tests and the system therein and not cheating.
6. The student shall abide by the instructions and directions directed by the official in the test room.

B. In the non-academic field

1. The student's commitment to the University's regulations, rules, instructions and decisions.
2. The student's obligation to carry the university card while the student is at the university.
3. The student's obligation not to be exposed to the property of the university, or damage or tamper with or disrupt the universities work.
4. The student shall abide by the instructions concerning the arrangement, organization and use of the university facilities and equipment.
5. Commitment of the student to the appropriate uniforms, behavior of university and Islamic norms.
6. Student commitment to calm and tranquility within the facilities of the university and refrain from smoking in it.

Review an example of student rights:

The request for re-correction of test answer sheets is one of the most things requested by students by the end of each semester. Therefore the details for this right and the rest of the rights can be understood from the student manual.

Request to re-correct the examination answer sheets

Item (39) of the Regulations for the Study and Examination of the Regulations of the Higher Education Council states:

The Council of the College which is teaching the course, in cases of necessity to agree to re-correct the answer sheets within a period not exceeding the beginning of the next semester tests. Qassim University has established an executive rule for this rule according to the following controls:

1. The student shall submit to the Dean of the College which submitted the course a request to re-correct the answer sheet within two weeks from the calculation of the cumulative averages according to the academic calendar or the announcement of the results, including the justification for the request for the correction.
2. The college prepares a form - which includes the following data: student name, university number, course number, symbol and name, division number, semester work grade, semester, grade point average, number of academic warnings if any, name of course instructor, and test date.
3. The Council of the College which is in charge of teaching reviews the case and takes the decision in the case of the application submitted by the student.
4. Re-correction must take place within two weeks of the beginning of the next semester.
5. In case of approval of the re-correction, the College Board shall form a committee to re-correct the answer papers.

College Procedures

Through this executive rule, colleges can perform the following procedures when students apply for re-correction:

- 1.A student who has an objection to the final test score shall submit a request to re-correct his / her answer papers within two weeks from the date of the announcement of the final test result. The application shall be submitted to the department teaching the course, the application shall be entered into the academic system and shall be given notice thereof (the attached form of the request for re-correction shall be used).
- 2.The head of the department informs the student of his answer sheet and compares it with the key answers to the test.
- 3.In case the student is not convinced of the accuracy of the test correction, the head of the department forms a committee consisting of two faculty members in the department, not including the course instructor. The committee shall submit a report to the head of the department to decide whether to amend the student's grade or to reject the application.
- 4.In case the student is not convinced, the student may appeal to the College Board against this decision for two weeks from the date of notification. The grievance shall be formally presented to the Dean of the College, including the reasons and justifications for submitting it, and an undertaking from the student to the validity of the information provided. A statement from the Deanship of Admission and Registration of applications for re-correction previously submitted by the student, if any, and the decisions taken therein.
- 5.In case the College Council is not convinced of the seriousness and adequacy of the reasons for the grievance, it shall issue a reasoned decision to preserve it.
- 6.In the event that the College Council approves the correction, it shall form a committee of at least three faculty members, one of whom shall be from outside the department. The committee submit its report to the Council within fifteen days from the date of its decision. It shall be submitted to the Board for decision at the next first sitting.
- 7.The councils of colleges may add what they see without exceeding rule 39 of the list of study and tests of the regulation of the Higher Education Council and its executive base from Qassim University.

Violations of the Charter of Rights and Professional Ethics

First: Academic Violations

Include the following examples:

Cheating:

- o Copying the answers of another student during the exam.
- o Copying answers that was written on some body parts, clothing, etc.
- o Obtaining in advance a copy of the exam or any information related to it.
- o The use of references or notes during an exam in which it is prohibited.

Literary / Intellectual Theft:

- o Using references (books, newspapers, encyclopedias, the Internet ...) without disclosing it.
- o Providing the same work in different classes/courses.
- o Buying an academic work or handing out work prepared by someone else.
- o Handing over work without making appropriate citation when using other people's work.
- o Providing incorrect information and facts.
- o Intentionally falsifying the results of a field research or a particular experiment.
- o Fabricating the data of a study or a project.
- o Fabricating the title of a particular study.

Fake Certificates:

- Falsely claiming receiving IELTS / TOEFL certifications.
- Handing in Fake copies of school files.

- Providing false work certificates.
- Providing false medical reports or certifications.
- Using someone else's ID card.

Submitting Group Work as if it is Individual Work:

- Work with someone or other people to solve a homework assignment while the work is supposed to be individual.
- Seek help or get help to resolve an assignment that is supposed to be individual.

Not Participating in Collaborative Work:

- False claim of active participation in collective action.
- False claim that part of the work of others is the work of the plaintiff.

Inappropriate Pretending to Be Someone Else:

In the case of a student attending any test or activity of academic duty in place of another student.

Participation in Academic Disinformation:

By this we mean assisting another student or trying to help him commit an act of academic disinformation, such as doing the work of others, designing or producing a project for another student, or voluntarily providing them with answers during the test. Contacting a student during the probationary period and providing information, giving a student a copy of a test in advance, leaving relevant material at the test site, or changing the result.

Interference with the work of others:

This includes intentionally interfering with the work of other students, sabotaging their lab results, research and electronic files, providing misleading information, or disrupting student work.

Second: Non-Academic Violations

Non-academic violations of Qassim University standards of conduct include (but are not limited to):

1. Violating any of Qassim University properties, buildings, facilities or labs, or entering them without a permit.
2. Abuse (by word or act) and / or intimidation of colleagues, visitors to the university or college, and their staff.
3. Disruptive or abusive behavior within campus boundaries.
4. Behavior that threatens the lives or safety of others, whether physical or moral, within the campus premises and facilities.
5. Theft, which includes theft of services or personal/property belongings to the University within the university premises or in any university activity.
6. Disrespecting the University's rules in terms of appropriate clothing. The University respects cultural diversity and respects the requirements of a productive learning environment. Therefore, students should respect local culture and traditions in their clothing.
7. Vandalizing, destroying or damaging the property of the university or the property of others inside the campus.
8. Owning, copying or using keys to University buildings, facilities or property without permission.
9. Unauthorized access or use of the University's facilities or property, including computer tools or software.
10. Unauthorized placement of signs, notifications, banners, signs or notices. Such materials are placed in authorized bulletin boards or other designated locations. It is not allowed to put such materials on cars, trees, walls, doors or glass surfaces. Student event announcements that are distributed or displayed in most buildings on campus must be approved and stamped by the Department of Student Activities.

Procedures and Guidelines

:The following procedures are followed in case of student academic violations

1. It is the responsibility of the faculty member to deal promptly with cases of misinformation, plagiarism, or sabotage - in the classroom or other academic infractions. In the case of any academic violation committed by a student, the faculty member shall fill out the necessary form (registration form of violations), which is documented in the student profile in the college archive and in the Office of the Vice President for Student Affairs. This

procedure allows the University to follow up and record repeated cases of student irregularities at the university level.

2. If the faculty member is convinced that the alleged offense has arisen from a student's miscalculation rather than deliberate misinformation, he or she must advise the student for acceptable academic work and record it in the student's file. In such cases, the faculty member requests, for example, that the student rewrites the original work or assignment, or re-submit a new work or assignment.
3. The faculty member responsible for making reports of misleading allegations should prepare the report on these acts within three working days from the date of their occurrence. He should send this report to the college dean and department chair where such act took place.
4. The head of the department will write a report giving his opinion on the violation depending on the severity of the violation and after consulting with the faculty member, and after meeting with the faculty member and the student.
5. The form is sent to the Dean for processing or to the Dean of Student Affairs for submission to the Standing Committee on Student Rights.
6. In all cases, violations must be recorded and saved in the student's file.
7. In all cases, the student must attend all meetings required by the university or college where the violation occurred to be heard.
8. In case of failure to respond, the decision may be made based on the facts.
9. In cases where the faculty member does not approve the decision of the College Committee, it is possible to appeal to the Chairman of the Standing Committee on Student Rights. For non-academic offenses, any member of the university community can file a misconduct case against any student. The competent party shall complete a "non-academic violation form" within three days of its occurrence. The violation is registered with the Dean of Student Affairs, who in turn notifies the student concerned, to conduct an interview and determine whether the Code of Ethics has been violated and decides on the appropriate response.

Grievances and Student Complaints

A complaint or academic grievance relating to academic matters includes: admission, grades, academic suspension, misinformation, plagiarism, intentionally falsifying information, submission of work prepared for a course in another course, as well as copyright infringement.

Non-academic complaints also include, but are not limited to, harassment (verbal or

physical), threats, subversive or abusive behavior on campus, fines, fees, or even exclusion from use of a particular service, discrimination, as well as access to records, policy violation.

Qassim University pursues a fair policy in dealing with its students and their relations with the administrators, faculty, staff or other members of the university community, aiming at establishing and implementing policies and procedures for students' academic or non-academic grievances. To achieve this, a student rights protection unit was established.

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Standing Committees for Student Rights

The organization regulation of the work of the committee of student rights at Qassim University have been established in its third meeting held in 9/3/1439 H. The regulation include formation of the Standing Committee for Student Rights at the University level, in addition to formation of sub-committees for student rights in the colleges. The :University aims from these committees to

- 1- Realization of a homogeneous university society
- 2- Confirming the principle of justice and fairness as a basic pillar in building an ideal society inside the University, and to support the student rights in comply with the applied systems and regulations.
- 3- Presenting the necessary advices to the students, and enlighten them about their rights, and how to get them through the official channels in the University according to the applied rules and regulation.

First: The Standing Committee for Student Rights

The Standing Committee is formed by a decision of the University Rector for two years :liable for renewal. It is formed of

- 1- Faculty member from Shariaa and Islamic Studies College on its head.
- 2- Faculty member from Systems Department of the Shariaa and Islamic Studies College as a vice-president.

- 3- Vice-Dean of the Deanship of Admission and Registration.
- 4- Vice-Dean of the Higher Studies Deanship
- 5- Member of the Legal Directorate
- 6- Two members of the faculty of the female sector.
- 7- The committee has the right to seek the help of any person seems suitable for its assigned tasks.

:Mechanism of the Committee

The Standing Committee shall be held on a continuous basis to carry out administrative and technical tasks. It is concerned with

- 1- Discusses complaints and grievances referred to it by the University Rector.
- 2- The complaints and grievances that were not resolved by the sub-committees during the legal period.
- 3- The consideration and investigation of grievances against the decisions of the sub-committees submitted to it by the students.
- 4- Students Complaints which the sub-committees refer them to the Standing Committee because of stepping aside or non-specialty

Such complaints or grievances shall enjoy exceptional privacy and confidentiality. The Standing Committee has the right to issue a recommendation to refer the complainant to a disciplinary committee if his complaint is found to be malicious. The Standing Committee shall, after completion of the investigation, issue its recommendations on complaints and observations which are of serious concern within 30 days from the date of submission or from the date of referral. These recommendations shall be submitted to the Rector for approval or appropriate decision. The Rector may submit the decision to the University Council for approval in the cases provided for in this regard. The decision of the rector or the University Council shall be final and not subject to appeal, and the complainant shall be informed about the decision

Second: Sub-Committees

Members of Sub-Committees: A sub-committee shall be established at the headquarters of each faculty of the University. It shall be established by a decision issued every academic year by the competent dean or dean of the college. It is composed of one of the faculty members or vice dean as the president and the membership of two faculty members as well as two male or female students of the faculty who are distinguished or knowledgeable.

The work of the Subcommittee is concerned with receiving complaints and grievances from students (Form A) regarding any academic problems. Even if the complaint is against a faculty member, the complaint or grievance is filed according to the form prepared for this purpose.

Settlement of the complaint: The complaint or grievance shall be decided within a maximum period of 30 days from the date of filing the complaint.

The decision of the Sub-Committee shall come into force only from the date of its adoption by the competent authority in accordance with the rules and regulations. The decision shall be announced to the concerned parties and shall be subject to appeal within 15 days from the date of the announcement of the decision. The complaint shall be submitted to the Standing Committee of the University (Form B).

Settlement of grievances and complaints

Informal Settlement Method:

First, the student should try to solve his dispute amicably and informally at the earliest opportunity, and discuss this with the faculty member concerned. As soon as he is aware of the matter, and in the absence of a satisfactory solution between the student and the faculty member, the student should submit his grievance to the head of his department. If the dispute is not resolved, he or she shall submit a complaint and discuss it with the Dean. During these informal discussions, the department head or faculty dean, who is a faculty member, is supposed to be a mediator for conflict resolution. They are allowed to speak with the student or faculty member (one or both) individually or bilaterally, and to consider any evidence or documents that either party to the dispute wishes to provide. If the complaint is against either the head of the department or the dean of the college, then the discussion with those who are higher than the administrative rank.

Obligation of the student to resolve the dispute in the informal manner referred to is contrary to the regulations and there is a kind of pressure on the student or the student to waive his right guaranteed by the regulations and regulations in force in the Kingdom and guaranteed by religious law.

Formal Settlement Method

The student must comply with his complaint with a number of procedures and controls, namely:

1. To submit his complaint to the headquarters of the sub-committee formed within his College, even if the complaint is against a faculty member assigned from another faculty to teach one or more subjects to the students of the faculty of the complaint.
2. The complaint must be filed within thirty days from the date of the oc-

currence of the incident in which the complaint took place, for example: - Declaration of the result of an assault test signed by the student by word or deed - Preventing the student from using one of his rights contained in the document of the rights and obligations of the university student, etc.

3. The applicant may not file his complaint after thirty days from the date of the occurrence of the incident in question.
4. Fill in the complaint form and complete all the data contained therein with the necessary accuracy and clarity and the abbreviation that does not prejudice the content.
5. Submit the completed complaint form to the Secretary of the Committee and receive a receipt stating that the complaint has been submitted and recorded in the Committee's record (the receipt form).
6. Following up the student's complaint and what has been done for a period of thirty days starting from the date of submission of the complaint by reviewing and asking the Secretary of the Committee at the headquarters prepared for that.
7. In case the decision of the Sub-Committee on the subject of the complaint is not issued within the legal period of thirty days, the complainant may apply to the Standing Committee to consider and investigate the subject of his complaint on the form prepared for this purpose (the complaint form to the Standing Committee attached).
8. A member chosen by the student shall be appointed. If this is not possible, the Secretariat of the Standing Committee shall determine it to assist the student to defend himself before the Committee.
9. - The applicant may appeal the decision of the Sub-Committee in two cases:

First case: A decision to save or reject the complaint.

Second case: The issuance of a decision approved by the authorization does not fulfill the desire of the student or does not return to him the full rights claimed in his complaint.

10. Grievance shall be before the Standing Committee based in the Deanship of Student Affairs at the University Administration). For students and the Center for University Studies for girls at the university for female students within fifteen days starting from the date of signing the student science and review the decision of the Sub-Committee. The grievance shall be submitted to the student to fill in and complete the form prepared for this purpose at the headquarters of the Standing Committee.

Student Grievance and Complaint Templates

The grievance and complaint templates are annexed in the sub-manual “Student Grievances and Complaints

Professional Ethics and Student Responsibility

Since students are the most important pillars of the University, their responsibility to implement the provisions of the Charter of Rights and Professional Ethics of the University is one of the basics of success. The students are responsible for the following:

- Review and understand the provisions of the University Charter of Rights and Professional Ethics.
- Report any irregularities or misleading cases, whether confirmed or suspected.
- Ask for help and advice from the Office of the Vice Rector for Planning, Development and Quality or from the Deanship of Student Affairs or the Student Affairs Units at the colleges when needed.
- Using all the sources of information available to them by each of the professors and the Office of the Vice Chancellor, the Deanship of Student Affairs and student affairs units in colleges.
- Request explanations and clarifications that they need about the Charter of Rights and Professional Ethics from the Deanship of Student Affairs and the student affairs units in colleges.

