



Tabuk University – Faculty of Science
Biology Department
Master's in Biodiversity Program
Student Manual
1444H-2023



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1. Biology Department:

a. Vision:

A leading and innovative department in education, scientific research and qualification of competencies to serve the community.

b. Mission:

The Biology Department offers excellent opportunities for innovative scientific research and the preparation of graduates who are scientifically qualified and competent in the service of their community.

c. Objectives:

1. Fulfilling the requirements of the region and the Kingdom by providing highly skilled individuals in the field of Biology.
2. Meeting the scientific research and applied study requirements in the region and the Kingdom, namely in the field of Biology, in accordance with the latest scientific advancements.
3. Offering scientific and technical services to both the public and governmental sectors in many areas.
4. Ensuring the delivery of outstanding amenities to its employees, helpers, and students.
5. Engaging in community service through multiple means.
6. Staying updated on scientific advancements in many sectors by obtaining the latest instruments and methods specifically used in biological sciences disciplines that involve microtechniques.
7. Studying pollutants and their impact on living organisms, as well as developing methods to prevent pollution, to contribute to environmental conservation.

d. Degrees offered by the Department of Biology:

- 1- Bachelor of Science in Biology.
- 2- Master's in Biodiversity.
- 3- Higher Diploma in Environmental Sciences (Environmental Sustainability Path).

2. Master's in Biodiversity Program:

Program Mission:

“To prepare a qualified and skilled cadre in the field of biological diversity and conservation through an academic environment supportive of scientific research and community service.”

Program Goals:

- To develop a stimulating and supportive academic environment that meets the beneficiary's needs.
- To prepare qualified, distinguished, and professional cadres with the knowledge and skills needed in biodiversity and conservation to meet the demands of the local and national labour market.
- To equip graduates with skills in research, experimentation, observation, data analysis, and strategic planning across various fields of biological diversity and conservation.
- To contribute effectively in community service through active partnerships, and participation that promote awareness of the importance of biodiversity.



The mission, goals, and objectives were developed and modified to cope with the various political, economic, social, and cultural changes that have affected the Kingdom and the University of Tabuk. The mission & goals of the M.Sc. in Biodiversity program agree with the mission & goals of the Department of Biology, Faculty of science as well as the University of Tabuk.

Program Learning Outcomes:

Knowledge:

- Demonstrate a thorough understanding of theories, principles, and concepts in biodiversity and related disciplines, and their application to address issues in conservation biology.
- Recognize the key processes, tools, techniques, best practices, regulations, specialized terminology, and research methodologies essential for studying and conserving biodiversity.

Skills:

- Apply scientific knowledge, skills, and current techniques to develop practical solutions for biodiversity-related issues in unfamiliar contexts .
- Analyze current research to address and propose sustainable solutions for challenges in biodiversity conservation.
- Evaluate the available information, data, and multidisciplinary approach required by current research to address issues in biodiversity conservation
- Formulate hypotheses, design experiments, and establish protocols to collect and interpret data on biodiversity issues to solve real-world problems.
- Communicate knowledge, ideas, and research findings on biodiversity and conservation to diverse audiences, including both specialists and the public, using oral, written, and visual methods.

Values:

- Demonstrate integrity, professionalism, and ethical principles in the field of biodiversity .
- Collaborate and lead research and projects with full responsibility, manage professional development and specialized tasks independently, and contribute to enhancing the quality of life in society.

Program tracks:

- The program does not offer any specialized tracks.

Program Exit Point:

- The program currently has no exit points.

The Master's in Biodiversity program graduate attributes:

GA1: Proficiency in Biodiversity: In-depth knowledge, and understanding of concepts, theories, and strategies in Biodiversity and related fields.

GA2: Creative and innovative: Creative, analytical thinking, and Problem-solving.



GA3: Skillful in Biodiversity techniques and tools: sciences. Knowledge of core procedures, tools, and techniques across different fields of biological sciences.

GA4: Effective and flexible collaboration: Makes effective decisions as a team member or leader, with strong interpersonal and flexible communication skills.

GA5: Specialized in biodiversity and its applications: understanding and hands-on experience with modern tools for analysis and experimentation, including those specific to biodiversity.

GA6: Commit to ethical values and social responsibility: commitment to societal needs and sustainability

Potential Professional Occupations/Jobs:

- Education
- Research
- Teaching
- Botanist
- Zoologist
- Environmental and wildlife protection specialist
- Technical and ecological monitor in the laboratories in institutions such as the Ministry of Environment, Water and Agriculture and protection, and conservation of the protected areas, natural reserves, and specialist
- Marine life observers,
- Wildlife advisers/officers,
- Project officers in various projects in institutions such as the National Centre for Wildlife,
- Aramco and other non-government organizations.

Degree Offered by the program:

The program offers an M. Sc. in Biodiversity.

Program Study Plan

General Components:

Prerequisite	Credits hours	Number of courses	Weights %
Compulsory courses	42	14	87.5%
Electives courses	6	2	12.5%
Total	48	16	100%



Program Elective Requirements:

Course Title	Course Code	Contact Hours			Credit	Prerequisites
		Theoretical	Practical	Training		
1 Biodiversity and Climate Change	BIOD516	3	-	-	3	BIOD506
2 Bioinformatics in Biodiversity	BIOD518	3	-	-	3	BIOD507
3 Biodiversity and Conservation in KSA.	BIOD540	3	-	-	3	BIOD503
4 Wildlife Ecology and Management	BIOD548	3	-	-	3	BIOD507

Program Core Requirements:

Course Title	Course Code	Contact Hours			Credit	Prerequisites
		Theoretical	Practical	Training		
1 Principles of Biodiversity	BIOD501	3	0	0	3	None
2 Evolution and Biodiversity	BIOD502	3	0	0	3	None
3 Plant and Animal Genetic Resources	BIOD503	3	0	0	3	None
4 Population and Community Ecology	BIOD504	3	0	0	3	None
5 Biodiversity Classification	BIOD505	3	0	0	3	BIOD501
6 Aquatic Biodiversity	BIOD506	3	0	0	3	BIOD501
7 Terrestrial Biodiversity	BIOD507	3	0	0	3	BIOD501
8 Microbial Biodiversity	BIOD508	3	0	0	3	BIOD501
9 Threats to Biodiversity	BIOD509	3	0	0	3	BIOD501
10 Assessment and	BIOD510	3	0	0	3	BIOD502



