Bachelor of Management Information Systems Program Guide 1445

TABLE OF CONTENTS

The Head of the Department's Message

In the name of Allah, the Most Gracious, the Most Merciful. Praise be to Allah, and may peace and blessings be upon our Prophet Muhammad.

Management Information Systems (MIS) is a vital discipline that serves as the backbone of numerous organizations across various sectors. At the Department of Management Information Systems, Faculty of Business Administration, University of Tabuk, we strive to play a leading role in community service by equipping students with the latest advancements in MIS. Our goal is to develop highly qualified human resources that align with labor market demands, contribute to sustainable national development, and support the objectives of Saudi Vision 2030.

The Bachelor's Program in Management Information Systems is one of the pioneering academic programs in the Faculty of Business Administration. It was established alongside the department in the academic year 1431/1432 AH (2010/2011 AD). The program benefits from a distinguished group of faculty members with exceptional academic and research expertise, which positively impacts the quality of education and scientific research within the department.

Currently, the Bachelor's Program in MIS is progressing steadily toward obtaining both local and international academic accreditation, with the hope that, by Allah's grace, we will achieve this significant milestone.

The program guide aims to provide comprehensive information about the Bachelor's Program in Management Information Systems, including its mission, objectives, graduate attributes, and learning outcomes. It also outlines key career opportunities available to graduates, along with other essential details about the program.

We remain committed to academic excellence and continuous improvement, ensuring that our students receive the highest quality education to thrive in an evolving digital world.

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SECTION I

DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

Establishment of the Department of Management Information Systems:

The Department of Management Information Systems was established in the academic year 1432/1433 AH (2011/2012 AD) following the approval of the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz Al Saud, on the resolutions of the Higher Education Council during its sixty-sixth session, held on 18/11/1432 AH. This decision led to the establishment of the Faculty of Business Administration (FBA) at the University of Tabuk, which includes five academic departments, one of which is the Department of Management Information Systems.

The FBA is dedicated to delivering high-quality academic programs and conducting rigorous research and studies in the field of Management Information Systems. Its primary objective is to cultivate qualified human resources that meet the demands of the local and regional labor market.

Program/Qualification Name (According to the graduation document)

Bachelor's degree in Management Information Systems from the Faculty of Business Administration

Qualification Specialization

Bachelor's degree in Management Information Systems, which is a university degree awarded after studying the specialization of management information systems for a period of not less than four years or after studying (128) hours according to the study plan and completing the graduation requirements

Reasons for Establishing the Program

In the modern digital era, Management Information Systems (MIS) skills are essential for organizations seeking to enhance decision-making, optimize operations, and drive digital transformation. Businesses, government agencies, and industries increasingly require professionals who can leverage MIS to solve real-world challenges and contribute to economic and technological growth. As a result, MIS specialists play a crucial role in supporting the Kingdom's Vision 2030. The establishment of this program aims to address the following needs:

- Fulfill the Kingdom of Saudi Arabia's demand for highly qualified national professionals in the field of Management Information Systems.
- Support scientific research and innovation in Management Information Systems and its applications.

- Provide both governmental and private sectors with expert consultants in the field of Management Information Systems and its related domains.

Department Vision

A leading department at the local and regional levels with its distinguished academic programs, activities and research in the field of management information systems.

MIS Department Mission

To provide student-centred academic environment in Management Information Systems, equipping graduates with the knowledge, skills, values, and professional competence needed to excel in the evolving business landscape. The department is committed to motivating innovation, social engagement, and promoting faculty-driven research that addresses contemporary challenges.

Department Goals

G1. Students' Development: Create a student-centered academic environment equipping MIS graduates with knowledge, skills, values, and competence for the evolving business landscape.

Objectives:

1.1 Equip students with the skills to innovate and advance their learning experiences in the field of MIS development.
1.2 Provide students with academic and career advising related to their chosen field.
1.3 Cultivate integrity, ethical, professional, and academic excellence in MIS students, encouraging active engagement in finding constructive solutions to societal challenges and fostering responsible citizenship.
1.4 Empower MIS students to navigate, select, and utilize advanced digital and ICT tools for diverse data analysis, visual information projects, and supporting research and academic endeavors.

G2. Innovative and Relevant Education: Employ innovative teaching methods and enhance curricula to ensure alignment with labour market demands, encouraging creativity and adaptability among students.

Objectives:

2.1 Incorporate innovative teaching strategies and tools to enhance student creativity and adaptability in MIS education.
2.2 Update MIS curricula to align with evolving labor market demands and emerging industry trends.
2.3 Encourage hands-on learning experiences through case studies, practical projects, and real-world applications to develop critical problem-solving skills.

G3. Faculty-Driven Research Excellence: Promote faculty-driven research to address contemporary challenges, encourage innovation, and contribute to advancements in Management Information Systems.

Objectives:

3.1 Increase scientific research among MIS faculty to address contemporary challenges and contribute to sustainable advancements in MIS.

3.2 Enhance the quality of MIS research through innovation and adherence to academic standards.

3.3 Uphold NCAAA and AACSB standards to foster innovative faculty-driven research and scholarly contributions in MIS.

3.4 Attract and retain distinguished faculty to advance impactful MIS research and address contemporary challenges through collaboration.

G4. **Social Engagement:** Encourage partnerships with community stakeholders to promote social responsibility and meaningful societal contributions.

4.1 Enhance MIS collaborations with industry employers and community stakeholders through events that foster social responsibility and societal contributions.

MIS Program Mission

To provide a student-centred education in Management Information Systems, equipping graduates with the knowledge, skills, values, and professional competencies needed to cope with evolving labour market requirements, while promoting research-driven innovations in MIS and social engagement.

Program Goals

G1. Students' Development: Provide a student-centred education that equips MIS graduates with the required knowledge, skills, values, and professional competencies.

Objectives

1.1 Equip students with foundational and specialized knowledge in MIS to address real-world business and technological challenges.

1.2 Provide personalized academic guidance to help students align their learning with professional and career aspirations in MIS.

1.3 Foster ethical awareness and professional values in students to ensure responsible and competent contributions to the MIS field.

1.4 Develop students' proficiency in leveraging digital tools and technologies to analyze data, solve problems, and create innovative MIS solutions.

G2. Graduate Competence: Graduate MIS cadres equipped to tackle industry challenges and meet labour market demands through modern teaching methods and practical learning.

Objectives

2.1 Incorporate industry-aligned teaching methods to equip students with the skills to address MIS challenges effectively.

2.2 Provide practical learning experiences through internships and real-world projects to enhance job readiness.

2.3 Continuously update program curricula to meet evolving labor market demands and emerging technology trends.

G3. Research and Innovation: Promote research-driven innovation by motivating to conduct cutting-edge MIS research.

Objectives

3.1 Encourage faculty to conduct applied MIS research that addresses program-relevant challenges and supports innovation in the curriculum.

3.2 Provide faculty with resources and incentives to produce high-quality, cutting-edge research in key MIS focus areas.

3.3 Promote collaboration between faculty and industry partners to align research with emerging technological trends and market needs.

3.4 Facilitate the dissemination of MIS research findings through program-led seminars and workshops.

G4. Social Engagement: Encourage social engagement through community initiatives and partnerships that prepare students to contribute meaningfully to society and the business world.

Objectives

4.1 Facilitate student participation in community initiatives and industry partnerships to develop skills for meaningful societal contributions.

The program learning outcomes

Learning outcomes of Management Information Systems Program are specified clearly in the program specification using the National Qualification Framework (NQF) provides three learning domains.

Table 1: **Program Learning Outcomes**

3. Program Learning Outcomes*
Knowledge and understanding: By the end of the program, the student will be able to
K1   Explain the fundamental principles of Management Information Systems and their role in business decision-making.
K2   Discuss in depth the role of information systems, technology, and programming in shaping organizational processes and business decision-making.
K3   Describe the application of Management Information Systems theories to real-world business cases, with an understanding of their support in operations and strategy.
Skills: By the end of the program, the student will be able to
S1   Apply theories and principles of Management Information Systems to enhance creative decision-making
S2   Analyze complex activities in Management Information Systems using advanced techniques and tools to address organizational problems
S3   Develop creative solutions to MIS challenges using critical thinking, research, and software tools.
S4   Communicate effectively, in writing, orally and electronically, to transfer specialized knowledge and skills in management information systems

Values, Autonomy, and Responsibility: By the end of the program, the student will be able to:	
V1	Demonstrate professionalism and autonomy in MIS projects, emphasizing teamwork, ethics, and problem-solving
V2	Collaborate effectively in teams by demonstrating responsibility for personal and professional development in the field of Management Information Systems

Organizational structure of the Management Information Systems Program

The Management Information Systems Program has a well-designed organizational structure of tracking and reporting, on its operational objectives and it establishes mechanisms for academic governance and decision-making within the program, and clearly define the roles and responsibilities of faculty members, administrators, and staff within the program, Figure 1. The organizational structure of the Management Information Systems program has been developed through collaboration with relevant stakeholders, including faculty members, students, alumni, and industry representatives.

The program organizational structure aligns with the overall mission, vision, and strategic goals of the University of Tabuk, and support and contribute to accomplish its objectives.

The standards followed by the Management Information Systems program in building its organizational structure are:

1. Alignment with Institutional Mission and Strategic Goals.
2. Adherence to institutional policies.
3. Alignment with Accreditation standards and Quality Assurance.
4. Support the Management Information Systems program's mission,
5. Enhance the intended outcomes.
6. Responsive to the stakeholders needs.
7. Clarity of Roles and Responsibilities.
8. Flexibility and Adaptability to the changing needs.

The establishment of the organizational structure of the Management Information Systems Program went through multiple steps that includes Identifying Program Components and outcomes. Identify the number and qualifications and the expertise of faculty members. Consult all relevant internal

and external stakeholders. Identify the support services required for the program, such as academic advising, career services, research and training support, student support services and community services. Determine the committees and councils required for program governance and decision-making. Define the purpose, composition, and responsibilities of each committee. Determine the reporting relationships within the program, through identifying the hierarchical structure, including positions such as department chairs, program coordinators, and faculty members. And finally determine who reports to whom and establish clear lines of authority and communication. The organizational structure of the Management Information Systems program goes through regular assessment and review in order to adapt it to the changing needs.

The HOD is responsible for initiating and maintaining policies within the program which promote and support learning, teaching, research and community outreach. Also, the HOD is responsible of ensuring that the Department functions take place according to policies and regulations established by the institution, Faculty of Science. The HOD is accountable to the faculty council for the performance of their duties.

Figure 1: The Management Information Systems Program organizational chart
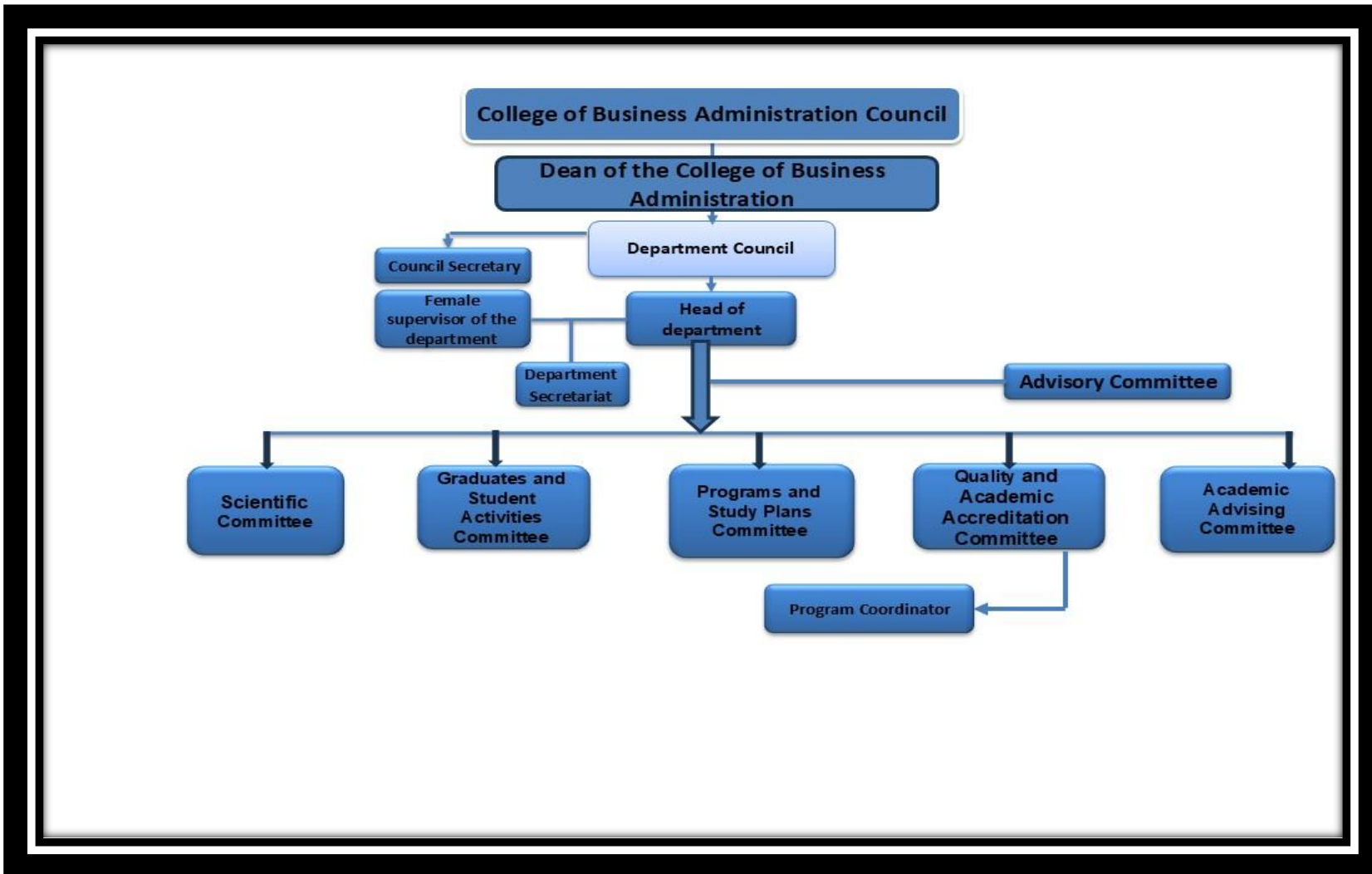
Roles and Responsibilities of the Employees in the Department of Management Information Systems

(1) Management Information Systems Department:

Job Title	Head of Department	Department Supervisor	Secretary of the Department Council	Department Secretariat
Organizational relationship	Dean of the College	Head of Department Vice Dean	Head of Department	Director of Administration Head of Department Department Supervisor
Description	The head of the department shall be among the distinguished faculty members with scientific and administrative competencies, and shall be assigned by a decision of the Rector based on the nomination of the Dean of the College, and the assignment shall be for a renewable period of one year.	The department supervisor shall be among the distinguished faculty members with scientific and administrative competencies, and shall be assigned by a decision of the Rector based on the nomination of the Dean of the College, the Vice Dean of the College and the Head of the Department, and the assignment shall be for a renewable period of one year.	The Secretary of the Council shall be among the distinguished faculty members with scientific and administrative competencies, andshall be assigned by a decision of the Dean of the College based on the nomination of the head of the department, and the assignment shall be for a renewable period of one year.	Be an employee in the college administration, and assigned by the director of the department to carry out secretarial work for the head of the department.
Overall Objective	Supervising the scientific, financial and administrative matters in the department, and applying the system and regulations of the Higher Education Council and the decisions issued.	Supervising the scientific, financial and administrative matters in the department in the female section in coordination with the Vice Dean of the College and the Head of the Department, and	Organizing and documenting the work of the department council, and responsible for implementing the system of committees and councils.	Carrying out the work of the department's secretariat.

Job Title	Head of Department	Department Supervisor	Secretary of the Department Council	Department Secretariat
		applying the system and regulations of the Higher Education Council and the decisions issued.		
Tasks	(1) Achieving the mission and objectives of the department and its educational programs. (2) Achieving the higher goals and policies of the college. (3) Chairing the department council and supervising the organization of its affairs. (4) Carrying out the work of the secretary and rapporteur of the councils and committees entrusted to him/her, especially carrying out the work of the department's rapporteur in the event that a rapporteur is not assigned to the department. (5) Submit the minutes of the meetings of the Board to the Dean, and follow up the implementation of the decisions and	(1) Achieving the mission and objectives of the department and its educational programs. (2) Achieving the higher goals and policies of the college. (3) Implementing the decisions of the Department Council and the College Council regarding the department. (4) Supervising the construction of the operational plan of the department and its educational programs and following up on their implementation in the female section. (5) Supervising the management of the department's educational, research, administrative, financial and cultural affairs in the female	(1) Preparing the agenda of the Council. (2) Coordination with the concerned committees to collect the required documents and documents subject to discussion in the Council. (3) Preparing and sending the invitation to the members of the Council and taking the necessary measures to hold meetings. (4) Editing the minutes and submitting them to vote on the system of committees and councils accompanied by all documents.	(1) Coordinate and follow up the preparation of the meetings of the committees and councils in the department, and ensure the readiness of facilities in the specified meeting places. (2) Print meeting schedules and write and document meeting minutes. (3) Archiving the minutes of committees and councils, both hard and electronically. (4) Securing the printing of all minutes, letters and correspondence related to the minutes of committees and councils, auditing them and following up on sending them to the competent authorities at the university and college.

Job Title	Head of Department	Department Supervisor	Secretary of the Department Council	Department Secretariat
	recommendations of the Board. (6) Supervising the implementation of the decisions of the College Council regarding the department. (7) Supervise the construction of the operational plan of the department and its educational programs and follow up their implementation. (8) Supervising the work of the competent committees in the department and following up the implementation of their work. (9) Work to provide all educational, research and administrative needs. (10) Overseeing the development of the department's academic schedule and managing academic processes in accordance with the authorities granted within the electronic registration systemSupervising the progress of the educational process within the department and	section in coordination with the Vice Dean and the Head of the Department. (6) Submit a periodic report to the Vice Dean and Head of the Department on the progress of work in the department in the female section. (7) Monitor the performance of the department's exams in the female section. (8) Receiving students' grievances, directing and guiding them, and resolving issues related to them in accordance with the policies and regulations in force at the university. (9) Supervising the admission, registration, academic advising and equivalency of courses in the department in the female section.		(5) Ensure that all materials and supplies for the work of the department are available to conduct the work as required.

Job Title	Head of Department	Department Supervisor	Secretary of the Department Council	Department Secretariat
	implementing the study plans for educational programs and working to develop them. (11) Work on developing the department academically and research. (12) Supervising the achievement of quality requirements and academic accreditation regarding the department and its educational programs. (13) Representing the department in relevant activities and meetings, both within and outside the university, in accordance with the delegated authority. (14) Coordinating the department's partnership relations with relevant entities within and outside the university, in accordance with the delegated authority. (15) Submit reports to the Dean on the progress of work in the department and on all	(10) Prepare a comprehensive annual report on the progress of the study and academic, administrative and research performance in the department in the female section and submit it to the Vice Dean and Head of the Department.		

Job Title	Head of Department	Department Supervisor	Secretary of the Department Council	Department Secretariat
	scientific or behavioral problems or violations or breach of job duties by any member of the department and follow up the implementation of the Dean's directives in this regard. (16) Prepare a comprehensive annual report on the progress of the study and academic, research and administrative performance in the department and submit it to the Dean. (17) Carry out any other tasks assigned to him by the Dean within his competences.			
Responsibilities	(1) Distributing the academic load to faculty members. (2) Assigning advisors and academics. (3) Assigning a faculty member to act as a course coordinator for each course taught in the academic program. (4) Recommend that the final exam questions be	(1) Distributing courses to faculty members. (2) Recommend that the final exam questions be corrected by a faculty member who is not a faculty member of the course or that you involve one or more correction	Open Voting On the minutes of the department	--

Job Title	Head of Department	Department Supervisor	Secretary of the Department Council	Department Secretariat
	corrected by a faculty member other than the course faculty member or involve one or more specialists in the correction. (5) Approving the grades. (6) Preparing job performance reports for faculty members. (7) Recommending the attendance of the department's employees of training courses inside and outside the university. (8) Assign a faculty member other than a course faculty member to develop final exam questions for the course when needed.	specialists with her. (3) Approving the grades. (4) Recommending the attendance of the department's employees of training courses inside and outside the university.		
Control and documentation	Reports, Correspondence, Data	Periodic reports on the progress of the study and academic, administrative and research performance, correspondence	Minutes of meetings, correspondence	Needs Inventory Reports, Correspondence

(2) Program Coordinator, Academic Advisor, and Course Coordinator:

Job Title	Program Coordinator	Academic Advisor	Course Coordinator
Organizational relationship	Head of Department	Head of Department	Head of Department
Overall Objective	Supporting the Development and Quality	Supporting and assisting the Development and	Supporting and assisting the Development and

Job Title	Program Coordinator	Academic Advisor	Course Coordinator
	Committee in the department in ensuring the quality management of teaching courses, and is considered the link between the course coordinators and the department council	Quality Committee in the department in ensuring the quality management of teaching courses	Quality Committee in the department in ensuring the quality management of teaching courses
Tasks	(1) Compiling course reports from the two campuses (male and female). (2) Study reports , action plans and priorities for improvement in coordination with the Development and Quality Committee in the department and present them to the department council. (3) Follow up the delivery of course reports from the course coordinators and directly supervise them. (4) Provide development proposals for the program based on the data obtained from course reports. (5) Follow up the periodic review of the program and courses.	(1) Supporting the student academically. (2) Identify the student's interests and help them refine their skills by nominating them for the various training programs provided by the Academic Affairs and Student Advising Committee in the department and the Academic Advising Unit at the college. (3) Identifying the problems of the struggling student and supporting them academically by nominating them for the various training programs provided by the Academic Affairs and Student Counseling Committee in the department and the academic advising unit in the college.	(1) Set up course descriptions. (2) Supporting new faculty members in the documentation processes, preparing the course report , and the requirements of quality work documentation files in the course. (3) Follow up the progress of the educational process and the commitment of faculty members to teaching strategies and course evaluation . (4) Review course reports across all divisions, and then prepare the combined course report. (5) Coordinate the meeting with course faculty members to discuss issues related to course quality assurance management. (6) Prepare the course report for the different divisions, and send it to the program coordinator.
Control and documentation	Course Reports	Minutes of meetings, Files of struggling and gifted students	Minutes of meetings, Cumulative course report, Course Quality File Attachments

Main Committees of the Department of Management Information Systems:

(1) Procedures for the formation of the main committees in the Department of Management Information Systems:

Domain	All aspects of work that directly affect the implementation, management and follow-up of the main work and tasks of the department.
Goal	Ensure the participation of the largest possible number of members in the department, each according to their specialization, in the management and implementation of work.
Responsibility for implementation	Head of Department, Department Supervisor.
Bookmark	(1) Requirements of the standards of the National Center for Academic Accreditation and Assessment. (2) Guide to the organizational structure of colleges at the University of Tabuk.
Policies	(1) The program is committed to implementing the general policies and regulations governing the work of Saudi universities and the subsequent organizational policies and internal regulations approved by the university and college. (2) Main committees are formed to support the department and its educational programs. (3) Committees are formed according to members' interests, inclinations and experience. (4) Each faculty member belongs to a maximum of three main committees. (5) College decision-makers are not affiliated with the department's committees. (6) The organizational structure of the department committees is determined in consistency with its technically affiliated vice-deanship. (7) A chairman and rapporteur of the main committee are appointed from among faculty members and coordinators of the college units. (8) An administrative decision shall be issued in all committees and coordinators of the main committees of the college by the head of the department (9) Responsibilities and tasks are distributed among the members of the Main Committee. (10) The formation of committees is approved by a department council approved by the Dean of the College.
Procedures	(1) The head of the department shall form the main committees at the department level by an internal administrative decision specifying the tasks and terms of reference of the committee's work, its members and the duration of its work. (2) The main committees of the department are formed with the approval of the department council at the beginning of the academic year, and the department council may add another main committee during the academic year according to the requirements of work, provided that its tasks are specified.
Output	Administrative decisions for assignments are approved by the Department Council.