Professional Ethics and Responsibility of Professors and Employees

It is the responsibility of the teaching and administrative staff at the University to uphold the highest standards of the Code of Ethics, and to respect the culture and traditions of Saudi Arabia and the laws in force. Both teachers and staff are responsible for promoting the spirit of learning, teaching, research, and academic service, as well as the highest standards of professional ethics and academic integrity. They are responsible for:

- Work and support the Charter of Rights and Ethics of the University.
- Support efforts to implement the provisions of the Charter.
- Explain and clarify the terms of the Charter to students, and give them all clarifications regarding the consequences of breaching the terms of the Charter of the University.
- Allocate space from their first classes to explain and clarify what is meant by fraud and theft of literature and intellectual.

- Do their part best while invigilating the exams.
- Directing students to use all the resources available to them by the Office of the Vice Rector for Planning, Development and Quality, Deanship of Student Affairs, and Student Affairs Units in the colleges.
- Report all cases of violation or any suspected case in order to take the necessary measures against the perpetrators.

Literary or intellectual theft

Literary/intellectual theft is one of the most common violations. Among the reasons for this error are:

- Misconception among some professors and students that as long as the information is accessible to everyone, as is the case on the Internet there is no objection to use in their writings.
- Lack of knowledge of optimal methods of citation from sources and references in their work.
- The mistaken belief that the use of what others have written is not offensive.
- Lack of time and improper planning for research, projects or exam preparation.
- The belief that there is nothing wrong with committing a literary theft as long as many professors and students do so.
- The belief that it may be difficult for a resident or professor to disclose.

Reducing Literary Theft

In order to reduce the cases of literary/intellectual theft, the student must be convinced of the following three basics:

- It is your responsibility to inform the reader / professor that your work is not 100% of your own effort.
- Discreet use of any reference is considered a lie, and lying is not acceptable by all standards and in all societies for whatever reason.
- Delivering the work of others as your own effort is considered theft, or to be exact, intellectual theft.

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-

Chapter 6

Academic System and Exams

University Concepts and Terminology

1. **Semester:**

A period of at least fifteen weeks taught over the period of the courses

2. **Summer Semester:**

A period of time not exceeding eight weeks, during which time shall be doubled for each course.

3. **Academic Level:**

The number of levels required for graduation is eight (after the preparatory year for some courses).

4. **Course:**

A subject that follows a specific level within the approved study plan at the College in each discipline.

5. **Credit Hours:**

Unit (credit hour) means a weekly theoretical lecture of not less than fifty minutes, or a practical or field lesson of not less than one hundred minutes.

6. **Academic Warning:**

The notice given to the student due to his cumulative GPA below 2 out of 5.

7. **Quarterly Semester Degree:**

The degree awarded for the work that shows the student's achievement during a semester for his tests, research, reports and educational activities.

8. **The final Exam:**

A test based on the course material which is held once at the end of the semester.

9. **Final Exam score:**

The grade that the student receives in each course for his performance on the final exam.

Study and Exam Regulations

1. Study System:

- a. The study system at the university is based on levels.
- b. The study consists of eight levels.
- c. The duration of the study in a level is one semester.
- d. The academic year is divided into two semesters. There may be a summer semester in which its duration is calculated as half of the term.

2. Study Load:

The academic load is the sum of the academic hours of the courses recorded by the student in the semester and is determined according to the following rules:

a. Minimum Load:

The minimum academic load is 12 credit hours in the semester and one hour in the summer semester.

b. Maximum Load:

The maximum academic load is 20 credits per semester and 10 credits per summer semester taking into account the following:

Academically Warned students may not exceed their academic load for more than 14 hours.

A student with an acceptable grade may not have more than 16 hours of work.

A graduate student is allowed to exceed the maximum limit by no more than three credit hours.

3. Registration:

Students are allowed to register or delete courses they wish to study according to the following system:

- Students can add courses they wish to study one week before the beginning of the semester and maximum till the end of the first week.

- Students can drop courses they do not want to study up to the end of the second week of the beginning of the semester.
- The registered hours must not exceed the maximum study load and not less than the minimum.
- Registration of courses is done after consultation with the academic advisor. The student is responsible for any deficiencies or errors that occur as a result of his ignorance of the instructions.
- If the student does not register in any course during the regular registration period, he/she will be considered forfeited from studying.
- In case of automatic enrollment, the student must approve his schedule through his profile in the university computer system.
- The student is considered to be suspended from the study. If he did not approve his schedule during the period of dropping/adding courses until the end of the second week of the beginning of the semester.

4. **Postpone the Study**

The student may, before attending his academic level, apply for postponement of the study for an excuse accepted by the College Council. This happens providing that the period of postponement does not exceed two consecutive semesters or three non-consecutive semesters as a maximum during his stay at the University. The period of postponement will not be counted within the period required to complete the graduation requirements.

5. **Regularity and Prevention of Study**

- A regular student must attend lectures and practical lessons, and he/she is forbidden to enter the final exam if the attendance rate is less than (75%) of the lectures and practical lessons specified for each course during the semester. A student who has been deprived of taking the exam due to absence is considered that he failed the course.
- A student who is absent from the final exam shall have a grade of zero in that test. In that regard, his total mark is calculated on the basis of the quarterly grades obtained.
- If the student is unable to attend the final exam for any of the courses based on a compulsory excuse, the College Board may accept his excuse in case of extreme necessity, and allow him to be given an alternative test provided that the student submits his excuse on his test absence from the time of the excuse until the end of the second week of the end of the tests. The student is given the grade he/she receives after taking the alternative test.

6. **Withdrawal From a Course**

Upon the approval of the Dean or his authorized representative, the student may withdraw with an excuse from a decision in the semester within eight weeks of commencement of the study and four weeks for the summer semester provided that the study load is not less than the minimum.

7. **Dropping a Semester**

- The student may apologize for continuing to study a semester without being considered a failure if he submits an acceptable excuse to the College Board. , From the beginning of the semester until at least three weeks before the start of the final exams, and this chapter is calculated from the time required to complete the graduation requirements.
- If the apologized or deferred student returns to resume his studies on time, he shall apply to the Dean of Admission and Registration for a decision.
- The semesters dropped should not exceed two semesters during the student's university study otherwise the student's enrollment will be canceled.

8. **Academic Warnings**

The student gets the first academic warning if his cumulative GPA is below the minimum of (2.00) from (5.00). If the student receives three consecutive academic warnings because his cumulative average is below the minimum, he will be suspended academically.

9. **Suspended Student**

- If a regular student drops out of the study without an acceptable excuse for a semester without requesting a postponement to be entered from the university. The University Council may suspend the student if he interrupts his studies for less than that as well.
- If the student has not resumed his study in the specified time, or the Dean of Admission and Registration did not issue a decision to enroll him.
- The student enrollment is cancelled for those students who didn't register, if he did not address his academic status before the end of the seventh week of study.

10. Reenrollment

The applicant can apply for re-enrolling to the Dean of Admission and Registration with his ID number and his record that he had before his absence according to the following controls:

- a. To apply for re-enrolment to the Dean of Admission and Registration within four semesters from the date of registration.
- b. The College Board and the relevant authorities must approve the re-enrollment of the student.
- c. If the student has been enrolled for four semesters or more, he/she can apply to the University as a new student without reference to his/her previous record provided that all the admission requirements stated in time are met.
- d. Re-enrollment of the student is not allowed more than once.
- e. Re-enrollment of the student who has been cancelled his enrolment shall not be registered if he is dismissed academically.
- f. The student shall not be re-enrolled in the semester which he has entered.
- g. A student who has been dismissed from the university for educational or disciplinary reasons or who has been dismissed from another university for disciplinary reasons may not be re-enrolled.

11. Dismissal from the University

The student shall be dismissed from the university in the following cases:

1. If he receives three consecutive alarms for his cumulative GPA being below (2.0 out of 5).
2. If he does not complete the graduation requirements within a maximum period of half of the period prescribed for graduation in addition to the duration of the program.
3. If the student does not complete the graduation requirements within a maximum of eight semesters, the College Board may give an exceptional opportunity.
4. If it becomes apparent that the student is not serious about his failure to do so, the College Council may terminate his registration.

12. Graduation

The student graduates after the completion of the requirements of success according to the study plan provided that the cumulative average is not less than acceptable (rate 2).

13. Deprivation of Reward

The student shall be deprived of the reward in the following cases:

1. In case the student's GPA is less than (2) for non-scholarship students.
2. If requested to postpone the study.
3. If the statutory period of study expires for non-scholarship students.
4. If he withdraws or is dismissed from the university.
5. If working in an official job.

14. Student Offenses that Deserve Discipline

- Any statement or act that affects honor and dignity or violates good conduct, conduct and integrity in religion and ethics inside and outside the university.
- The masterminded refraining from attending lectures, lessons, or other work at the college.
- Any cheating in the test, attempts to cheat, planning to cheat, or carrying material related to cheating even if not used.
- Misuse of college premises and accessories.
- Any organization formed within the college without a previous license from the competent authorities in the university.
- Any breach to the testing system, or to its required environment by causing noise and a like stuff.
- Issuing or distributing brochures or collecting funds or signatures before obtaining a license from the competent authorities in the university.
- A student taking a test in place of others or others taking a test in place of himself whether inside or outside the college.
- Smoking inside the university or not maintaining hygiene.
- Not sticking with decency in dealing with colleagues, employees, faculty, or

workers of companies operating within the university or encroaching on them by word or deed.

15. Disciplinary Penalties for Students

- A written notice.
- A Warning.
- Depriving the student from enjoying some or all of the university benefits of the students.
- Denial of enrollment in one or more courses for one or more semesters.
- Cancellation of the student registration for a semester and his failure in the courses recorded.
- Cancellation of the student's test in one or more courses and failure in the course or courses that have been canceled.
- Depriving the student from taking the exam in one or more courses.
- Suspension from the University for one semester or more.
- Permanent suspension from the university.

In all cases, the student shall bear the cost of the damage, plus the cost of repair or installation and the consequences thereof. It is not allowed that the student argues that he was not aware of the University's regulations and loyalty and the instructions it issues.

16. Transferring from University

First: From University to University:

A student from outside the University may be admitted according to the following rules:

1. The student must have studied at a college or university recognized by the Ministry of Higher Education for at least one semester.
2. The student should not be considered with a failing GPA.
3. The student should not have been dismissed from the university transferred from for any disciplinary or academic reasons.
4. The transfer shall not be from a scientific degree to a higher degree.

5. The number of units required for transferring a student to study at Qassim University should not be less than 60% of the number of units required to obtain a Bachelor degree from the University.

6. The student can equalize 40% of the credit hours of the approved plan for the specialization that he is transferring to.

7. The grades obtained by the student in the courses equalized for him shall not be included in the calculation of his/her cumulative average.

(The student is transferred during any semester from one university to another according to the procedures and dates announced in the university to which he is transferred to in light of the general rules of transfer)

Second: Transfer from One College to Another within the University:

The transfer of a student from one college to another within the university is in accordance with the following controls:

1. Approval of the Deanship of the College referred to it in accordance with the rules set by the College Council.

2. The student should not have spent more than four semesters.

3. The transfer procedures should be completed during the first week of the semester according to the academic calendar.

4. The student is not transferred until after at least one semester has passed in the college from which he was transferred.

5. A student is allowed to transfer once during his/her university studies or twice if one of them is in the preparatory year.

6. The student transferred to the preparatory year shall be returned to the division of the former in the event that he has not passed it only once.

7. Specializing after passing the preparatory programs shall not be considered in the transfer process.

(All the courses that a student studied in his previous academic levels shall be included in his/her academic record when transferring from one college to another.

Third: Transfer from one Specialty to another within the College:

1. After the approval of the dean of the college, the student may, transfer from one major to another within the college in accordance with the rules set by the dean.

2. The remaining period of his university years should be sufficient to complete the graduation requirements.
3. Transfer procedures should be completed during the first week of the semester according to the academic calendar.
4. The student is allowed to transfer once during his university studies.

17. Visiting Student

A student who studies some courses in another university or college or in a branch of the university to which he belongs.

First: A student from the college who wishes to study as a visitor at another university or college:

1. The student must have an academic record (cumulative grade point average) for at least one semester at the university before applying for studying as a visiting student.
2. The student should have been studying in a recognized university or college.
3. The student should bring a description of the courses to be studied from the other university to be equated by the college and after determining the equivalent materials to be submitted by an official letter to the Deanship of Admission and Registration to address the university where he would like to study as a visiting student.
4. The course to be studied by the student outside the university should be equalized in the vocabulary and the number of units of study.
5. The maximum number of credits that can be calculated from outside the university for a visiting student is (20%) of the total graduation units from Qassim University.
6. Course rates that are equivalent to a visiting student at another university are not counted within their cumulative GPA, and the courses are recorded in their academic record.
7. The student must provide the Deanship of Admission and Registration with the results obtained within a week of the start of study in the first semester following the period of study as a visitor.
8. The maximum number of semesters a student is allowed to study as a visitor are two semesters.

Second: Another university student who wishes to study as a visitor in the

college at Qassim University:

1. The student should take a description of the courses that he would like to study from the college within the university to be equated by his university.
2. The course to be visited by the visiting student is equivalent or (equivalent) in his vocabulary and the number of units of study.
3. To obtain the approval of the College to study these subjects.
4. The courses should be registered for the student by the competent authority in the Deanship.
5. At the end of his studies, the student shall be provided with a letter explaining the results of the courses he/she has studied.

18. Grades and Graduation

The grades obtained by the student in each course shall be calculated on the basis that the grading weight is (5) points as follows:

Percentage	Grade	Letter Grade	Point Grade from (5)
100 - 95	High Excellent	+A	5.0
94 - 90	Excellent	A	4.75
89 - 85	High Very Good	+B	4.5
84 - 80	Very Good	B	4.0
79 - 75	High Good	+C	3.5
74 - 70	Good	C	3.0
69 - 65	High Pass	+D	2.5
64 - 60	pass	e	2.0
Less than 60	Fail	f	1.0

- The overall grade point average when a student graduates based on his/her GPA is as follows:

1. (Excellent): If the GPA is not less than 4.50 out of 5.
2. (Very Good): If the GPA of 3.75 to less than 4.50 out of 5.
3. (Good): If the GPA is from 2.75 to less than 3.75 from 5.
4. (Acceptable): If the grade point average is from 2.00 to less than 2.75 from 5.

- First class honors are awarded to students with a cumulative GPA of (4.75) to (5.00) out of (5.00) upon graduation. The second class honors are awarded to a student who has a cumulative GPA of 4.25 to less than 4.75 out of 5.00 upon graduation. For the first or second honors, the following conditions are required:

- a. The student should not have failed any course he studied at the university or at another university.
- b. The student must have completed the graduation requirements within a maximum period of twelve semesters.
- c. The student must have studied at least 60% of the graduation requirements.

- The student graduates after successfully completing the graduation requirements according to the study plan. GPA should not be less than the acceptable (GPA) which is 2.