	Monitoring of Biodiversity						
11	Biodiversity Conservation and Management	BIOD530	3	0	0	3	BIOD503
12	Biodiversity Legislations	BIOD531	3	0	0	3	BIOD501
13	Research Project (1)	BIOD525	3	0	0	3	BIOD508
14	Research Project (2)	BIOD598	3	0	0	3	BIOD525
Total			42	0	0	42	

Course distribution Table according to program levels

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	BIOD501	Principles of Biodiversity	Required	-	3
	BIOD502	Evolution and Biodiversity	Required	-	3
	BIOD503	Plant and Animal Genetic Resources	Required	-	3
	BIOD504	Population and Community Ecology	Required	-	3
Level 2	BIOD505	Biodiversity Classification	Required	BIOD501	3
	BIOD506	Aquatic Biodiversity	Required	BIOD501	3
	BIOD507	Terrestrial Biodiversity	Required	BIOD501	3
	BIOD508	Microbial Biodiversity	Required	BIOD501	3
Level 3	BIOD509	Threats to Biodiversity	Required	BIOD501	3
	BIOD510	Assessment and Monitoring of Biodiversity	Required	BIOD502	3
	BIOD5xx	Elective 1	Elective	BIOD5xx	3
	BIOD525	Research Project I	Required	BIOD508	3
Level 4	BIOD530	Biodiversity Conservation and Management	Required	BIOD503	3
	BIOD531	Biodiversity Legislations	Required	BIOD501	3
	BIOD5xx	Elective 2	Elective	BIOD5xx	3
	BIOD598	Research Project II	Required	BIOD525	3
	BIOD516	Biodiversity and Climate Change	Elective	BIOD506	3
Elective Courses	BIOD518	Bioinformatics in Biodiversity	Elective	BIOD507	3
	BIOD540	Biodiversity and Conservation in KSA.	Elective	BIOD503	3



	BIOD548	Wildlife Ecology and Management	Elective	BIOD507	3
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Study Plan Courses & Levels:

1st level

1st year

Course Title	Course Code	Contact Hours			Credit	%	Prerequisites
		Theoretical	Practical	Training			
1 Principles of Biodiversity	BIOD501	3	0	0	3		None
2 Evolution and Biodiversity	BIOD502	3	0	0	3		None
3 Plant and Animal Genetic Resources	BIOD503	3	0	0	3		None
4 Population and Community Ecology	BIOD504	3	0	0	3		None
Total		12	0	0	12		

2nd level

1st year

Course Title	Course Code	Contact Hours			Credit	%	Prerequisites
		Theoretical	Practical	Training			
1 Biodiversity Classification	BIOD505	3	0	0	3		BIOD501
2 Aquatic Biodiversity	BIOD506	3	0	0	3		BIOD501
3 Terrestrial Biodiversity	BIOD507	3	0	0	3		BIOD501
4 Microbial Biodiversity	BIOD508	3	0	0	3		BIOD501
Total		12	0	0	12		



3rd level

2nd year

Course Title	Course Code	Contact Hours			Credit	%	Prerequisites
		Theoretical	Practical	Training			
1 Threats to Biodiversity	BIOD509	3	0	0	3		BIOD501
2 Assessment and Monitoring of Biodiversity	BIOD510	3	0	0	3		BIOD502
3 Elective 1	BIOD5xx	3	0	0	3		BIOD5xx
4 Research Project 1	BIOD525	3	0	0	3		BIOD508
Total		12	0	0	12		

4th level

2nd year

Course Title	Course Code	Contact Hours			Credit	%	Prerequisites
		Theoretical	Practical	Training			
1 Biodiversity Conservation and Management	BIOD530	3	0	0	3		BIOD503
2 Biodiversity Legislations	BIOD531	3	0	0	3		BIOD501
3 Elective 2	BIOD5xx	3	0	0	3		BIOD5xx
4 Research Project 2	BIOD598	3	0	0	3		BIOD525
Total		12	0	0	12		

Program Courses' Summary and description

Course code:	BIOD501	Course title:	Principles of Biodiversity
Course Credit Hours:	3	Course Prerequisite	None

This course provides the basic concepts of biodiversity, definitions, the importance of biodiversity, and biodiversity at different levels of ecosystems. It may help in exploring the structure of biodiversity from evolutionary and ecological perspectives, biodiversity on our planet, and threats to biodiversity. Further, it also includes the management and conservation of biodiversity.

Course code:	BIOD502	Course title:	Evolution and Biodiversity
Course Credit Hours:	3	Course Prerequisite	None

This course is designed to introduce the student to evolutionary theory, its concepts, and the origin and scope of biodiversity. Also, it covers topics on evolutionary processes to generate and maintain biodiversity, Spatio-temporal patterns of biodiversity, and evolutionary relationships between specific



groups of organisms. Further, it describes natural selection and its impact on biodiversity, ecological concepts, environmental changes, the origin of life, and the level of selection in different organisms. It also provides case studies on speciation, adaptation (e.g. adaptive radiation), spatial distribution concerning evolution, and biodiversity.

Course code:	BIOD503	Course title:	Plant and Animal Genetic Resources
Course Credit	3	Course	None
Hours:		Prerequisite	

This course offers a review of key biodiversity problems in natural and agricultural habitats, genetic population structure, molecular markers of genetic diversity, and economic values of biodiversity. It describes the plant and animal genetic resources, their collection, exploration, ex-situ, and in-situ conservation, and utilization of genetic resources in plant breeding. This course will cover the status of genetic remedies. Further, it describes the genetic resources of aquatic, rhizospheric airborne microorganisms.

Course code:	BIOD504	Course title:	Population and Community Ecology
BIOD 504		Course	None
Course Credit	3	Prerequisite	
Hours:			

This course describes the population ecology and the characteristics of a population, population size, density, dispersion, age structure, Natality (birth rate), Mortality (death rate), life table, population dynamics, the theory of population growth, and regulation of population density. The course also describes community ecology, characteristics, and structure of the community, methods of study of community, and community dynamics.

Course code:	BIOD505	Course title:	Classification of Biodiversity
Course Credit	3	Course	BIOD501
Hours:		Prerequisite	

This course describes the classification of biodiversity, the origin, and development of biological diversity from gene to species, native to invasive species, systematics, and classification of various organisms. The course will cover the classification of microorganisms, plant diversity, fungi, and animals (vertebrates and invertebrates). Besides, there is a specialization on parasitic life forms. It introduces a variety of species expressed at the genetic level. Also, it includes the principles of taxonomy.