(2)Procedures for controlling and following up the work of the main committees of the Department of Management Information Systems:

Domain	All aspects of work that directly affect the implementation, management and follow-up of the main work and tasks of the department.
Goal	(1) Implementing the study and operational plans of the department and its educational programs that are the guarantor of achieving the goals and mission of the department and educational programs. (2) Ensure the participation of the largest possible number of members in the department, each according to his specialization, in the management and implementation of work (3) Implement corrective and preventive actions at the speed necessary to achieve quality work.
Responsibility for implementation	Head of Department, Department Supervisor, Chairman of the Committee.
Bookmark	(1) Requirements of the standards of the National Center for Academic Accreditation and Assessment. (2) Quality Management System Procedural Manual.
Policies	(1) All employees of the department are committed to implementing the approved study and operational plans of the department, its educational programs, policies, systems and regulations without making any amendment to them. (2) In the event of developments that require taking exceptional measures or amending the implementation of the approved plans for educational programs, the employees or heads of the executive committees of the department may submit to the program management the proposed amendment and its justifications, and they may not start implementing the amendment before obtaining the approval of the competent authority at the level of the department or college (according to the level of the proposed amendment and what is determined by the terms of reference in the approved organizational guide for the program / college). (3) All employees of the department and the executive committees of the department are responsible for preparing and keeping files and records that include documenting their implementation of the tasks and activities assigned to them in paper and electronic form. (4) All documents are kept within the department's electronic cloud.
Procedures	(1) The work of the main committees of the department is related to the implementation of the various tasks referred to them by the head of the department, in addition to the initiatives of the department's operational plans, educational programs and the work entrusted to them. (2) Each main committee of the department receives the initiatives of its own operational plans along with the work referred to it that corresponds to its assigned tasks. (3) The main committees of the department prepare a procedural action plan for the initiatives of the operational plans and for all work referred to them. (4) Responsibilities and a schedule for each procedure are distributed in the operational plans, and all faculty members are involved in the implementation of those plans. (5) The work plans of the main committees are presented to the Department Council for discussion and recommendation for accreditation and referred to the College Council.

	(6) The work plans of the main committees are announced to all members of the department and to the supporting units of the college.
	(7) Each coordinator shall manage the initiatives of the operational plans assigned to him, and the Chairman of the Main Committee shall manage the rest of the tasks referred to him, each in accordance with the approved work plan.
	(8) The coordinator of the unit meets with the support unit at the college level to coordinate the completion of the initiatives of the operational plans in an appropriate manner, and the head of the main committee meets with the concerned college agencies to receive the technical support and support necessary to accomplish the tasks assigned according to the specified time plan.
	(9) The Chairman of the Main Committee and the Head of the Department supervise on a weekly basis through reports the proper functioning of processes and procedures.
	(10) An integrated report is presented on a monthly basis on the progress of achievement in the work plans, especially the work related to the operational plans , to the department council.
	(11) At the end of the school year, unit coordinators and chairmen of the main committees conduct a self-assessment process for the proper implementation of action plans based on comparing the indicator of achievement with the target.
	(12) After the initial self-assessment process, the Main Committee develops an improvement plan to address those areas that need improvement in response to completion requirements.
	(13) The Chairman of the Operational Plan Committee in the department prepares completion reports for operational plans based on self-assessment reports of operational plan initiatives , proposed improvement plans, and accompanying evidence.
	(14) The Department's Development and Quality Committee reviews the completion reports in their annual form to assess the extent to which the requirements of the completion reports are met and the quality of the accompanying documents.
	(15) The Development and Quality Committee of the department audits the evidence of the achievements collected from all the main committees of the department at the level of each initiative in the operational plans.
	(16) Completion reports are presented to the Department Council and the Chairman of each main committee clarifies the obstacles that prevented the implementation of an initiative (if any), and submits the proposed improvement plans prepared by his/her committee for discussion.
	(17) The Department Council submits achievement reports and improvement plans to the College Council, recommending their approval and inclusion in the operational plans for the following year and referring them to the concerned supporting authorities.
Output	Minutes of meetings, reports of completion of operational plans, improvement plans.

(3) Roles and responsibilities of the members of the Main Committees of the Management Information Systems Section:

1. Chairman of the Main Committee:

Organizational relationship	The head of the department is administratively affiliated with the supporting vice-deanship concerned with the college technically.
Goal	Study and discuss matters related to the tasks of the committee, and submit appropriate recommendations to the Department Council to take appropriate decisions such as the procedures required for the workflow.
Chairman of the Committee	He is assigned from among the distinguished faculty members with scientific and administrative competencies in the field of the committee by nomination by the head of the department, and the assignment is for a renewable period of one year.
Bookmark	Procedural manual for quality management system.
Tasks	(1) Nominating the coordinators of the college units of the committee. (2) Receiving what is referred to the committee by the head of the department for presentation to the committee. (3) Distribution of tasks and work to the members of the Committee. (4) Propose the necessary plans to complete the appropriate work and take into account the involvement of all faculty members in the department in their preparation. (5) Consider any subject referred by the head of the department, the department council, or the vice dean.
Input	Unit coordinators' reports, minutes, correspondence that are forwarded by the head of the department.
Output	Committee work plans, reports of the Committee' s activities, minutes of meetings.

2. Rapporteur of the Main Committee:

Organizational relationship	The head of the department is administratively subordinate and the head of the technically concerned committee.
Goal	Controlling and documenting the work of the Committee.
Rapporteur of the Committee	It shall be assigned by a decision of the head of the department, and the assignment shall be for a renewable period of one year.
Bookmark	Procedural manual for quality management system.
Tasks	(1) Preparing the agenda of the Committee. (2) Prepare the minutes of the committee's meeting.
Input	Unit coordinators' reports, minutes, correspondencethat are forwarded by the head of the department.
Output	Reports of the activities of the Committee, minutes of meetings.

3- Unit Coordinator at the College in the Main Committee:

Organizational relationship	The head of the department is administratively subordinate and the unit supervisor of the college to which he is technically affiliated.
Goal	Controlling and documenting the work of the Committee.
Unit Coordinator	He is assigned by a decision of the head of the department and upon the nomination of the chairman of the committee, and the assignment is for a renewable period of one year, taking into account that he/she is the coordinator of one unit only in the college.
Bookmark	Procedural manual for quality management system.

Tasks	(1)Preparing a proposal for an operational plan for the tasks entrusted to him/her, taking into account the involvement of all faculty members in the department. (2)Coordinate with the unit to which it is technically affiliated to implement the activities of operational plans related to the tasks entrusted to him/her. (3)Prepare reports on the progress of achievement in the activities of operational plans.
Input	Lecturers, the correspondence that is forwarded by the head of the department.
Output	Reports of the activities of the unit in the college.

(4) The main committees of the Department of Management Information Systems and their tasks:

1- Advisory Committee:

Organizational relationship	The head of the department is administratively affiliated with the college's vice deanship for graduate studies and technical development.
Goal	Contribute to the development of future plans to meet the current and future challenges in the department, provide advice, guidance and advice regarding the development of educational programs and study plans, and provide recommendations on their development in accordance with the latest professional standards, labor market aspirations and the results of evaluation processes.
Composition of the Committee	It consists of four to twelve members of: • Vice Dean for Graduate Studies and Development (Chairman). • Head of Department. • Department supervisor. • Rapporteur of the Committee. • Representatives from the government sector with competencies and the nature of scientific and career degree that he/she occupies is commensurate with the scientific department and its educational programs. • A male and female graduate of the department and its educational programs. • A male and female student from the department and its educational programs. • Representatives of employers that aim to employ graduates of the department and its educational programs , provided that they have long professional experience.
Bookmark	Procedural guide for the formation and work of advisory committees of colleges and their academic programs at the University of Tabuk.
Tasks	(1) Making development proposals regarding the operational plans of the department and its educational programs in terms of education, scientific research and community service in order to achieve the Kingdom's National Vision 2030. (2) Discuss the annual report of the educational programs in the department and the surveys of beneficiaries, the results of measuring learning outcomes, teaching strategies, evaluation methods, basic performance indicators, and the most prominent opportunities for improvement, recommendations and implementation plans contained therein.

	(3) Discuss field experience reports and propose solutions for improvement opportunities for excellence in the practice of the profession.
	(4) Discuss the extent to which the skills mastered by graduates of educational programs in the department match the needs of the different employment sectors in light of developments in the field of specialization and societal needs.
	(5) Contribute to the establishment of agreements, memoranda of understanding and cooperation with academic and industrial institutions and research centers.
	(6) Contribute to establishing relationships with employers and employers to enroll students in volunteer work programs that gain them work experience and part-time employment opportunities.
	(7) Contribute to introducing the various business institutions to the department, its educational programs and their capabilities in the field of education, scientific research and community service.
	(8) Academic and research issues and community service, and the Department Council approves the opinion of the Advisory Committee.
Committee input	Any statements, recommendations or reports submitted to it by the Chairman of the Committee.
Committee Outputs	Minutes of meetings submitted to the Department Council or the College Council.

2- Development and Quality Committee:

The following table shows the various components of the organizational structure of the committee, and is characterized by its consistency with the organizational structure of the Vice Deanship for Graduate Studies and Development in a way that facilitates the consistency of the quality system in the department with the quality system of the college. All the outputs of the committee are subject to follow-up by the Vice Deanship for Graduate Studies and Development.

Matrix of consistency of the organizational structure of the Development and Quality Committee in the Department of Management Information Systems with the organizational structure of the Vice Deanship for Graduate Studies and Development			
Development and Quality Committee	Vice Deanship for Graduate Studies and Development		
	Unit Supervisor Quality Assurance	Unit Supervisor Statistics & Information	Unit Supervisor Community Service & Partnerships
Chairman of the Development and Quality Committee			
Coordinator of the Statistics and Information Unit			
Community Service and Partnerships Unit Coordinator			

Organizational relationship	The head of the department is administratively affiliated with the college's vice deanship for graduate studies and technical development.
Goal	Managing the quality business, developing plans, formulating policies and developing methodologies in accordance with the policies of the Quality Assurance Department at the college.
Formation of the Committee	Chairman of the Committee.
	Rapporteur of the Committee.
	Committee members.
	Program Coordinator.
	Coordinator of the Statistics and Information Unit.
	Coordinator of the Community Service and Partnerships Unit.
Bookmark	(1) Task Guide for leadership positions in colleges and supporting deanships at the University of Tabuk. (2) Letter of assignment from the department board. (3) University and college quality guide.
Tasks	(1) Work to spread the culture of quality in the department. (2) Equipping and providing faculty members in the department with publications, documents and recent versions of the forms required to obtain local and international accreditation, as well as all relevant references. (3) Receiving and reviewing course files and reports from faculty members and submitting them to the Quality Assurance Unit in the college. (4) Supervising and coordinating with the various committees in the department in preparing key performance indicators and benchmarking required for quality assurance and academic accreditation. (5) Supervising training and qualification in the field of quality and academic accreditation in the department. (6) Collecting and documenting the quality assurance and academic accreditation processes in the department and keeping them in indexed files. (7) Follow up the implementation of continuous improvement recommendations referred to the department by the Quality Assurance Unit in the college. (8) Collecting and unpacking various questionnaires related to quality assurance and academic accreditation and preparing the necessary reports. (9) Preparing the annual report of the educational programs in the department. (10) Any other tasks assigned to the Committee within the framework of its work.
Committee input	Any minutes or correspondence referred to it by the head of the department or the department council.
Committee Outputs	Questionnaire reports, annual reports of educational programs in the department, minutes of meetings submitted to the head of the department, the department council and the college council.

3- Programs, Study Plans Committee:

Organizational relationship	The head of the department is administratively affiliated with the college's programs and study plans committee technically.
Goal	Reviewing and developing the structural structure of the educational programs in the department in accordance with the standards of the University's Programs and Study Plans Committee, in coordination with the Programs and Study Plans Committee at the college.
Formation of the Committee	Chairman of the Committee.
	Rapporteur of the Committee.
	Committee members.
Bookmark	(1) Task Guide for leadership positions in colleges and supporting deanships at the University of Tabuk. (2) Letter of assignment from the department board. (3) Procedural guide for programs and study plans at the University of Tabuk.
Tasks	(1) Preparing and developing study plans for the educational programs in the department in both Arabic and English in accordance with the standards specified in the procedural guide for programs and study plans at the university and the standards and requirements of local and international academic accreditation bodies, taking into account the opinions of allfaculty members in the department Students, graduates and the local community, in coordination with the College's Programs and Study Plans Committee. (2) Follow-up and development of educational programs in the department with the preparation of a report on the extent of compliance with the required local and international standards. (3) Follow up the implementation of the study program as recommended in the program description and the course description in theprogram. (4) Continuous coordination with the Programs and Study Plans Committee at the college and the University Vice Presidency for Educational Affairs (Department of Programs and Study Plans) before starting any improvement process in the study plans and programs in the department. (5) Coordination between multiple programs within the college on the identification of joint courses. (6) Review the characteristics of graduates and learning outcomes for the department's educational programs. (7) Propose arbitrators, external reviewers and benchmarking of educational programs in the department, and benefit from their observations in the development of those programs. (8) Participate in the preparation and implementation of the operational plans of the department and its educational programs related to the tasks of the committee. (9) Periodic evaluation of study plans through feedback and recommendations extracted by faculty members, arbitrators, evaluators and graduates, and submitting proposals for appropriate actions in accordance with the university's regulations. (10) Standardization of final and midterm exams among all academic divisions for each course at the level of the two parts (male and female students), and unification does not require setting the same questions, but standardization on the difficulty of the test and what is achieved by students' acquisition of the learning outcomes of educational programs. (11) Considering the requests for equivalency of the courses of the educational programs in the department in accordance with the

	equivalency controls and regulations in force at the university, and submitting a report to the head of the department. (12) Submit to the head of the department a periodic report on the activities of the committee. (13) Any other tasks assigned to the Committee within the framework of its work.
Committee input	Any minutes or correspondence referred to it by the head of the department or the department council.
Committee Outputs	Committee reports, minutes of meetings to be submitted to the Head of Department, Department Council and College Council.

4- Scientific Committee:

Organizational relationship	The head of the department is administratively affiliated with the college's vice deanship for graduate studies and technical development.
Goal	Strengthening the scientific research system to develop the educational process and solve the problems of society.
Formation of the Committee	Chairman of the Committee.
	Rapporteur of the Committee.
	Committee members.
Bookmark	(1) Task Guide for leadership positions in colleges and supporting deanships at the University of Tabuk. (2) Executive and procedural rules for scientific promotions set by the Scientific Council of the University. (3) Executive and procedural rules for attending seminars and scientific conferences set by the University Council . (4) Letter of assignment from the department board.
Tasks	(1) Examining applications for the promotion of faculty members in the department in accordance with the executive and procedural rules set by the Scientific Council at the university. (2) Studying the validity of printing and publishing books written by faculty members in the department. (3) Activating scientific research. (4) Participate in the preparation and implementation of operational plans for the department and its educational programs in the field of scientific research. (5) Studying the applications submitted by faculty members in the department to attend seminars and scientific conferences in accordance with the executive and procedural rules set by the University Council. (6) Coordination to obtain major supporters of scientific conferences and events. (7) Organizing and coordinating the management of conferences, workshops, seminars, scientific and cultural events and scientific competitions in the department. (8) Establishing a database for scientific research and updating it periodically. (9) Submit to the head of the department a periodic report on the activities of the committee. (10) Any other tasks assigned to the Committee within the framework of its work.
Committee input	Any minutes or correspondence referred to it by the head of the department or the department council.
Committee Outputs	Report of the activities of the committee, minutes of meetings to be submitted to the head of the department, the department council and the college council.

5- Academic Advising Committee:

Organizational relationship	The head of the department is administratively affiliated with the college vice-deanship
Goal	Academic support for male and female students of the department.
Composition of the Committee	Chairman of the Committee.
	Rapporteur of the Committee.
	Committee members.
	Coordinator of the Academic Advising Unit.
	Coordinator of the Cooperative Training Unit.
Bookmark	(1) Academic Student Guide at the University of Tabuk. (2) Admission and registration guide at the University of Tabuk and for the educational programs in the department. (3) Regulations of study and tests at the University of Tabuk. (4) Rights and duties of the university student. (5) Executive rules for student grievance at the University of Tabuk. (6) Academic Advising at the College. (6) The college's cooperative training portfolio, and the cooperative training manual for the Department of Management Information Systems.
Tasks	(1) Supervising the study schedules for all courses at different levels in coordination with the Academic Affairs Unit at the college. (2) Communicate with the Deanship of Admission and Registration at the university to register the study schedules in the registration system. (3) Supervise the development of student schedules and additions in coordination with the coordinator of the Academic Advising Unit. (4) Preparing exam schedules and semester observations for each semester. (5) Follow-up and equivalence of courses of students transferred from one college to another from inside and outside the university. (6) Providing and analyzing statistics related to the preparation of annual reports for educational programs in the department. (7) Participate in the preparation and implementation of the operational plans of the department and its educational programs related to the tasks of the committee. (8) Prepare and supervise an academic advising plan at the beginning of each academic year. (9) Introducing students to the goals and mission of the department, its educational programs , the areas of work of its graduates, and the aspects of care and services that are provided to students. (10) Distributing new students to academic supervisors and publishing lists at the beginning of each year. (11) Raising awareness of the importance of academic advising and the importance of communicating with the academic advisor. (12) Consider students' academic problems raised by academic advisors and seek to solve them with the department management. (13) Consider students' complaints and grievances, and contribute to resolving them. (14) Contribute to solving students' psychological, financial, social and functional problems, and submit when necessary to the Deanship of Student Affairs at the university to take the necessary action in it. (15) Coordination and follow-up with the Cooperative Training Unit at the college to enable students of the bachelor's program in management information systems to obtain training bodies that suit the achievement of the program's learning outcomes.

	(16) Building a base of gifted and underperforming students in the department and preparing special programs for them. (17) The Committee meets periodically every (4) weeks or according to new reports, in order to discuss periodic reports or exceptional reports submitted by academic advisors. (18) Periodically submit a report that includes the work of the committee, as well as a report on the levels of students to the head of the department. (19) Any other tasks assigned to the Committee within the framework of its work.
Committee input	Any minutes or correspondence referred to it by the head of the department or the department council.
Committee Outputs	Committee reports, minutes of meetings to be submitted to the Head of Department, Department Council and College Council.