How to calculate the GPA

Semester Rate and the Accumulated Rate

Semester Rate: The sum of the points earned by the student in the semester is divided by the total number of credit hours for all courses taught in the semester

Points: Number of hours recorded x Weight of the estimate

Accumulated Rate: It is divided by the total number of points earned by the student in all the courses studied since his enrollment at the university by the total credit hours for those courses. Credit Hours (Graduation Hours) The total number of credit hours for the courses passed

Example of calculating the quarterly and cumulative average

First Semester

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
IC 101	2	85	+B	2	4.5	9
ARAB 101	3	70	C	3	3.0	9
نفس ١٠١	3	92	A	3	4.75	14.25
ENGP 101	4	80	B	4	4.0	16
Semester Sum	12			12		48.25
Cumulative Sum	12			12		48.25

First Semester Grade =	$\frac{\text{Sum of Points (48.25)}}{\text{Registered Credit Hrs}}$	4.02
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Second Semester

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
MATH 101	2	96	=A	2	5.0	10
CHEM 101	3	83	B	3	4.0	12
ENGP 102	4	71	C	4	3.0	12
ARAB 102	3	81	B	3	4.0	12
Semester Sum	12			12		46
Cumulative Sum	24			24		94.25

Cumulative Grade =	$\frac{\text{Sum of Points (48.25 + 46)}}{\text{Registered Credit Hrs (12 + 12)}}$	=	$\frac{94.25}{24}$	=	3.93
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Chapter 7

Study plans

An educational guide has been developed for the study plans for all legitimate programs, humanitarian, scientific and health. It is in four volumes, one in Arabic and three in English. We hope to receive your copy of the affairs of students in your college or you can copy it from the university website and the Deanship of Admission

General Framework for the Preparation of Study Plans

The topics of interest to the student will be addressed directly from the framework because of the length of the paragraphs of the framework and will address the following:

1. The importance of the general framework of study plans.
2. The foundations used in preparing the general framework of study plans.
3. Standards of study plans.
4. Stages of preparing study plans.
5. Contents of the study plan.
6. The main elements of the study plan.
7. Graduation Requirements.
8. General framework of study plans.
9. General structure of the study plan.
10. University Requirements.
11. Numbering and coding courses.
12. Prerequisites for courses.
13. Symbols of college departments.
14. Course Description.



Summary of Procedures for Preparing Study Plans

- Establishing the plans committee in the college.
- Establishing a committee for plans in each department.
- Establishing the Academic Accreditation Committee in the college.

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 in Study Plans

First: The number of units required for each discipline must be within the following schedule (excluding the preparatory program):

Table (3): The number of units required for each major in the university

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: Distribution of the required units of study for each discipline according to the percentages specified as follows:

1. University and College Requirements 30-50%.
2. Compulsory and Elective Department Requirements (45-65%).
3. Free hours of 3- 5%.

Third: University Requirements:

It is a set of obligatory set of courses for all university students. The university requirements are divided into three sections:

Section I: Courses that have specific names and symbols and must be an essential part of each study plan are the following courses:

- a. Islamic Culture: 101 ladders, 102 ladders, 103 ladders and 104 ladders (2 hours per subject). The disciplines of the College of Sharia and Islamic Studies and the disciplines of Islamic Studies in other faculties of the University may replace these courses alternative courses, taking into account the number of credits for each alternative course.
- b. Arabic Language: 101 Arabs (for language skills) and 103 Arabs (Arabic Liberation) (2 hours per subject). The specialization of Arabic language may be replaced by these two alternative courses, taking into account the number of units of study for each alternative course.

This brings the total number of obligatory studying units of university requirements for all students to 12 units.

Section II: Requirements established in the preparatory year and accordingly are not included in the plans of colleges that require students to pass the preparatory year.

These courses are English language courses, computer skills, thinking skills and learning styles. Colleges that do not require a preparatory year must specify in their study plans the need for specialization in computer skills and English language subjects. The course of thinking skills and learning methods (101 2 - نفس hours) must be a separate subject within the requirements of the college, and the faculty to teach and provide the appropriate faculty member to teach.

Section III: Communication Skills Course (the plans committee determines the number and symbol) must be within the requirements of each college and each faculty develop its vocabulary commensurate with its specializations. The College may distribute the vocabulary of this course and apply its objectives in the decisions of the plan, whether from the requirements of the college or specialization.

Table (4) University 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 (5) Model of the general structure of the study plan

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%

Note: In applying this framework, it should be taken into account in the department part the faculties that adopt an educational system based on the integration of departments with one another and that does not depend on the department as an independent educational entity.

Table (6): Illustrative example of a study plan with a total of 136 units

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: Numbering and Coding the Courses

The numbering and coding of the courses follows the following rules:

- 1.Course Code: is a significant set of characters that symbolize the scientific section that offers the course. It ranges between 2 and 3 letters with emphasis on the standardization of coding for similar scientific departments in all faculties of the university compatibility and compatibility with the methods of coding universally recognized. See Table 7 showing some symbols for different sections of the university.

Table (7): Example of coding courses in some sections

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

Note: Each section is given a code of at least two characters and a maximum of four characters (only numbers are not allowed)

2. Course Number: This refers to the course sequence within the courses of a department and consists of three numbers:

Course Code	First digit	Second digit	Third digit
a. Hundreds column: denotes the academic year in which the course is taught as follows:			
First: Diploma and Bachelor:			
- Preparatory Year Courses	0		
- First year	1		
- Second year	2		
- Third Year	3		
- Fourth year and beyond	4		
Second: Masters stage	5		
Third: PhD stage	6		
b. Scores box: denotes the field (for the exact specialization) within the section (See the example shown in Table 8).			

Table (8) Example of interpreting the numbers of dozens in the decisions of the Department of Animal Production and Breeding, 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

Ones: denotes the course sequence in an specialty

See illustration example

For Fiqh 423 it is written as follows:

The course “Fiqh” indicates that the course is subtracted from the Department of Fiqh.

No. (4) indicates that the course is taught in the fourth year.

No. (2) indicates that the course continued to specialize in financial transactions in the Fiqh section.

No. (3) indicates that the decision is the third sequence within the decisions of financial transactions.

Fifth: Previous Requirements for Courses:

The above requirements are an important element in the construction of the study plan. The preceding requirement is a key to understanding the course that follows and without it there is a flaw in the knowledge structure.

The prerequisite in the study plans takes one of the following forms:

1. Prerequisite requires success

This means that a course of the plan depends cognitively and skillfully on a prerequisite and must be successful in the student before registering the course conditioned on a previous requirement.

2. A requirement that does not require success

This course is helpful in understanding the next course and does not require

success in registering for another course.

3. Synchronous requirement

The simultaneous requirement usually includes important subjects for the simultaneous course without having to study it in a previous chapter.

Notes:

1. Requirements shall be within the limits of cognitive necessity to ensure flexibility in recording decisions.
2. The requirement and its type should be mentioned as in Tables 9 to 12.

Graduation Hours

Total Graduation Hours of Qassim University Colleges:

Examples of the graduation hours of some programs are given in the following table (Table 9). The information for all programs can be obtained from Qassim University website or directly from the Student Affairs Unit in each college or from the Deanship of Admission and Registration office.

Table 9: Program graduation hours

College	Program	.Credit Hrs	Notes
الهندسة	Civil Engineering	139	Male only
	Electrical Engineering	139	
	Mechanical Engineering	139	
Science	Mathematics	137	Male and Female
	Chemistry	138	
	Physics	137	
	Biology	142	Female only
	Statistics	138	

Sharia and Religion Fundamentals	Religion Fundamentals	164	Male only
	Sharia	144	Male and Female
	Ordinances	144	
	Islamic Studies	135	
	Readings	138	Male only
Education	Physical Education and Movement Sciences	134	Male only
	Special Education	134	Male and Female
	Kindergarten	151	Female only
	Psychology	130	Female only
	Basic Education		Female only
	Art Education		Female only
Agriculture and Veterinary Medicine	Veterinary Medicine	186	Male only
	Plant Production and Protection	136	Male only
Oniza College of Medicine	Medicine and Medical Sciences	316	Male and Female
Public Health and Health Informatics	Public Health	136	Male only
	Health Informatics	134	Male and Female
	Health Administration	132	Male only



Chapter 8

Student Committees of Qassim University

Introduction

Based on the eagerness of the university administration to document and improve communication between the components of the university and its students and emphasizing the importance of involving university students in expressing their opinions in all matters concerning them, this document has been prepared to clarify a number of rules and regulations governing the work of the student advisory councils at all levels.

One of the most important criteria by which universities evaluate their performance in both academic and institutional management matters is the interest in integrating students into decision-making processes. This process should therefore be one of the manifestations to which the University and all its faculties are committed, in accordance with the procedures set out in this document.

Student Committees Message:

“Creating permanent and effective communication between the University and its students”.

Vision of Student General Committees:

“Promote distinguished student figures to be partners in the decision-making process that concern them at the university.

Objectives of Student Committees:

1. Achieving constructive communication between the university administration and its students.
2. Establishing the principle of a sense of responsibility towards the university and its employees among the representatives of the advisory councils.
3. Providing advice that is in the interest of the university students to the Chancellor, deans of colleges, and other faculty members.
4. Expand the base of student participation in the academic environment and in student affairs.
5. Emphasizing the principle of dialogue and enhancing the concept of transparency and activating channels of communication between all academic units at the university.
6. Reduce as much as possible the decisions that are taken without student's involvement.
7. Give special attention to student work that are concerned with improving the educational process and students projects that enhance the academic environment.

Types and Mechanisms of Student Committees

First: Higher Student committee chaired by the University Rector:

This committee is represented by all faculties of the University and it is divided into two separate sections:

i- A committee for male students.

ii- A committee for female students.

Each council is composed of a representative from each college of the University (the total number is determined). Upon the proposal of the Dean of Student Affairs, the University Rector may add three outstanding students to the University Committee.

This procedure applies to the student committee. Each college in the Supreme Student Advisory Committee is represented by a member of its Advisory Council who was chosen by election.

Second: A student committee in each college of the university (in addition to the Deanship of Graduate Studies and the Deanship of Community Service).

Each Committee shall be composed of the following, subject to the following conditions:

- 1) The Dean of both male and female Colleges as President.
- 2) One of the vice deans who is concerned with student affairs as a member.
- 3) Number of elected college students that must not be less than 10 and not more than 15 students.
- 4) All sections shall be represented in the Council and this shall be taken into account in the election process to determine the seats for each section.
- 5) The Deanship of Student Affairs, in coordination with the Deanship of each college, may add two distinguished students to the Council.
- 6) At the suggestion of the College or its elected students, a faculty member may be added to the Council to benefit from his experience.
- 7) The Board may add administrative staff when it deems necessary to achieve its certain objectives.
- 8) Paragraph six and seven shall be agreed upon after holding the first session of the Council with the Deanship of the College.
- 9) A student council representative may attend the college council when necessary or when there are issues that concern the student council.
- 10) Female students shall have another council headed by the Dean of the female college or the Dean of the male college. The Dean may delegate one of his vice deans to act on his behalf as the chair of the Council.

Rules governing the work of Student Committees

1. The University Rector selects the Secretary General of the Student Committee at the university level. On the first session of the Student Committee meeting, each college elects a secretary from the staff members or from the students for its own Student Committee.
2. Student Committees hold their meetings at least twice each semester.
3. The election process for the membership of the student Student Committees is approved by each college. The election process is prepared by each college independently.
4. It is recommended that the Student Committees hold their meetings during the first month of each semester and during the last month.
5. Meetings may be adjourned or delayed as required or requested by a majority of Student Committee representatives.
6. Submission of the topics to be discussed to the Student Committee, should be done with sufficient time before the Student Committee meeting.
7. Topics of interest to students are discussed in a general manner without regard to individual cases.
8. Each Student Committee may address the university administration or any department therein for any related matter.
9. The minutes of the meetings should be signed. The notes and recommendations of the listed topics are submitted to the President of each Council and each Secretariat follows up their implementation.
10. The conclusions of each meeting shall be recorded and sent by the secretariat of each council to the concerned authorities after being approved by the chairman.
11. The President of the University and the President of the Student Advisory Council shall be lifted for any obstacles to the implementation of the recommendations of the councils that are in the interest of the students.
12. The Secretariat of the Student Advisory Council at the university level shall be addressed to any issue or project that is recommended to be discussed in the Supreme Council by any of the student advisory councils (male and female students).

General Provisions

1. Each member / member of the advisory councils shall adhere to the Secretariat and the norms applicable in the academic environments.
2. Board membership is selected for a maximum of two years ... renewable once. (Non-extendable) Proposal.
3. Replace graduating students with the same election mechanisms and conditions.
4. The Secretariat of the Supreme Student Council and the Secretariats of the Councils prepare the schedules and minutes of the meetings and monitor all recommendations and present them to the author for follow-up.
5. Each president of an Student Committee shall approve what is agreed upon in the student council of the college and submit to the secretariat of the supreme council what needs to be accredited by the Rector of the University (he may address the director directly).
6. The student advisory councils are the legitimate channels that reflect all the students' needs at the university.
7. Each Student Committee should determine the tools and methods by which students and students communicate their voices and suggestions. For example, (websites, secretariat, council secretariats, social networking sites (Facebook, Twitter) etc.
8. The Secretariat of the Advisory Council at the university level shall prepare a report at the end of each academic year on the main achievements of the Council (to be submitted to the University President).
9. All Student Committees are accredited by the University President.
10. This document has been prepared for the student advisory councils in the interest of the university and all its staff and everyone must abide by it and respect it.

Chapter 9

Academic Advising and Support

Academic counseling is a pillar of university education in the Kingdom, as it aims to guide students to get the best results and adapt to the university environment and seize the opportunities, by providing them with academic skills that raise their level of educational attainment. Given the importance of academic guidance in the faculties of the university, it is necessary to form a unit or committee to be specialized in academic support and guidance.

General Concepts

The Academic Support and Guidance Unit is a unit established by a decision of the Dean of the College concerned with planning, coordinating and supervising the implementation of the academic supervision process at the College. The Committee shall be responsible to the Dean of the College or the Vice Dean for Educational Affairs.

It is the responsibility of all staff members, not just the Academic Support and Guidance Unit. Therefore, all staff members participate in academic supervision activities for students.

The Academic Advisor is one of the staff members or similar in their assignment for a group of college students.

The unit works in coordination and cooperation with the Department of Guidance and Counseling Deanship of Student Affairs.

Objectives of the Academic Advising and Support Unit

- Preparing students to know and adapt to university life.
- Provide students with correct information about the college, educational policies, resources and study programs.
- Enhancing the academic achievement of students, raising their abilities and overcoming obstacles encountered during their academic achievement.
- Reduced chances of academic failure (preventive counseling).
- Provide advice and assistance to students with academic problems of college students.
- Taking care of students with low and distressed academic attainment and taking care of

them and following them up to their academic level.

- Care and help students socially, physically, health, psychologically and functionally if necessary.
- Attention to outstanding and talented students and provide what will enhance their abilities and support their creativity.

Tasks of the Academic Advising and Support Unit:

- Develop a plan for academic supervision at the College.
- Supervise the implementation of the academic supervision plan.
- Spreading awareness among students about what is the unit and its importance and how to benefit from its services through meetings, pamphlets and the college website.
- Introducing students to the objectives and mission of the college, its educational programs, scientific departments, and the fields of work of its graduates; The care and services they provide to their students are also enlightened and guided to choose the appropriate disciplines that suit their abilities and capabilities.
- Distributing new students to academic supervisors and publishing lists on bulletin boards and the college's website at the beginning of each year.
- Periodically upload (mid-term) a report containing the work of the unit as well as a report on the levels of students to the college administration.
- Study the cases referred to it by the College Administration and prepare reports on them to be submitted to the competent authorities.
- Consider students' academic problems raised by mentors and seek to solve them with the college administration.
- Consider complaints of students of an academic nature and devise appropriate solutions or submit them to the college administration if necessary.
- Consider the students' complaints towards any course and find solutions and raise this to the college administration.
- Awareness of the importance of academic guidance and the importance of communicating with the academic advisor by publishing brochures and publications and using the college website for this purpose.
- Supervising orientation programs for new students to introduce the system of study and tests in the college.
- The Committee meets periodically every 4 weeks or as required to discuss periodic reports or exceptional reports from academic advisors.

- Contribute to solving the students' psychological, financial, social and functional problems and submit them when necessary to the Deanship of Student Affairs to take the necessary action.



Tasks of the Academic Advisor

- Knowledge of the dates of registration, deletion and addition announced by the Deanship of Admission and Registration.
- Knowledge of the college study plan and graduation requirements for students. Ensure that the student's schedule is in line with the college study plan.
- Preparing and updating the file of the academic guidance record for each student, where the counselor opens a special file for each student or group in the group includes the registered material and the level of the student's grades, It includes the cumulative average as well as the minutes of the periodic meetings between the student and the student in addition to any reports or warnings sent by the course decision through which the level of the student can be assessed.
- Organize periodic interviews (at least once at the beginning of each semester) with each student that he supervises in order to:

Identify the performance of students in the last semester.