Course code:	BIOD506	Course title:	Aquatic Biodiversity
Course Credit	3	Course	BIOD501
Hours:		Prerequisite	

This course describes aquatic ecosystems (i.e. Freshwater, marine, and wetland ecosystems), and their biodiversity, systematics, and productivity. It also provides fundamental information on aquatic ecosystems, the impact of environmental factors, and human activities on the biodiversity of aquatic ecosystems. Also, the course describes the methods of establishment and conservation of aquatic and wetland resources and protected areas, marine fisheries, and case studies on different topics of aquatic biodiversity.



Course code:	BIOD507	Course title:	Terrestrial Biodiversity
Course Credit	3	Course	BIOD501
Hours:		Prerequisite	

This course describes terrestrial ecosystems, their structure, function, modeling, types, and resources. Floral, faunal, and microbial biodiversity are also described in this course. The course will cover wildlife biology, and some important issues related to terrestrial ecosystems such as Deforestation, Desertification, Reforestation, and Sustainable development. Information on major biomes and hotspots with some case studies will also be provided.

Course code:	BIOD508	Course title:	Microbial Biodiversity
Course Credit	3	Course	BIOD501
Hours:		Prerequisite	

This course provides microbial diversity in marine, freshwater, and terrestrial habitats, systems, and various forms. It focuses on the molecular methods that are used within the field, the importance of microbial diversity in different environments, and the mechanisms that establish and regulate diversity within microbial communities. It also provides laboratory training on methods to study microbial communities including recent metagenomics advances, metatranscriptomics, metaproteomics, and functional metagenomics. Besides, it provides a series of case studies on the meta-omics of environmental and human-associated microbial communities.

Course code:	BIOD509	Course title:	Threats to Biodiversity
Course Credit	3	Course	BIOD501.
Hours:		Prerequisite	

This course describes the main threats to biodiversity and the risks of human activities pose to biodiversity. It also, analyzes different risks and threats that cause habitat losses and damages, the distribution of species, and the consequences of biodiversity loss of organism species on humans' life, as well as on the environment. Also, it discusses the impact of overhunting; overfishing, and over-harvesting on the loss of biodiversity with some historical examples. Besides, it also provides topics on environmental pollution, climatic change, exotic species, and disturbance of the ecosystem.

Course code:	BIOD510	Course title:	Biodiversity Evaluation and Monitoring
Course Credit	3	Course	BIOD502
Hours:		Prerequisite	

This course describes the need, importance, and methods of biodiversity assessment and monitoring. It also identifies the Environmental Impact Assessment (EIA) and modeling of biodiversity. Besides, it describes the modern tools and techniques used for data collection and its statistical analysis, applications of Remote sensing (RS), Geographical information systems (GIS), Global Positioning System (GPS), Radio collaring, Radio telemetry, camera trapping, a molecular technique like DNA fingerprinting and DNA barcoding, and the use of indicators and instruments. Further, it provides an overview of approaches and challenges in biodiversity assessment and monitoring and some case studies on biodiversity assessment and monitoring.



Course code:	BIOD516	Course title:	Biodiversity and Climate change
Course Credit	3	Course	BIOD506
Hours:		Prerequisite	

The course describes a different component of climate and climate change. It also describes the impact of climate change on biodiversity at different organizational levels, the distribution of living organisms, the strategies of biodiversity management, the significant application of these methods under climate change, and the adaptation of the living organism to such changes. It covers topics on the effectiveness of national and international laws that contribute to biodiversity conservation by decreasing the negative practices that lead to climate change. The course also provides case studies on the impact of climate change on biodiversity.

Course code:	BIOD518	Course title:	Bioinformatics in Biodiversity
Course Credit	3	Course	BIOD507
Hours:		Prerequisite	

This course helps the students develop skills in the application of computational methods for the analysis of biological data. It provides theoretical and practical background on computational analysis in Genomics and Proteomics; DNA sequencing and fragment assembly, identification of genes in DNA, gene regulation, expression, methods to study genetic diversity, homology and analogy, protein folding, and protein structure. It also provides skills in the search of DNA and protein sequences from different database resources, homology and pattern-based search algorithms, and sequence and evolutionary search comparisons.

Course code:	BIOD525	Course title:	Research Project I
Course Credit	3	Course	BIOD508
Hours:		Prerequisite	

The course introduces the students to the concepts, importance, and basic requirements of scientific research, the value of ethics and plagiarism in scientific research, and the different types of statistical methods used to analyze data in the field of biology. It also provides extensive knowledge on types of research, how to formulate a hypothesis, questions, and objectives of research topics, instruments used in data collection, and how to search and review literature for certain research topics. Besides, the course helps students to develop scientific writing, rephrasing and summarizing skills to draft different types of scientific reports and manuscripts (e.g. articles, dissertation, etc..). Further, it prepares students for oral presentation and to conduct future research studies with an emphasis on scientific problems related to Biodiversity.

Course code:	BIOD530	Course title:	Biodiversity Conservation and Management
Course Credit	3	Course	BIOD503
Hours:		Prerequisite	

This course covers topics on the conservation and management of the biodiversity of plants and animals in their natural habitats and selected areas. It also supports the development of practical skills in the conservation of animal and plant species, wildlife conservation, habitat management, and ecological sustainability. Also, it provides in-situ and ex-situ conservation of plants, and animals, translocation of



animals and plants, the UN Convention on biological diversity and the member countries, national biodiversity authority, and conservation acts. It also describes the environmental protection act and the wildlife protection act. Further, it provides case studies from local and global communities on the conservation and management of biodiversity.

Course code:	BIOD531	Course title:	Biodiversity Legislation
Course Credit	3	Course	BIOD501
Hours:		Prerequisite	

This course introduces international policies and legal instruments for biodiversity conservation, the nature of treaties, the formation of treaties, participation in treaties, interpretation of treaties, and reservations. It also describes major international conventions on biodiversity protection, conservation, and management policies and legal instruments for biodiversity conservation in the Kingdom of Saudi Arabia (KSA) National Biodiversity Strategy and Action Plan.