6- Alumni and Student Activities Committee:

Organizational relationship	The head of the department is administratively affiliated with the college vice-deanship.
Goal	Contribute to raising the efficiency of graduates and students and refining their skills through a range of training programs and workshops.
Composition of the Committee	Chairman of the Committee.
	Rapporteur of the Committee.
	Committee members.
	Coordinator of the Alumni Unit.
	Coordinator of the Student Activities Unit.
	A graduate and a graduate of outstanding students who have been employed, taking into account the renewal of their names on an annual basis.
Bookmark	(1) Academic Student Guide at the University of Tabuk. (2) Guide of graduates of educational programs in the department. (3) Student guide to the educational programs in the department. (4) The student's guide to the labor market in the educational programs in the department.
Tasks	(1) Coordination with both the Alumni Unit in the college and the Alumni Unit at the Deanship of Student Affairs at the university in all matters related to graduates in the department. (2) Building an electronic database for graduate students that contains graduate information and means of communication with them. (3) Building an electronic base for the target parties in employing graduates. (4) Design an indicator for the satisfaction of graduate students. (5) Participate in the preparation and implementation of the operational plans of the department and its educational programs related to graduates and student activities. (6) Contribute to preparing graduates for the labor market, by raising their efficiency and refining their skills through a range of training programs and workshops. (7) Identifying the problems facing the graduates of the department in coordination with the alumni unit in the college. (8) Contribute to the creation of job opportunities for graduates of the bachelor's program in management information systems in the department by listing companies and institutions in the public and private

	sectors related to specialization in coordination with the graduates' unit in the college.
	(9) Inviting graduates on various events of the department and motivating them to participate in its various activities.
	(10) Preparing the graduates' plan and student activities in line with the initiatives of the department's operational plans and educational programs, and following up on their implementation in coordination with the alumni and student activities units in the college.
	(11) Integrating students with special needs in activities and providing care for them in coordination with the competent units of the college.
	(12) Motivating students to participate in various university events.
	(13) Submit to the head of the department a periodic report on the activities of the committee.
	(14) Any other tasks assigned to the Committee within the framework of its work.
Committee input	Any minutes or correspondence referred to it by the head of the department or the department council.
Committee Outputs	Committee reports, minutes of meetings to be submitted to the Head of Department, Department Council and College Council.

7- Graduate Studies Committee :

Organizational relationship	The head of the department is administratively affiliated with the college's vice deanship for graduate studies and development.
Goal	Supervising all matters related to graduate studies in the department.
Composition of the Committee	Chairman of the Committee
	Rapporteur of the Committee
	Committee members.
Bookmark	Graduate Studies Guide at the University of Tabuk.
Tasks	(1) Proposing the creation , suspension or cancellation of graduate programs in the department.
	(2) Preparing new or amended study plans.
	(3) Determine the number of students proposed to be admitted to graduate programs in the department.
	(4) Forming comprehensive examination committees and determining its date.
	(5) Determine the assistant supervisor of research projects, and approve research project plans.
	(6) Approving university thesis projects.
	(7) Considering requests for transferring students and transferring them from one major to another, and deciding on requests for internal and external transfers.
	(8) Equivalency of courses.
	(9) Determine the need of graduate programs in the department of scientific materials and necessary supplies.
	(10) Recommending the formation of discussion committees and setting discussion dates for research projects.

	(11) Preparing an annual report on the graduate programs in the department according to the forms prepared by the Deanship of Graduate Studies at the university. (12) Any other tasks assigned to the Committee within the framework of its work.
Committee input	Any minutes or correspondence referred to it by the head of the department or the department council.
Committee Outputs	Committee reports, minutes of meetings to be submitted to the Head of Department, Department Council and College Council.

8- Operational Plan Committee:

Organizational relationship	The head of the department is administratively affiliated with the college's vice deanship for graduate studies and development.
Goal	Building operational plans for the department and its educational programs, following up on their implementation, measuring the achievement of their various activities, reviewing and developing them.
Composition of the Committee	Chairman of the Committee
	Rapporteur of the Committee
	Committee members.
Bookmark	Strategic plan of the college.
Tasks	(1) Review the mission and objectives of the department and its educational programs periodically with the participation of beneficiaries and develop them accordingly. (2) Compiling the improvement plans proposed by the various committees of the department annually, and filling out the operational plan preparation form. (3) Submit the operational plans (at the beginning of the academic year) to the Department Council and the College for approval after discussion by the Department Council and amend the observations received. (4) Conduct a self-assessment of the achievement of operational plan initiatives based on a comparison of actual achievement with the target. (5) Prepare achievement reports for operational plans annually (by the end of the academic year), including proposed improvement plans.
Committee input	Any minutes or correspondence referred to it by the head of the department or the department council.
Committee Outputs	Operational plans, achievement reports, minutes of meetings to be submitted to the Head of Department, Department Council and College Council.

(5) Tasks of Unit Coordinators in the Main Committees of the Management Information Systems Department:

Job Title	description	Overall Objective	Tasks	Control and documentation	Internal Relations
Coordinator of the Statistics and	• He/She is a member of the Development and Quality Committee in	Measuring the academic performance of the department's	(1)Coordination with the Statistics and Information Unit at the college in analyzing the	Periodic reports on the various tasks entrusted to the Committee.	Head of the Department, Chairman of the Development

Job Title	description	Overall Objective	Tasks	Control and documentation	Internal Relations
Information Unit	the department, and is tasked with coordinating with the Statistics and Information Unit at the college to which he/she is technically affiliated to support the activities and procedures of statistics and information in the department. • It shall be assigned by a decision of the head of the department and upon the nomination of the chairman of the committee, and the assignment shall be simultaneously with the formation of the committee.	educational programs.	results of the tests, extracting their reports, and implementing and following up on everything issued by the Measurement and Evaluation Unit at the university. (2) Supervising the construction of question banks for standardized tests for educational programs in the department. (3) Review tests (4) Carry out opinion surveys, analyze them and submit a detailed report on them periodically. (5) Implementation and follow-up of all instructions or recommendations issued by the University Measurement and Evaluation Unit at the college related to the college's departments and courses.		and Quality Committee in the Department, Supervisor of the Statistics and Information Unit at the College.
Community Service and Partnerships Unit Coordinator	• He/She is a member of the Development and Quality Committee in the department, and is tasked with coordinating with the Community Service and Partnerships Unit in the college to which he/she is technically affiliated to support the	Building community service plans for the department and its educational programs, following up on their implementation, measuring the achievement of their various activities, reviewing and developing them.	(1) Work to consolidate the community relationship between the department and its educational programs and various community bodies. (2) Work to encourage the department's employees to participate in community work to serve the community.	Action plans and achievement reports.	Head of the Department, Chairman of the Development and Quality Committee in the Department, Supervisor of the Community Service and Partnerships Unit at the College.

Job Title	description	Overall Objective	Tasks	Control and documentation	Internal Relations
	activities and procedures of community service and partnerships in the department. • It shall be assigned by a decision of the head of the department and upon the nomination of the chairman of the committee, and the assignment shall be simultaneously with the formation of the committee.		(3) Supervising the preparation of community service plans for the department, its educational programs and the implementation schedule. (4) Coordination with the supervisor of the Community Service and Partnerships Unit at the college to implement the community service plans for the department and its educational programs. (5) Prepare an achievement progress report, identify improvement priorities, and submit proposals for improvement plans.		
Coordinator of the Academic Advising Unit	• He/She is a member of the Academic Affairs and Student Advising Committee in the department, andis tasked with coordinating with the academic advising unit in the college to which he/she is technically affiliated to support the activities and procedures of academic advising in the department.	Building an academic advising plan, following up on its implementation, measuring the achievement of its various activities, reviewing and developing it.	(1) Supervise the preparation of an academic advising plan at the beginning of each academic year. (2) Supervising the activities and events of preparing students and introducing them to all the rules and instructions of the department, college and university. (3) Follow up the implementation of academic advising activities and procedures by academic advisors.	Action plans and achievement reports.	Head of the Department, Head of the Academic Affairs and Student Counseling Committee in the department, supervisor of the Academic Advising Unit at the college.

Job Title	description	Overall Objective	Tasks	Control and documentation	Internal Relations
	• It shall be assigned by a decision of the head of the department and upon the nomination of the chairman of the committee, and the assignment shall be simultaneously with the formation of the committee.		(4) Collecting and following up the response to solve students' academic problems raised by academic advisors in coordination with the department administration. (5) Receiving academic advising reports from academic advisors to prepare periodic reports. (6) Prepare an achievement progress report, identify improvement priorities, and submit proposals for improvement plans.		
Coordinator of the Cooperative Training Unit	• He/She is a member of the Academic Affairs and Student Counseling Committee in the department, and is tasked with coordinating with the cooperative training unit in the college to which he/she is technically affiliated to support the activities and procedures of cooperative training in the department. • It shall be assigned by a decision of the head of the department	Enable students of the Bachelor of Management Information Systems program to obtain training bodies that are suitable for achieving the learning outcomes specified for the program.	Coordination and follow-up with the Cooperative Training Unit at the college to enable students of the bachelor's program in management information systems to obtain training bodies that suit the achievement of the learning outcomes specified for the program.	Action plans and achievement reports.	Head of the Department, Chairman of the Academic Affairs and Student Counseling Committee in the Department, Supervisor of the Cooperative Training Unit at the College.

Job Title	description	Overall Objective	Tasks	Control and documentation	Internal Relations
	and upon the nomination of the chairman of the committee, and the assignment shall be simultaneously with the formation of the committee.				
Alumni Unit Coordinator	• He/She is a member of the Alumni and Student Activities Committee in the department, and is tasked with coordinating with the college's alumni unit to which he/she is technically affiliated to support the activities of graduates in the department. • It shall be assigned by a decision of the head of the department and upon the nomination of the chairman of the committee, and the assignment shall be simultaneously with the formation of the committee.	Building the graduates' plan, following up on its implementation, measuring the achievement of its various activities, reviewing and developing it.	(1) Supervise the preparation of the graduates' plan for the bachelor's program in management information systems. (2) Identify the problems facing the graduates of the program and submit them to the department council. (3) Coordinate with the supervisor of the alumni unit to implement the graduates ' plan for the bachelor's program in management information systems. (4) Providing graduates of the bachelor's program in management information systems with all that is new in the fields of specialization to develop their scientific and professional skills. (5) Announcing available jobs and encouraging graduates to take advantage of them.	Action plans and achievement reports.	Head of Department, Head of Alumni and Student Activities Committee in the Department, Supervisor of the Alumni Unit at the College.

Job Title	description	Overall Objective	Tasks	Control and documentation	Internal Relations
			(6) Prepare an achievement progress report, identify improvement priorities, and submit proposals for improvement plans.		
Coordinator of Student Activities Unit	• He/She is a member of the Alumni and Student Activities Committee in charge of coordinating with the Student Activities Unit at the college to which he/She is technically affiliated to support the activities of student activities in the department, • It shall be assigned by a decision of the head of the department and upon the nomination of the chairman of the committee, and the assignment shall be simultaneously with the formation of the committee.	Building a student activities plan, following up on its implementation, measuring the achievement of its various activities, reviewing and developing them.	(1) Supervising the preparation of the student activities plan for the educational program in the department. (2) Discovering and developing students' talents and employing their creative energies. (3) Conducting awareness courses for students that include cultural and creative aspects. (4) Nominating those who represent the department in university competitions. (5) Coordination with the supervisor of the Student Activities Unit to implement the student activities plan for the educational programs in the department. (6) Prepare an achievement progress report, identify improvement priorities, and submit proposals	Action plans and achievement reports.	Head of the Department, Chairman of the Alumni and Student Activities Committee in the Department, Supervisor of the Student Activities Unit at the College.

Job Title	description	Overall Objective	Tasks	Control and documentation	Internal Relations
			for improvement plans.		

Academic degrees granted by the Department of Management Information Systems:

The Department of Management Information Systems awards one degree (**Bachelor of Business Administration in Management Information Systems)**

SECTION II

BACHELOR PROGRAM IN MANAGEMENT INFORMATION SYSTEMS

Introduction to the Bachelor's Program in Management Information Systems:

About the establishment of the Department of Management Information Systems	The Faculty of Business Administration was established with the approval of the Custodian of the Two Holy Mosques, Prime Minister and Chairman of the Higher Education Council King Abdullah bin Abdulaziz Al Saud on the decision of the Higher Education Council No. 24/66/1432 AH in its sixty-sixth session (66) held on 20/10/1432 AH by the Royal Directive No. 54727 dated 18/11/1432 AH on the establishment of the Faculty of Business Administration at the University of Tabuk that includes five (5) departments , including the Department of Management Information Systems.
Program/Qualification Name (According to the graduation document)	Bachelor of Business Administration in Management Information Systems from the Faculty of Business Administration
Qualification Title (According to the National Qualifications Framework)	Bachelor.
Qualification Specialization	Bachelor's degree in Management Information Systems, which is a university degree awarded after studying the specialization of Management Information Systems for a period of not less than four years or after studying (128) hours according to the study plan and completing the graduation requirements.
Department	Management Information Systems.
College	Faculty of Business Administration.
Institution	University of Tabuk.
Veure of delivering the program	*Male Section: Headquarters of the Faculty of Business Administration, University of Tabuk.* *Female Section: Faculty of Business Administration Building, University of Tabuk.*
Program Mission	To provide a student-centred education in Management Information Systems, equipping graduates with the knowledge, skills, values, and professional competencies needed to cope with evolving labour market requirements, while promoting research-driven innovations in MIS and social engagement.
Program Objectives	G1. Students' Development: Provide a student-centred education that equips MIS graduates with the required knowledge, skills, values, and professional competencies. Objectives 1.1 Equip students with foundational and specialized knowledge in MIS to address real-world business and technological challenges. 1.2 Provide personalized academic guidance to help students align their learning with professional and career aspirations in MIS. 1.3 Foster ethical awareness and professional values in students to ensure responsible and competent contributions to the MIS field. 1.4 Develop students' proficiency in leveraging digital tools and technologies to analyze data, solve problems, and create innovative MIS solutions.

G2. Graduate Competence: Graduate MIS cadres equipped to tackle industry challenges and meet labour market demands through modern teaching methods and practical learning.

Objectives

2.1 Incorporate industry-aligned teaching methods to equip students with the skills to address MIS challenges effectively.
2.2 Provide practical learning experiences through internships and real-world projects to enhance job readiness.
2.3 Continuously update program curricula to meet evolving labor market demands and emerging technology trends.

G3. Research and Innovation: Promote research-driven innovation by motivating to conduct cutting-edge MIS research.

Objectives

3.1 Encourage faculty to conduct applied MIS research that addresses program-relevant challenges and supports innovation in the curriculum.
3.2 Provide faculty with resources and incentives to produce high-quality, cutting-edge research in key MIS focus areas.
3.3 Promote collaboration between faculty and industry partners to align research with emerging technological trends and market needs.
3.4 Facilitate the dissemination of MIS research findings through program-led seminars and workshops.

G4. Social Engagement: Encourage social engagement through community initiatives and partnerships that prepare students to contribute meaningfully to society and the business world.

Objectives

4.1 Facilitate student participation in community initiatives and industry partnerships to develop skills for meaningful societal contributions.

Learning Outcomes of the Bachelor's Program in Management Information Systems:

3. Program Learning Outcomes*	
Knowledge and understanding: By the end of the program, the student will be able to	
K1	Explain the fundamental principles of Management Information Systems and their role in business decision-making.
K2	Discuss in depth the role of information systems, technology, and programming in shaping organizational processes and business decision-making.
K3	Describe the application of Management Information Systems theories to real-world business cases, with an understanding of their support in operations and strategy.
Skills: By the end of the program, the student will be able to	
S1	Apply theories and principles of Management Information Systems to enhance creative decision-making
S2	Analyze complex activities in Management Information Systems using advanced techniques and tools to address organizational problems
S3	Develop creative solutions to MIS challenges using critical thinking, research, and software tools.
S4	Communicate effectively, in writing, orally and electronically, to transfer specialized knowledge and skills in management information systems
Values, Autonomy, and Responsibility: By the end of the program, the student will be able to:	
V1	Demonstrate professionalism and autonomy in MIS projects, emphasizing teamwork, ethics, and problem-solving
V2	Collaborate effectively in teams by demonstrating responsibility for personal and professional development in the field of Management Information Systems

Career Opportunities for Graduates of the Bachelor's Program in Management Information Systems

The program equips its graduates with career opportunities in the field of Management Information Systems (MIS), enabling them to pursue roles such as:

1	Industrial sector
2	Healthcare sector

3	Energy and Utilities sector
4	Manufacturing sector
5	Information system and Software Development sector
6	Transportation and Logistics sector
7	Retail and E-Commerce sector
8	Government and Public Administration sector
9	Consulting sector
10	Telecommunications sector
11	Marketing and Advertising sector

Requirements for Earning a Bachelor's Degree in Management Information Systems

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	10	26	20.3%
	Elective	5	13	10.2%
College Requirements	Required	6	17	13.3%
	Elective	1	3	2.3%
Program Requirements	Required	19	57	44.5%
	Elective	2	6	4.7%
Capstone Course/Project	Required	1	3	2.3%
Field Training/ Internship	Required	1	3	2.3%
Residency year				
Others (Free Course)				
Total		45	128	100%

Curriculum for the Bachelor's Program in Management Information Systems

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ELS1101	English (1)	Required		3	Institution
	ARAB1101	Arabic language Skills	Required		2	Institution
	EDUF1102	Critical Thinking Skills and its Contemporary Applications	Required		3	Institution
	MATH1101	Introduction to Mathematics	Required		3	Institution
	MGT1101	Principles of Management	Required		2	Program
	LAW1203	Commercial Law	Elective		3	Institution
Level 2	ELS1102	English (2)	Required	ELS1101	3	Institution
	CID1101	Communication Skills	Required		2	Institution
	ISLS1101	Islamic Culture Between Tradition and Modernity	Required		2	Institution
	STAT1101	Introduction to Statistics	Required		3	Institution
	CSC1101	Introduction to Computing	Required		3	Institution
	ACCT1101	Principles of Accounting (1)	Required		3	College
	MIS1101	Management Information Systems	Required	MGT1101	3	Program
Level	ISLS1201	Ethics and Civilizational values in Islam	Required	ISLS1101	2	Institution

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
3	ACCT1201	Principles of Accounting (2)	Required	ACCT1101	3	College
	FIN1201	Principles of Financial Management	Required	ACCT1101	3	College
	FIN1202	Principles of Microeconomics	Required		3	College
	MKT1201	Principles of Marketing	Required		3	College
	CSC1252	Principles of Programming (1)	Required		3	Program
Level 4	FIN1205	Principles of Macroeconomics	Required	FIN1202	3	College
	MIS 1201	Database Systems	Required		3	Program
	MIS 1202	E-commerce	Required	MIS 1101	3	Program
	CSC1253	Principles of Programming (2)	Required	CSC1252	3	Program
	CSC1251	Introduction to Applications of Intelligence Artificial (Elective General Preparation -Technical)	Elective		3	Institution
	ARAB1251	Academic writing (Elective General Preparation -Languages	Elective		3	Institution
Level 5	MGT1304	Production and Operations Management	Required	MGT1101	3	Program
	MIS1301	System Analysis and Design (1)	Required	MIS1201	3	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 6	MIS1302	Programming for Business	Required	CSC1253	3	Program
	GEEC1251	Digital Citizenship (Elective General Preparation-Culture and Humanities)	Elective		2	Institution
	CIT1351	Principles of Computer Networks	Required		3	Program
	CE xxx	College elective Course	Elective		3	College
	MGT1307	Strategic Management	Required	MGT1101	3	Program
	MIS 1303	Business Intelligent Systems	Required	MIS 1201	3	Program
	MIS 1304	System Analysis and Design (2)	Required	MIS 1301	3	Program
	EDUF1251	Introduction to Scientific Research (Elective General Preparation-Professional and Personal)	Elective		2	Institution
	CIT1251	Web Design	Required		3	Program
	MIS***	Elective- Program				Program
Level 7	MIS1401	IT Project Management	Required	MIS 1303	3	Program
	MIS1402	Enterprise Resource Planning systems	Required	MIS 1101	3	Program
	MIS 1403	Decision Support Systems	Required	MIS 1303	3	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 8	MIS 1404	Business Modeling and Simulation	Required	MIS 1301	3	Program
	MIS 1498	Project	Required	Complete 104 hours	3	Program
	MIS1495	Internship	Required	Complete 116 hours	3	Program
	CIT1471	Information Security	Required		3	Program
	MIS***	Elective- Program			3	Program
Program Elective Courses	MIS 1307	Human Resource Information Systems	Elective	MIS1201	3	Program
	MIS 1305	Strategic Information Systems	Elective	MIS1201	3	Program
	MIS 1306	Knowledge Management	Elective	MIS1201	3	Program
	MIS 1405	Special Topics in MIS	Elective	MIS1201	3	Program
	MIS1406	Social and Ethical Issues in Information Systems	Elective	MIS1201	3	Program
College Elective Courses	ACCT1302	Cost accounting	Elective	ACCT1201	3	College
	MGT1303	Human Resources Management	Elective	MGT1101	3	College
	MGT1201	Organizational Behavior	Elective	MGT1101	3	College
	FIN1203	Principles of investment	Elective	FIN1201	3	College
	MKT1305	Marketing Management	Elective	MKT1201	3	College
	MGT 1403	Entrepreneurship	Elective	MGT1101 FIN1101	3	College

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Institution Elective Courses	LAW1203	Commercial Law (Elective General Preparation - Natural & Social Science)	Elective		3	Institution
	ARAB1251	Academic writing (Elective General Preparation -Languages)	Elective		3	Institution
	CSC1251	Introduction to Applications of Intelligence Artificial (Elective General Preparation -Technical)	Elective		3	Institution
	THM1251	Digital Citizenship (Elective General Preparation-Culture and Humanities)	Elective		2	Institution
	EDUF1251	Introduction to Scientific Research (Elective General Preparation-Professional and Personal)	Elective		2	Institution

Brief Course Descriptions for the Study Plan of the Bachelor's Program in Management Information Systems A brief description of the core college requirements courses

Program	Management Information Systems
Course Name	Principles of Marketing
Code and Course Number	MKT1201
Number of section	3
level	3

Pre-Requirement	ON
Description	This course illustrates main concepts of marketing and understanding of consumer need and wans to create customer value through provided products, analyzing marketing environment and methods of market segmentation whether consumer markers or business markets. This course also focusses on preparing and presenting strategic marketing plans and targeting target market with integrated marketing mix which includes products development and management, appropriate price setting and its methods, market channels and distributions and setting promotion mix plan to achieve value balance between firm's goals,consumer needs and wans and community values and features.
Essential Reference	Philip Kotler, Gary Armstrong, (2020), Principles of Marketing, Global Edition, (18th Edition), Pearson.
Assessment methods	First Mid Term. 20% Second Mid Term. 20% Assignments. 20% Final Exam. 40%