- Encouraging the student to encourage more praise if he is distinguished in some courses.

- Discuss the difficulties, if any, and seek appropriate solutions.
- Discuss the appropriate options for the student in the next semester (recording or deleting courses, raising the rate, choosing a specialization etc ..).
- Helping the student in case of difficulty in registering or opposing some materials.
- Strict follow-up of the achievement of the student or scientific student in the materials recorded in it and write periodic reports and attach them in the file of the student.
- Addressing staff members if the student's level is low.
- In case the student is not attending or his achievement level is weak, the advisor will intensify the regular meetings and discuss the student or the student accurately about the reasons and try to resolve or raise them to the Committee of Academic Guidance.
- Discover and develop students' talents.
- Helping students to make the most of the e-learning site at the college.
- Urge students to participate in academic and extra-curricular activities.
- The Dean or his designee does not sign a certificate of good conduct unless he receives a letter from the academic advisor that this student has completed or terminated all the requirements.
- It is necessary to build a relationship of academic friendship between the supervisor and the student or guide and student defrost differences between them.
- Preferably the role of the counselor as a social and functional counselor for the student or student to know his or her social conditions. Helping to stabilize the student's future or career and contribute to opening up prospects for his or her job opportunities, training or continuing higher education.
- Allocate office hours to meet students in his office to discuss problems encountered during the study.
- Introducing students to the objectives and mission of the college, its educational programs, scientific departments, and the fields of work of its graduates; and the care and services they provide to their students. They are also enlightened and guided to select appropriate disciplines that match their abilities and potentials.
- Submit a periodic report on the performance of students to the unit of academic support and guidance (before the end of the semester). The report includes the academic performance of the student (better or worse than before) and the measures taken to address the worst performance.
- Report on problems that require the intervention of the unit or the management of the college.
- Urge and encourage students to take advantage of the library and manage time effectively.

- Encourage students to study as groups and benefit from their peers.

It is preferable not to change the student's advisor from enrollment until graduation so that follow-up and coexistence will continue.

Student Responsibility and Role

- Take full responsibility for his academic performance as academic guidance is a mechanism of assistance.
- Undertake the college directory and website to learn about all the requirements of the department, college and university.
- Familiarity with the details of the academic calendar and critical dates related to registration, withdrawal, apology, etc .
- Knowledge of his academic advisor and office hours.
- Meet the mentor to consult on academic and professional goals, program and schedule, and inquire about all aspects of ambiguity.
- Implementation of the guide's recommendations and attendance of the guide as scheduled.
- Notify the advisor of any variables that may affect his program or academic performance.

Chapter 10

Student Services

Services of Student Affairs Deanship

Guidance and Counseling Services

Guidance and counseling is an important process that a university student needs in all stages of his university studies. The undergraduate level is quite different from what a student is used to in general education. It is an important stage in building the student's scientific and social personality it is considered a different paradigm shift from general education. The university student manages his scientific, personal and social affairs, and make his own decisions, it may be a stage of excellence or distinction or may be otherwise. To help the student adapt to a new university life that needs some support and guidance. The Department of Guidance and Counseling at the Deanship of Student Affairs works hard to stabilize students and adapt them to the new university environment.

The administration is keen to follow up the students' scientific, psychological and material issues, especially in this age where there are many sources of knowledge so it is important to lighten the path for them, protect them and help them solve any problems and obstacles that stand in their way of success.

The guidance and guidance unit is followed by a guidance and guidance unit in the building of the College of Sharia and Fundamentals of Religion and the College of Arabic Language and Social Studies and the guidance and guidance unit in the Center for University Studies for female students. The administration also seeks to open units in the new colleges, as well as in the colleges of education for girls, and Teachers College in Al-Rass, which joined this year 1428 e to Qassim University.

a. Reception of New Students

The Department of Guidance and Counseling at the Deanship of Student Affairs recognizes the importance of the quality of the definition of newly admitted students to the University). The new program for receiving new students since their admission to the university will be arranged and arranged for the new students since their admission to the University, the student will be given an invitation to attend the reception and the venue with notice of admission to the University in addition to some important and necessary instructions that the student needs to understand before starting their studies. The pro-

gram aims to prepare the student for a new university life, introducing the support systems for the students of the university, as well as introducing the students to the faculties they attended and what they offer them. The university's essential facilities, such as the library, restaurants, gyms, photographic centers, bookstores, laboratories, etc.

The reception was organized over two days. The reception program started on the first day of each semester and was graciously sponsored by the University Rector.

b. Religious and Social Awareness Program

The Department is careful to select the materials of the awareness programs accurately, and in the public interest, which helps guide and guide students and educate them, and immunize them culturally, religiously and socially.

c. Exhibitions

The administration aims to hold some exhibitions to make students aware of the negative effects that hinder their academic career and future and opens the way for the positive things that help him build a bright future for him.

d. Student Services

1. Such as offering reductions on the fees of transportation by plane, mass transportation, train, issuing identification cards and following up medical reports.

e. Social Study and Special Needs Services

The Department of Guidance and Counseling is keen to assist the student with its educational, educational, material and social benefits, in coordination with the Student Funding Department. As some students have social and physical conditions that may cause them to be left behind or absent from school. Therefore, the administration was keen to provide financial assistance after conducting a personal interview for the student or needy student and determine the amount of the subsidy and raise it to the student funding department for approval.

By examining the conditions of some of the stuttered students and studying their academic, social and psychological situations, which may have a significant impact on the student's academic stumbling. The Department of Guidance and Counseling has developed a program to study student cases. It prepared a form with the names of many disabilities, which is filled out by the social worker. It also set a timetable to be followed up by the specialist in which the student will execute according to his instructions.

f. **Program for finding Jobs for the Students(males/female)**

This program aims to:

1. Providing students with the opportunity to demonstrate their inherent talents and to acquire practical skills through their practice and responsibility, and increase their self-confidence.
2. Providing opportunities for students to earn a financial income to overcome the financial problems that hinder the completion of university studies due to the interruption of the university reward to help him continue his education or the existence of financial obligations that require the provision of other income. The Department has prepared an information leaflet for this program.

g. **Peer Education Program**

The university sponsors all its students and takes care of their various segments. Among these segments are the students that are stumbling academically, the university established for them a program that is interested in this segment represented by the Department of Guidance and Counseling Deanship of Student Affairs.

Therefore, the administration was implemented in the second semester of the academic year 1427/1428 in an experimental form for the students of the faculties of Economics and Management and the College of Computer for students and the results have been fruitful as they benefited students in general.

The program aims to:

1. Assisting troubled students who need to strengthen their educational attainment.
2. Create positive relationships between students.
3. Reward outstanding student and publicize their excellence in front of others.
4. Develop the skills and abilities of outstanding students and use them to help other colleagues.

h. **Honoring Outstanding Students Program**

This program aims to praise and encourage outstanding students to continue and motivate other students to excel. The Department of Guidance Counseling has developed the following criteria to identify outstanding students in university colleges:

1. The accumulated marks should not be less than 4.25 out of 5.
2. The student must have passed six semesters in the colleges where the system of study is eight semesters and eight semesters in the colleges where the system of study more than eight semesters.

3. Must not have previously failed in any course.

The ceremony is held at the beginning of each new academic year.

Entertainment

This is done through the cultural, sporty and social activities, which is done through the student clubs. The University has high level facilities in which these activities may be practiced.

Student Clubs

As the student is the focus of activities, the Deanship decided to establish student clubs in colleges. So students get to supervise and practice activities themselves. The board of directors of the club consists of 11 students, one of whom selects the director of the club and is fully responsible in front the staff member supervising the club. All the supervisors of the different clubs are associated with the general supervisor of the clubs in the Deanship of Student Affairs.

Athletic and Cultural Facilities

The University cares for developing its athletic and cultural facilities, and it currently constructs “Assembly of Athletic Facilities”, which most of its units have been finished. This Assembly contains group of athletic facilities of high standard, and have integrated combos of stadia, sport fields and services for University staff, students, employers and officers. These include:

- Bowling and entertainment sports hall
- Multi-sports hall (football, basketball, volleyball, etc.)
- Hall services building
- Swimming pool building prepared for holding championships
- Social building equipped with social sitting rooms and cafeterias
- Group of outdoor stadia

The total area of this assembly is about 89800 meter square, and the total cost of it is 89 million SR. the assembly is constructed according to the most recent styles, and well equipped to serve the staff, student and all University related people.

Also, the University has many well equipped halls for conferences, meetings and celebrations. These are distributed all over the University in its main building and the branches. The courtyard of the University main building is prepared for establishing the big activities and encounters such as graduation parties, public conferences.

Medical Care

Medical care is one of the student rights. Therefore, the University presents free medical care to their students through its medical clinics in the University City in Mulidaa. These comprises general, surgery and specialized clinics, besides the dental clinic. These clinics offer medical care to the staff and officers of the University in addition to the students. Also, the governmental hospitals offer comprehensive medical care to the Saudi citizen including the students, and also they offer medical care to the international students.

The University currently constructs and prepares the University Hospital in its main site, which is a comprehensive medical project. It is a part of the Medicine City which will serve all the University related persons and the society people as well.

Chapter 11

International Students

The international students are divided into two types:

- International students live in the kingdom with official Ikama
- International students from outside the Kingdom and have educational grants

Qassim University cares for both types of international students, and established many units and vice-deanships to guide and help them. These are demonstrated as follows:

- Grant Unit in the Deanship of Student Affairs. This unit looks after the receiving the applications for studying in the University, issuing the visa from the responsible body, After students are officially admitted to the University, the Unit receives them, arranges for their subsistence and accommodation in the University housing, and provide the social care for them, organizes the educational environment and the suitable medical care and whatever helps them to be familiar with the University atmosphere.
- Unit of Teaching the Arabic Language for non-Arabic speakers in College of Arabic Language and Social Studies. It cares for the international students and offer Arabic Language Diploma as a second language. During this Diploma, they practise listening, conversation, reading and writing in multilateral Arabic language.
- Vice-Deanship of Admission and Registration for grants student affairs, which care for:

1- Activating mechanisms of attracting the distinguished international students. The university used to form committees from the faculty to attract the international students from their countries, and meet them as it is keen to attract the talented and creative students. The University found that it enough to use the Admission Gate of the Higher Education Ministry, and nominating the students through the Saudi Culture Councils as governed by the related regulations regarding the admission of the non-Saudi grant students in the Saudi higher education in the Kingdom. The University cooperates with the Islamic Centers all around the universe, which nominate students for joining the University. Thereafter, the University investigates their files to check their experiences, skills, grades and validity to join the University.

2- Application of the rules of admission of the international students as per the regulations of admitting the non-Saudi grant students in the Saudi higher education in the Kingdom.

3- The processes of admission of the students, registration, issuing the academic numbers and IDs of the international students.

4- Following up the academic status and progress of the international students.

The University presents the supporting programs for the international students to get them familiar with the University society and Al-Qassim region through the Orientation and Guidance Directorate in the Deanship of Student Affairs, preparation programs for new students, and Academic Advising and Orientation units in the colleges. It follows up their academic grades and progress, and checks the satisfaction of graduation requirements through the electronic system in the Admission and Registration Deanship.

Also, the University provide the social and free medical care through the Medical Services Directorate of the University. it periodically explore their opinion and the level of satisfaction about the University services offered to them

Chapter 12

Scouting

Scouting is a voluntary non-political educational movement interested in preparing the individual spiritually, socially, mentally, psychologically and physically to be a good member in terms of contributing to building the society.

Scout Movement in Saudi Arabia

The year 1363 AH is considered the beginning of the history of the Scout Movement in Saudi Arabia. The first scout division was formed in Makkah at the Preparatory School. It began to spread rapidly among young people where in 1376 e organized scout teams in high schools and established the stage of Cubs in primary schools. On 9/9/1376 AH, the first Scout Conference was opened under the auspices of the Custodian of the Two Holy Mosques King Fahd bin Abdulaziz (may Allah have mercy on him). The Conference recommended the formation of an organization comprising Scout staff. In 1381H, the Royal Decree No. 23 was issued on 9/4/1381H, which includes the establishment of a body known as the Saudi Arabian Boy Scouts Association. It has a legal personality to oversee the scouting movement in Saudi Arabia. It was legally licensed in 1961 and was registered in the Arab Scout Bureau in 1382 AH.

The Promise of the Scout Movement

I promise to do my best towards my God then the king and the homeland and to help people in all circumstances and to work by the law of scouts.

Scouting Law

Scout: honest, sincere, wholesome, friend, frugal, smiley, animal caring, polite, obeying, clean.

Principles of Scouting

Duty to God - duty to self - duty to others.

Scouting Methodology

Promise and Law - Vanguard System - Outdoor Life - Badge System - Practical Practice.

Tasks of the Scouting Supervisor

1. Preparing the scout activities plan for the academic year.
2. Prepare a budget for scouting activities.
3. The establishment of clans roving in the faculties of the university.
4. Establishing scouting courses (initial, foundation, practical).
5. Coordinate with the Saudi Arabian Boy Scouts Association for the activities organized by the Association.
6. Follow up the activities of the clans of scouting.
7. Organize the participation of scouting in the activities of the University and external activities.



Chapter 13

University Housing

Campus accommodation for students within the university campus is an essential component of the campus and is important to provide a comfortable and suitable atmosphere for students to fulfil their university studies easily and motivate them for scientific excellence and to use their leisure time and benefit from it through the services offered within the university.

The General Administration of the University has been keen to find accommodation for students by signing the first and second phases of 6 buildings in the University City accommodating about 1050 students for each stage, including public facilities for each stage.

- University housing for students in the College of Science and Arts in the province of Al-Rass and the College of Health Sciences in Al-Rass and the College of Health Sciences in the province of Al-Bukayriyah, and it is still under preparation.

- University housing in the province of Al Bukayriya, which can accommodate 105 students, including scholarship students, and is rented from the Association for the memorization of the Koran in Bukayriah.

- Housing on campus in the Southern Branch of the Philippines scholarship students and it includes 9 students.

- University housing in Al-Wusta district was rented for 53 students.

- University housing in Al-Khabib neighborhood was rented to students of postgraduate studies which are Yemeni scholarship students which are 3 students.

The Deanship of Students Affairs has established a unit to follow up the university housing and external student housing and coordinate with the deanships and private housing departments to develop the appropriate programs to educate students, develop their skills and exploit their free time.

The Directorate of Housing has provided transportation for all student housing and it meets their requirements and follows-up with them regularly.

Chapter 14

Students Box

The Student Box seeks to provide scientific, psychological, social and financial stability for students attending the University through financial support for the programs of the Department of Student Activities, guidance and assistance of the Deanship of Student Affairs. It works through providing services to students, including advances, subsidies, financial loans, student employment program and the peer education program. Service centers for students, such as bookstores, photography centers and food services, are all in accordance with the tasks and programs entrusted to the Deanship of Student Affairs. The Fund does its utmost to achieve all that includes serving the student and facilitating the progress of his/her university studies and psychological stability.

Objectives of Students Box

1. Providing subsidies and loans to students attending the university.
2. Supporting the programs of the Department of Student Activities, Guidance and Counseling at the University and presenting awards to outstanding students.
3. Supporting student programs financially, such as the student employment program and the school bag insurance program for the preparatory year students at the university.
4. Establishing useful service projects for university students such as canteens, printing, copying, photocopying and providing office and scientific tools and the like.
5. Supervising the operation of photographic centers and bookstores in the university.

Organizational Structure for the Students Box

The student fund Box consists of the following main sections:

- 1- Administrative Affairs
2. Financial affairs
- 3- Student Services.