Course code:	BIOD540	Course title:	Biodiversity and Conservation in Saudi Arabia
Course Credit	3	Course	BIOD503
Hours:		Prerequisite	

This course studies biodiversity and conservation and the **national strategies for the conservation of biodiversity in the Kingdom of Saudi Arabia (KSA)**. It also includes in-situ and ex-situ conservation of plants and animals as well as conservation and development of natural resources in KSA. Besides, its studies regulate access to genetic resources, the convention on biological diversity, member countries, national biodiversity authority, and conservation acts and legislations. Also, it introduces the modern methods used for wildlife conservation, habitat management ecological sustainability, and environmental education in KSA.

Course code:	BIOD548	Course title:	Wildlife Ecology and Management
Course Credit	3	Course	BIOD507
Hours:		Prerequisite	

This course explores wildlife and the metapopulations of wildlife. It includes flora and fauna, forest ecosystems, fragmentation, and habitat loss that led to species extinction. It also covers topics on the continued biodiversity loss due to invasive species, endangered animals and plants, sampling, and related research methods such as theoretical models, maximum risk projections, general linear modeling in wildlife studies, and life table evaluations. The course also concentrates on animal sampling and the ongoing management protocols used in natural wildlife habitats. Further, the course provides case studies on wildlife ecology and management (e.g. Population management, wildlife environmental management).

Course code:	BIOD598	Course title:	Research Project II
Course Credit	3	Course	BIOD525
Hours:		Prerequisite	



The student will learn how to design research, collect literature and data, interpretation of research findings, write research, preparation of the dissertation, and present research on different topics of biodiversity. They will be skilled in samples and data collection and field training based on the modern techniques of biodiversity assessment and conservation.

Faculty members in the Program

Faculty members in the M.Sc. Biodiversity program engage in a variety of activities throughout the academic year to contribute to the university and the community while also conducting scientific research and instructing. The latest statistics regarding the department's faculty members are detailed in the table below, including their names, scientific positions, and email addresses for correspondence.

Faculty members											
Professors		Associate professors		Assistant Professors		Lecturers		Demons.		Technicians	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
4	0	7	6	9	15	2	1	0	2	4	3

NO	Name	Position	Speciality	Email
Males				
1.	Abdulaziz Al-Thubiani	Professor	Entomology	aalthbyani@ut.edu.sa
2.	Khalid Al-Mutairi	Professor	Plant Ecology	kmutairi@ut.edu.sa
3.	Fahd Al-Zuaiber	Associate Professor	Botany	falzuaiber@ut.edu.sa
4.	Zahid Khorshid	Associate Professor	Botany	znourabbas@ut.edu.sa
5.	Omer Bahattab	Associate Professor	Animal Physiology	obahattab@ut.edu.sa
6.	Atif Oyouni	Associate Professor	Medical Molecular Biology and Genes	a.oyouni@ut.edu.sa
7.	Abdelrahman Al-Asmari	Associate Professor	Zoology	ab.alasmari@ut.edu.sa
8.	Mohammed Al-Shihri	Associate Professor	Genetics	m.a.alshehri@ut.edu.sa
9.	Othman Al-Zahrani	Associate Professor	Molecular Biology	o-alzahrani@ut.edu.sa
10.	Abdulrahman Al-Essa	Assistant Professor	Biotechnology	aalessa@ut.edu.sa
11.	Dafer Al-Bakri	Assistant Professor	Ecology	dalbakre@ut.edu.sa
12.	Abdulaziz Al-Atawi	Assistant Professor	Animal Ecology	abalatawi@ut.edu.sa
13.	Fuad Al-Atawi	Assistant Professor	Bacteriology	falatawi@ut.edu.sa
14.	Hussein Al-Qahtani	Assistant Professor	Molecular Biology	h.alqahtani@ut.edu.sa
15.	Rafat Al-Qurashi	Assistant Professor	Microbiology	raffan@ut.edu.sa
16.	Mo'awia Mukhtar	Professor	Medical Entomology	mmukhtar@ut.edu.sa
17.	Yahea Al-Awthan	Professor	Animal Physiology	alawthan@ut.edu.sa
18.	Zahid Siddiqui	Assistant Professor	Plant Tissue Culture	zsiddiqui@ut.edu.sa



19.	Panneer Silvam	Assistant Professor	Entomology	ppallar@ut.edu.sa
20.	Abdelrahim El-Balola	Assistant Professor	Plant Ecology	aalbaloh@ut.edu.sa
Females				
1.	Arig Al Ghabban	Associate Professor	Zoology	a_alghabban@ut.edu.sa
2.	Massad Saad Alenzi	Assistant Professor	Biotechnology	amalanazi@ut.edu.sa
3.	Amenah Saud Alotaibi	Assistant Professor	Molecular Biology and Biotechnology	a_alotaibi@ut.edu.sa
4.	Bedur Falih Al-Balawi	Assistant Professor	Environmental Biology	bdalbalawi@ut.edu.sa
5.	Basma Alharby	Associate Professor	Plant Physiology	b.alharbi@ut.edu.sa
6.	Hanan Al-Atawi	Assistant Professor	Molecular Biology and Biotechnology	h_alatwi@ut.edu.sa
7.	Khaireyah Al-Fifi	Assistant Professor	Microbiology	kh.alfifi@ut.edu.sa
8.	Dikhnah Saeed Al-Shehri	Assistant Professor	Genetics	dalshehri@ut.edu.sa
9.	Doaa DARwish	Associate Professor	Microbiology	ddarwish@ut.edu.sa
10.	Rowyda Baeshen	Assistant Professor	Entomology	rbaeshen@ut.edu.sa
11.	Salma Al-Rdahe	Associate Professor	Biotechnology	salrdahe@ut.edu.sa
12.	Siham Al-Balawi	Assistant Professor	Botany	Si.albalawi@ut.edu.sa
13.	Dohaa Al-Balawi	Assistant Professor	Plant Molecular Biology	ddarwish@ut.edu.sa
14.	Aishah Motir Alatawi	Associate Professor	Molecular Biology and Biotechnology	amm.alatawi@ut.edu.sa
15.	Aishah Al-Balawi	Associate Professor	Animal Physiology	ae.albalawi@ut.edu.sa
16.	Abeer Khaibary	Associate Professor	Entomology	aalkhaibari@ut.edu.sa
17.	Fawzeya Al-Balawi	Assistant Professor	Biotechnology	faw.albalawi@ut.edu.sa
18.	Madeha Ghobashy	Assistant Professor	Microbiology	mghobashy@ut.edu.sa
19.	Mervat Al-Atawi	Assistant Professor	Microbiology	mevalatawi@ut.edu.sa
20.	Manefah Al-Enezi	Assistant Professor	Microbiology	amm.alatawi@ut.edu.sa
21.	Hanaa Ghabban	Assistant Professor	Molecular Biology and Biotechnology	h_ghabban@ut.edu.sa
22.	Wafaa Haikal	Assistant Professor	Parasitology	whikal@ut.edu.sa
Technicians				
23.	Abdelrahman Al-Umrani	Technician	Biology	aalemrani@ut.edu.sa
24.	Abdelrahman Al-Enezi	Technician	Biology	ak_alenzi@ut.edu.sa
25.	Basim Sharaheeli	Technician	Biology	ishrahili@ut.edu.sa
26.	Meshari Al-Atawi	Technician	Biology	mm_alatawi@ut.edu.sa
27.	Uhood Almassoudi	Technician	Biology	aalemrani@ut.edu.sa
28.	Raheema Al-Atawi	Technician	Biology	ak_alenzi@ut.edu.sa
29.	Hadeya Al-Atawi	Technician	Biology	ishrahili@ut.edu.sa
30.	Maha Al-Enezi	Technician	Biology	mm_alatawi@ut.edu.sa