Program	**Management Information Systems**
Course Name	Principles of Financial Management
Code and Course Number	FIN1201
Number of section	3
level	3
Pre-Requirement	ACCT1101
Description	The course provides a comprehensive scientific background on financial management. Topics include conceptual framework of financial management, financial statement, financial ratio analysis, risk & return, the concept of time value of money, stock valuation models, and capital budgeting methods.
Essential Reference	Raymond Brooks, Financial Management, Global Edition, 4th edition, Oregon State University, Pearson, 2022
Assessment methods	Mid-term Exam. 30% Assignment. 15% group project. 15% Final Exam. 40%

Program	**Management Information Systems**
Course Name	Principles of Microeconomics
Code and Course Number	FIN1202
Number of section	3
level	3
Pre-Requirement	ON
Description	This course discusses the terminology, concepts, theory, methodology and limitations of microeconomic analysis. It provides students with a theoretical structure to analyze and understand economics as it relates to individuals and businesses and roles of the market price system in managing the use of society's resources and in rationing available supplies. In addition, it seeks to provide students a thorough understanding of the principles of economics that apply to the functions of individual decision makers, both consumers and producers, within the economic system. It places primary emphasis on the nature and functions of product markets and includes the study of factor markets and of the role of the government in promoting greater efficiency and equity in the economy.
Essential Reference	Principles of Microeconomics, Michael Parkin Emeritus of University of Western Ontario,14th edition (Published by Pearson) 2022
Assessment methods	Mid-term Exam. 30% Assignment. 15% group project. 15% Final Exam. 40%

Program	**Management Information Systems**
Course Name	Principles of Macroeconomics
Code and Course Number	FIN1205
Number of section	3
level	4
Pre-Requirement	FIN1202
Description	This course is an introductory course in macroeconomics. The course introduces and covers core macroeconomic concepts, such as national output and national income, unemployment, inflation, economic growth, fiscal and monetary policies, and international trade policy. Students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.
Essential Reference	Macroeconomics, Michael Parkin Emeritus of University of Western Ontario,14th edition (Published by Pearson) 2022
Assessment methods	Mid-term Exam. 30% Assignment. 15% group project. 15% Final Exam. 40%

Program	**Management Information Systems**
Course Name	Principles of Accounting (1)
Code and Course Number	ACCT1101
Number of section	3
level	2
Pre-Requirement	ON
Description	The course aims to introduce the student to the accepted accounting principles and assumptions and the international financial reporting standards applied in the Kingdom of Saudi Arabia. Inaddition, introducing the student to the accounting cycle in service companies and recording commodity inventory entries according to the periodic inventory system. The course also aims to introduce the student to the process of preparing financial statements, preparing all the settlement entries and closings at the end of the accounting period, and using the worksheet to complete the accounting cycle.
Essential Reference	Robert Kemp, Jeffrey Waybright. Financial Accounting, 5th edition, Pearson, 2021. Majbour Jaber Mahmoud Al-Nimri: "Basics of Accounting according to International Financial Reporting Standards", King Abdulaziz University, Saudi Arabia, third edition, 2019.
Assessment methods	Midterm 30% Homework and Assignments. 30% Final Exam. 40%

Program	**Management Information Systems**
Course Name	Principles of Accounting (2)
Code and Course Number	ACCT1201
Number of section	3
level	3
Pre-Requirement	ACCT1101
Description	The course aims to introduce the student to the accounting for merchandise operations in commercial companies according to both the periodic inventory system and the perpetual inventory system. In addition, introduces the student to the process of preparing the income statement and the statement of financial position for commercial companies. Also, introducing the student to the accounting for each of the cash accounts and receivables, measurement, evaluation, and assumptions of the cost flows of the commodity inventory and its impact on the financial statements. As well as introducing the student to the accounts of Property, Plant, and Equipment (PP&E), natural resources, and intangible assets. Finally, introduce the student to the auxiliary accounting records for sales, purchases, debtors, and creditors.
Essential Reference	Robert Kemp, Jeffrey Waybright. Financial Accounting, 5th edition, Pearson, 2021.

	Majbour Jaber Mahmoud Al-Nimri: "Basics of Accounting according to International Financial Reporting Standards", King Abdulaziz University, Saudi Arabia, third edition, 2019.
Assessment methods	Midterm 30% Homework and Assignments. 30% Final Exam. 40%

Program	**Management Information System**
Course Name	Principles of Management
Code and Course Number	MGT1101
Number of section	2
level	1
Pre-Requirement	ON
Description	This is an introductory course designed for Business Administration students as well as those from other disciplines. It provides students with an opportunity to familiarize themselves with the comprehensive framework of business administration principles, covering the foundations and elements of the management process across various types of organizations: planning, decision-making, organizing, coordination, leadership, motivation and incentives, administrative communication, and control. Additionally, it explains the integrated nature of these elements and the role of individuals in their success. The course also addresses the different organizational functions, such as Human Resources Management, Marketing Management, Production Management, and Financial Management
Essential Reference	*Al-Shammemri, Ahmed Abdulrahman et al., Principles of Business Administration: The Fundamentals, 2014.*
Assessment methods	- Midterm Exam 25% - Assignment 35% - Final Exam 40%

Program	**Management Information System**
Course Name	Management Information System
Code and Course Number	MIS 1101
Number of section	3
level	2
Pre-Requirement	ON
Description	The course of Management Information Systems (MIS) focuses on the development, utilization, and oversight of information systems. This course serves as a fundamental introduction, equipping business students with essential MIS principles crucial for thriving in the contemporary business

	environment. Furthermore, it investigates into information system applications, illustrating their profound influence on business models and managerial decision-making, fostering an engaging and interactive learning experience.
Essential Reference	Essentials of MIS, 15th edition (January 5, 2023) © 2024 Kenneth C. Laudon
Assessment methods	Midterm Exam 30% - Project 20% - Case Study 10% - Final Exam 40%

Program	**Management Information Systems**
Course Name	Principles of Programming 1
Code and Course Number	**CSC 1252**
Number of section	3
level	3
Pre-Requirement	ON
Description	The course aims to impart an understanding of the basic concepts of programming, with an emphasis on Java language exploring its syntax. The course will guide through the processes of creating, compiling, and executing programs, gaining expertise in programming, and debugging. Essential topics covered include data types, operators, control structures, loops, methods, and arrays, all aimed at practical skills necessary for building effective Java applications. The course is enriched with interactive examples and practical programming exercises, helping in the application of programming knowledge in real-life scenarios.
Essential Reference	Introduction to Java Programming and Data Structures, Comprehensive Version, 12e Y. Daniel Liang
Assessment methods	Midterm Exam 30% Lab Exam 10% Project 20 % Final Exam 40%

Program	**Management Information Systems**
Course Name	**Principles of Programming 2**
Code and Course Number	**CSC 1253**
Number of section	3
level	4
Pre-Requirement	CSC 1252

Description	This course offers a comprehensive introduction to object-oriented programming (OOP) principles, utilizing the Java programming language as the medium of instruction. It places a strong emphasis on key OOP concepts such as Encapsulation, Inheritance, Polymorphism, and Abstraction. Additionally, the course delves into the intricacies of Java methods and interfaces, providing students with a robust foundation in Java programming.
Essential Reference	Java How to Program, Early Objects, 11e Harvey Deitel & Paul J. Deite.
Assessment methods	Midterm Exam 30% Lab Exam 10% Project 20 % Final Exam 40%

Program	**Management Information Systems**
Course Name	**Database Systems**
Code and Course Number	**MIS 1201**
Number of section	3
level	4
Pre-Requirement	ON
Description	This course offers an in-depth exploration of database systems, blending theory with practical application. It starts with foundational concepts and principles of database systems, emphasizing their growing importance in internet-based applications. Students engage in hands-on learning, moving from conceptual modeling to implementing SQL and understanding database design methodologies. The curriculum is divided into three key sections: the first focuses on traditional relational databases and data redundancy elimination; the second introduces database models; the third section involves practical exercises for experimental learning with the use of Structured Query Language. This approach ensures students gain not only technical skills in database systems but also an understanding of their ethical use in a global digital environment.
Essential Reference	Fundamentals of Database Systems, 7e Ramez Elmasri & Shamkant B. Navathe
Assessment methods	Midterm Exam 30% Lab Exam 10% Project 20 % Final Exam 40%

Program	**Management Information Systems**
Course Name	**E-commerce**
Code and Course Number	**MIS 1202**
Number of section	3

level	6
Pre-Requirement	MIS 1101
Description	This course provides a comprehensive introduction to modern e-commerce and e-business concepts. Covering essential topics like e-commerce markets, business models, web technologies, security, legal issues, and search engines, students will gain a deep understanding of these foundational principles. Emphasis is placed on understanding how businesses operate online, utilizing web technologies, ensuring cybersecurity, and navigating legal frameworks. Students will explore the critical role of search engines in driving online visibility and engagement. Through interactive sessions and practical projects, the students will apply theoretical knowledge to simulated business scenarios, crafting business plans and developing e-commerce websites. This course equips students with the knowledge and skills needed to excel in the ever-evolving digital marketplace, providing a strong foundation for future careers in innovative online business strategies.
Essential Reference	E-Commerce 2023: Business, Technology, Society, 17th edition© 2024 by Kenneth C. Laudon
Assessment methods	1st Assignment. 5% Midterm Exam. 30% 2nd Assignment. 5% Project. 20 % Final Exam. 40%

Program	**Management Information Systems**
Course Name	Production and Operations Management
Code and Course Number	MGT 1304
Number of section	3
level	5
Pre-Requirement	ON
Description	The course addresses the conceptual framework, essential concepts, theories, and practices of major topics in the field of operations management. It covers main topics such as productivity, operations strategies, product design, linear programming models, and demand forecasting, as well as case studies related to operations management functions. Additionally, it includes topics related to formulating plans and strategies and applying essential operations knowledge and skills in various situations to enhance managerial skills and improve organizational performance.
Essential Reference	Jay Heizer, Barry Render, Chuck Munson. (2021). *Principles of Operations Management: Sustainability and Supply Chain Management*, Global Edition, 11th Edition.
Assessment methods	- Midterm Exam 30% - *Exercises*. 12% - *Lab exam*. 18% - Final Exam. 40%

Program	**Management Information Systems**
Course Name	**Principles of Computer Networks**

Code and Course Number	**CIT 1351**
Number of section	3
level	5
Pre-Requirement	None
Description	The course offers the essential principles of computer networks within organizations. It emphasizes the attributes of networks and prevalent network models, offering a comparative analysis of the OSI and TCP/IP frameworks. The course explores the respective layers of the OSI and Internet models in detail. Furthermore, it encompasses a study of different network media, topologies, devices, and security protocols. The curriculum extends to include Ethernet, wireless, and mobile networking, along with their management in organizations.
Essential Reference	Computer Networks, 6th edition © 2021 Andrew S. Tanenbaum
Assessment methods	Midterm Exam 30% - Lab Exam 10% - Project 20% Final Exam 40%

Program	**Management Information Systems**
Course Name	**System Analysis and Design - 1**
Code and Course Number	**MIS 1301**
Number of section	3
level	5
Pre-Requirement	MIS 1201
Description	This course aims to introduce students to the concept System Analysis Design. The course presents some methodological approaches to the development of properly designed and documented information systems. The structured approach will be covered and to let students learn how to work as a team for developing software systems The course tries to help future managers use and understand system analysis and design concepts and practices within organizations.
Essential Reference	Systems Analysis and Design, 11th edition© 2024 Kenneth E. Kendall Julie E Kendall
- Assessment methods	- 1st Assignment. 5% - Midterm Exam. 30% - 2nd Assignment. 5% - Case Study. 20% - Final Exam 40%

Program	**Management Information Systems**
Course Name	**Programming for Business**
Code and Course Number	**MIS 1302**
Number of section	3

level	5
Pre-Requirement	CSC 1253
Description	This course aims to use and apply programming language (Python, R, etc.) for business in order to support decision making process. The course introduces students to make informed decision based on data and modeling to solve various types of business problems. Finally, the course includes hands-on practical mini business problems in which students will have the chance to use, run, and modify simple programs on their own by carrying out performance evaluation, prediction and classification methods to make decisions and find business solutions.
Essential Reference	Y. Daniel Liang (2022) Introduction to Python Programming and Data Structures, Pearson, Global Edition, 1st edition
- Assessment methods	- 1st Assignment. 5% - Midterm Exam. 30% - 2nd Assignment. 5% - Case Study. 20% Final Exam 40%

Program	Management Information System
Course Name	Business Intelligence
Code and Course Number	MIS 1303
Number of section	3
level	6th level
Pre-Requirement	None
Description	This course provides an introduction to the concepts of business intelligence (BI) as components and functionality of information systems. It explores how business problems can be solved effectively by using operational data to create data warehouses, and then applying data mining tools and analytics to gain new insights into organizational operations. Detailed discussion of the analysis, design and implementation of systems for BI, including: the differences between types of reporting and analytics, enterprise data warehousing, data management systems, decision support systems, knowledge management systems, big data and data/text mining. Case studies are used to explore the use of application software, web tools, success and limitations of BI as well as technical and social issues.
Essential Reference	Business Intelligence, Analytics and Data Science: A Managerial Perspective (2018). By Ramesh Sharda, Dursum Delen, and Efraim Turban, 4th edition.
Assessment methods	Quizzes 5% Midterm Exam 30% Assignment 5% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	System Analysis and design-1
Code and Course Number	MIS 1304
Number of section	3
level	6th level
Pre-Requirement	MIS 1301
Description	The course aims to enhance the student's ability in systems design and analysis. Topics covered include revision of the systems development life cycle, the study methods and analysis of existing systems, development of standards business solutions, the design rationale for the action and data, evaluation and selection of systems, the development of internal systems and prefabricated systems, systems implementation, and cases of the implementation of systems. Moreover, this course aims to cook the concepts of System Analysis and design-1, programming, and web language and will enable learners to practically implement them.
Essential Reference	Systems Analysis and Design, 11th edition© 2024 Kenneth E. Kendall Julie E Kendall
Assessment methods	Quizzes 5% Midterm Exam 30% Project-Based Assignments 5% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	Web Design
Code and Course Number	CIT 1251
Number of section	3
level	6th level
Pre-Requirement	None
Description	In this course, students will gain a foundational knowledge of website creation and, thus, will be comfortable creating, coding and posting basic HTML and CSS files to the Internet. Equipped with a historical understanding of the web's evolution and key industry-standard design guidelines to ensure strong online presentation, students will have a foundational knowledge of website creation and apply it to the planning, design and development of their own web page over the course of the semester. Critical thinking will be encouraged through the class interactions, projects, and online postings.
Essential Reference	Basics of Web Design: HTML5 & CSS, 6th edition by Terry Ann Felke-Morris
Assessment methods	Quizzes 5% Midterm Exam 30% Assignment 5% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	Strategic Management
Code and Course Number	MGT 1308
Number of section	3
level	6
Pre-Requirement	MGT1101
Description	This course examines the theoretical and conceptual framework of strategic management. It illustrates the processes involved in strategy formulation and implementation. The unit topics also cover the international business environment and include environmental scanning. Additionally, it explains the techniques and processes of performance management and strategic control.
Essential Reference	Hitt, M. A., Ireland, R. D., & Hoskisson, R. E. (2020). *Strategic Management: Concepts and Cases – Competitiveness and Globalization*, 13th Edition. Cengage Learning.
Assessment methods	- Midterm Exam 30% - *Exercises*. 12% - *Lab exam*. 18% - Final Exam. 40%

Program	Management Information System
Course Name	Decision Support Systems
Code and Course Number	MIS 1403
Number of section	3
level	7th level
Pre-Requirement	MIS1303
Description	This course aims to cover concepts of Decision Support Systems (DSS), emphasizing the integration of Artificial Intelligence (AI) and Business Intelligence (BI). It guides students through the theoretical underpinnings and practical applications of DSS and BI in professional settings. Students will learn about the impact of machine learning on decision-making, organizational strategy, and the functionalities of DSS. The course also delves into current trends in AI, machine learning, big data, robotics, IoT, deep learning, and cognitive computing. Structured in two stages, it moves from theory to practical case studies, encouraging independent learning and ethical decision-making. Case studies include AI in Business, Machine Learning for Predictive Analytics, Robotics in Industry and Consumer sectors, and IoT for Intelligent Applications, with a focus on legal, ethical and privacy.
Essential Reference	Analytics, Data Science, & Artificial Intelligence: Systems for Decision Support, 11th Edition, by Ramesh Sharda , Dursun Delen, Efraim Turban.
Assessment methods	Midterm Exam 30% Assignment 10% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	IT Project Management
Code and Course Number	MIS 1401
Number of section	3
level	7th level
Pre-Requirement	MIS 1303
Description	This course offers students an overview of information technology project management, emphasizing project initiation and control. It includes a discussion on various types of projects, the project life cycle, and the complexities involved in defining and monitoring project resources, costs, scope, and schedule. This will be explored through tools such as work breakdown structures, the precedence diagramming method, and earned value analysis, among others. Additionally, the course will introduce popular project management software.
Essential Reference	Information technology project management: Providing measurable organizational value by Marchewka, J.T., 2016.
Assessment methods	Midterm Exam 30% Assignment 10% Exams 40% Project 20%

Program	Management Information System
Course Name	Resource Planning systems
Code and Course Number	MIS 1402
Number of section	3
level	7th level
Pre-Requirement	MIS 1101
Description	The course offers an exploration of Enterprise Resource Planning (ERP) systems, covering their development, historical evolution, and evaluation. It delves into Business Processes Re-engineering, Change Management, and workflow optimization, and investigates ERP integration in key business areas like HR, Accounting, Sales, and Production. Emphasis is placed on data centralization, compliance, and accessibility. Students will analyze ERP implementation challenges, contrasting traditional and modern approaches, and examining management control in various departments. The course also covers project management aspects in ERP, including types, scales, risk analysis, and alternatives, equipping students with critical thinking and problem-solving skills for effective ERP project management.
Essential Reference	Sumner, M., 2014. Enterprise resource planning. Pearson Education.
Assessment methods	Lab Exam 10% Midterm Exam 30% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	Business Modeling and Simulation
Code and Course Number	MIS 1404
Number of section	3
level	11th level
Pre-Requirement	MIS 1301
Description	With the increment of available data in the recent years, many companies are utilising different methods to derive value from these data. This course will enable the students to learn the principles of business modelling and simulation. Throughout this course, the students will learn to utilize various modelling, analysis, and simulation techniques to solve different business problems.
Essential Reference	Introduction to Management Science, 13th Edition. Bernard W. Taylor, III, Virginia Politechnic Institute and State University. ©2019 Pearson
Assessment methods	Lab Exam 10% Midterm Exam 30% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	Information Security
Code and Course Number	CIT 1451
Number of section	3
level	8th level
Pre-Requirement	ON
Description	The course aims to provide a foundational understanding of information security, blending theoretical knowledge with practical applications. It navigates through the principles of cryptography, strategies for safeguarding databases and cloud environments, and the complexities of user authentication and access control. It covers the evolving landscape of cyber threats, including diverse forms of malicious software and advanced cybercrime techniques. Emphasizing real-world defense mechanisms, the course covers intrusion detection and prevention systems, along with the essentials of IT security management. This course is designed to equip learners with the basic knowledge about security concepts, threats, countermeasures, intrusion detection and detection needed to address the security challenges in today's digital security domain.
Essential Reference	Computer Security Principles and Practice, 5th edition© 2024 William Stallings Lawrie Brown
Assessment methods	Assignment 10% Midterm Exam 30% Exams 40% Project 20%

Program	Management Information System
Course Name	Project
Code and Course Number	MIS 1498
Number of section	3
level	7
Pre-Requirement	Completes 104 credit hours
Description	This course is designed to provide students with hands-on experience designing real-world information systems. Real-world difficulties encountered during the construction of real-world information systems should be introduced to the students. Students should also be taught how to work in groups. The goal of the graduation project is to allow students to apply their information systems expertise from core courses to a project including information system analysis and design. A faculty advisor will offer a project proposal to the student, who will provide direction and evaluate the project work. Students will be divided into groups in this course. Each group should have no more than two or three students. Each group will create a real-world information system, with members identifying a problem domain, defining a problem, identifying, and specifying requirements in detail, analyzing and documenting the current system, and designing a specific system in detail, including the definitions of all required system models and diagrams, such as the data model and functional model.
Essential Reference	Since this project course is completely individualized, the specifics of the required material are selected in consultation with the supervisor.
Assessment methods	Final Thesis 80% Presentation of the final project 20%

Program	Management Information System
Course Name	**Internship**
Code and Course Number	MIS: 1495
Number of section	3
level	8
Pre-Requirement	Student must complete 116 Hours
Description	
Essential Reference	
Assessment methods	

Brief Description of Elective Course Requirements (Optional Courses Within the Specialization)

Program	Management Information System
Course Name	Strategic Information Systems
Code and Course Number	MIS 1305
Number of section	3
level	6 OR 8