Students Box Services

The fund works to provide a suitable scientific environment for the students of the university by overcoming the material difficulties that may face students during their university career and motivating them to excel in their academic achievement at the university, support non-educational programs and activities of students, and provide the necessary supplies for the student during his university studies. The Fund provides the following services to students attending the university:

1- Student Subsidies:

Some university students need financial assistance to overcome some of the financial conditions they may face during their studies and support them to provide some necessary requirements for their educational process. The social workers of the Deanship study the students' situation and assess their need for assistance.

Student Subsidy Disbursement Regulations

- This service is offered to all university students who are regularly studying their rewards.
- A student wishing to be assisted by the Student Fund at the Deanship of Student Affairs must apply to the Student Fund Department at the Deanship of Student Affairs, stating his need for the subsidy and the circumstances he is going through.
- The student must support his application with official documents proving his condition and the need for assistance.
- The student must abide by the instructions issued by the Deanship of Student Affairs, such as holding a university card and commitment to good behavior in appearance and dealing.
- Studying the case of the student by the social researcher in the Deanship of Student Affairs to determine his need and then the approval of the committee formed by the Board of Directors to study applications for student subsidy and approved by the Board of Directors of the Student Fund.
- The student is not entitled to apply for more than one subsidy per semester.
- The subsidy shall be canceled if it is delayed for more than two weeks from the date of approval of its disbursement.

2- Medical glasses subsidy

Some university students suffer from low vision and need to use glasses (to correct their vision problems). This service is in accordance with special regulations established to regulate its utilization. The Fund assists them by paying (50%) of the value of the glasses, after it is proved that they need it by the specialist in the health unit at the university, and this service is in accordance with special controls established to regulate their use.

Rules for Providing Financial Assistance for Medical Glasses

- This service is offered to all university students.
- The student must provide a written statement from the specialist in the University Health Unit confirming his need to use glasses.
- The student must abide by the instructions issued by the Deanship of Student Affairs, such as holding a university card and the commitment of good behavior in his appearance and behaviour.
- The student must bring the original invoice for his purchase of glasses from one of the specialized shops, clearly stating the student's name, the date of purchase and the official seal of the shop.
- The student funding department shall bear (50%) of the value of the medical glasses approved in the purchase invoice from the competent shop, but the value of the glasses does not exceed (500) five hundred riyals.
- The student is not entitled to apply for more than one subsidy during his studies at the university.

3. Student Loans

Some students require some financial support to be able to afford the requirements of their study. Therefore, the student funding department is keen to provide financial resources in order to stand with students for helping them overcome these needs. It also provides the conditions for their psychological stability. This service is provided in accordance with special regulations established to regulate its utilization.

Student loan payment rules

- Provides financial support to all university students who attend school.
- The student must be eligible for the monthly student reward.
- The student must complete the loan application form and promise to pay all the money that he took.
- The student determines the financial support he needs, provided that the required loan should not exceed the amount specified by the administration of the student funding department.
- The student must abide by the instructions issued by the Deanship of Student Affairs, such as holding a university card and commitment to good behavior in appearance and dealing.
- The payment is made in monthly installments by automatically deducting from the student's monthly reward.
- All installment payments must be paid before the end of the semester in which the loan was paid.
- The student is not entitled to apply for more than one loan in the same semester in case of repayment of the full previous payment.
- The loan is canceled if it is delayed for more than two weeks from the date of approving the payment. The applicant must submit a new application in case he needs the loan.
- If the student wishes to postpone, drop the semester or withdraw from the university, he must pay the loan that he owes before evacuating his party from the university.

Students with the following cases are not eligible for a financial loan

- A. New student who is studying at the first level.
- B. The student whose reward has been cut due to receiving a warning or exceeding the period of regular study at the University.
- C. The student who has already taken a loan and has not yet completed the payment of all the installments.
- D. The student who owes previous financial installments to the funding department.
- E. A student who has been subjected to disciplinary punishment of depriving him of some University's benefits, such as subsidy, loans from the student funding department and other benefits.

4. Program for securing the school book bag for preparatory year students

- The student funding department at the university provides a tuition service for all students who attend the university regularly.
- The student must be eligible for the monthly student reward.
- The student must complete the application form for the loan of the study bag and pledge to pay the loan.
- A student's GPA should be at least 2 out of 5.
- The student must abide by the instructions issued by the Deanship of Student Affairs, such as holding a university card and the commitment to good behavior in his/her appearance and behaviour.
- The payment is made in monthly installments by automatically deducting from the student's monthly reward.
- The discounted monthly installment should not exceed 30% of the student's monthly reward.
- The student is not entitled to apply for more than one loan per semester unless he finished the payments of the previous loan.
- In case the student wishes to postpone, drop the semester or withdraw from the university, he must pay the advance due to him before evacuating his party from the university.

5. Student Employment Program

It is one of the educational and social welfare programs offered by the Deanship of Student Affairs through the Directorate of the Students Box in cooperation with the Directorate of Guidance and Counseling in the Deanship. This program focuses on honing the talents of university students and accustoming them to practice work and take responsibility and giving by employing them in one of the departments, colleges or deanships of the university at leisure.

Program Goals:

- Exploiting students' leisure time in training them to become self-reliant and responsible individuals
- Filling the need of some university units for some temporary work that does not require permanent staff. Allowing students to fill those positions and teaching them practically to contribute in supporting the goals of the university and achieving its mission.

- Inculcate the love of work among students.
- Training students on the principle that receiving reward should be in accordance to them working and giving their best first. In addition to meeting some of the students financial needs.
- Providing opportunities and encouraging students with outstanding abilities and skills (talented students).

Nomination rules in the student employment program:

- The student should be a regular student at the university.
- The student should complete the student employment form and get it approved from the responsible authority and validate it by the employer.
- The student should not be employed for more than two consecutive semesters unless there are convincing justifications (such as the students that have their rewards cut) in order to expand the student employment base.
- Student employment should be limited to areas that serve the objectives of the university.
- The student should not work in more than one place in the same semester.
- The student must have a current account in one of the branches of Al Rajhi Bank. He/she should provide the administration of the student funding department at the university with a copy of the account number card. In case of the absence of a copy of the bank account number of the student will not be approved for employment eligibility.

A student who has less than 3 (3) hours of free time in his weekly schedule is not allowed to work in the student employment program. This is in order to not to be affected by his academic level and educational attainment.

- The work assigned to the applicant should be a responsibility that ends at the end of the work period.
- The employer must abide by the specified number of employment students.
- The employer shall adhere to the maximum operating hours specified in the student program list which is ten (10) hours per week and forty (40) hours per month.
- The supervisor is obliged to approve the monthly attendance statement by signing and stamping it with the official stamp of the employer and sending it officially to the student funding department administration by the end of each Hijri month. In case of failure to comply with this order, the student rewards will not be paid.

6. Cooperative Employment Program

Cooperative employment is a cooperative program between the student funding department and the private sector to provide the services needed by the student from paper photography, the provision of textbooks, stationery and the provision of light nutrition services, drinks and other services. This program aims to provide quality service to students at reasonable prices, as well as reduce the operating expenses of the Student funding department through cooperative operating contracts with the specialized private sector and experienced in various student services. Through this cooperation, the fund operates photographic centers, bookstores, snack and beverage services in cooperation with a number of private sectors specialized in these fields. The Fund currently operates a number of student services, as follows:

a. Bookstore and stationery centers:

These centers are concerned with the provision of textbooks, scientific and cultural books and various stationery supplies such as pens, notebooks and others. The courses textbooks are determined in coordination and cooperation with the university faculties.

There are three bookstores in:

1 – A center for selling books and stationery in the building of the General Administration of the University in the university city of Mlida.

2 - A center for selling books and stationery in the Center for University Studies for girls in the university city of Mlida.

3 - A center for selling books and stationery in the building of the College of Sharia and Fundamentals of Religion.

b. Photocopying Center in the University:

Due to the increase in the number of students in some colleges and the opening of new colleges, and the accession of the Teachers College in Al-Rass, it was necessary for the Fund to increase the number of imaging centers in the colleges and to provide imaging service in the new colleges through the cooperative operating program. In addition, the total number of photographic centers at the university was ten, through the cooperative operating program, which was assigned to Hoshan Company Limited (the operator of the university's photographic centers). Those centers exist in:

1. General Administration Building.
2. College of Economics and Administration Building.
3. College of Agriculture and Veterinary Medicine.

4. College of Sharia and Fundamentals of Religion.
5. University Studies Center for Girls.
6. Community College in Buraidah.
7. Community College in the province of Onaiza.
8. College of Science and Arts (students).

Also, three self-paper machines have been operated in the Deanship of Educational Services and the College of Medicine and the Center for University Studies for girls in the University City of Mulidaa. In addition to the previous work of self-filming machines in each of:

1. -Central Library in the building of the General Administration of the University.
- 2 - Central Library, College of Sharia and Fundamentals of Religion.
- 3 - Central Library Center for University Studies for Girls.

c. Food Services:

The Box is keen to provide light food services, which cannot be provided in the university restaurants or canteens of main meals such as hot and cold drinks and snacks through coffee shops)) coffee Shop, which is operated by the Fund department in cooperation with the private sector specialized in this field to provide a good service commensurate with the status Scientific University and its employees.

The Students Box is keen to provide its services with excellence and diversity needed by the university students in the places prepared and equipped for this in the university, in cooperation with the private sector through the cooperative operating program. The operation of the buffet located in the lobby of the University main building and other Buffets have been assigned to specialized companies in providing hot and cold drinks and snacks.

7- Securing the Graduation Ceremony Clothes of the Students

Among the contributions of the Students Box is to participate in the graduation ceremony of students through the provision of students' abayats and mashalih for students, which are distributed free of charge, after the approval of his Excellency; the Rector of the University according to recommendation of the Board of Directors of the Students Box, to encourage the students to attend the graduation cerem

Chapter 15

University Electronic Gate

The University offers through its site an electronic gate which facilitates for the University attributers executing many dealings and tasks, make use of the information electronic resources, and follow up the academic affairs. The gate is a mean for the student to register his courses, know his academic situation, know GPA, and perform any academic processes such as cancelling academic semesters, withdrawing from courses, postponing academic semesters, and presenting excuses

The main screen for logging in is shown in Fig. 1



Fig. 1: Logging-in Screen

The gate offers many services and processes through the part of the screen shown in Fig.

2.

These services include the followings:

Student Record: This record enables the student to recognize all his academic data, and allow him to perform all academic processes such as courses registration, course withdrawing, semester cancellation, presenting excuses, etc. without visiting the university.

Sources of Information: Huge scientific data base, and electronic books and magazines available for the student to use through his ID and his password.

University Library: Various developed information sources satisfy the needs of all the beneficiaries to ameliorate the educational and research performance in the University.

Check Graduation Certificate: A service which enable you to check and verify the graduation certificate through entering required data (ID- GPA- ...)

Cumulative Rate's Calculation: A program which calculate the current GPA and allows adding courses and the expected marks. Then it calculated the new GPA with the added courses.

E-mail: the main mean for communication inside and outside the University, and it is the mail officially approved to benefit from the other electronic services in the University.

Regulation Instructions: A service which explains the steps of operating any service or system of the University systems by the students or the staff.

Original Programs: A service which allows the University attributers to get and use many original programs which the university got the permission to use for educational and research purposes.

Crate a User Name: A service enables the student to create a user name through entering his data (University ID- mobile number, Civil Record Number)

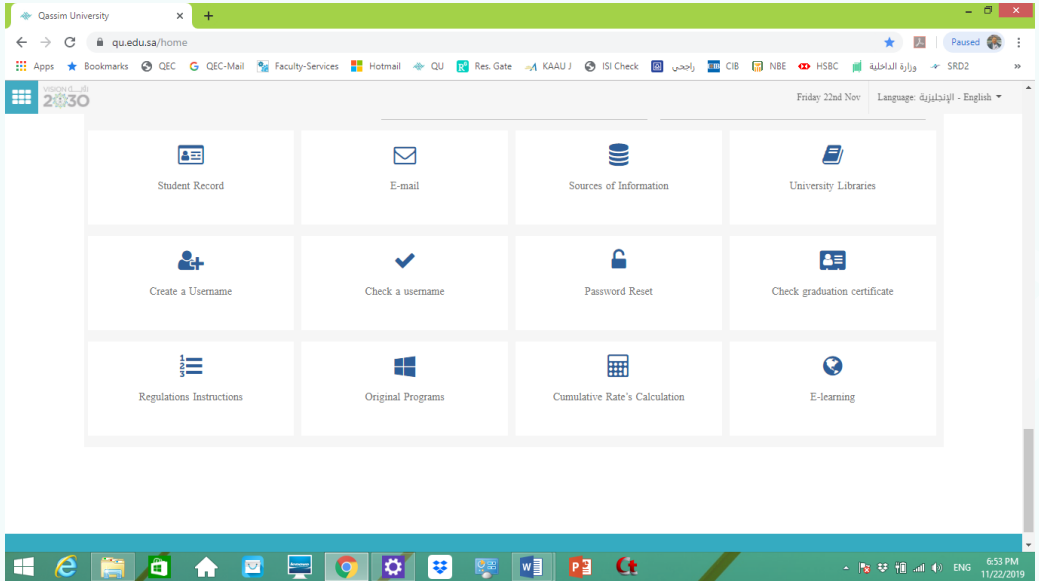


Fig. 2: Available Electronic Gate Services

Chapter 16

Libraries

Introduction

Libraries are a major source of information resources used in the process of teaching and learning. Learning resources are intended for all the materials that are included in the libraries of Qassim University, whether printed (books - periodicals - journals - manuscripts - scientific messages - ...) or non-printed “electronic” (databases - books Electronic, miniature, CDs, audio materials, ...) In addition to devices such as (computers, self-loaning devices, scanner devices ...) where provided by the university libraries in order to meet the needs of the programs they provide and at the appropriate level. With the availability of these resources in sufficient time suitable for students, for this purpose, Qassim University has dedicated a deanship under the title of Deanship of Library Affairs, which is concerned with the management of the main library and branch libraries in accordance with specific mechanisms and procedures, with the availability of adequate and appropriate number of qualified and specialized staff.

The university has issued this manual to be a guide for university staff, especially male and female staff members and students (male/female) in the undergraduate and graduate levels, in order to familiarize them with the university libraries and their capabilities and content and services and courses, which make the most use of libraries, and enrich the educational process and achieve the learning outcomes desired.

About the University Libraries

Foundation

Prior to the issuance of the Royal Decree No. 7/3/22042, the branches of Imam Muhammad bin Saud Islamic University and King Saud University were transferred to Qassim University. On 11/5/1425 AH, the Deanship of Library Affairs was established. The Deanship of Library Affairs started its functions in its temporary headquarters at the College of Economics and Administration building. The Deanship moved to its permanent headquarters on 24/12/1426 at the General Administration Building. The administrative offices occupy the designated part of the central library.

Vision, Mission, Values, Goals

Vision

Superior Deanship nationally in support of education and scientific research and service community Qassim.

Deanship Mission

The Deanship seeks to provide diverse and sophisticated information sources that meet the needs of the beneficiaries which is in line with the requirements of the time and the development of educational and research performance in the university and in line with its outstanding role in serving the community.

Deanship values

In light of commitment to the institutional values of the Qassim University, the Deanship of Libraries believes in the following values:

Knowledge: Contributes to building a knowledgably society.

Quality: We adhere to quality standards in performance and delivering service.

Innovation: We believe in providing a supportive environment for innovation and continuous development.

Communication: We communicate efficiently with all our partners.

Integration: We promote integration in all our activities.

Objectives

- 1- Achieving excellence in serving the educational process and the scientific research.
2. Enhancing the role of the Deanship in serving the community.
- 3 - Updating the sources of paper information.
- 4- Developing databases, information technology and digital resources.
- 5 - Improve the attractiveness of the library to increase the frequency of beneficiaries.
- 6 - Raising the efficiency of equipment and improving the location and infrastructure services.
- 7 - Developing the service delivery mechanism.
- 8 - Raise the rates of efficiency and satisfaction and retention of human resources and the development of administrative performance and increase financial resources.