Regulations

Article 1: Definitions

Academic Year:

The academic year consists of two main semesters and a summer semester, if available.

Semester:

The semester is a term of no less than 15 weeks of instruction in which courses are taught, not including the registration and final examination periods.

Summer Semester:

The summer semester is a term of no more than (8) weeks of instruction, not including the registration and final examination periods whereby the teaching time allocated for each course is doubled.

Academic Level:

The academic level refers to the study level. The required levels for graduation are eight or more according to recognized study plans.

Study Plan:

The study plan is a group of required, elective, and baccalaureate core courses that, their credit hours form the graduation requirements, students need to successfully pass in order to obtain the degree in the relevant specialization.

Course:

The course is a subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, detailed specifications description - which distinguishes it and its content from other courses within a level – A portfolio on each course is kept in the corresponding department for the purpose of following-up, evaluation, and development. Some courses may have requirements, prerequisites, or concurrent requirements.

Credit Hour:

The credit hour is a weekly theoretical lecture with a duration not less than 50 minutes or a laboratory session with a duration not less than 50 minutes or a field/practical study of not less than 100 minutes duration.

Academic Probation:

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

Class Work Score:

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

Final Examination:

The final examination is an examination in the course to be conducted once at the end of every semester.

Final Examination Score:

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

Final Score:

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

Course Grade:

The course grade is a description of the percentage, or alphabetical letter for the final grade the student obtained in a course.



Incomplete Grade:

The Incomplete grade is a temporarily provisional grade assigned for each course in which a student fails to complete the requirements by the required date. This is indicated in the student academic record with the letter grade —"IC".

In Progress Grade:

The In-progress grade is a provisional grade assigned for each course which requires more than one semester to complete. The letter grade "IP" is assigned in this case.

Semester GPA:

Semester GPA is the total number of quality points the student has achieved, divided by the total credit hours assigned for all the courses the student has taken in any semester. The quality points are calculated by multiplying the credit hours by the grade earned in each course. See appendix (B)

Cumulative GPA:

Cumulative GPA is the total number of quality points the student has achieved in all courses he/she has taken since his/her enrollment at the University, divided by the total number of credit hours assigned for these courses. See appendix (B)

Graduation Ranking:

Graduation ranking is a description of the assessment of the student's scholastic achievement during the period of his/her study at the University.

Academic Load/Minimum Load:

The academic load is what a student must take in a semester based on his/her GPA, as determined by the University Council.

Article 2: Admission of New Students

Based upon the recommendations of the Faculties' Councils and the other concerned bodies of the University, the University Council determines the number of new students to be admitted in the following academic year.

Article 3: Admission requirements

An applicant for admission to the university must satisfy the following conditions:

- A.** A student should have a secondary school certificate or its equivalent from inside or outside the Kingdom of Saudi Arabia.
- B.** A student should have obtained the secondary school certificate in a period of less than 5 years prior to the date of application. However, the University Council may waive this condition if the applicant has convincing reasons.
- C.** A student must have a record of good behavior.
- D.** A student must successfully pass any examinations or personal interviews as determined by the University Council.
- E.** A student must be physically fit and healthy.
- F.** A student must obtain the approval of his/her employer if he/she is an employee of any government or private agency.
- G.** A student must satisfy any other conditions the University Council may deem necessary at the time of application.



An applicant for admission to the university must satisfy the following conditions:

- A.** A student should have a secondary school certificate or its equivalent from inside or outside the Kingdom of Saudi Arabia.
- B.** A student should have obtained the secondary school certificate in a period of less than 5 years prior to the date of application. However, the University Council may waive this condition if the applicant has convincing reasons.
- C.** A student must have a record of good behavior.
- D.** A student must successfully pass any examinations or personal interviews as determined by the University Council.
- E.** A student must be physically fit and healthy.
- F.** A student must obtain the approval of his/her employer if he/she is an employee of any government or private agency.
- G.** A student must satisfy any other conditions the University Council may deem necessary at the time of application.
- H.** A student must not have been dismissed from another university for disciplinary or educational reasons.
- I:** The University Council or its authorized representative may admit a dismissed student for educational reasons into a non-degree program, but not a transitional program.

Article 4:

Admission is granted to applicants' who satisfy all the admission requirements and is based on the applicants' grades in the secondary school examinations, personal interviews and admission examinations, if required.

Article 5: The Study System

A: A student follows the academic levels system according to the executive regulation approved by the University Council.

B: Degree plans are designed with a minimum of eight academic levels for the undergraduate degree.

The University of Tabuk Executive Regulation

The academic committee will be in charge of setting executive rules for student's academic progress.

Article 6:

In some faculties, the study may depend on the whole academic year in accordance with the regulations and procedures approved by the University Council. However, the academic year will consist of two levels.

The University of Tabuk Executive Regulation

In some faculties, the study may depend on the whole academic year in accordance with the regulations and procedures in this index replacing "the academic semester" by "the academic year" whenever mentioned in a way that will not contradict the following:

A: In the academic year scheme, courses are offered throughout an academic year no less than (30) weeks, not including the registration and final examination periods.



B: By the end of the academic year, a final examination will take place for each course. In the practical and laboratory training courses, final examinations are conducted at the end of each training period.