Pre-Requirement	MIS 1101
Description	The Strategic Information System (SIS) Course is designed to provide students with an in-depth understanding of the strategic application of information systems in organizational and business contexts. It covers key principles, theories, models, and frameworks related to SIS, aiming to foster new thoughts and ideas. The course content includes various topics like information systems strategy, organizational strategy, management control systems, digital systems design, business transformation, and architecture and infrastructure. It emphasizes both theoretical knowledge and practical application, encouraging students to apply what they learn to real-world case studies. This approach helps in developing critical analysis and problem-solving skills. Additionally, the course focuses on building autonomous learners capable of independent assessment and decision-making, while also instilling ethical standards in line with global practices.
Essential Reference	Peppard, J. and Ward, J., 2016. The strategic management of information systems: Building a digital strategy. John Wiley & Sons.
Assessment methods	Assignment 10% Midterm Exam 30% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	Knowledge Management
Code and Course Number	MIS 1306
Number of section	3
level	6 OR 8
Pre-Requirement	MIS 1101
Description	This course aims to familiarize students with Knowledge Management (KM) concepts, procedures, and technologies, preparing future managers to effectively utilize and comprehend KM within organizational contexts. It establishes a robust foundational understanding of KM procedures and technologies, supported by in-depth case studies. Furthermore, it introduces students to the fundamental functions undertaken by KM processes and technologies integrated within organizational systems. Additionally, the course incorporates academic scenarios and utilizes case studies, providing students with opportunities to apply their knowledge and gain practical insights into utilizing KM applications and tools within both private and public organizations.
Essential Reference	KimizDalkir and Marco Beaulieu (2023), Knowledge Management in Theory and Practice. The MIT Press
Assessment methods	Assignment 10% Midterm Exam 30% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	: Human Resource Information Systems
Code and Course Number	MIS 1307
Number of section	3
level	6 OR 8
Pre-Requirement	MIS 1101
Description	The course examines the strategic role of technology in the operational and strategic management of businesses. HR IS concepts will be linked to HR activities such as performance management, compensation and benefits, employee communications and support, recruiting, labor relations, training and talent management, and human resource planning, as well as enterprise computing needs. The processes of need analysis, selection, evaluation, and implementation utilized to identify a suitable solution will be explored as well.
Essential Reference	Kavanagh, Michael J., and Richard D. Johnson, eds. Human resource information systems: Basics, applications, and future directions. Sage Publications, 2022.
Assessment methods	Assignment 10% Midterm Exam 30% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	Special Topics in MIS
Code and Course Number	MIS 1405
Number of section	3
level	6 OR 8
Pre-Requirement	MIS 1101
Description	A variable content course in which students pursue topics or subjects of current interest in the field of Management Information Systems that are not part of the regular curriculum. The specific topic is announced when the course is offered. The department council should approve the selected topics of this course. Such possible topics include big data, cloud computing, metaverse, analytics, mobile applications, user interfaces, virtual reality, and augmented reality.
Essential Reference	
Assessment methods	Assignment 10% Midterm Exam 30% Exams 40% Project (Report/ Presentation) 20%

Program	Management Information System
Course Name	Social and ethical issues in information systems
Code and Course Number	MIS 1406
Number of section	3
level	6 OR 8
Pre-Requirement	MIS 1101
Description	The course aims to introduce the basic principles and the different concepts of computer ethical and social issues. Computer ethics essentially protect individuals online from predation: they prevent the breach of privacy, identity theft, interference with work, and unlawful use of proprietary software, among other events.
Essential Reference	Ethics for the Information Age, 9th edition© 2025 Michael J. Quinn
Assessment methods	Assignment 10% Midterm Exam 30% Exams 40% Project (Report/ Presentation) 20%

Evaluation Matrix for Assessing the Quality of the Bachelor's Program in Management Information Systems

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Program Leadership	Students - Faculty	Surveys	End of academic year
Effectiveness of teaching	Students	Surveys	End of semester
	Faculty	Surveys, Course reports	End of semester
Effectiveness of assessment	Students	Surveys	End of semester
	Faculty	Course reports	End of semester
	Independent reviewers	Independents reviewers report	During academic year
Learning resources	Students - Faculty	Surveys	End of semester
	Independent reviewers	Independents reviewers report	Beginning of academic year
Extent of achieving learning outcomes for the course	Faculty	Outcomes learning Measurement Report	End of semester
Services	Students - Faculty	Surveys	End of academic year

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Learning strategies	Independent reviewers	Independents reviewers report	Beginning semester
Evaluation of the effectiveness of field experience	Graduate students	Survey	End of semester
Evaluation of the performance of faculty members	Program leaders	Evaluation form	End of the academic year
Evaluation of the academic advise	Students	Surveys	End of semester
Evaluation of the equipment	Students	Surveys	End of semester
	Faculty	Surveys, Course reports	End of academic year

General Admission Requirements for the Bachelor's Program in Management Information Systems for the Academic Year 1445 AH

Educational Qualification

- Applicants must have successfully completed their secondary education and hold a recognized **secondary school certificate** or an equivalent qualification.
- This qualification can be earned either **within the Kingdom of Saudi Arabia** or from **recognized institutions abroad.**

2. Certificate Equivalency

- Secondary school certificates earned **outside the Kingdom** must be validated through the **Equivalence Committee of the Ministry of Education.**
- This ensures that international qualifications align with the educational standards of the Kingdom.

3. Mode of Study

- The applicant must have completed their secondary education through a **regular (full-time)** study program.
- Part-time or distance-learning secondary school qualifications are **not accepted.**

4. Time Limit for Certificate Validity

- The secondary school certificate must have been issued within the last **five years** to ensure the applicant's recent engagement in academic activities.
  - Specifically, certificates issued in **1439 A.H. – 1440 A.H. or later** are eligible.

5. Age Limit

- Applicants must not be older than **25 years** at the time of application.
  - This means the applicant must have been born in **1998 or later.**

6. Academic Outcomes Test

- A minimum score of **50%** in the academic outcomes test is required to qualify for admission.
- The test assesses the applicant's overall academic readiness and subject-specific knowledge.
- Only scores that are **valid and available** at the time of application will be considered.

7. General Aptitude Test

- A minimum score of **50%** in the General Aptitude Test (commonly known as **Qiyas**) is mandatory.
- The test evaluates the applicant's problem-solving abilities, logical reasoning, and analytical skills.
- Only the most **recent scores** submitted by the applicant will be accepted.

8. Validity of Test Scores

- Both the General Aptitude Test and academic outcomes test scores must be valid for up to **five years.**
- Scores older than five years will not be accepted for admission purposes.

9. Previous Academic Record

- Applicants must not have been enrolled in any program at University of Tabuk for the past **four academic semesters.**
- This ensures that students who were previously dismissed or inactive for an extended period must reapply through the formal admission process.

10. Disciplinary Record

- Applicants must not have faced **academic or disciplinary dismissal** from University of Tabuk or any other university.
- This requirement ensures adherence to academic integrity and university regulations.

11. Duplicate Admissions

- Applicants must not be currently **accepted or registered** for the same degree program at University of Tabuk or another institution.
- This prevents conflicts or redundancy in academic registration.

12. Accuracy of Information

- All submitted information must be **accurate and verifiable.**
- Any false or misleading information, if discovered, will result in **immediate nullification** of the admission process.

13. Follow-Up Responsibility

- Applicants are expected to actively follow **admission updates** and procedures on the university's:
    - Official website
    - Social media channels
- Failure to stay updated may result in missed deadlines or incomplete submissions.

Additional Recommendations

- Applicants are encouraged to prepare their **application materials early** and ensure they meet all documentation and test score requirements.
- Familiarity with University of Tabuk **MIS program curriculum** and objectives will provide clarity on how the program aligns with their career aspirations.

Mechanism for calculating the weighted percentage for the academic year 1445 AH:

Male students	Components of the weighted ratio calculation		
	High school	General Aptitude Test	Academic Achievement Test
	30%	30%	40%
Female Students	Components of the weighted ratio calculation		
	High school	General Aptitude Test	Academic Achievement Test
	30%	30%	40%
The weighted ratio can be calculated Through the website of the Deanship of Admission and Registration of the University of Tabuk https://www.ut.edu.sa/ar/Deanship/dar/Pages/default.aspx			

Admission criteria for the Bachelor's Program in Management Information for the academic year 1445 AH:

Faculty of Business Administration				
Specialization: Management Information Systems				
Venue of delivering the program		Type of high school diploma	Acceptance Criterion	Program Duration
Main Campus University of Tabuk	Male students	scientific	Weighted Percentage	(4) academic years
	Female Students	scientific	Weighted Percentage	(4) academic years

For more details can refer to:
(1) Admission Guide at the University of Tabuk for the academic year 1445 AH.
:Link
https://drive.google.com/file/d/1B_zkfevaGwmWZ2_l8rPKSa1Gu4u5kv2g/view?usp=drive_link

(2) Academic Student Guide (My Career) (Shaaban Edition 1444 AH corresponding to March 2023 AD).
:Link
https://drive.google.com/file/d/1ZyNAGoNshZfzgFHErnlC7hfBxVQLDi0d/view?usp=drive_link

Orientation and Preparation Programs for New Students in the Bachelor's Program in Management Information Systems

Orientation Program for New Students
An orientation program for new students is conducted during the first week of enrollment in the program. This program includes the following activities:
- **Introductory Meeting:** A session with new students to introduce the program's mission, objectives, and study plans at various levels. The meeting also provides an overview of student services, academic regulations related to study and examinations at the undergraduate level, the university's executive rules, and other essential information relevant to students.
- **Distribution of Orientation Materials:** New students receive a welcome kit containing the program's introductory guide, the student handbook, the University of Tabuk's student charter, and other brochures and booklets outlining key regulations and guidelines related to the program.
- **Faculty Introduction:** A dedicated session where new students meet the faculty members of the program, fostering engagement and interaction.
- **Campus and Facility Tour:** Guided visits to the program's facilities and equipment, allowing students to familiarize themselves with the learning environment and available resources.

This program ensures that students gain a comprehensive understanding of the academic structure, university policies, and available support services, helping them transition smoothly into their studies.

Counseling Services for Students in the Bachelor's Program in Management Information Systems

The college has an **Academic Advising Unit**, and within the program, an **Academic Affairs and Student Advising Committee** oversees counseling services. These services are provided as follows:

- **Academic Advising:** Each student is assigned an academic advisor who assists them in understanding program requirements, navigating the registration process, and providing guidance on their academic progress.
- **Student Meetings:** Academic advisors conduct group meetings with students and hold one-on-one sessions for those experiencing academic difficulties.
- **Office Hours:** Course instructors are available for **10 hours per week** during designated office hours, which are publicly announced on the program's bulletin board. These hours

provide students with the opportunity to seek clarification, ask questions, and receive necessary academic support.

- **Faculty Contact Information:** The contact details of each faculty member are published on their personal webpage at the **University of Tabuk** and on their **academic advising page in the Blackboard system**, ensuring students can easily reach out for assistance.
- **Career Preparation:** Training courses are organized for students who are expected to graduate, equipping them with the necessary skills to transition into the labor market successfully.
- **Orientation for New Students:** Introductory meetings are held to familiarize new students with program regulations, guidelines, and expectations.
- **Administrative Support:** The **Head of the Department** and the **Department Supervisor** are committed to addressing students' individual inquiries and providing them with necessary academic and administrative support.
- **Extracurricular Activities:** Students interested in participating in extracurricular activities receive guidance and support from faculty members to ensure a balanced and enriching university experience.

This structured approach to academic advising and student support ensures that students receive comprehensive guidance throughout their academic journey, promoting both academic success and personal development.

Special Support for Students in the Bachelor's Program in Management Information Systems

The program is committed to providing comprehensive support to students, ensuring their academic success and personal development. The following initiatives are implemented to assist students facing academic challenges, students with disabilities, and gifted students:

1. Support for Academically Struggling Students

To enhance the academic performance of struggling students, the program implements various educational strategies, including:

- **Peer Learning Strategy:** Encouraging collaboration between high-achieving and struggling students to facilitate knowledge sharing.
- **Cooperative Learning and Teamwork Strategy:** Promoting group learning to enhance students' understanding and retention of course material.
- **Discussion Strategy:** Engaging students in interactive discussions to reinforce key concepts and critical thinking skills.

2. Support for Students with Disabilities

The program is committed to accommodating students with disabilities by:

- Providing suitable lecture and examination conditions based on individual assessments.
- Allocating priority seating in ground-floor classrooms to ensure ease of access and safety.
- Offering designated parking spaces near college entrances to facilitate movement.
- Encouraging participation in program activities and considering their suggestions to create an inclusive academic environment.
- Motivating students to develop their talents through participation in extracurricular activities.

The **Advising Unit** collaborates with students, faculty, and staff to create a supportive university environment that meets the needs of students with disabilities while fostering independence and academic excellence.

3. Mechanism for Supporting Struggling Students

The program follows a structured process to assist students who are struggling academically:

A. Identifying Underperforming Students at the Beginning of the Semester

- Reviewing the results of the previous semester to identify students at risk.
- Sending a list of underperforming students to the **Academic Advising Committee**, provided by the **Vice Dean**.
- Assigning academic advisors to meet with struggling students and discuss their academic challenges.
- Holding periodic meetings to assess students' difficulties and provide tailored solutions.
- Preparing reports on the causes of underperformance and strategies for improvement.
- Submitting academic advising reports to the **College Vice-Deanship**.

B. Identifying Students Who Underperform During the Semester

- Monitoring students' academic performance, attendance, and participation in lectures.
- Sending a list of struggling students to the **Academic Advising Committee**, provided by the **Vice Dean**.
- Scheduling one-on-one sessions between students and academic advisors.
- Conducting periodic meetings to understand the reasons behind academic struggles and absenteeism.
- Preparing reports outlining causes of absenteeism and strategies for improvement.
- Submitting academic advising reports to the **College Vice-Deanship**.

4. Support for Gifted and Talented Students

The university actively supports high-achieving students through the **Creativity and Talent Unit**, which aims to identify and nurture exceptional abilities. Initiatives include:

- Organizing extracurricular activities to attract and engage talented students.
- Providing enrichment programs through the **Deanship of Student Affairs** and the department to further develop their skills and potential.

This comprehensive approach ensures that all students, regardless of their academic standing or abilities, receive the support they need to succeed and excel in their educational journey.

Learning Resources in the Bachelor's Program in Management Information Systems

The program ensures that students have access to comprehensive learning resources to support their academic development. The following measures are implemented to enhance the availability and accessibility of educational materials:

- **Course Materials Selection:** The **course coordinator**, in collaboration with faculty members, identifies essential course references and materials.

- **Library Coordination:** The **program coordinator** works with the **university library** to ensure that the required books and academic resources are available for students.
- **Faculty Websites Integration:** Faculty members integrate their **personal websites** with course plans, providing students with additional learning materials.
- **E-Learning Resources:** Faculty members upload their lectures and instructional materials to the university's **e-learning platform** (e.g., Blackboard system) to facilitate remote learning and accessibility.
- **Regular Curriculum Updates:** Course materials and textbooks are periodically reviewed and updated to align with industry trends and labor market developments.
- **Electronic Library Access:** The university provides students with access to an **electronic library**, which can be reached through the student's portal on the university's digital system.
- **Digital Library Training:** The **Deanship of Library Affairs** organizes training courses to familiarize students with the **university's digital library** and its resources.
- **E-Learning Support:** The **Deanship of E-Learning and Distance Education** offers training courses and user guides to help students effectively utilize e-learning resources.

These initiatives ensure that students have access to up-to-date and high-quality learning materials, fostering an enriching academic experience.

Facilities and Equipment Available for the Bachelor's Program in Management Information Systems

The program is supported by well-equipped facilities and resources to enhance the academic experience and ensure a conducive learning environment. The available facilities include:

- **Fully Equipped Classrooms:** Modern classrooms furnished with necessary educational tools to support interactive learning.
- **Central Library:** A comprehensive library providing access to academic resources, books, and digital materials.
- **Faculty and Administrative Offices:** Dedicated office spaces for faculty members and administrative staff to facilitate academic and student support.
- **Seating Areas:** Designated areas for students to study, collaborate, and relax.
- **Logistical Facilities:** Access to essential amenities, including places of worship and recreational spaces.
- **Medical Facilities:** On-campus medical services to ensure student well-being.
- **Food and Beverage Outlets:** A designated venue for purchasing meals and refreshments.
- **Accessible Parking:** Reserved parking spaces for individuals with special needs, ensuring easy access to campus facilities.

These facilities contribute to a well-rounded educational environment that supports both academic and extracurricular activities.

Electronic Student Services

All student services are managed through the university's official website, providing students with seamless access to various academic and administrative resources. These services include:

- Course Registration and Enrollment

- Access to the Academic Calendar and Timetables
- Viewing Grades and Academic Records
- Electronic Library and Digital Resources
- Online Learning Platform (e.g., Blackboard System)
- Student Advising and Counseling Services
- Financial Services, including Tuition Payments and Scholarships
- Submission of Requests for Official Documents (e.g., Transcripts, Enrollment Certificates)
- Communication with Faculty and Administrative Staff
- Application for Extracurricular Activities and University Events

My Services Application

"My Services" is a smart device application designed to provide students with convenient access to various services offered by the **Deanship of Student Affairs** at the **University of Tabuk**. The application includes features such as:

- **Transportation Services** – Facilitating student mobility within and around the university.
- **Buffet and Dining Services** – Providing information on food outlets and meal options available on campus.
- **University News** – Keeping students updated with the latest announcements and events.
- **Student Clubs and Activities** – Offering access to extracurricular programs, student organizations, and club registrations.

This application enhances student convenience by centralizing essential services in a single, user-friendly platform.
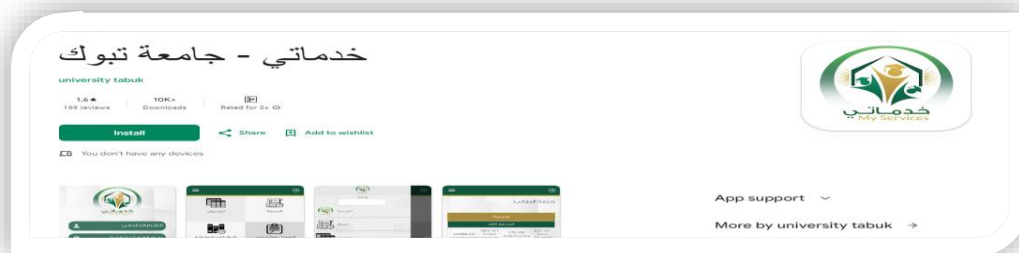
SECTION III

UNDERGRADUATE LEVEL FOR STUDENTS AT THE UNIVERSITY OF TABUK

Study and Examinations:
 (1) Definitions:

Academic year	Two main semesters and a summer semester, if any.
Semester	A period of time of not less than fifteen weeks during which the courses are studied, and does not include registration periods and final exams.
Summer Semester	A period of time not exceeding eight weeks, not including registration periods and final exams, during which the period allocated to each course is doubled.
Study Level	It is the indication of the academic stage, and the number of levels necessary for graduation is eight levels or more, according to the approved study plans.
Course	A course that follows a specific level within the study plan approved in each specialization (program), and each course has a number, symbol, name and detailed description of its components that distinguishes it in terms of content and level from other courses, and a special file kept by the department for the purpose of follow-up, evaluation and development, and some courses may have a previous or concurrent requirement or requirements.
Unit of study	A weekly theoretical lecture of not less than fifty minutes, a clinical session of not less than fifty minutes, or a practical or field session of not less than one hundred minutes.
Academic Warning	Notice given to the student due to his/her GPA falling below the minimum indicated in the study and tests regulations.
Semester Coursework	The grade awarded for work that shows the student's achievement during a semester of semester tests, research, and educational activities related to the course.
Final Exam	A course test held once at the end of the semester.
Final Exam Score	The grade the student receives in the final exam.
Final Grade	The total grades of the semester work plus the final exam score for each course, and the grade is calculated out of one hundred.
Grade	A description of the percentage or alphabetical code of the final grade obtained by the student in any course.
Incomplete grade	A grade that is temporarily assigned to each course that the student is unable to complete its requirements on time, and is symbolized by the letter (IC).
In-Progress grade	A grade assigned temporarily for each course whose nature of study requires more than one semester to complete, and is symbolized by the symbol or (IP).
Semester average	The result of dividing the total points obtained by the student by the total units prescribed for all the courses studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course studied by the student.
GPA	The result of dividing the total points obtained by the student in all the courses he/she studied since joining the university by the total prescribed units.
Overall Rating	Describe the student's level of educational achievement during the period of his/her study.
The bare minimum of academic load	The minimum number of credits that the student must register in proportion to his/her cumulative GPA as determined by the University Council.

(2) Study system and study levels:

- Undergraduate study consists of eight levels.
- The student moves from the level in which he is studying to the next level if he successfully passes all courses at that level.
- The minimum academic load for the student is (12) units of study, or what remains on his graduation if it is less than the burden, and with the approval of the Dean of Admission and Registration at the university, the student may register (24) units of study as a maximum if he is expected to graduate by registering these units, and if the minimum teaching load cannot be registered, the units of study that were available are sufficient.
- The student's GPA determines the maximum number of credits.
- Student registration can be done automatically before the beginning of the semester, and students are enabled to delete and add according to the controls set by the Deanship of Admission and Registration Affairs at the university.

(3) Attendance and Withdrawal from Study:

- The regular student must attend lectures and practical lessons, and he is deprived of entering the final exam in them if his attendance rate is less than the percentage determined by the University Council, provided that it is not less than (75%) of the lectures and practical lessons specified for each course during the semester, and the student who was deprived of entering the test due to absence is considered a failure in the course, and a disadvantaged grade is assigned to him or (DN).
- The College Council (to which the student belongs) or whoever he authorizes - as an exception - may lift the deprivation and allow the student to enter the test, provided that the student submits an excuse acceptable to the Council, and the University Council determines the attendance rate, provided that it is not less than (60%) of the lectures and practical lessons specified for the course.
- A student may apologize for continuing to study a semester without being considered a failure if he submits an acceptable excuse to the dean of the college to which the student belongs, at least three weeks before the start of the final exams.
- Students of colleges that apply the academic year system may apologize at least five weeks before the beginning of the final exams, and for short courses, they may apologize before the beginning of the exams equivalent to one third of the duration of the course, and the Rector - in cases of extreme necessity - may make an exception to these periods, and the student is assigned a grade of (W) and this semester is calculated from the period necessary to complete the graduation requirements.
- The apology semesters should not exceed two consecutive semesters or three non-consecutive semesters, as for students of colleges that apply the academic year system, it is not permissible to apologize for two consecutive years, and the years of apology must not exceed two non-consecutive academic years throughout the student's stay at the university and then his enrollment is folded after that.
- A student may withdraw from one or more courses under the following conditions:
- Approval of the Dean of the College.
- To apply for withdrawal from the course before the end of the semester apology date.
- It is assigned to the student (p) or (w) for the course for which he apologized.