Electronic Site of Deanship of Library Affairs

It can be logged to the Deanship of Library Affairs through the University site www.qu.edu.sa or using the following link: <https://library.qu.edu.sa/>

Departments of Deanship of Library Affairs

Acquisitions Development Department

This section is responsible of several tasks, including:

- 1 - Developing information resources and providing various library materials in the university libraries through the provision.
- 2 - Examination of lists of books received from colleges in the university and work on revising them to avoid repetition.
- 3 - Receiving materials supplied to the library through purchase, donation or exchange. It is then distributed to the central library and branch libraries.
- 4 - Prepare statistics related to the materials provided to the university libraries.
- 5 - Coordinate between the Supply Section and the other sections of the Deanship, both with respect to indexing, classification, gifting and exchange.

To contact the department:

Direct Phone - 063801517 :extension - 1972/3800050 :fax 063801517 : - Email : ladacq@qu.edu.sa

Periodicals Department

This department provides the library with specialized journals in various humanities and applied sciences in Arabic and English languages, conducts technical operations of these journals, cataloging, indexing and facilitates the photographic service of these journals.

To contact the department:

Phone – 063800050 : Extension 1454 : - Email : ladper@qu.edu.sa

Loaning and Beneficiary Services Department

Lending is defined as the process of registering information sources for use outside the library or information center for a specified period of time. Lending is one of the most important services provided by libraries to beneficiaries. This is followed by a self-loaning service so that the borrower can register books or renew the loan by himself without referring to the competent employee in the library.

The jobs of the Loaning and Beneficiaries Services Department

- 1 – Obtain the loaned material requested by the beneficiary outside the library for reading in his home or any other place.
- 2 - Renewal of borrowed materials, which has expired and is still in need of the borrower.
- 3 – Booking books that some beneficiaries have an urgent need to them.
- 4 - Following up on the late materials and remind borrowers to return them back by contacting them by phone.
- 5- Responding to the queries of the visitors of the library from students and researchers by phone or during direct visit.
- 6 - Print extracts from the automatic indexes from the library database.
- 7 – Explaining to the beneficiaries the best way to use the indexes search mechanism.
- 8-Introduce new students to the central library facilities, regulations, special regulations and services provided by the library.

Indexing and Classification Department

The goal of indexing is to try to control human knowledge and present it in a structured and described way to learners and researchers to benefit from it.

The indexing department carries out the technical procedures for the information content acquired in the library, from the automatic indexing, classification and recording of the information content. Using Dewey Decimal Classification System and Anglo-American Indexing Rules.

Department of Theses and Scripts

This department seeks to improve the theses and manuscripts at the university so that college researchers and postgraduate students can find what they need in this regard. It also aims to track the manuscripts and documents in the region and deposit them at the university. The number of theses available in the department is about (1600) theses on CDs in Arabic language and about (400) theses in English. The number of original manuscripts was forty and about (3000) photocopied manuscripts and (20) photocopies were obtained from local documents.

To contact the department:

Phone - 063800050 : Extension1484- : Email :theses@qu.edu.sa

University Libraries

University City in_Mulidaa

- 1 [The central Library- main branch Mulidaa](#)
- 2 [The Library for the College of Education \(Male\) in Mulidaa](#)
- 3 [The Graduate Studies library \(female\) in Mulidaa](#)

Buraidah

- 4 [Library for College of Sharia and Islamic Studies \(Female\)](#)
- 5 [Library of the College of Sciences and Literature \(Female\) \(Literary departments\)in Buridah](#)
- 6 [Library of the College of Sciences and Literature \(Female\) \(Scientific Departments\)in Buridah](#)
- 7 [Library of College of Designs and Home Economics in Buraidah](#)
- 8 [Buraidah Community College Library](#)
- 9 [Library of Medical Rehabilitation College in Buraidah](#)
- 10 [College of Education Library in the eastern in Buridah \(Female students\) Montazah area](#)
- 11 [Library of the College of Education in Iskan district in Buraidah \(female students\)](#)
- 12 [Library of the center of women cultural battles in Buraidah](#)

_Unaizah

- 13 [Unaizah Community College Library](#)
- 14 [Library of the College of Science and Arts Unaizah \(female students\)](#)
- 15 [Library of the College of Medicine and Applied Sciences Unaizah \(students\)](#)
- 16 [Library of the College of Medicine and Applied Sciences Unaizah \(female students\)](#)
- 17 [Library of the College of Arts, Unaizah and Pharmacy \(Males\)](#)

Al Rass

- 18 [College of Science and Arts Library \(Male Students\)](#)
- 19 [Library of College of Science and Arts in Al-Rass \(female students\) literary sections](#)

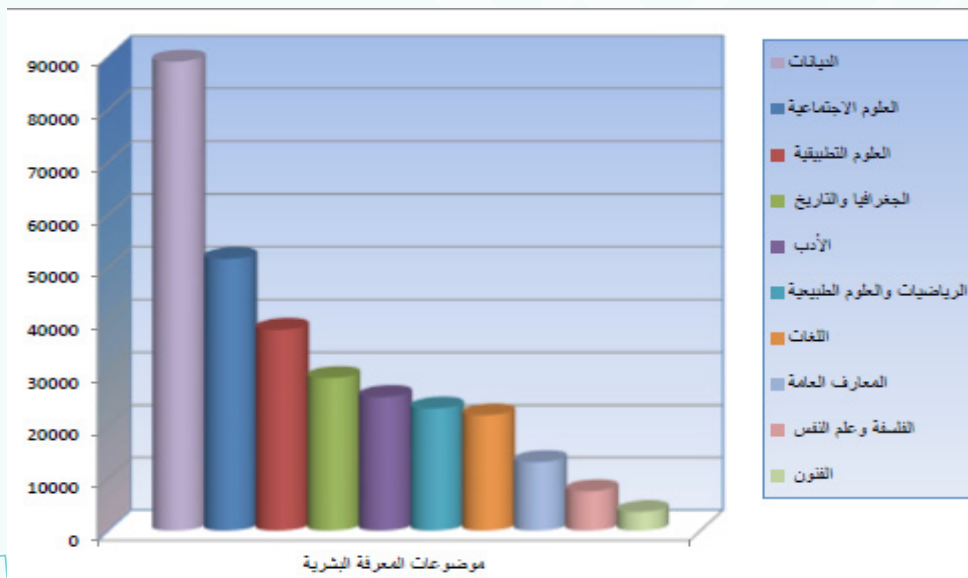
- 20 Library of the College of Science and Arts in Rass (female students) scientific departments
- 21 College of Applied Health Sciences Library
- 22 Al-Rass College of Business Library (female students)
Bakiriya/
- 23 Library of College of Science and Arts Bakiriya
- 24 College of Public Health and Health Informatics Library
Al-Maznab/
- 25 College of Science and Arts Library
- 26 Library of the College of Arts in Al-Maznab (Students)
Oklat El-Sokour/
- 27 Library of the College of Science and Arts in the in Oklat el Sokour (students
- 28 Library of the College of Science and Arts in the in Oklat el Sokour (female students
Badaeh
- 29 Library of the College of Arts in Badaeh
Riyad el Hobaraa
- 30 Library of College of Arts, Riyadh, Riyadh el Hobaraa
Oyoon Algowaa
- 31 Library of Arts and Sciences in the Oyoon Algowaa
Nabhaniyah
- 32 Library of the College of Arts, Nabhaniyah
Dhiriyah
- 33 Library of the College of Arts in Dhiriyah
AlAsyah
- 34 Library of Science and Arts in AlAsyah

Statistics

Total holdings of university libraries until the end of the academic year 1437/1436

Content	Address	Subject/Manuscript
Books	277,131	575,922
Electronic Books	310,963	310.963
Printed Periodicals	5	5
Electronic Periodicals	51,422	51.422
Manuscripts	3690	3690
Audio and Video Means	478	478
Printed University Thesis	1338	4324
Electronic University Thesis	1.558.583	1.558.583
Video Films	550	550
Maps	75	75
Total	2,204,235	2,506,012

The following figure shows the distribution of the books over the knowledge titles:



Knowledge Title

Library Application Forms

There are different forms of transactions with the Deanship of Library Affairs as follows:

- 1) Arabic Books Purchase Form
- 2) Purchase form for English books
- 3) Form for reporting a missing book
- 4) Form for applying for a training course
- 5) Form for applying for visiting the Central Library
- 6) New beneficiary registration form
- 7) Application form for requesting maintenance of computers and accessories

After completing the form, it should be sent back to the Deanship of Library Affairs on the Injaz Administrative System.

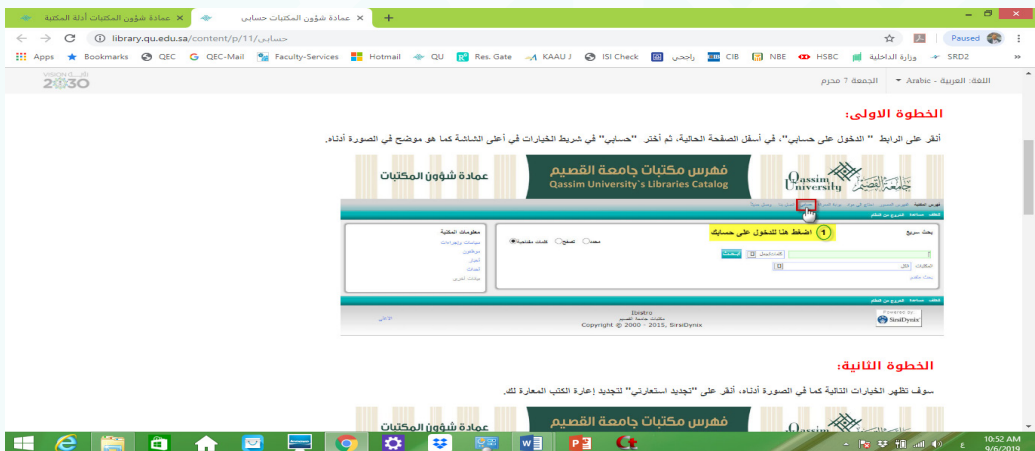
Hisabi (My Account)

Instructions of using Hisabi (My Account)

Before starting, you must obtain a PIN from the check-in counter (Central Library at Headquarters, College Libraries at the branches).

The First Step

Click the Link (الدخول على حسابي)



The Second Step

Click on the shown icon to renew borrowing.



The Third Step

Enter your information, and click there to see the list of borrowed books



The Fourth Step

This screen is used to follow borrowing status

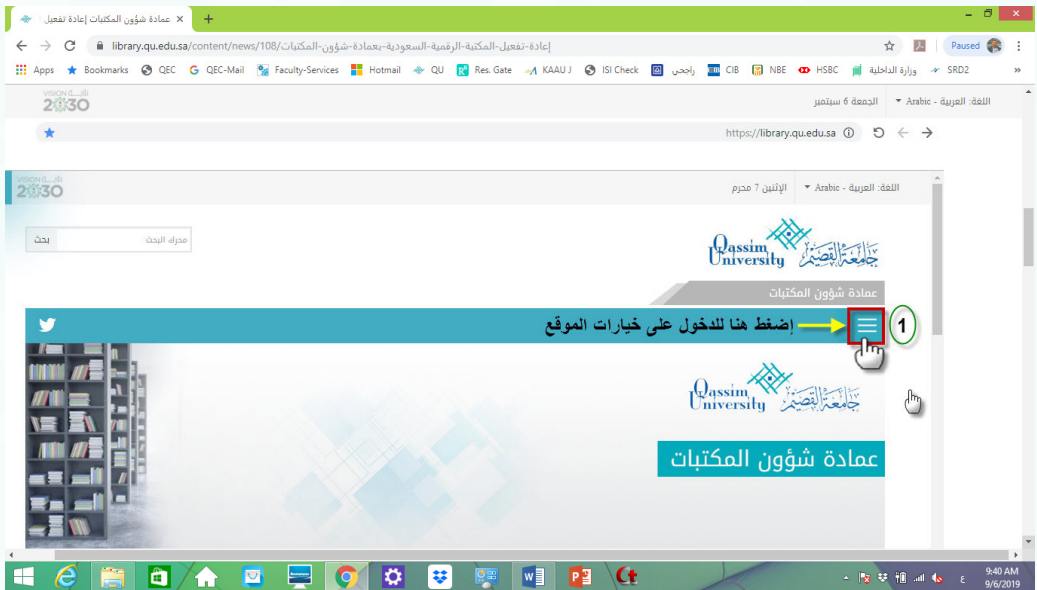
The Fifth Step

Saudi Digital Library, Deanship of Library Affairs

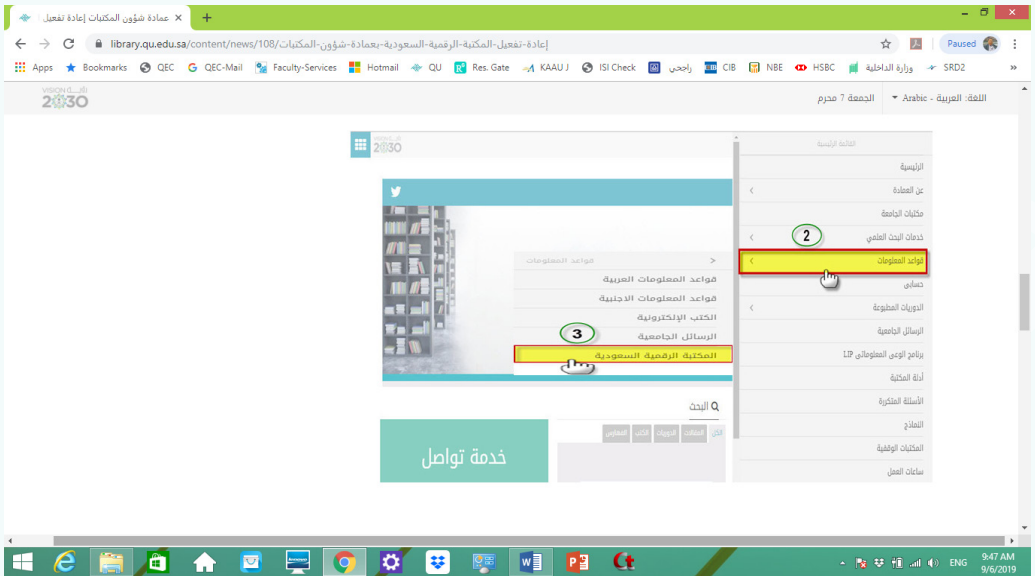
The Deanship of Library Affairs has re-activated access to electronic databases through the Saudi Digital Library. Considerable long-term knowledge accumulation. The library has contracted with more than 300 international publishers covering various disciplines that support the educational process and meet the needs of beneficiaries and organize electronic sources of information accessible to faculties, researchers, students and employees of higher education