C: A second round of the final examination will be conducted in no less than two weeks before the beginning of the academic year. The Faculty Council will determine who to sit for the test of those who failed courses which the Faculty Council determines its content and credit hours. The results will be sent to the deanship of admission and registration before the end of the third week of instruction. Students who pass the second round of the final examination will be granted GPA (D) instead of the previous fail GPA (E) regardless of the mark he/she scores.

D: A student, who fails the first round of the first final examination of courses exceeding those determined by the Faculty Council in the article (b), will not be allowed to sit for the second round of the final examination and will stay in the same academic year. In addition, he/she will re-enroll only in the courses he/she has failed.

E: A student who fails the second-round examination or courses that do not have second round examination will stay in the same academic year and re-enroll in the courses he/she fails. The Faculty Council or its authorized representative may allow the student to enroll in courses of the next academic year.

Article 7: Academic Level System

The study plans are divided into 2 semesters per year and probably one summer session (half of a semester). The graduation requirements are distributed on the levels as per the University Council decisions.

Article 8:

The University Council sets rules for registration, drop, and add of courses with the levels of recognized study plans, so the minimum load is guaranteed.

The University of Tabuk Executive Regulation

Item 8.1: Passing from one level to the next level is contingent on a student passing all courses at the current level.

Item 8.2: The minimum course load is 12 credit hours during a regular semester, or what is left for graduation if less than the normal load. However, a student is permitted to register for a maximum of 24 credit hours with the approval of the dean of Admission if the student is expected to graduate in this semester. If the student is unable to register for the minimum course load of the credit hours, he/she will only register for the available credit hours.

Item 8.3: The maximum course load is 20 credit hours.

Item 8.4: A student can be enrolled in courses automatically before the start of the semester, and students are enabled to add and drop as per the Admission and Registration Rules.

Article 9: Attendance and Withdrawal from Study

A regular student must attend lectures and practical lessons. If he/she fails to attend at least 75% (as set by the University Council) of the lectures and practical lessons or the laboratory sessions for each course in an academic semester, he/she will be denied access to the final exam in that course because of his/her absence and he/she will fail the course. His/her grade will be denied (DN).

The University of Tabuk Executive Regulation

A regular student must attend lectures and practical lessons. If he fails to attend at least 75% of the lectures and practical lessons or the laboratory sessions for each course in an academic



semester, he/she will be denied access to the final exam and will fail that course. Semester work grade shall be recorded as it is and hence the grade DN is given. The faculty dean or his authorized representative approves grade denial lists.

Article 10:

The Faculty Council or its authorized representative can exempt students with excuses (from being denied access to the final) who maintained a minimum 50% attendance of lectures and practical lessons for each course.

The University of Tabuk Executive Regulation

The Faculty Council or its authorized representative can exempt students with excuses (from being denied access to the final) who maintained a minimum 60% attendance of lectures and practical lessons for each course.

Article 11:

Students who miss the final examination will be given zero in the examination, and his/her grade will be calculated based on the attained grades in the semester work.

Article 12:

If a student couldn't sit for the final examination in any of the courses during the semester due to a strong excuse, the Faculty Council may, in extremis, accept his/her excuse and give the student a makeup exam during a period not exceeding the end of next semester. The student will then be given the grade he/she earns based on his/her performance in the makeup exam.

Article 13:

A: A student may withdraw from a semester without allocating the "F" grade to him/her academic record if he/she presents an acceptable excuse to the relevant body determined by the University Council within a duration specified by the executive regulations set by the University Council. The student will be given "W" grade and this semester is counted towards the graduation requirements.

B: A student may withdraw, with an acceptable excuse, from one or more courses in a semester according to the executive regulations set by the University Council.

The University of Tabuk Executive Regulation:

13-1: A student may withdraw from a semester without allocating the "F" grade to him/her academic record if he/she presents an acceptable excuse to the dean of the relevant faculty within three weeks ahead of the final exams. As for the faculties that follow the one-year system, students may withdraw within five weeks ahead of the final exams. Concerning short sessions, students may withdraw within one-third of the total duration ahead of the final exams. The rector of the University may, in extremis, override any of the above-mentioned durations. In all cases, the student will be given "W" grade and this semester is counted towards the graduation requirements.

13-2: Withdrawing a maximum of two consecutive semesters or three nonconsecutive semesters is allowed. As for the faculties that follow the one-year system, withdrawing two consecutive or two non-consecutive years is not allowed, and the student's enrolment status will be suspended afterward. The dean of the Admission and Registration Deanship may override any of the above-mentioned durations.



13-3: Guardian consent for female students might be requested for withdrawal by the Admission and Registration Deanship.

13-4: A student may withdraw one or more courses under the following terms:

- The approval of the relevant faculty's dean. - Applying before the deadline of withdrawal.
- The student will be given (W) grade in the course.

Article 14: Academic Leave and Study Discontinuation

A student may apply for academic leave due to an excuse accepted by a body determined by the University Council provided that the duration of academic leave doesn't exceed two consecutive semesters or three non-consecutive semesters, then his/her enrolment will be suspended afterward. The University Council may, in extremis, override any of the durations mentioned above, and the duration of academic leave is not counted towards the graduation requirements.

The University of Tabuk Executive Regulation:

A student may apply for academic leave due to an excuse accepted by the relevant faculty's dean or his authorized representative before the end of the first week of studying. The duration of academic leave should not exceed two consecutive semesters or three non-consecutive semesters (As for the faculties that follow the one-year system, academic leave for two consecutive years and two nonconsecutive years are not accepted), then his/her enrolment will be suspended afterward. The University Council may, in extremis, override any of the durations mentioned above, and the duration of academic leave is not counted towards the graduation requirements.

Article 15:

If a regular student discontinues studying for one semester without applying for academic leave, his/her enrolment will be suspended, and the University Council may suspend a student's enrolment for less than one semester's discontinuation. As for a distance learning student, his/her enrolment will be suspended if they don't sit for all the final exams in a semester without having an acceptable excuse.

The University of Tabuk Executive Regulation:

If a regular student discontinues studying for four weeks from the very beginning of study without applying for academic leave, his/her enrolment will be suspended. As for a distance learning student, his/her enrolment will be suspended if they don't sit for all the final exams in a semester without having an acceptable excuse.

Article 16:

A student is not to be considered "discontinued" for the semesters that he/she studies as a visiting student at other universities.