(4) Postponement and dropping out of school:

- The student may apply for a postponement of study before the end of the first week of the start of the study for an excuse accepted by the dean of the college to which the student belongs or his authorized representative, provided that the period of postponement does not exceed two consecutive semesters or three non-consecutive semesters, as for students of colleges that apply the academic year system, it is not permissible to postpone for two consecutive years, and the postponement period may not exceed a maximum of two non-consecutive years throughout his stay at the university and then his registration is folded after that, and the University Council may If necessary, an exception is made to this.

- The student submits a request to postpone the study within the period specified in the academic calendar approved by the University Council.
- If the regular student interrupts the study for a period of (4) weeks from the beginning of the semester without requesting a postponement, his registration from the university is terminated, and for the affiliated student, his registration is terminated if he is absent from the final exams for that semester without an acceptable excuse.
- A student is not considered to have dropped out of study if he is a visitor to another university.

(5) Re-Enrollment:

A student whose registration is terminated can apply to his college to re-register him with his number and record before the interruption according to the following controls:

- To apply for re-enrollment within four semesters or two academic years for colleges that apply the academic year system from the date of dismissal.
- The student's college council must approve the student's re-enrollment.
- If the student's enrollment has been terminated for four semesters or more or two academic years for colleges that apply the academic year system, he can apply to the university as a new student without referring to his previous academic record, provided that he meets all the admission conditions announced at the time, and the university president may make an exception from that.
- The student may not be re-enrolled more than once, and the Rector may, if necessary, make an exception from that.
- It is not permissible to re-enroll a student whose registration has been terminated if he is academically dismissed.
- The student graduates after successfully completing the graduation requirements according to the study plan, provided that his cumulative average is not less than (2) out of (5), and the College Council - or whoever it authorizes - based on the recommendation of the competent department council may determine suitable courses that the student studies to raise his cumulative average, in the event that he passes the courses and fails the cumulative average.
- A student is not considered a graduate unless the approval of the University Council to grant him the academic degree.

(6) Dismissal from the University:

The student shall be dismissed in the following cases:

- If the student receives three consecutive warnings at most because his cumulative GPA is less than the minimum (2), the College Council may give a fourth chance to those who can raise his cumulative average by studying the available courses according to the following conditions:
- The reason for the underperformance must be acceptable to the College Council.
- There should be an improvement in the student's performance in the last two semesters, and this is measured by dividing the total points of the two semesters by the number of units registered in them is not less than (2) out of (5), and it is not included in that summer semester.
- If the student does not complete the graduation requirements within a maximum period of half the period prescribed for his graduation in addition to the duration of the program, the College Council may give an exceptional opportunity to the student to complete the graduation requirements with a maximum period not exceeding twice the original period specified.

(7) Conditions for graduation from the university:

1- There should be an improvement in the student's performance in the last two semesters, and this is measured by the fact that the outcome of the points of the two semesters on the number of units registered in them is not less than (2) of dividing the total (5), and it is not included in that summer semester.

2- The College Council may give students dismissed due to exhaustion of twice the duration of the program an opportunity not exceeding two semesters at most according to the following conditions:

▪ The reason for the underperformance must be acceptable to the College Council.
▪ The student must have completed courses that can be passed in a period not exceeding two semesters.
▪ That there is an improvement in the student's performance in the last two semesters, and this is measured by dividing the total points of the two semesters by the number of units registered in them is not less than (2) out of (5), and it is not included in that summer semester, and the university president may make an exception from that, provided that the colleges list all cases and present them to their councils and inform the Deanship of Admission and Registration at the university of the decision at least a week before the start of the study.

3- The Academic Affairs Committee may, based on the recommendation of the Dean of the College, give students dismissed due to warnings an opportunity not exceeding two semesters at most.

(8) Final Exams:
1- The grades obtained by the student in each course are calculated as follows:

Marks out of 100	Grade	Grade code	Weight Rating From(5)
95 – 100	Excellent - high	A+	5.00
90 to less than 95	Excellent	A	4,75
85 to less than 90	Very good - high	B+	4,50
80 to less than 85	Very good	in	4,00
75 to less than 80	Good - High	C+	3,50
70 to less than 75	Good	C	3,00
65 to less than 70	Acceptable - High	D+	2,50
60 to less than 65	Acceptable	D	2,00
Less than 60	Failure	H	1.00

1- The general grade of the cumulative average upon graduation of the student based on his cumulative average is as follows:
▪ **(Excellent):** If the GPA is not less than 4.50.
▪ **(Very good):** If the GPA is from 3.75 to less than 4.50.
▪ **(Good):** If the GPA is from 2.75 to less than 3.75.
▪ **(Acceptable):** If the GPA is from 2.00 to less than 2.75.
2- The first honors degree is awarded to the student who has a cumulative average from (4.75) to (5.00) out of (5.00) upon graduation, and the second honors degree is granted to the student who has a cumulative average from (4.25) to less than (4.75) out of (5.00) upon graduation. To obtain the first or second honors degree, the following controls are required:
▪ The student should not have failed any course studied at the university or at another university.
▪ The student must have completed the graduation requirements in a maximum period of the average period between the minimum and maximum stay in his college.
▪ The student must have studied at the University of Tabuk at least (60%) of the graduation requirements.
▪ The student should not have been subjected to any disciplinary decision.

- Apology semesters are counted within the study period, while postponement semesters are not counted within the study period.

(9) Transfer:

With the approval of the Dean of the College to which the student wishes to transfer, his transfer from outside the university may be accepted according to the following controls :

1- The student must have studied at a recognized college or university and has a record (cumulative average) for at least two semesters.

2- Not to be dismissed from the university from which he is transferred for disciplinary reasons.

3- To meet the conditions of transfer determined by the College Council .

4- The number of prescribed units that the transfer student is required to study at the University of Tabuk must not be less than (60%) of the number of prescribed units required to obtain a bachelor's degree from the university.

(10) Visiting Student :

The visiting student is the one who studies some courses in another university or in a branch of the university to which he belongs without transferring him and the courses he studied are equivalent to him according to the following controls :

* For a student of the University of Tabuk and wishes to study as a visitor at another university:

1- The student's college must be obtained prior approval to allow him to study as a visiting student with the determination of the courses that he will study, and the college has the requirement to obtain a certain average for the equivalency of the course. It is directed to study by an official letter from the Deanship of Admission and Registration Affairs.

2- The study must be in a recognized college or university .

3- The course studied by the student outside the university should be equivalent or (equivalent) in its components to one of the courses included in the graduation requirements .

4- Subject to paragraph (d) of Article (forty-two), the maximum total number of study units that can be calculated from outside the university is (20%) twenty percent of the total graduation units from the University of Tabuk.

5- The averages of the courses that are equivalent to the visiting student are not calculated within his cumulative average, and the courses are fixed in his academic record .

6- The student must provide the Deanship of Admission and Registration with his results obtained within two weeks from the start of the study in the first semester following the period of his study as a visitor, and if he does not submit his results, he is considered interrupted from those semesters (except for the summer semesters) and is treated according to Article (15).

7- The monthly stipend is paid to the visiting student, if he is entitled to it, through manual marches after submitting his results for the semester to the Deanship of Admission and Registration.

* For a student of another university and wishes to study as a visiting student at the University of Tabuk.

1- The student must have a record (cumulative average) for at least one semester from his university in which he was accepted.

2- To obtain a prior written approval from his university to study as a visiting student at the University of Tabuk, and the letter must mention the courses of the University of Tabuk that the student will study .

3- The maximum number of semesters that the student is allowed to study visiting is two semesters, and the Dean of Admission and Registration may make an exception from that.

4- The visiting student from another university is not paid a reward from the University of Tabuk.

5- Courses are registered for the student by the Deanship of Admission and Registration, taking into account all registration controls in the courses .

(11) Academic record and grade codes:

It is a statement that shows the student's academic progress, and includes the courses he studies in each semester with their symbols, numbers, number of prescribed units, grades obtained, symbols and values of those estimates, and the record also shows the semester average, cumulative average, and general grade statement, in addition to the courses from which the transferred student was exempted.

Code Arabic	Code in English	DEGREE LIMITS	POINTS		Meaning IN ARABIC	Meaning in English
	A+	100-95	5.00	4.00		Exceptional
	A	Less 95 90	4.75	3.75		Excellent
	B+	Less than 85 90	4.50	3.50		Superior
	B	Less than 80 85	4.00	3.00		Very Good
	C+	Less than 75 80	3.50	2.50		Above Average
	C	Less than 70 75	3.00	2.00		Good
	D+	Less than 65 70	2.50	1.50		High Pass
	D	Less than 60 65	2.00	1.00		Pass
	F	Less than 60	1.00	0		Fail
	IP	--	--	--		In-Progress
	IC	--	--	--		In-Complete
	DN	--	1.00	0		Denile
	NP	and more 60	--	--		Nograde-Pass
	NF	Less than 60	--	--		Nograde-Fail
	W	--	--			Withdrawn

- For more details can refer to:

(1) Regulations of study and examinations for the undergraduate level and the executive rules adopted at the University of Tabuk (Shaaban version 1444 AH corresponding to March 2023 AD).

Link:
https://drive.google.com/file/d/1ugfz1odw3NnBTtpixRbV_-9Dfav3ql0K/view?usp=drive_link

(2) Academic Student Guide (My Career) (Shaaban Edition 1444 AH corresponding to March 2023 AD).

Link:
https://drive.google.com/file/d/1ZyNAGoNshZfzgFHErnlC7hfBxVQLDi0d/view?usp=drive_link

Second: Academic Advising Services:

The academic advising system represents an effective partnership, imposing achievable requirements on both sides of the educational process (the educational institution and the student). These duties are reflected in the commitment to all administrative, technical and academic systems and regulations that regulate the activity of the educational process, to produce its desired output.

Academic advising is unique in its vital role that works to convey the general picture of university life and clarify the different dimensions of the student.

Since the success of the educational process depends on the extent of the student's response and interaction in the university environment, it is necessary for him to have all the basic capabilities in the educational environment that urges him to creativity and innovation, and these elements for the university student are represented in the actual integration into the educational process, and his interest in studying the specialization that he has always desired.

This feeling is enhanced by the student's understanding of the rules and regulations, his knowledge of the study plan, his awareness of the conditions for success, the calculations of cumulative grades, registration procedures, and communication with theguidance channels with ease and ease, to feel his real presence as an active member of the university environment.

- For more details can refer to:

Academic Advising Guide, Vice Presidency for Academic Affairs (First Edition, July 2019).

Link:

https://drive.google.com/file/d/13ryrfScltJn0R_ahoohWnxdpS9FKwjf5/view?usp=drive_link

Third: Rights and obligations of the student:
(1) University Student Rights :
- **In the academic field:**

1- The student's right to be provided with the appropriate study environment to achieve comprehension and study easily and easily by providing all available educational possibilities to serve this goal

2- The student's right to obtain the scientific material and knowledge related to the university courses he is studying, in accordance with the university provisions and regulations governing academic work.

3- The student's right to obtain study plans in the college or department and the specializations available to him, as well as reviewing the study schedules before starting the study and conducting his registration in the courses provided to him by the system and the registration rules, taking into account the order of priorities in the student's registration according to fair controls when it is not possible to achieve the wishes of all students to register a course.

4- The student's right to delete any course, add another, or delete the entire semester according to what is allowed by the study and registration system at the university, within the specified period announced to students.

5- The student's right to adhere to the faculty members at the university with the dates and times of lectures, to fulfill their scientific and laboratory hours, and not to cancel lectures or change their times except in case of necessity and after announcing this, provided that alternative lectures are given to those that have been canceled or absent by the faculty member to complete the course, after coordination with students and the department concerned with completing this.

6- The student's right to inquire and discuss scientifically with faculty members without supervision or punishment unless the discussion exceeds what is required by public morals and the limits of decency and behavior in such cases, whether during the lecture or during the office hours announced to meet students.

7- The student's right to have the test questions within the course, its contents, and the issues raised or referred to during lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's abilities.

8- The student's right to conduct all tests held for the course unless there is a statutory impediment to the regulations and instructions for conducting them accordingly, provided that the student is notified of his denial of entering the test well in advance.

9- The student's right to know the typical answer to the questions of the semester tests and the distribution of grades on the parts of the answer, on the basis of which the student's performance is evaluated before the final exam of the course.

10- The student's right to request a review of his answer in the final exam, in accordance with the regulations and decisions issued by the university in organizing the mechanism of that review and its controls.

11- The student's right to know the results obtained in the tests he took after completing their correction and approval.

- **In the non-academic field:**

1- The student's right to enjoy the social aid and welfare provided by the university and to participate in the university regulations and instructions regulating the activities held in it accordingly

2- The student's right to obtain adequate health care through treatment within the hospitals and health centers of the university.

3- The student's right to benefit from the services and facilities of the university (university book - university housing - central and branch libraries - sports fields - restaurants - parking - ..... and others) in accordance with the regulations and systems in force at the university.

4- The student's right to receive the incentives and material rewards prescribed by law, especially for the outstanding student.

5- The student's right to nominate for training courses, programs, internal and external trips, increase his participation in cultural activities, as well as participate in community service activities and volunteer work.

6- The student's right to complain or grievance against any matter affected by him in his relationship with faculty members, department, college or any unit of the university, and the submission of the complaint or the rules governing the rights protection unit shall be a grievance according to the student, and enable the student to know the fate of his complaint by the responsible authority

7- The student's right to enable him to defend himself before any party at the university in any disciplinary case filed against him, and not to issue a penalty against him until after hearing his statements, unless it is proven that his non-attendance was for an unacceptable excuse, after being summoned for the second time.

8- The student's right to appeal against the disciplinary decision issued against him, in accordance with the rules established in this regard under the provisions of student discipline

9- The student's right to preserve the contents of his file within the university and the integrity of dealing with it and not to deliver any of them except to the student himself, his guardian or whoever officially authorizes him to do so, except in cases where the delivery or knowledge of the contents of that file is requested by the investigation authorities, judicial bodies or another government agency. The contents of his file may not be disclosed or published unless such publication is the result of a decision to impose a disciplinary sanction against the student.

10- The right of a student with special needs to obtain a service appropriate and appropriate to his needs in accordance with the regulations and rules.

(2) University Student Obligations:

- **In the academic field:**

1- The student's commitment to regular study and to carry out all academic requirements in light of the rules and dates governing the start and end of the study, transfer, registration, apology, deletion and addition, in accordance with the provisions contained in the regulations and regulations in force at the university.

2- The student's commitment to respect the faculty members, employees and workers of the university employees and other employees of the companies contracting with the university and other students within the university, as well as guests and visitors, and not to harm them by word or deed in any way.

3- The student's commitment to respect the rules and arrangements related to the conduct of lectures, regularity and order in them and not to be absent from them except with an acceptable excuse in accordance with the regulations

4- The student's commitment when preparing research and other academic requirements for courses not to cancel them or

5- Participate in it when preparing it in any way or attributing the work of others to the student or resorting to any illegal means to prepare such research, reports, papers, studies or other basic requirements of the course.

6- The student's commitment to the rules and arrangements related to the tests and the system therein and not to cheat, attempt or assist in committing it in any way or behavior, impersonation, forgery, or the introduction of prohibited materials or devices in the exam hall or laboratories.

7- The student's commitment to the instructions and instructions given by the official or observer in the examination hall or laboratories and not to disturb the calm during the performance of the tests.

- **In the non-academic field:**

1- The student's commitment to the university's regulations, regulations, instructions and decisions issued in implementation thereof and not to circumvent or violate them or submit forged documents to obtain any right or advantage contrary to the provisions of the relevant provisions.

2- The student's obligation to carry the university card while the student is at the university and present it to the staff or faculty members upon request from the university and upon termination of any transaction for the student within the university.

3- The student's commitment not to damage or tamper with the university's property or disable it from work or participate in it, whether it is related to buildings or equipment

4- The student's commitment to the instructions for arranging and organizing and using the university's facilities and equipment and the obligation to obtain as n for the purposes allocated to them, prior permission from the competent authority to use those facilities or equipment when they wish to use or benefit from them other than what they were prepared for.

5- The student's commitment to dress and behavior appropriate to university and Islamic norms, and not to perform any Islamic morals or public morals observed within the work of the university violator.

6- The student's commitment to calm and tranquility inside the university facilities, refraining from smoking in them, and not causing disturbance, illegal gathering or legitimate gathering in places other than those designated for that.

- For more details can refer to:
University Student Charter at the University of Tabuk (Rights and Duties of Students),
University Vice Presidency for Academic Affairs (Safar 1435 AH).
Link
https://drive.google.com/file/d/1iyiwZ0WhwfK_WE3AUjObDVeIRWZgR-ur/view?usp=drive_link

Fourth: Violations and Disciplinary Penalties:
(1) Violations:
▪ Any speech or action issued by the student in violation of the university's regulations, regulations, instructions, or customs, including the following acts, shall be considered a disciplinary violation:

▪ Disrupting or inciting to study and incitement not to attend lectures or other university work that the regulations require attendance.

▪ Breach of order, discipline and proper conduct of study at the university and all its facilities, and the rules followed during lectures, tests, seminars or activities held inside the university, or those

held outside it and in which the university participates, as well as causing chaos in university housing units, university transportation, or any of the university's other facilities.

- Any cheating in the test by any means, or initiating or participating in it, or assisting it, or illegally obtaining the questions of the test before its convening, cheating in reports, research, practical and field training, graduation projects, master's and doctoral theses, as well as cheating by introducing the student instead of him in the semester or final exams or entering him instead of others.
- Disturbing the examination system inside or outside the hall or attempting to obstruct its progress and fabricating problems and quarrels inside or outside the halls in a way that affects the conduct of the test process and the system followed.
- Impersonating others in any of the matters related to the university and its affairs, giving university documents or identities to others with the intention of using them illegally, or speaking on behalf of the university without an official capacity.
- Any word or action issued by the student that affects the belief, honor or dignity of others, violates good conduct and behavior, or contradicts the right morals that the student should have.
- Assault by word or deed any of the university's faculty members, employees or students, as well as the workers and employees of the companies working at the university, or any person on the university campus.
- Abuse or promotion of narcotic or intoxicating substances within the university.
- Attending the university under the influence of narcotic or intoxicating substances.
- To unjustly access or publish confidential information about the university or any of its employees, or to instruct others on how to obtain it.
- Holding or participating in any activities or events within the university, or issuing publications, bulletins or posters or participating in their distribution without the approval of the competent authorities within the university.
- Collecting funds or donations without the approval of the competent authorities within the university.
- Violating the Islamic and social principles and foundations of the state, offending national unity in word or deed, calling for joining anti-national organizations, or promoting any political or regional ideas that violate the state system.
- Failure to adhere to public common taste in dress, clothing or body in a manner that is not commensurate with Islamic values and the traditions and customs of society, and the instructions issued by the university in this regard.
- Using modern technologies with the aim of harming the university or one of its employees, or filming or recording any of the university's internal events for the purpose of defaming it, and publishing them by any means of publication without authorizing it.

(2) Disciplinary sanctions:
The disciplinary penalties imposed on the violating student are:
- Warning in writing.
- Warning.
- Assigning the student to perform some volunteer, service or social work inside or outside the university not exceeding one month.
- Temporary deprivation of enjoyment of all or some of the university benefits and services.
- Cancel the student's registration in one or more courses.
- Considering the student as failing in one or more courses.
- Temporarily suspending the student from studying at the university for a maximum of two semesters, and the subjects he studies at any other university during this period are not counted for the student.
- Delay graduation for one semester.
- Final dismissal from the university.

(3) Violation of cheating in tests:

In the event that the student is caught cheating during the test, the invigilator must follow the following:

- Writing a detailed report of the incident on the same day, attaching the student's test paper and documentary documents, if any, and submitting it to the Dean of the College.
- The Dean of the College or whoever he authorizes shall directly investigate the violating student, and in the event that it is proven that he committed a violation of cheating, the Dean of the College shall decide to inflict any of the following penalties:
  - Canceling the student's test in the course in which he was caught cheating red-handed and is considered a failure in that course.
  - Canceling the student's test in the course in which he was caught cheating in flagrante delicto, in addition to canceling his test in another course or more, and he is considered a failure in these courses.
  - Canceling the student's exam in all courses of that semester and is considered a failure in all of them.
- The Dean of the College must take into account in his decision to inflict any of the above penalties the gradual rhythm of the penalties, taking into account the precedents and mitigating and aggravating circumstances of the violation, and whether the violation of cheating has been associated with other violations such as infringement on the test invigilator or insistence on not carrying out orders, or violation of the test system.
- In the event that the investigations conclude that the violation of cheating against the student is not proven, the student's score obtained in the test shall be recorded for the student.

(4) Violation of cheating in reports or research:

In the event that the student commits one of the incidents of cheating stipulated in Article (8/3) after the approval of the final result, he is not exempted from disciplinary responsibility, and the President of the University or the Vice President for Academic Affairs, based on what was presented by the competent person, refers the violating student to the disciplinary committee for investigation and then impose the appropriate penalty on him in proving the violation.