Digital Library Access Steps

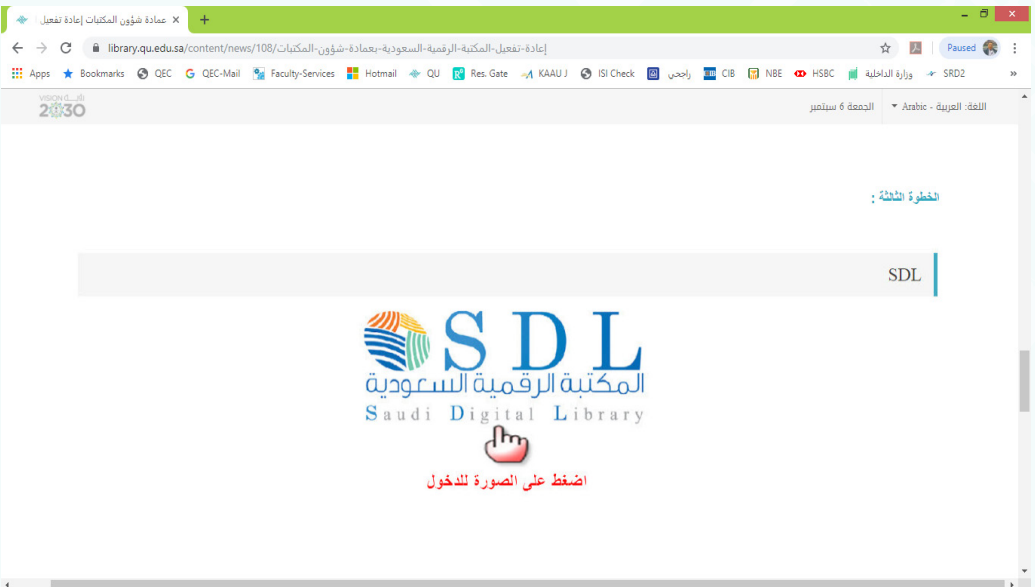
The First Step



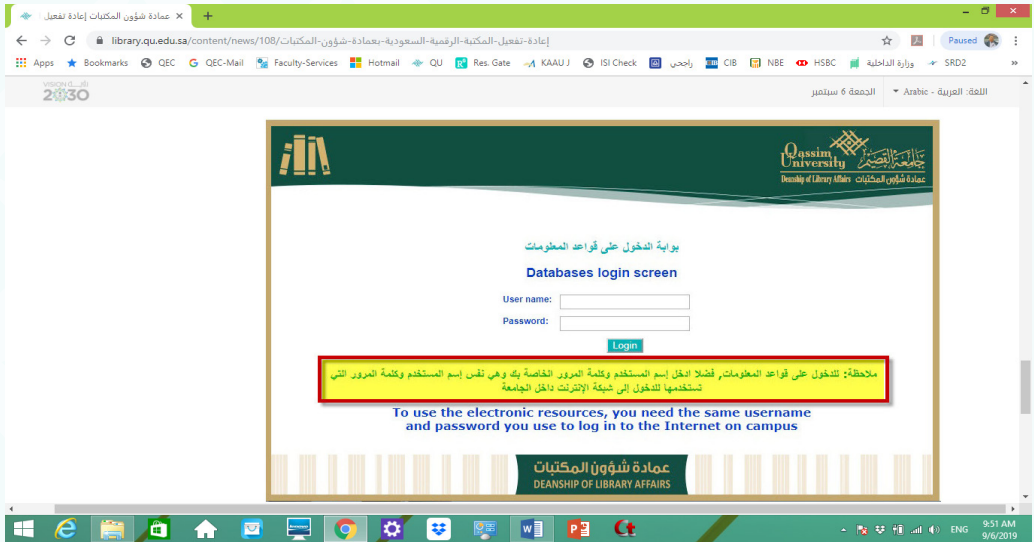
The Second Step



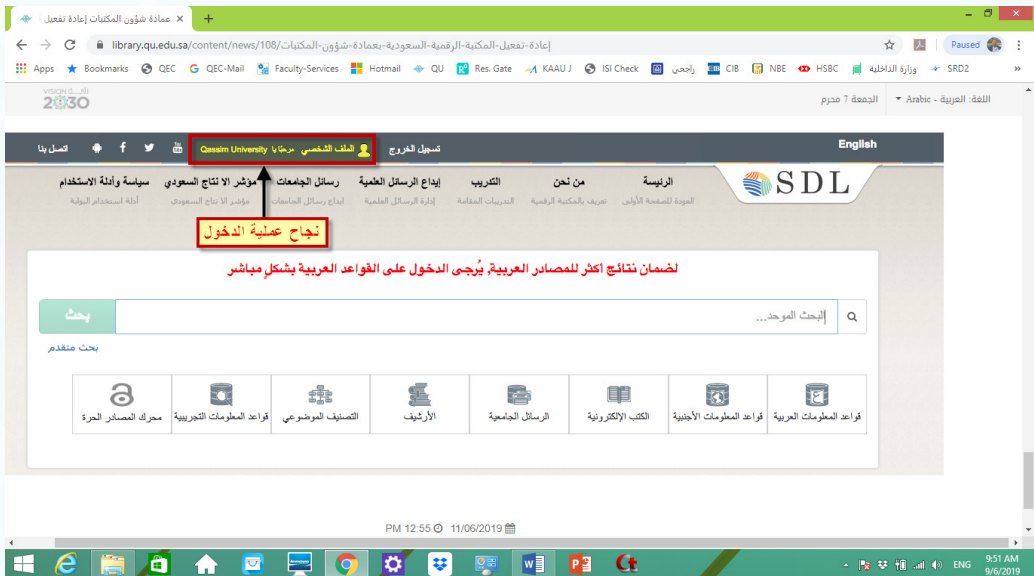
The Third Step



The Fourth Step



The Fifth Step



Chapter 17

Quality and Academic Accreditation

Deanship of Development and Quality

The Deanship of Quality Assurance and Academic Accreditation was established on the basis of His Highness the kind approval No. 7807 / MB on 12/11/1431 AH and the decision of the Higher Education Council No. 23/61/1431 AH at its 61st session held on 26/10/1430 AH. On 19/4/1438 AH a decision of the Higher Education Council No. 1438/9/8 of merging the two Deans of Qassim University; University Development and Quality Assurance and Academic Accreditation in one Dean called the Deanship of Development and Quality.

Vision of Deanship of Development and Quality

A national Distinguished Deanship in the quality Assurance and Accreditation at Qassim University

Mission of Deanship of Development and Quality

Leading Qassim University Units to meet the requirements of Quality Assurance and Accreditation , providing efficient support for the sustainable quality development of the University's activities and contributing to the endeavors to achieve Academic Accreditation on both the national and international levels

Values of Deanship of Development and Quality

Quality: We apply the highest quality standards in all works to distinguish our outputs and business.

Innovation: The Deanship creates an organizational climate that stimulates creative thinking and innovative behavior.

Transparency: The Deanship is committed to disclosing transactions and procedures and to strengthening accountability and integrity requirements.

University Work: The Deanship entrenches the culture of collective workers with thought and behavior.

The Secretariat: The Deanship performs work faithfully and is committed to professional ethics and ethics.

Goals of Deanship of Development and Quality

1. Spreading a culture of quality in all educational, administrative and research practices of the university units.
2. Verify the application of the best and the latest quality standards in the units of the university.
3. Providing effective support to the university units in all administrative and technical aspects.
4. Contribute to the achievement of quality requirements and accreditation at the institutional and programmatic level.
5. Developing and evaluating institutional academic performance.

Reasons for Increasing Interest in the Application of Quality in Higher Education

- Achieve a high level of performance in the educational process.
- Increase the number of students enrolled in higher education.
- life-long education.
- The ICT revolution and its impact on the educational process.
- Achievement of the outcomes of higher education institutions with the aspirations and requirements of society.
- Intense competition among educational institutions in the provision of higher education.
- Rationalize spending and set priorities in meeting community needs.

Introduction to the importance and content of academic quality

Quality comes at the forefront of the vital strategic concerns that face us in our lives in general, and in the areas of specific quality in particular, due to the success of scientific and technical progress and increasing competition between the productive and service institutions. The concept of quality goes beyond the traditional meaning of the quality of a product or service to include the quality of an organization or organization in order to improve and develop processes and performance, reduce costs, control time, achieve customer desires and market requirements and work team spirit and strengthen belonging and these can all be summarized in two key points:

- a. Compliance with specifications
- b. Recent developments in science and various academic fields have led to an increasing interest in academic quality in recent times. In order to reach graduates to internationally recognized standards so that they are able to compete locally, regionally and globally, quality assurance and academic accreditation have become one of the most important topics of concern to the Ministry of Higher Education. This is through the establishment of an independent body to monitor quality issues in Saudi universities, the National Center for Academic Accreditation and Assessment (NCAAA).

Quality terminologies

To help achieve a common understanding of the important concepts and terminology used in the accreditation and quality assurance system, definition of some commonly used terms will be given.

Serial number	Term	Definition
1	Quality	There is a lot of definitions for academic quality: It is summarized in achieving the accuracy and high standards with continuous improvement.
2	Full Quality	It is a philosophy with tools and techniques that aims to achieve the culture of continuous improvement which is achieved by all the institution workers in order to make the clients happy.
3	Accreditation	It is a recognized certificate issued from an approved organization that approves that the educational program or the institution is following a specific required set of standards and criteria.
4	Institutional Accreditation	Assessing the quality of the educational level of the university according to a specific set of standards and criteria from an external authority.
5	Assessment	A diagnostic formula for reviewing quality and evaluating the learning and the teaching process and programs by examining the course curriculums, the organization and infrastructure and the mechanisms of assessing the internal quality in the university.
6	Correction	Measuring the performance according to set of standards and predefined criteria.

7	Referenced comparison	The comparison points or the performance levels used to determine the goals and evaluate the outcomes.
8	External Quality assurance	The processes of assessing and evaluating the institutions, activities and its programs by an external authority.
9	Criteria	A diagnostic formula for reviewing quality and evaluating the learning and the teaching process and programs by examining the course curriculums, the organization and infrastructure and the mechanisms of assessing the internal quality in the university.
10	Targets	General statements that describe and provide a guide on putting goals and detailed plans
11	Internal Quality Assurance	The processes done by the educational system to ensure quality in all the activities.
12	International Accreditation	Accrediting an institution or its programs through an accreditation agency created in a different country.
13	(KPI(s	Selected performance signs used in assessing the performance.
14	Learning Outcomes	Knowledge and skills gained from participating in a specific program or taking a specific course.
15	Institution Mission	It is a general short announcement that states the main strategies of improving the institution
16	Goals	Specific statements that apply missions or desires of the institution in specific subjects.
17	Outcomes	The results of the learning, teaching and research in the institution.
18	Program Accreditation	Accrediting a program by providing the program a certificate that explains that it applies the proper standards of being acceptable as a valid educational program in a certain area with the required level.
19	Programs	A diagnostic formula for reviewing quality and evaluating the learning and the teaching process and programs by examining the course curriculums, the organization and infrastructure and the mechanisms of assessing the internal quality in the university.
20	Quality Management	The management job is to specify and implement the quality strategy and dedicate the recourses and activities towards achieving quality.
21	Quality Control	Includes the process of controlling the quality, the mechanisms, operational activities that aims to control the system.

National Center for Academic Accreditation and Assessment

The National Commission for Academic Accreditation and Assessment was established on the basis of His Highness the kind approval No. 7 / B / 6024 dated 9/2/1424 AH and the Higher Education Council Resolution No. 3/28/1424 at its 28th session held on 15/1/1424 AH. The Royal Decree No. (108) dated 14/02/1440 was issued to amend the name of the Education Evaluation Authority to be the Education and Training Evaluation Authority and the recommendation of the General Committee of the Council of Ministers No. 837 dated 08/02/1440 approved the organization of the Education Evaluation Authority. The Council of Ministers issued Decision No. (94) dated 7/2/1438 AH approving the organizational arrangements of the Education Evaluation Authority, which include that the authority is the competent body in the Kingdom to evaluate and accredit in education and training to raise their quality, adequacy and contribution. In x The National Center for Academic Accreditation and Assessment is one of the centers supervised by the Commission, an extension of what was formerly known as the National Commission for Academic Accreditation and Assessment, so that it enjoys the moral character and administrative and financial independence and is the authority responsible for academic accreditation and quality assurance in educational institutions. Secondary - governmental and private. In order to improve the quality of private and public higher education, ensure clarity and transparency, and provide a standardized standards of academic performance. The center's duties include setting rules, criteria and conditions for academic evaluation and accreditation, and formulating the regulations that guarantee their application in higher education institutions.

Program Accreditation Criteria

In 2018, the National Center for Academic Assessment and Accreditation (NACAA) developed the criteria for baccalaureate accreditation to become six standards instead of the eleven old standards, the details of which are as follows:

Criterion 1: Mission and Objectives

The mission of the program should be consistent with the institution's mission, and the mission of the program should be applied to the objectives and requirements of the program in question.

The consistency of the program's mission with the institution's mission does not mean that it should cover all the axes in the university's mission. There must also be a mechanism to develop and develop the message.

Criterion 2: Program management and quality assurance

Program leadership is the responsibility of the head of the department, and academic leadership is the responsibility of the head of the department and the quality coordinator (program manager for quality). Program management must demonstrate effective leadership, and must reflect an appropriate balance between responsibility to senior management, the institution providing the program, and the flexibility to meet the specific requirements of the program in question. Stakeholders (such as students, professionals, employers, and faculty) should be involved in planning procedures, in setting goals and objectives and reviewing and responding to results achieved.

If there are separate student departments, the resources should be identical to the students' departments, and there should be an effective communication mechanism between the two bodies. As a whole and continuously make adjustments quickly in response to feedback and according to developments in the external environment affecting the academic program.

The second criterion includes the following sub-criteria:

1-2 Program Management

2-2 Program Quality Assurance

Criterion 3: teaching and learning

The learning outcomes of the program are formulated to indicate the student's knowledge, information, abilities, skills and values upon graduation, and the learning outcomes of the course are formulated to show the knowledge, information, abilities, skills and values gained by the end of the course.

Students' learning outcomes should be clearly defined and in line with the Saudi Qualifications Framework (formerly the National Qualifications Framework) and the requirements of work or professional practice. The quality of education and the effectiveness of programs are assessed by assessing student performance, surveying graduates and employers, and using feedback from those parties as a basis for future development plans.

If the program has a male and female section, the quality standards and learning resources should be the same, and calendars should include separate data for each department. Provide a description of the quality assurance response procedures used to verify that the regulatory framework and arrangements for verifying that teaching and learning are working properly (for example, if measures are taken to verify student achievement levels against appropriate external references, state what were the results of these actions?

The teaching and learning standard includes the following sub-criteria:

1-3 Design of graduate attributes and learning outcomes

Procedures to ensure that the intended learning outcomes of students are consistent with the Saudi Qualifications Framework (formerly the National Qualifications Framework),

and the requirements for career or vocational work as defined by the experts' recommendations or the requirements of the relevant professional bodies or accreditation bodies, include:

- Careful review of the National Qualifications Framework.
- Periodic survey of the knowledge, skills, abilities and values needed by the labor market.
- Quoting from the output determined by some accreditation bodies.

2-3 Curriculum

Components of the curriculum of university requirements and college requirements and program requirements and graduation project and field training / year of excellence with mandatory and optional identification.

3-3 Quality of teaching and evaluation of students

This sub-criterion includes information on teaching strategy plans for the development of targeted learning outcomes of the program, assessment of teaching quality, procedures for the preparation of course reports and program report, and how to utilize them. Through student feedback (or through other mechanisms).

It also includes teaching aids for students such as office hours, peer education and courses.

The conclusions reached on the quality of the program as a result of the use of program evaluation and review procedures are presented and, where appropriate, reference to information on indicators and survey results should be noted.

Students are also evaluated and their outputs are evaluated by means of direct and indirect measurement.

Criterion 4: Students

Admission procedures should be effective, fair and responsive to the needs of students enrolling in the academic program. Dispute resolution and appeals mechanisms are clearly set out and published, fairly administered, and career guidance should be provided to students regarding jobs related to the areas of study that the program deals with.

Much of the responsibility for achieving this standard lies with the institution's management rather than program management, while the program is responsible for evaluating the quality of this standard.

Criterion 5: Teaching Staff

Teaching staff should be optimally qualified and have the appropriate expertise to carry out the teaching responsibilities assigned to them, to use appropriate teaching strategies for different types of learning outcomes, and to participate in activities to improve the effectiveness of education.

The qualifications and experience of staff members associated with program requirements should be indicated. Highlighting the qualifications and experience of staff members should be highlighted, and a report should be presented with a list of strengths, recommendations for improvement and implementation priorities.

Criterion 6: Learning Resources, Facilities and Equipment

Educational resource materials and associated services should be sufficient to meet the program requirements and courses offered and accessible to students when needed. Information on academic program requirements should be provided by faculty in time to provide the necessary resources. Teachers and students in evaluating the resources provided, and the requirements for references and data sources on the Internet and computer rooms and assistance in the use of these equipment will vary depending on the nature of the academic program and methodology of teaching.