Article 17: Re-Enrollment

A student, whose enrollment status has been suspended, may apply to his/her faculty for re-enrollment with the same University ID number and the academic record he/she had before discontinuing studying according to the following guidelines:



A: A student applies for re-enrollment within four regular semesters (or two regular years for the faculties that follow the one-year system) from the date of suspending his/her enrollment status.

B: A student obtains the approval of the relevant Faculty Council for the reenrollment.

C: That five or more semesters have gone since the suspension of the student's enrollment, the student can apply to the University for admission as a new student without considering his/her old academic record, provided that they fulfill all the admission requirements announced at the current time for new students. The rector of the University may override any of the guidelines mentioned above.

D: A student's re-enrollment for more than one time is not accepted. The rector of the University may, in extremis, override this guideline.

E: Re-enrollment of a student, whose enrollment has been suspended because he/she is on academic probation, is not accepted.

Article 18:

A student who has been dismissed from the University for academic or disciplinary actions — or from other universities for disciplinary actions — will not be re-enrolled at the University. If it is discovered that the student had been dismissed previously due to disciplinary action, his/her enrolment would be cancelled as from the date of his/her re-enrolment.

Article 19: Graduation

A student graduates after successfully completing the graduation requirements according to the study plan provided that his/her cumulative GPA and major GPA are both not less than 2.00 out of 5.00. Following the recommendation of the relevant department board, the Faculty Council may determine certain additional courses that the student should take to improve his/her cumulative GPA if he/she has passed the required courses, but with a low GPA.

The University of Tabuk Executive Regulation:

19-1: A student graduates after successfully completing the graduation requirements according to the study plan, provided that his/her cumulative GPA and major GPA are both not less than 2.00 out of 5.00. Following the recommendation of the relevant department board, the Faculty Council, or its authorized representative may determine certain additional courses that the student should take to improve his/her cumulative GPA if he/she has passed the required courses, but with a low GPA.

19-2: A student is not considered a graduate until the approval from the University Council to grant him/her the scientific degree is issued.

19-3: Gradation periods

19-4: Issuing of replacement of the lost certificate is permissible according to the guidelines set by the rector of the University.

Article 20: Dismissal from the University

A student may be dismissed from the University in the following circumstances:



A: If a student obtains a maximum of three consecutive academic probations as the result of his/her cumulative GPA is less than 2.00 out of 5.00. Following the recommendation of the Faculty Council, the University Council may allow the student a fourth opportunity to improve his/her cumulative GPA by taking the available courses.

B: If a student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his/her graduation in the original program period. However, the University Council may give the student an exceptional opportunity to complete the graduation requirements within a maximum additional period not exceeding double of the period determined for graduation.

C: The University Council may, in exceptional cases, deal with students' cases that the two items mentioned above apply to them by giving them an exceptional opportunity not exceeding a maximum of two semesters.

The University of Tabuk Executive Regulation:

First: A student may be dismissed from the in the following circumstances:

A: If a student obtains a maximum of three consecutive academic probations as the result of his/her cumulative GPA is less than 2.00 out of 5.00. Following the recommendation of the Faculty Council, the University Council may allow the student a fourth opportunity to improve his/her cumulative GPA by taking the available courses according to the following conditions:

- The reason behind the student's low achievement should be accepted to the Faculty Council.
- There should be an improvement in the student's performance in the last two semesters (the summer semester is not included). Such improvement can be measured by dividing the points of both semesters on the number of registered credits with no less than (2.00) out of (5.00).

B: If a student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his/her graduation in the original program period. However, the University Council may give the student an exceptional opportunity to complete the graduation requirements within a maximum additional period not exceeding double of the period determined for graduation according to the following:

- The reason behind the student's low achievement should be accepted by the Faculty Council.
- There should be an improvement in the student's performance in the last two semesters (the summer semester is not included). Such improvement can be measured by dividing the points of both semesters on the number of registered credits with no less than (2.00) out of (5.00).

Second: The Faculty Council may give the student, who has been dismissed due to exceeding double of the program duration, an opportunity to complete the graduation requirements within a maximum duration of two semesters according to the following:

- The reason behind the student's low achievement should be accepted to the Faculty Council.



- The student should, for his/her graduation, have courses that could be passed within two semesters.
- There should be an improvement in the student's performance in the last two semesters (the summer semester is not included). Such improvement can be measured by dividing the points of both semesters on the number of registered credits with no less than (2.00) out of (5.00). The rector of the University may override any of the regulations mentioned above.

The faculties should gather all cases and present them to their councils, and inform the Admission and Registration Deanship one week before the beginning of the study.

Third: Based on the recommendation of the relevant dean, the Academic Affairs Committee may give a maximum of two semesters for students who are dismissed as a result of academic probations.

Article 21: Distance Learning

Based on the recommendations from the faculties, the University Council may adopt the principle of admission in the distance learning program in some faculties and specializations whose natures allow this option. Accordingly, the University Council sets the rules and regulations for such programs according to the following parameters:

- A:** The credit hours required for the graduation of a distance learning student should not be less than the credit hours required for the graduation of a regular student.
- B:** The distance learning student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrolment, in exactly the same manner as a regular student except for the requirement regarding class attendance.
- C:** Based on the Faculty Council's recommendations, the University Council determines the rules required to evaluate the performance of distance learning students.
- D:** The student transcript, graduation certificate, and degree, must indicate that the study was via distance learning.

Article 22: Final Examinations

Based on the recommendations of the relevant department board, the Faculty Council determines the class work score as being not less than 30% of the overall score of the course final grade.

The University of Tabuk Executive Regulation:

Based on the recommendations from the relevant department board, the Faculty Council determines the class work score as being not less than 40% and no greater than 60% of the course final grade.

Article 23:

The class work score can be accomplished through one of the following two methods:

1. Practical or oral tests, research, or other types of classroom activity, or from all or any part of it, and at least one written test.
2. Minimum of two written tests.



Article 24:

Based on the recommendations of the relevant department board, the Faculty Council may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores.

Article 25:

Based on the instructor's recommendations, the relevant department board allows a student to complete the requirements of any course during the next term. In such an event, the grade (IC) will be recorded for the student in his/her academic records. (IC) grades are not included in the calculation of the semester and cumulative GPA until the student obtains his/her final grade in the course by completing all the requirements. If no change has been made in the (IC) grade after the lapse of one semester, the (IC) status will be changed to an (F) grade which will be included in the calculation of semester and cumulative GPA.