(5) Student's responsibility for the value of damages:

In addition to the disciplinary penalties in these regulations, the student who is proven to have committed the violations mentioned in Article (8/15) shall bear the value of what he damaged plus the cost of repair or installation and the consequences thereof, and the Deanship of Student Affairs is responsible for implementing this procedure.

Fifth: Complaints and Grievances:
(1) Reasons for complaint or grievance by the student:

- Dissatisfaction with academic issues such as curriculum content, program or course delivery, teaching quality, supervision, or faculty member behavior.
- Dissatisfaction with the decision of partial or total academic dismissal of the student.
- Dissatisfaction with the academic decision, service, counseling, or general behavior of the faculty member.
- The issuance of a decision approved by the person with the authority is unfair to the student that does not achieve balance with his peers of students or does not restore his full rights.
- Harassment, racial discrimination or unlawful intimidation.
- Complaining about not being able to confirm the application for the enrollment period or withdrawal and addition.
- Dissatisfaction with the decision to deprive attendees of classroom lectures.
- Grievance against non-payment of financial reward
- Complaining about the lack of adequate physical learning environment (blackboard, classroom, projector, computer, drawers, public services).

(2) Means of submitting complaints and grievances:

Receives complaints and student grievances through:

- Student complaint boxes (a box in front of the dean's office of the concerned college or the supporting deanship and the fund of the Deanship of Development and Quality).
- Direct meetings with senior management.
- Direct meetings with heads of departments.
- The electronic student complaints system through the university's website.
- E-mail of the Deanship of Development and Quality.

(3) Procedural steps for submitting complaints and grievances:

1- The student submitting the complaint or grievance fills in all the required data in the complaint or grievance form and according to the means used in submitting it (student complaints box or system). Or he submits it to the head of the concerned department from where the latter officially submits the complaint to the committee through the competent dean of the college, and the member of thecommittee delegated from the Deanship of Development and Quality collects complaints and grievances from the designated funds.

2- The Committee shall consider the complaint or grievance, study its subject matter and verify its reasons by means that ensure reaching the facts with the recommendation to His Excellency the President of the University with appropriate recommendations, where:

- Rejection of the complaint in the event that all the required data in the complaint form is not completed and saved

- Accepting consideration of the subject matter of the complaint or grievance, and the following shall be done:

* Reply to the applicant in the event that it is proven to be incorrect, and take the necessary measures against him in the event of repetition, and save it.

* Or refer the procedures for handling the complaint or grievance to the college or the competent department internally, or refer them to the competent authorities if they are of a criminal or penal nature.

3- The Committee shall respond to the complainant or grievance, where written statements shall be sent, including:

* The first is recorded in the receipt of the complaint or grievance, including the complaint number, the date of receipt, the student's data, and the data of the complaint or grievance.

* The second includes the decision or decisions of the Committee within (3) days from the date of receipt of the complaint or the system in the event of acceptance of consideration of its subject, and he is notified of the follow-up of his complaint or grievance in the event that requires addressing its subject for a longer period of time with the reasons for taking those decisions, and he has the right to appeal its decision within a week of receiving the Committee's decision.

4- The student is allowed to appeal the decision or decisions of the committee within a week of receiving that decision or decisions.

- For more details can refer to:

Executive Rules for Student Grievance at the University of Tabuk, Vice Presidency for Academic Affairs.

 Link

https://drive.google.com/file/d/1SxcLu7mFGO-cCXIjIi9eRmu-UpZB8Tdl/view?usp=drive_link

SECTION IV

FACULTY MEMBERS AND THE LIKE

First: Responsibilities of Faculty Members and Similar Roles:

The responsibilities of faculty members and similar positions, in accordance with the regulations governing their affairs at Saudi universities, can be summarized as follows:

1- Commitment to honesty, morality, rules of conduct, etiquette, regulations and instructions, and rise above everything that violates the honor of the job.
2- Follow up on developments in the field of specialization and contribute to its development through scientific activity
3- Transfer the latest scientific findings in the field of specialization
4- Participate in the activities and work of the scientific department to which it belongs, including the work of the department council and other councils.
5- Contribute to community service.
6- Full-time work at the university and not to work outside it except after obtaining approval from the university administration.
7- Maintaining order in classrooms and laboratories and submitting a report to the head of the concerned department on each incident of system failure.
8- Giving theoretical and practical lessons and lectures, conducting scientific research and supervising student research.
9- Follow the regulations and instructions in force in the Kingdom, respect the customs and traditions in force, and not prejudice religion or interfere in politics.

Second: Teaching Load:

Faculty members and the like perform thirty-five working hours per week, which may be raised to forty hours by a decision of the University Council in teaching, scientific research, guidance and other work assigned to them by the competent authorities at the university.

The maximum shares of faculty members and the like shall be as follows:
- Professor = 10 teaching units
- Associate Professor = 12 teaching units
- Assistant Professor = 14 teaching units
- Lecturer = 16 teaching units
- Teaching assistant = 16 teaching units
- Language teacher = 18 teaching units.
- The teaching unit means the weekly theoretical lecture of not less than fifty minutes or the weekly practical or field lesson of not less than one hundred minutes, and the teaching unit lasts a semester.
- The academic load is reduced for faculty members in charge of administrative work such as university vice-rectors, deans, college vice-deans, heads of departments and directors of scientific centers, provided that the burden is not less than three teaching units.

Third: Appointment and its conditions:
Teaching assistant
To appoint a teaching assistant, the following conditions must be met:
- Must have a university degree from a Saudi university or another recognized university.
- His overall undergraduate grade should be at least very good.
- Other conditions issued by the University Council.

Lecturer and Language Teacher:
The appointment of a teaching assistant and a language teacher shall meet the following conditions:
- Must have a master's degree or its equivalent from a Saudi university or another recognized university.

- His general grade in the master's degree must be at least very good (if he obtained it from a university that awards it with a grade).
- What is issued by the University Council containing other conditions.

Research Assistant:

To appoint a research assistant, the following conditions must be met:
- For those who are appointed to a master's degree from a Saudi university or another recognized university with a very good general grade, at least if they hold a master's degree from a university that grants this degree with a grade and any other conditions that the university deems appropriate.
- For those who are appointed with a university degree (bachelor's degree or equivalent) and are called a research assistant B)
  Obtaining a university degree with a grade of at least good from a Saudi university or another recognized university and any other conditions that the university is suitable for.

Assistant Professor:

For appointment to the rank of assistant professor, it is required to obtain a doctorate degree or its equivalent from a Saudi university or another recognized university, and the University Council may add other conditions.

Associate Professor:

For appointment to the rank of associate professor, the following conditions must be met:
- Obtaining a doctorate degree from a Saudi university or another recognized university.
- Experience in academic work in one of the recognized universities, including assignment to teach during it, and a faculty member at the university or other recognized universities of not less than four years after appointment to the rank of assistant professor.
- He must have been promoted to the rank of associate professor from a Saudi university or another recognized university.

Professor:

For appointment to the rank of professor, the following conditions must be met:
- Obtaining a PhD degree from a Saudi university or another recognized university
- Faculty membership experience at a university or other recognized university, of at least eight years, including at least four years as an associate professor.
- To have been scientifically promoted to the rank of professor from a Saudi university or another recognized university.
- The fact that the professor's salary reaches the last step of the salary scale of faculty members does not result in not granting him the annual periodic bonus, but continues to be granted that bonus.

Fourth: Rules of Scientific Promotions:

Article Twenty One:

To apply for promotion from the rank of assistant professor to the rank of associate professor, the following conditions must be met:
1. Service of not less than four years at the rank of assistant professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
2. Fulfilling the minimum scientific production required for promotion, in accordance with the provisions of Article Thirty-Two of these Regulations.
3. The scientific production submitted by him must have been published or accepted for publication while holding the rank of assistant professor.

> **Implementing rule of Article Twenty-One:**
> 1. The period required for eligibility for promotion to the rank of associate professor shall be calculated from the date of commencement after the issuance of the decision of the (University Council) to appoint to the rank of assistant professor, except for those whose services are transferred from non-academic bodies to the university for

> appointment to the rank of assistant professor, the period is calculated from the date of his commencement at the university at this rank.
> 2. The applicant for promotion to the rank of associate professor must have spent at least one year at the University of Tabuk, or submitted at least one research published or accepted for publication in the name of the University of Tabuk in scientific journals listed in the (ISI) Web of Science platform, as for humanitarian and social disciplines, the research must be published or accepted for publication in scientific journals listed in the Web of Science (ISI) platform, (SCOPUS), ARCIF or journals affiliated with Saudi universities.

Article Twenty Two:

To apply for promotion from associate professor to professor, the following conditions must be met:

1. Service of not less than four years at the rank of associate professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
2. Meet the minimum scientific production required for promotion in accordance with the provisions of Article Thirty-Three of these Regulations.
3. His scientific production must have been published or accepted for publication while holding the rank of associate professor.

> **Implementing rule of Article Twenty-Two**
> 1. The period required for eligibility for promotion to the rank of professor shall be calculated as of the date of the decision of the (Scientific Council) to promote the applicant scientifically to the rank of associate professor.
> 2. The applicant for promotion to the rank of professor must have spent at least one year at the University of Tabuk, or submitted at least one research published or accepted for publication in the name of the University of Tabuk in scientific journals listed in the (ISI) Web of Science platform , as for humanitarian and social disciplines, the research must be published or accepted for publication in journals listed in the Web of Science (ISI) platform or (SCOPUS) or ARCIF or journals affiliated with Saudi universities.

Article Twenty Three:

The faculty member has the right to apply to the Department Council for promotion before the completion of the statutory period by a maximum period of six months.

> **The executive rule of Article Twenty-Three:**
> 1. The faculty member has the right to apply to the Department Council for promotion before the completion of the statutory period with a maximum period of six months - from the date of convening the Department Council, and the Scientific Council shall take care of completing the arguments, so that his scientific promotion shall not be interested in the period of the specific statutory tasks, which is four years.
> 2. The calculation of the statutory mahdah begins according to the provisions of the executive covenant of the one, two-month, second and two-month professions of jurisprudence - 1 They are both rules.

Article Twenty Five:

Faculty members are promoted according to the following criteria:
1. Scientific production.
2. Teaching.
3. Serving the university and the community.

Article Twenty Six:

Promotion Procedures:

1 . The faculty member submits a promotion request to the concerned department council, and it includes the following:

A statement of academic and functional qualifications and career progression.

A statement of teaching activities.

c. A statement of his activity in the field of university and community service.

At least five copies of the scientific production submitted for promotion and the data shown thereto.

Any additional information to support the promotion request.

Any other information or documents requested by the Department Council, the College Council or the Scientific Council.

2 . The Department Council considers the promotion request, verifies that the conditions and procedures are met, and recommends submitting the application to the College Council with the names of a number of specialized arbitrators not less than eight.

3 . The College Council considers the application based on the recommendation of the Department Council, and nominates a number of specialized arbitrators not less than eight nominated by the Department Council or others.

4 . The Scientific Council studies the application for promotion based on the recommendation of the department and college councils, and after the study it does the following:

A - Selection of five arbitrators to evaluate research, selected from the candidates from the College Council or others, three of them are basic - and the fourth obtained a reserve first and the fifth second reserve examiner to resort to them when needed, and must be at least two of the three arbitrators from outside the university

B- Sending research and data related to promotion to the arbitrators in a confidential way to evaluate them according to the form prepared by the Scientific Council.

c) Take a decision to promote the faculty member or not approve his promotion, after considering the reports of the arbitrators, and the reports on the activity of the applicant for promotion in the field of teaching and serving the university and the community.

d) If the Council decides not to approve the promotion due to poor scientific production, it shall determine the fate of the submitted research, what is excluded from it and what is valid to submit it again, provided that the minimum level for promotion in the event of a request for promotion again includes at least a new research unit for the applicant for promotion to associate professor, and at least two new research units for the applicant for promotion to the rank of professor.

The executive rule of Article Twenty-Six:

1. The Department Council shall consider the application for promotion if it is complete, within a period not exceeding 10 days, in accordance with the conditions and controls set by the Scientific Council.

2. The promotion request is presented to the College Council, after the approval of the pastor's council of the professions of the college amihad, as it is a cradle that does not exceed 10 illusions of the professions of approving the minutes of the department council.

3. The minutes of the department and college councils must include a list of scientific production submitted for promotion and its publicity, and an updated proposed list of the names and data of arbitrators by (8) arbitrators nominated from the department and (8) arbitrators nominated by the college, provided that the list of college arbitrators includes at least (2) arbitrators from outside the department's list.

4. The scientific production of the applicant for scientific promotion is evaluated according to the electronic forms sent with an electronic link to the arbitrators according to the following criteria:

Criteria	equivalent Reward Points
The importance of research results in the field of specialization	9
Research Methodology and Integrity	9
Journals reputation and scope	8
Scientific honesty and accuracy of documentation	8
The researcher's ability to analyze data and interpret results	8
Presentation, clarity and language integrity	7
The extent to which scientific production is related to the general specialization of the applicant	6
Novelty and diversity of references	5

5. The arbitrators' data must be kept confidential, and may only be viewed by those authorized to do so, and the members of the competent committees undertake to maintain their confidentiality, and not to disclose them in any way.
6. In determining what is excluded from scientific production in the event of non-promotion, the following shall be taken into account:
   ▪ Research in which there is plagiarism or plagiarism.
   ▪ B- Research that indicates weakness at least two arbitrators, and the weakness of the research is deduced from the points granted to it, if it is less than the minimum points of scientific production required for promotion (35 points for promotion to the rank of associate professor, and 40 points for promotion to the rank of (professor)

Article Twenty Seven:

The efforts of the faculty member applying for promotion are evaluated on the basis of (100) hundred points divided as follows:
   ▪ 60 sixty points for scientific production.
   ▪ 25 twenty-five points for teaching.
   ▪ 15 fifteen points to serve the university and the community.
The University Council sets the criteria for evaluating participation in teaching and serving the university and the community based on the recommendation of the Scientific Council.

Executive rule of Article Twenty-Seven:
The points of participation of the faculty member in the fields of teaching and university and community service are calculated from the approved forms that are filled out by the head of the department, the dean of the college, and the standing committee for scientific promotions, according to the following:
First, teaching:
   1 - Allocated to the field of teaching (25) points, and is evaluated according to the model designated for that and approved by the Scientific Council.
   2 - The head of the department records the points obtained by the applicant in the field of teaching according to the approved form and approved by the Dean of the College.
Second: University and Community Service:
   1 - The field of university and community service is allocated (15) points and is evaluated according to the model designated for that and approved by the Scientific Council.

> 2 - The head of the department records the points obtained by the applicant in the field of university and community service according to the approved form and approved by the Dean of the College.
>
> **General controls for calculating teaching points and serving the university and the community:**
>
> 1 - The total amount obtained by a faculty member in teaching activities and serving the university and the community must not be less than (25) points out of the total points of (40) points, in order to be promoted.
>
> 2 - The Scientific Council approves the total points awarded to the applicant.

Associate Professor

Promotion from the rank of Assistant Professor to Associate Professor shall meet the following conditions:

- Service of not less than four years at the rank of assistant professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
- Fulfilling the minimum scientific production for promotion in accordance with the provisions of Article Thirty-Two of the regulations governing the affairs of faculty members and the like in Saudi universities.
- The scientific production submitted must have been published or accepted publication during his occupation of the rank of assistant professor.

The professor
It is required to apply for promotion from the rank of associate professor to professor

- Service of not less than four years at the rank of associate professor at a Saudi university or another recognized university, provided that the period of service in Saudi universities is not less than one year.
- Meet the minimum scientific production required for promotion
- The scientific production submitted must have been published or accepted during his occupation of the rank of associate professor.
- The efforts of the faculty member applying for promotion are evaluated on the basis of (100) divided as follows:
  - Sixty points for scientific production
  - Five and Hundred Points for Teaching
  - Fifteen points to serve the university and the community

The University Council sets the criteria for evaluating participation in the service of the university and the community based on the recommendation of the Scientific Council.

The faculty member is scientifically promoted from the date of the Scientific Council's decision to do so, while his job promotion is considered from the date of issuance of the executive decision if a vacant job is available for which promotion can be made.

- For more details, you can refer to:
- Executive Rules for Scientific Promotions at the University of Tabuk, Vice Presidency for Graduate Studies and Scientific Research.
Link
https://drive.google.com/file/d/15jS9sDpAY9nKCH9x7XnImWUi3oLG5oje/view?usp=drive_link

- Guide to using the scientific promotions system at the University of Tabuk, Deanship of Information Technology.

Fifth: Employment of non-Saudis in accordance with the rules and regulations:

Employment must:

1- The existence of a vacant position approved in the budget or the availability of a financial allocation allocated for the purpose of employment within the item of lump sum salaries.

2- Lack of a qualified citizen to fill the job.

3. A description of the duties and responsibilities of the job, including the minimum qualifications required to fill it.

Article Five:

The contractor shall be required to be:

1- Has completed twenty years of age and did not exceed sixty Gregorian years, and the University Council may exceed the upper age limit within ten years for professors and associate professors, five years for assistant professors, based on the recommendation of the Department Council and the College Council, and three years for other categories based on the recommendation of their employer.

2- Fit for service, according to a recent health certificate issued by a medical authority recognized by the university.

3- Good conduct and morals.

4- Possess the qualifications required for the job.

5- Not bound by a contract with another party in the Kingdom.

6- Full-time to work at the university.

Salaries & Bonuses

Article Eight:

1- Salaries shall be determined according to the table of the general presentation scale model attached to the list of employment of non-Saudis after determining the appropriate schedule for the job to be contracted, and the instructions attached to each table are considered an integral part of it, and the university may contract with a salary less than what is shown in the tables referred to if the two parties agree to do so.

2- After the university approves the promotion of the faculty member, which took place from outside the university from a scientific degree to a higher degree, he may be given when renewing his contract the beginning of the salary of the degree to which he is promoted, and if his salary before promotion increases or is equal to the beginning of the salary of the grade to which he is promoted, he may be given the salary that is directly above the salary he received in his previous grade, and then the annual bonus of the grade to which he was promoted is prohibited when renewing his contract.

3- A contractor who is not a faculty member, lecturer and teaching assistant may be transferred when renewing his contract from a grade to a higher degree within the same category if he meets the required conditions.

4- The University Council may, when the contractor reaches the end of the grade to which he is appointed, grant him the degree allowance, after every two years upon the recommendation of its president.

Article Nine:

1- The University Council may increase the salaries specified according to the salary scale by not exceeding 50% of the salary due to those who are contracted from Europe, America or any developed countries in their level determined by the University Council.

2- The University Council may contract with those with rare specialties or those with scientific reputation, experience, high skill or excellent qualifications acquired in a famous university

from faculty members and the like, as well as doctors, with an increase not exceeding 100% of the salary due, and the President of the University Council, in agreement with the President of the General Bureau of Civil Service, may apply the provisions of this paragraph to other categories.

3- It is permissible to contract with experience, reputation and distinguished scientific to work as faculty members by exceeding the scientific conditions specified in the rules of employment with the approval of the University Council based on a recommendation from the Scientific Council.

4- Experiences may be calculated for faculty members, language teachers, lecturers and teaching assistants in non-university teaching if they are in the field of specialization and after obtaining the scientific qualification on which he was contracted by one year for every two years for the purposes of employment, and it may also be calculated for the purposes of scientific promotion by a decision of the Scientific Council based on the recommendation of the Council of the College concerned.

5- Experience is calculated when contracting for non-faculty members, lecturers, language teachers and teaching assistants after obtaining the last qualification and the course in the specialization that takes place after this qualification is calculated as much as its duration, and does not combine the duration of the course and the duration of service at the same time and the experience or qualification is required to be issued by a party convinced by the university.

Article Eleven:

Experience for those who are contracted from the categories specified in the second article of these regulations is calculated for a maximum of five years at the start of the contract, and the University Council may, in exceptional cases, exceed this condition and a maximum of fifteen years.

Article Twelve:

A contractor who holds a higher qualification related to the nature of the work of the contracted job may be granted annual bonuses for the number of years of study over the higher qualification for the contracted job, provided that the bonuses do not exceed two bonuses for the period of study between bachelor's and master's, three bonuses for the period of study between master's and doctorate, and five bonuses for the period of study between bachelor's and doctorate in accordance with the salary scales set out in Appendix No. (1) for the contracted job.

Article Thirteen:

The contractor may be granted an annual bonus not exceeding 5% of the salary and not exceeding what is specified in the salary scales for each category, and a person who has completed a year for this purpose shall be deemed to have spent ten and a half months of his previous contract period whose contract period is related to the academic year.

Article Fourteen:

It is not permissible to seize the contractor's salary except by an order issued by the competent authority by law, and the university president may, without the need for any procedures, deduct any amounts due to the state before the contractor from any amounts due to him before the university, and except for the alimony debt, the amount withheld monthly may not exceed one third of the salary, and in case of crowding, priority shall be given to the alimony debt and then the state dues.

Required working hours
Article Fifteen:

1- Faculty members, lecturers, teaching assistants and language teachers perform forty working hours per week spent in teaching, research, academic guidance and other administrative and academic work assigned to them by the competent authorities at the university.

2- The rest of the university employees perform (48) working hours per week spent in teaching, research and training duties and the tasks assigned to them by the competent authorities at the university, and those who work in hospitals have their working hours not exceeding (55) hours.

In line with the requirements of the work interest, the university may determine the beginning and end of the daily working hours or its fragmentation.

The contracted faculty member and the like shall be treated with regard to the hours of the teaching quorum and the rules followed in the remuneration for additional teaching hours as Saudi faculty members.

Allowances and compensation

Article Sixteen:

1- The University Council may disburse a scarcity allowance for rare specialties with a maximum of 30% of the first job link for those who work in the field of specialization from faculty members and the like, and the University Council determines these specializations and the scarcity allowance for each specialization with no combination between the scarcity allowance and what is stated in paragraphs (2.1) of Article IX.