Facilities should be appropriate, create an environment for the smooth functioning of the educational process and facilitate program activities.

Procedures for securing the necessary learning resources for the program should be clarified, including opportunities for staff or program administrators to provide the necessary resources, as well as information on the services provided and when they are available, the extent to which learning resources are equally available between the two parts of the student population, etc.

Explain the adequacy of facilities and facilities (classrooms, laboratories, study places, international network equipment, libraries, etc.) available for program activities.

Learning Outcomes

A group of knowledge, skills and competencies should be provided to the graduate and this is done through the inclusion of these knowledge, skills and competencies in the curriculum to be reviewed and evaluated periodically to ensure good results to serve the graduate in the labor market, and the importance of the student to identify these outputs in the educational process, The following is a simple explanation of these outcomes:

1. Knowledge: Ability to understand and present specific facts, concepts, theories and methods.
2. Cognitive skills Applying the foundations and theories in thinking and creative solution to problems, assigned duties and unexpected new topics. In

general it is the ability to apply an understanding of knowledge to solve problems in creative ways and deal with critical situations. Skills and Personal Responsibility: Includes leadership, teamwork, ethical behavior, and learning autonomy. Communication skills include the ability to communicate effectively when speaking or editing and using information resources and communication technology. Psychomotor skills in scientific fields that require it such as surgery, drawing, music and acting.

3. Competencies: means the proven ability to use knowledge, skills and personal, social and / or methodological abilities, in work or study situations and in professional and personal development. Briefly it means “the capacity to transfer knowledge into practice”.

Qassim University experience in the field of quality assurance

In cooperation with the National Commission for Academic Accreditation and Assessment (currently the Education and Training Evaluation Commission), Qassim University has carried out several phases of localization of quality in order to reach world-class outputs for educational, research and community service.

The most prominent of these stages are:

First: the first stage of self-evaluation (1426 AH)

Through this study, Qassim University sought to assess the current and existing situation in the university to determine its position and the extent to which it meets quality standards at the institutional and programmatic level. The study concluded with a number of conclusions and recommendations that highlighted the strengths of the university and seek to maintain and strengthen them, and weaknesses and work to avoid them.

Second: the development study project (1427-1429 AH)

The development study project, which I put forward with the National Commission for Academic Accreditation and Assessment (currently Education and Training Evaluation Authority) and participated by three Saudi universities, including Qassim University, is the first work that serves the localization of quality in the participating universities and colleges, in addition to other activities that accompanied this project. Training, workshops and more.

Preparation for the implementation of the project started in 1427 AH and the project continued until 1429 AH. The project was a practical training (simulation) on how to prepare and adjust (restructuring) each of the educational, research and administrative activities to meet the requirements of academic accreditation with high standards.

The project was technically divided into two phases:

First Phase: Institutional Evaluation of the University

This section covers all aspects directly related to university performance. In particular, the study focused on the 11 axes of institutional quality formulated by the National Center for Accreditation and Academic Assessment.

Second Phase: Programmatic Evaluation

This section includes an evaluation study of seven academic programs distributed among seven colleges of the university, namely: College of Medicine, Department of Electrical Engineering from the College of Engineering, Department of Accounting from the College of Economics and Management, Department of Veterinary Medicine from the College of Agriculture and Veterinary Medicine, Department of English from the College of Arabic Language and Social Studies, Department of Computer Science from the College of Computer, Department of Mathematics from the College of Science.

Project Outcomes

Several teams of quality and academic accreditation specialists from the Kingdom reviewed the results of the project and visited the university and the departments participating in the study. These teams issued important reports at the institutional and programmatic levels and were reviewed in the concerned departments.

The most important results of the study are as follows:

- Preparing the strategic plan of the university
- Establishing the University Vice Presidency for Development, Planning and Quality
- Establishing the Deanship of Quality Assurance and Accreditation
- Establishing the Deanship of Information Technology
- Establishing the Deanship of faculty and staff affairs
- Establishment of the University Advisory Council

Third: The official institutional academic accreditation project

After the completion of the university development study at the institutional and programmatic level and the visit of the external judges to the university and writing their reports, which included many recommendations, which the university considered obligatory in its implementation in order to continue improvement in the development and development of the university and raise the university's readiness to obtain institutional academic accreditation, On 15/7/1430 AH the formation of the committees of the project of academic accreditation to work on the preparation of an executive plan for the recommendations of the external auditors and verify its implementation and continuing the preparation for academic accreditation officially by the National Evaluation and Accreditation (Commission assessment of education and training now).

Project Achievements

- Preparation of the executive plan for the recommendations of the external auditors and approval of the Higher Committee for Academic Accreditation and start implementation.
- Determine the purpose and objectives of the institutional academic accreditation project and prepare the executive plan for the project and the timetable required for its implementation.
- Prepare the media plan for the project and the timetable for its implementation.
- Identify the different sources of information needed to prepare a self-study report for the project.
- Finalization of the quality assurance system for academic programs.
- Obtaining institutional accreditation for seven years (from May 2013 to April 2020)

The role of the student in quality Processes and Activities

First: Quality Activities:

- Transparency and serious handling of questionnaires distributed by the university, college or department.
- Participating in the quality activities at the university or college level and to seek to identify and culture.
- Maintaining student gains and rights, whether academic or extra-curricular, by participating in evaluating these services and demanding their improvement and proposing some solutions to help them.
- Ensure transparency and objectivity when participating in focus groups to discuss topics that serve quality issues at the university or college level.
- Ensure follow-up contact with the graduates unit at the university after graduation to follow up the activities of the university to serve the graduates and contribute to its development.
- Respond effectively to the invitation of the university, college or department to participate in the work of the committees of external auditors.

Second: Development Activities

- To participate actively in the University's external and internal activities in a way that contributes to raising the University's classification in student activities.
- To participate actively in the activities of the scientific and extra-curricular departments of the importance of this matter when reviewing the work and activities of the college or department with a view to accreditation.
- Adherence to the values of the university and announced in the context of the strategic plan of the university.
- Initiating development proposals for the college or department to improve the educational process.
- Ensuring participation in the membership of college councils, departments and committees related to activities.
- Students, to achieve the principle of active participation in decision-making.
- Make sure to register and complete your personal data with the College Student Affairs Unit during the study and after graduation.

Third: Educational Activities

- Taking advantage of the scientific assistance provided by faculty members, especially office hours, as well as keenness to evaluate their effectiveness in helping students.
- Interact and participate in the activities offered in the classrooms that serve the quality of the educational process.

Why is accreditation important?

For students:

- Assists students in the process of selecting the university and knowing its reputation.
- Accreditation strengthens the University's reputation and popularity as an attraction for students and facilitates the process of attracting outstanding students.

For educational institutions:

- The direct advantage of accreditation for the University is to help build fame and brand, so that the University is proud to belong to members.

For employers:

- Accredited Universities and Majors Give local and international employers a good idea of the level of skills and behaviors of graduates (potential employees) before any actual hiring is done.
- Accreditation provides guarantees to employers that program graduates are theoretically and practically able to enter the labor market.
- For businessmen:
 - Recognition by international accreditation bodies opens borders and facilitates the free movement of qualified and skilled competencies between different countries.
 - Academic accreditation provides an appropriate assurance to businessmen that accredited university graduates have the minimum knowledge and skills necessary to make a business successful.

For the country:

- Local and international academic accreditation, based on stringent quality standards, helps to build a stereotype of the country as an attraction for students seeking higher education and promotes educational tourism.

Accreditation helps build a realistic image of the country as a source of high- •
.caliber competencies to operate in global markets

Chapter 18

Scientific Research and Innovations

Student Support in Scientific Research

The university supports the students in both the undergraduate and postgraduate stages in the field and activities of scientific research through the Scientific Research Deanship and colleges.

Rule of Scientific Research Deanship

The Deanship supports the research projects of staff members and encourage the contribution of undergraduate and postgraduate in these projects, and it offers research projects for the undergraduate students under the title of grants of undergraduate students.

Grants of Undergraduate Students

These are research grants supported and looked after by the Deanship, and it is oriented towards the undergraduate students aiming at training and encouraging them in practicing research works. The deanship offers 50 grants annually.

Objectives:

- 1- Encouraging the undergraduate students.
- 2- Increase the undergraduate student awareness about the importance of the scientific research.
- 3- Training the undergraduate student on performing the scientific researches for preparing them as qualified researches.
- 4- Supporting the undergraduate students financially and incorporeally.

Rules and Conditions:

Rules and conditions will be announced by the Deanship when the session of application is opened.

Support of the Postgraduate Students Research

The Deanship presents a program for supporting the researches of the postgraduate students through encouraging them to participate in its financially supported research projects. Also, the Deanship financially reward the students who have ISI published scientific articles.

Innovation and Intellectual Property Center

Introductory Definition

Innovation and Intellectual Property Center in Qassim University is a center for spreading the concept of innovation and thoughts ownership, supporting them, and encouraging their owners to protect them, and converting them to practical solutions for serving the economic development according to 2030 vision of the Kingdom.

Vision, Mission and Values

Vision:

A center incubating and consolidating the innovative ideas which support the sustainable development and contribute to industry of knowledge economy.

Mission:

Spreading of the concept of innovation culture and thoughts ownership, incubating the inventive ideas, and converting them to products of an economic value in the system of knowledge economy in the Saudi society.

Objectives:

The center aims realizing the following:

- Spreading and enriching the culture of innovation and thoughts ownership and economic knowledge.
- Encouraging invention and incubating the innovative ideas, and participating in converting them to economic products.
- Ideas protection and registration of patents in the Saudi Authority for Intellectual Property.
- Participating in strengthening the relation of the inventors and investors.
- Supporting the students' graduation projects which begin with innovative ideas.

- Establishing strategic partnerships with bodies which concern about the innovation and rights of intellectual property and similar international centers.

Beneficiaries

- All university attributers
- Owners of innovative ideas from outside the University according to the regulations.

Innovation Support Unit

The unit tasks are as follow:

1- Preparation and execution of enriching programs for the male and female students and society individuals to create a competitive environment so that it helps in detecting the inventors and supporting them.

2- Offering the financial and technical support to the patents' applicators.

Contact Means

Email : Innovation_center@qu.edu.sa

Twitter: @innovation_qu

Website: ic.qu.edu.sa

Tel: [0163800050](tel:0163800050) Ex: 5077

Place: B2 F005, College of Engineering

Professional and Scientific Societies

Many branches of professional and scientific societies have been established in most of the University colleges. The societies present professional and scientific guidance and orientation to the students through holding conferences, seminars, symposiums and supporting the inventions and researches.

Chapter 19

Activities and Celebrations

Career and Employment Days

The University will hold the annual career days through an exhibition inviting a large number of companies to attract a number of graduates and the university is in the process of developing this aspect.



Graduation Party

Usually at the end of each academic year there is a ceremony for graduates and another ceremony for graduates and honors everyone and specially those who receive the honors and sponsored by His Royal Highness Prince of the Qassim region and the campus His Highness distributes graduates and certificates and issued a guide for graduates (males/ females).



Chapter 20

Important Instructions and Guidelines

Important Guidelines

Academic Hours: Minimum hours to be studied in the semester (12) credit hours.

Postponement: The student has the right to postpone twice or three times at the end of the first week of each semester.

Cancellation: The student may delete the academic semester twice or three times apart until the end of the tenth week of study.

The difference between cancelation and postponement: deletion is calculated within the years of study at the university and postponement does not count.

Prevention: If the student exceeds (15%) of the absence in the class in any course, it will result in the student being deprived from taking the exam.

Acceptance of excuses for absence in the study or tests: If the absence of the student exceeds 15% in the study, it does not accept any excuse.

Absence of final tests:

- The report must be submitted after one week from the date of absence of the College Vice Dean with filling the relevant form.
- The following excuses are not accepted: Ambulance Reviews, Government Departments Reviews, Government and Private Dispensaries Reports.

Enrollment: The student's enrollment is folded if he receives (four) warnings or more.

Reasons for Enrollment: The student gets the first, second and third warning because his average is less than (2) and he could not raise it.

Ways of knowing that the registration is terminated:

- o Bonus interruption.
- o the schedule is not registered.
- o To be written on your academic record (academically separated).
- o To exceed (12) semesters.

How can a student reclaim his registration?

The student should submit a letter to the Vice Dean for Educational Affairs in the first week.

The student's average in the last two semesters should be above (2)

Approval of the following committees: College Council and the Committee of Student Problems for those under "5 warnings" and the University Council for those who have 6 warnings and more.

Transfer: The student is allowed to transfer once only (transfer between departments within the college, such as transfer from college to college) in the light of the following:

Between Departments: Approval of the Dean is required.

Between the faculties: The approval of the deans of the two faculties is required.

Between universities: Required approval of the two universities not to exceed the hours studied (40%).

Academic Schedule arrangements

First: Set the time table:

When registering your schedule, consider the following:

- The chosen branch should be located in your college, not far from its headquarters.
- B - not to exceed the number of hours recorded if your average is low (2); because the burden of materials will be large on you, and may lead to your failure, so we advise you to raise your average to be between 12-16 hours.
- If you are switching from section to section, you can equate the materials that are compatible with your plan in content and hours.
- During deletion and addition, try to make a balanced schedule in the spaces, so that you do not have the first and last lecture, which may make you lazy in the audience, be sure to put another article in this space, and avoid absences during deletion and addition so as not to be deprived.

- e. If you have finished deleting and adding through the site, be sure to print the table to save your rights.
- f. We advise you to put a special file to put a picture of any record or schedule you take at the university, you may need in a matter.
- g. If you register a course in one of the divisions, you are not entitled to study in another class at another professor.
- h. Know that each department has university requirements, it is not permissible to register a subject that has a prerequisite. For example: about 2, before: about 1.

Second: Solving the problems of the study schedule

We would like to remind you that solving the problem starts first from your department, then the students' affairs at the college, then the Deanship of the College represented by the College Agency for Educational Affairs, and not to exceed any of those stages, and we like to draw your attention to the following:

1. Filling in the marks:

If you see that one of your subjects has not been filled, you should first review the professor, then the head of the department you refer to. Students to be sent by regular way.

2. Your absence from lectures:

If you get an emergency circumstance and lead you to miss a lecture, provide an excuse to the professor quickly, so as not to be deprived. We always advise you to record every absence you get so as not to reach the upper limit and then the professor deprives you from entering the final test.

3. Your absence from the final exams:

If you are a half-hour late, the university system prevents you from taking the exam. If you miss the test, an excuse must be given within a week of your absence, taking into account the preceding important instructions.

4. Your name is not in the professor list:

In this case you should check the student affairs. Is the course registered for you? If you are not registered, your presence as non-existent.

5. Poor academic level:

Be aware that any first level is the true core of the cumulative GPA, and that a failure in it will be a load on you, weakening your future raising rate.

6. Summer Semester:

When you register in the summer semester make sure your schedule and what it contains so as not to issue you a schedule and then be damaged, and register, delete and add yourself and do not let others control your academic fate.

7. Follow-up of the study record:

Many students do not know their academic record, and therefore do not know what is left of him and what has exceeded his plan, so we recommend you to know through your department you refer to, or through the university's website through the member services portal.



Academic Record

It is the record in which you monitor each level since you entered the university in terms of grades and rates for each semester, and the cumulative average. You have to make sure to review it each semester, by asking student affairs or by reviewing your account on the university site, and you have to check your subjects in order to detect any errors or mistakes.

Record codes: A +: Excellent High, A: Excellent, B +: Very Good High, B: Very Good, C +: Good High, C: Good, D +: Acceptable High, D: Acceptable, E: Deposit, H : Deprived, m: continuous, l: incomplete or it is not filed in.

To access your academic record you must visit the University website:

www.qu.edu.sa

Then use the followings as your user name and password:

User Name	University ID
Password	Civilian Record Number

We ask Allah for help and success for our male and female students.



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Student Manual