2- The University Council may grant human doctors and dentists from faculty members, lecturers, teaching assistants and research assistants working in hospitals a hospital work allowance for the additional hours required by law when they work these hours, up to a maximum of 80% of the basic salary, and it is not permissible to combine the scarcity allowance with the hospital work allowance.

3- Pharmacists and specialists in applied medical sciences, including faculty members, lecturers, teaching assistants and research assistants from hospital workers, may be granted a hospital work allowance for the additional hours required by law when they work these hours, up to a maximum of 50% of the basic salary, and it is not permissible to combine the scarcity allowance with the hospital work allowance.

Article Seventeen:

The university provides the contractor and his family when they are brought for the purpose of accommodation travel tickets within the limits of four people only, including the ticket of the contractor himself, and travel tickets are due whether they traveled with the contractor or traveled individually and in the following:

1- Once when coming from his home country to the Kingdom at the beginning of the contract, unless he was residing in the Kingdom at the time of contracting.

2. From the Kingdom to his home country back and forth once a year during the contract period when he is licensed to take a regular leave, as well as his contract internally and two years have elapsed since his contract, unless he was residing in the Kingdom at the time of contracting.

3- From the Kingdom to his home country at the end of the contract upon his final departure, with the exception of those who were residing in the Kingdom at the time of contracting and their service period was less than two years, or whose sponsorship was transferred to another party within the Kingdom in accordance with the instructions regulating this.

Vacations

Article Thirty Two:

In addition to the weekend and the two holidays, the contractor shall be entitled to an annual leave with full salary paid at the beginning of the amount of (60) days for the faculty member and the like and (45) days for others, and the leave is due for part of the year in proportion to that, and it is considered as the person entitled to the full leave who started his contract within one month from the date of the start of contracts at the university, and the University Council may amend the annual leave period in accordance with the requirements of the academic calendar. The duration of the leave may be less than what is prescribed by a written agreement between the two parties, and the

university has the right to determine the beginning and end of the leave, and it is not due for the period of secondment, exceptional leave and absence.

Article Thirty Three:

In case of necessity, based on the request of the contractor, the recommendation of his employer and the approval of the University, the annual leave of the contractor may be divided into two periods at most, provided that the period of each of them is not less than one third of the leave, provided that the contractor enjoys one of the two periods during the same year for which the leave was due.

Article Thirty Four:

1- The Rector may, in accordance with the requirements of the work or at the request of the contractor, postpone the contractor's access to the regular leave or part thereof, provided that the postponement period does not exceed six months of the new year of the contractor.

2- The Rector may amend the date of the contractor's weekly leave according to the requirements of the work.

3- The Rector of the University may cancel all or part of the regular leave with compensation to the contractor for it, provided that this cancellation is with the consent of the contractor, except in case of extreme necessity, and the compensation for the period that was canceled shall be equivalent to his salary in the year in which he was entitled to the leave, and the contractor's right to the travel ticket shall be forfeited alone in the event of complete cancellation of his leave.

4- The Rector of the University may cancel the Eid Al-Fitr and Eid Al-Adha holidays or part thereof in accordance with the requirements of work, provided that this cancellation is with the consent of the contractor, except in case of necessity, and the compensation for the period of the canceled leave shall be equivalent to its salary or duration.

- For more details can refer to:

- Regulation of employment of non-Saudis in universities.

Link

https://drive.google.com/file/d/1MuCJpIqzzlb4Q_9dTpObiTDnVu9X7xga/view?usp=drive_link

- Regulations of the Council of Higher Education and Universities (version 1443).

Link

https://drive.google.com/file/d/1GT757kOrUh8THeox5WPGr1Hl5VBMhZyB/view?usp=drive_link

Sixth: Executive Rules for Grievances of Faculty Members at the University:

Article (5):

Committee for the Consideration of Complaints and Grievances of Faculty Members:

A committee shall be formed to consider the complaints and grievances of faculty members from the university employees and the like by a decision of His Excellency the President of the University, headed by the Vice President for Academic Affairs, and the membership of a number of members nominated by the chairman of the committee in their functional legal capacities, and the duration of the committee's work shall be one year from the date of issuance of the decision.

1- Vice President for Academic Affairs - Chairman
2- Dean of Faculty Affairs Member and Vice-Chairman of the Committee
3- Dean of the concerned college
4- Director of Faculty Affairs Department
5- Manager of Personnel Department
6- A representative of the Deanship of Development and Quality
7- Member of the Legal Affairs Department
8- Member of the vice-deanship

9- Committee Secretary

The Committee shall have the following functions and responsibilities:

1- Follow-up continuous improvement of methods of handling complaints and grievances

2- Addressing the problems facing faculty members

3- Provide appropriate recommendations to resolve the causes of complaints and grievances

4- Verifying the reasons for complaints and grievances with impartiality and objectivity

5- Maintaining the confidentiality of information to ensure the proper functioning of its consideration procedures and maintain the safety of committee members

6- Documenting complaints and grievances received by the committee according to the college, department and their topics

7- Prepare a meeting minutes and a detailed report that includes appropriate recommendations to address complaints and grievances

8- Submitting the minutes of the committee's meetings, including the recommendations contained therein, to His Excellency the President of the University

9. Refer complaints or grievances of a criminal or penal nature to the competent authorities.

Reasons for complaint or grievance

Article (10)

1- Grievance against a decision regarding any of the rights of a faculty member included in the executive regulations

2- Complaining about another faculty member

3- Complaint against his direct supervisor

4- Appeal against an academic decision in relation to scientific research or academic promotions

5- Grievance against a financial decision regarding his financial rights

6- The issuance of a decision approved by the authority holder is unfair to a faculty member who is not entitled to balance with his counterparts from faculty members or does not restore his full rights.

Means of submitting complaints and grievances

Article (11)

1- Faculty members' complaint boxes (a box in front of the dean's office of the concerned college and the Deanship of Development and Quality Fund)

2- Face-to-face meetings with senior management

3- Meetings of heads of scientific departments directly

4- Complaints and suggestions system through the university's website

5- E-mail of the Deanship of Development and Quality.

Documents required to consider a complaint or grievance

Article (13)

Any supporting documents or documents, in addition to the complaint or grievance follow-up form.

- For more details can refer to:

Executive Rules for Grievance of Faculty Members at the University of Tabuk, Vice Presidency for Academic Affairs.

Link

https://drive.google.com/file/d/1iLxIc7wICe5oMbOb0u8sH1M5GKMRe72R/view?usp=drive_link

Seventh: Evaluating the job performance of faculty members and the like:

Job performance evaluation criteria:

The criteria for evaluating the job performance of faculty members are based on the main functions of the university that represent the duties of the faculty member, namely:

1. Teaching and supervising students.
2- Scientific research.
3. Social responsibility.

The functional tasks of the faculty member related to the educational process of teaching, supervising students and evaluating their work represent the most important part of the process of evaluating the job performance of the faculty member, and the evaluation of research activity is another important part in the process of evaluating job performance, and the teaching and scientific research process is followed by serving the university and the local and national community as an element of evaluating faculty members in addition to personal qualities and general and administrative competencies that must be adhered to, which reflect the extent to which the faculty member adheres to the rules of Job conduct, job ethics and the requirements of the administrative work assigned to him. Therefore, performance evaluation is a process concerned with measuring the performance of faculty members through specific foundations, standards and levels related to the main functions of the university.

Regular framework for evaluating the job performance of faculty members and the like:

The statutory reference for the procedures for evaluating faculty members and the like is based on a number of regulations issued by the Ministry of Human Resources and Social Development and the Ministry of Education, namely:

1. Executive Regulations for Human Resources in the Civil Service (Ministry of Civil Service, 1440H)
2. Organizational frameworks for the executive regulations of human resources (Ministry of Civil Service, 1440 AH)
3. Regulations governing the affairs of Saudi university employees, including faculty members and the like, Ministry of Higher Education, 1436AH.
4. Regulation of Employment of Non-Saudis in Universities (Ministry of Higher Education, 1436 AH)

The following is a detailed statement of the statutory materials related to the procedures for evaluating the job performance of faculty members and the like:

Terms and elements of the faculty member's job performance charter:

The performance charter for a faculty member consists of a number of main items, which represent the competencies in which the performance of the faculty member will be measured, and the performance charter determines (100) degrees for each member, and a clause related to administrative competencies has been allocated to the faculty member assigned to administrative work, and the performance charter contains an additional part dedicated to the strengths and excellence of the faculty member during the performance cycle and allocated to the strengths and excellence points (10) degrees to become the final grade110)The performance charter thus consists of the following clauses:

- General and personal competencies
- Academic Competencies
- Administrative competencies
- Research
- Social Responsibility
- Strengths and distinctions.

Since the nature of work at the university requires assigning a number of faculty members to carry out administrative work and tasks in addition to their work and tasks as faculty members and to ensure fairness when measuring the performance of assigned faculty members compared to others, a

job performance charter has been prepared for the faculty member Form (A) and a job performance charter for the faculty member assigned by the President of the University and the university vice-rectors to administrative and supervisory work Model (B).

The following is an explanation of the items and elements that make up the form (A) for the faculty member and the grades allocated to him in the charter:

Job Performance Charter Form (A) for a faculty member:

Form (A) is used to measure the performance of faculty members, contractors and Saudi faculty members who are not assigned administrative and supervisory work.

General and personal competencies (10 marks)

General and personal competencies refer to a set of observable and measurable behaviors and traits that contribute to faculty performance and thus lead to institutional success. The general and personal competencies in the (A) model consist of two behavioral indicators assigned to each of them five degrees distributed on a five-point scale (see Charter Scale) and the following are behavioral indicators or descriptions of public and personal competencies:

1. Commitment to the rules of professional conduct and ethics of the public office.
2. Accept and implement directives, be responsible and cooperate with superiors and colleagues.

Academic Competencies (45 marks)

Academic competencies include everything related to the teaching and education process of knowledge, skills, behaviors and qualities that the faculty member adheres to to ensure his success in performing the roles and tasks associated with that, and due to the multiplicity of aspects of the educational process and its importance at the same time, it has been allocated to measure the performance of a faculty member in these competencies in the form (a) nine behavioral indicators, and five degrees have been allocated to measure each indicator, and indicators of academic competencies:

1- Commitment to lecture schedules and office hours.
2. Diversity of teaching strategies used and course activities and duties.
3- Effective communication with students and possessing the skills of managing the educational process efficiently and effectively.
4- Taking care of evaluating students and the diversity of its methods and covering the cognitive, skill and emotional aspects.
5. Commitment to the quality standards of tests and implementation dates and delivery of results according to the specified instructions.
6. Effective participation in academic advising, quality committees, accreditation and monitoring of tests.
7- Employing digital technology in managing the educational process and updating the electronic personal page.
8- Preparing quality reports (such as the course plan, the rapporteur report...etc) according to the specified criteria and on time.
9- Benefiting from developmental feedback in developing performance (students' opinions, recommendations of the course report, results of self-study, recommendations of internal and external accreditation committees...etc.

Scientific research (30 marks)

The research activity of the faculty member is next to the teaching process and has been dedicated to measuring

The activity of the faculty member in this field through the following indicators:

- 15 marks when publishing a single scientific paper, obtaining publication approval, or obtaining publication approval.
- 25 marks when posting in the ISI base or obtaining publication approval

- 20 marks when deploying to the Scopus base during the performance cycle of Scopus and ISI research
- One score for each citation in the published base, so that the total scores allocated to this indicator do not exceed (10) degrees.
- 5 marks when obtaining financial funding from outside the university to complete one research project inside the Kingdom.
- 10 marks when obtaining financial funding from outside the university to complete one research project outside the Kingdom.
- 30 marks for patents and innovation completed during the performance cycle
- 15 marks for authoring or translating a book or part of it.
- 5 degrees for arbitration of master's or doctoral theses
- 5 degrees to supervise postgraduate theses and projects, so that the total scores allocated for this indicator do not exceed (10) degrees.
- 10 marks for participation in conferences, seminars and scientific lectures in case of submitting a scientific paper.
- 5 marks for participation in conferences, seminars and scientific lectures without submitting a scientific paper.
- 5 degrees to carry out one or more scientific activities in the department.

Requirements for calculating the activity of a faculty member in the field of scientific research
- Scientific production should be during the performance cycle.
- Scientific research in social and humanitarian disciplines should be published in the ISI or Scopus database or journals of universities, societies and scientific bodies, and in the database of Arcif data. (ARCIF) Or Tabuk University Journal
- To publish scientific research in scientific disciplines in a base . Scopus or ISI
- A clear reference to the author's affiliation with the University of Tabuk in the title of the research.
- The conference, symposium or scientific lecture should be in the field of specialization and during the performance cycle.
- The faculty member must attach the certificates in the relevant form.

Social Responsibility (15 marks)

The performance of the faculty member in this field is represented in the training programs it provides to the university's students, faculty members and employees, as well as the training and awareness programs it provides to the local and national community, in addition to his participation in volunteer work at the university or the local and national community, and (15) degrees have been allocated to this indicator so that the faculty member obtains (5) degrees for each participation during the performance cycle after the faculty member raises the participations and their evidence to the head of the scientific department according to the form prepared for that)See Performance Management Procedures and Forms in the Appendix.

Strengths and Excellence (10 marks)

This part of the performance charter has been allocated as a systematic and codified mechanism to measure the performance of faculty members whose job performance exceeds their peers, especially in the fields of scientific research and social responsibility, in addition to obtaining internal, national and international excellence awards and calculating grades

This item does not exceed ten grades and that the achievements and works were not counted during the performance cycle in the rest of the items of the performance charter. The performance of the faculty member in this item is measured according to the following determinants:
- The faculty member receives a degree for each additional engagement in community service.

- And the university, provided that it is not previously calculated in the items of scientific research and social responsibility.
- The member receives a degree for receiving an award of excellence at the university.
- The member receives a degree for each published research, scientific author or patent
- Provided that it is not previously calculated in the item of scientific research.
- The member receives two marks for each National Excellence Award.
- A faculty member receives three degrees for receiving an international excellence award.
- The faculty member must attach the certificates in the relevant form.

Performance Scale for Competencies and Overall Performance of a Faculty Member:

Competency Grade Score	Performance Description	Overall performance rating score
5	Excellent	More than 90
4	Very good	to less than 90 80
3	Good	to less than 80 70
2	Satisfactory	to less than 70 60
1	Unsatisfactory	Less than 60

Eighth: Skills and Tasks of the Academic Advisor:
The main objective of the academic advisor is to guide the student, guide him in choosing the appropriate courses according to the academic plan set to obtain the degree successfully, and help him overcome the obstacles and problems he encounters in his studies and provide advice on matters that affect the course of his education.

(1) Academic Advisor Skills:
1- Leadership Skill:
This skill is intended to form a positive relationship with students to influence them and help them move towards achieving the set goals.

2- Empathy Skill:
This skill is intended to share with students their feelings and emotions to understand them, and to form a good relationship with them that helps them accept guidance, advice and guidance.

3- Planning skill:
This skill refers to the ability of the academic advisor to set goals and turn them into achievable actions, such as helping the student choose the appropriate major to achieve goals related to his academic and career future, or helping him prepare a plan to raise his cumulative grade.

4- Organization skill:
It is the ability of the academic advisor to organize and arrange the counseling work in a way that achieves the maximum benefit from it, and this applies to organizing student files, for example.

5- Listening skill:
It is important for the academic advisor to be a good listener to students who learn about their opinions, ideas, suggestions and the problems they face, which enhances their self-confidence and strengthens the relationship between the advisor and them, and thus enables him to extend a helping hand to them.

6- Decision-making and problem-solving skills:
This is the skill that the academic advisor needs when listening to the views of students and their dialogue to identify the problems they face, so they learn from him how to identify the problem and develop proposals to solve it and then help them to make the right decisions necessary to solve it.

7- Group counseling skill:
This skill is concerned with dealing with a group of students who share a problem such as ignorance of the system, academic delay or absence, and group counseling is used to shorten time and to achieve other goals, including involving students in solving their problems, reaching results and

making the right and appropriate decisions, and one of the methods of collective counseling is to divide students into groups so that they identify the problem and dialogue in its causes and consequences, then make solutions to deal with it and take appropriate decisions to treat it.

8- Time management and investment skill:
It is an important skill that includes scheduling and coordinating work, determining the time plan for the mentor's work, which includes registration dates, and scheduling office hours through which students can meet with their mentor.

(2) Duties of the academic advisor:
The academic advisor must follow up the student from the admission to the university, and greet his graduation and help him in everything he needs in order to ensure the progress of the educational process, and ensure the completion of the requirements for success in the courses of graduation requirements, as well as achieving the objectives of the program and its outputs, and accordingly the academic advisor must do everything possible to achieve this goal, and his success by carrying out the following tasks:

1- The academic advisor must be familiar with the components of the study plan for each academic year for the students covered by the counseling, as the study plan includes compulsory and optional requirements and inform students of this.
2- Familiarity with the names of the courses in the department, their numbers and previous requirements.
3- Familiarity with the dates of registration of courses and dates of withdrawal and addition and informing the student of them
4- Opening a special file for the student with a serial number in which all papers, documents and information related to the student's level are documented
5- Inform the student of the annual university calendar, the start dates of teaching for the first, second, and summer semesters, and the dates of the exams
6- Informing the student that his failure in a particular course or his withdrawal from it after the end of the withdrawal date does not make him meet the conditions of the previous requirement.
7- Emphasizing on the student the need to submit exams and the requirements for success in the course, and in the event that the student is absent from the final exam with an excuse, the student must be familiar with the procedures and dates for submitting the excuse and submitting incomplete exams on time.
8- Informing the student of the danger of his cumulative average falling below (2), as the student must be directed and helped to raise his average, remove the academic warning from him, and direct the student to the need to register courses within his plan to raise his cumulative average and remove the warning from him, such as registering the courses in which he failed.
9- The academic advisor ensures that the student's graduation procedures are completed .

Ninth: Faculty Members and Similar Positions:

(1) Faculty members and the like (Currently Available):

No.	Name	Academic Rank	Gender	Email address	Nationality
1	Dr. Wisfi Abdul Kareem Abdul Aziz Al-Kasasbeh	Professor	M	wkasassbeh@ut.edu.sa	Non-Saudi
2	Dr. Mohammed Saeed Najm Al-Otaibi	Associate Professor	M	msalotaibi@ut.edu.sa	Saudi
3	Dr. Mohammed Abdullah Mohammed Al-Arifi	Associate Professor	M	malarefi@ut.edu.sa	Saudi
4	Dr. Mahmoud Abdel Gawwad	Associate Professor	M	mabdulhadi@ut.edu.sa	Non-Saudi
5	Dr. Al-Anoud Al-Shahri	Associate Professor	F	a_alshehri@ut.edu.sa	Saudi
6	Dr. Esam Mohammed Aloufi	Assistant Professor	M	ealoufi@ut.edu.sa	Saudi
7	Dr. Moroj Al-Sulaimani	Assistant Professor	F	a.alasmari@ut.edu.sa	Saudi
8	Dr. Sultan Aljehani	Assistant Professor	M	aljehani@ut.edu.sa	Saudi
9	Dr. Khaled Walid Ahmed Abdou	Assistant Professor	M	khabdu@ut.edu.sa	Saudi
10	Dr. Fatma Bin Muhammad Dhaou	Assistant Professor	F	fdhaou@ut.edu.sa	Non-Saudi
11	Dr. Imdadullah Hidayat-ur-Rehman	Assistant Professor	M	imdad@ut.edu.sa	Non-Saudi
12	Dr. Afef Gueidi	Assistant Professor	F	agueidi@ut.edu.sa	Non-Saudi
13	Dr. Sara Ali	Assistant Professor	F	s_ali@ut.edu.sa	Non-Saudi
14	Dr. Saad Hamad Mohammed Al-Ammar	Assistant Professor	M	salammar@ut.edu.sa	Saudi
15	Dr. Malik Khlaif Mustuafa Gharaibeh	Assistant Professor	M	mgharaibeh@ut.edu.sa	Non-Saudi
16	Dr. Odai mohammad enaizan	Assistant Professor	M	aonaizan@ut.edu.sa	Non-Saudi
17	Dr. Wided Mathlouthi	Assistant Professor	F	wmathlouthi@ut.edu.sa	Non-Saudi
18	Dr. Manel Takrouni	Assistant Professor	F	mtakrouni@ut.edu.sa	Non-Saudi
19	Awad Helail Albalawi	Lecturer	M	ahalbalawi@ut.edu.sa	Saudi
20	Reem Abdullah Alamri	Lecturer	F	ralamri@ut.edu.sa	Saudi
21	Rym Errayes	Lecturer	F	Reem45667@hotmail.com	Saudi
22	Athir El Ghamdi	Lecturer	F	as.alghamdi@ut.edu.sa	Saudi
23	Nour shehri	Lecturer	F	nalshehri@ut.edu.sa	Saudi
24	Afrah Anezi	Lecturer	F	afrah.o.alenezi@gmail.com	Saudi

25	Dalya Attoui	Lecturer	F	dalyaalatawi@gmail.com	Saudi
26	Assayel Hajiri	Lecturer	F	aa_alhujairi@ut.edu.sa	Saudi
27	Ahmad Al Harbi	Lecturer	M	a.alharbi@ut.edu.sa	Saudi
28	Ahmad Al Asmari	Lecturer	M	a.alasmari@ut.edu.sa	Saudi
29	Amal Abdelghani Alatlhi	Lecturer	F	aaltalhi@ut.edu.sa	Saudi

(2) Scholarship Students:

No	Name	Qualification	Academic Rank	Email address
1				
2				
3				
4				
5				
6				
7				
8				
9				