Article 26:

Courses involving symposia, research, fieldwork, or of a practical nature, may be excluded from some or all the above rules (22, 23, and 24) following a decision by the Faculty Council and the recommendation of the relevant department board. The Faculty Council identifies alternate ways to evaluate the students' achievement in such courses.

Article 27:

If any course of a research nature requires more than one semester for its completion, the student will be assigned an (IP) grade, and after the completion of the course, the student will be given the grade he/she has earned. However, if he/she fails to complete the course on time, the relevant department board may approve of an (IC) grade for this course in his/her academic record.

The University of Tabuk Executive Regulation:

The specified time for completing the course whose grade is (IP) is one semester after marking (IP) on his/her academic record.

Article 28:

The grades students earn in each course are calculated as follows:

Percentage	Grade	Grade Code	GPA (out of 5.00)	GPA (out of 4.00)
95 – 100	Exceptional	A+	5.00	4.00
90 – less than 95	Excellent	A	4.75	3.75
85 – less than 90	Superior	B+	4.50	3.50
80 – less than 85	Very Good	B	4.00	3.00
75 – less than 80	Above Average	C+	3.50	2.50
70 – less than 75	Good	C	3.00	2.00
65 – less than 70	High Pass	D+	2.50	1.50
60 – less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00



The University of Tabuk Executive Regulation:

Percentage	Grade	Grade Code	GPA (out of 5.00)
95 – 100	Exceptional	A+	5.00
90 – less than 95	Excellent	A	4.75
85 – less than 90	Superior	B+	4.50
80 – less than 85	Very Good	B	4.00
75 – less than 80	Above Average	C+	3.50
70 – less than 75	Good	C	3.00
65 – less than 70	High Pass	D+	2.50
60 – less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00

Article 29:

Based on the cumulative Grade Point Average achieved by a graduating student, his/her graduation rank is assigned to one of the following levels:

No	Level	GPA (out of 5.00)	GPA (out of 4.00)
1	Excellent	4.50 – 5.00	3.50 – 4.00
2	Very Good	3.75 – less than 4.50	2.75 – less than 3.50
3	Good	2.75 – less than 3.75	1.75 – less than 2.75
4	Pass	2.00 – less than 2.75	1.00 – less than 1.75

The University of Tabuk Executive Regulation:

Based on the cumulative Grade Point Average achieved by a graduating student, his/her graduation rank is assigned to one of the following levels:

No	Level	GPA (out of 5.00)
1	Excellent	4.50 – 5.00
2	Very Good	3.75 – less than 4.50
3	Good	2.75 – less than 3.75
4	Pass	2.00 – less than 2.75

Article 30:

First honors will be granted to graduating students who achieve a cumulative GPA of (4.75) - (5.00) out of (5.00) or (3.75) - (4.00) out of (4.00). Second honors will be granted to graduating students who achieve a cumulative GPA of (4.25) - less than (4.75) out of (5.00) or (3.25) – less than (3.75) out of (4.00).

Both statuses are subject to the following conditions:



- a. The student must not have failed in any course at the University of Tabuk or any other university.
- b. The student must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a faculty.
- c. The student must have completed 60% or more of the graduation requirements at the University from which he/she graduates.

The University of Tabuk Executive Regulation:

First honors will be granted to graduating students who achieve a cumulative GPA of (4.75) - (5.00) out of (5.00). Second honors will be granted to graduating students who achieve a cumulative GPA of (4.25) - less than (4.75) out of (5.00).

Both statuses are subject to the following conditions:

- a. The student must not have failed in any course at the University of Tabuk or any other university.
- b. The student must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a faculty.
- c. The student must have completed 60% or more of the graduation requirements at the University of Tabuk.

Article 31: Final Examination Procedures

The Faculty Council may set up a committee to coordinate with the departments in organizing the activities related to the final examination. The committee's role includes reviewing mark sheets and submitting them to the relevant committee within three days from the examination date of any course.

Article 32:

The Faculty Council may apply strict confidentiality in the final examination procedures.

Article 33:

A course instructor prepares examination questions. However, if the need arises, the Faculty Council may assign another instructor to do the exam based on the recommendation of the head of the department.

Article 34:

A course instructor marks the final examination papers. However, the head of the department may assign one or more additional instructors to participate in the marking process if necessary. The Faculty Council may also assign the marking process to another instructor when the need arises.

Article 35:

The instructor, who marks the final exam and records the marks obtained by students on the designated grades record sheets, signs his name on the record sheets and then the head of the department ratifies them.



Article 36:

No student is to be given more than two examinations in one day. The University Council may allow for exceptions to this rule.

Article 37:

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

Article 38:

Cheating, or attempting to cheat, or violating instructions and examination regulations, shall render the offender subject to punishment in accordance with the Student Disciplinary Rules set by the University Council.

Article 39:

If necessary, the relevant Faculty Council may agree to remark the examination papers within a period not exceeding the beginning of the next term examinations.

The University of Tabuk Executive Regulation:

If necessary, the relevant Faculty Council may agree to remark the examination papers within a period not exceeding the beginning of the next term examinations according to the following conditions:

- 1:** The student may submit an official appeal for remarking to the head of the department offering the course, no later than the end of one month of the relevant final exam. The head of the department will then forward the request to the Faculty Council.
- 2:** The student, who has applied previously for a remarking and it has been proved that his/her appeal was false, is not allowed to apply for a remarking again.
- 3:** The student is allowed to apply for no more than one-course examination paper remarking per semester.
- 4:** A form is specially designed for this purpose including items 1, 2 & 3 in addition to the following information (student name and ID, course code and titles, group number, semester date, attendance record, GPA of the student, exam date, teacher's name, date of the test, remarking justifications, and the signature of the student).
- 5:** In case of positive reply, the Faculty Council will form a committee of at least three faculty members to remark the exam papers and then the committee will report this to the Faculty Council for approval upon which the decision of the council is final.

Article 40:

Following the recommendation of the relevant department board, the Faculty Council determines the duration of the final written examinations which- in any case- should not be less than one hour and not more than three hours' duration.



Article 41:

Consistent with the provisions included in articles (31-40), the University Council establishes the regulations that govern the final examination procedures.

Article 42: Transfer from One University to Another

The acceptance of the transfer of a student from outside the University is governed by the following conditions:

- A:** The student should be enrolled at a recognized college or university.
- B:** The student must not have been dismissed from that university for disciplinary actions.
- C:** The student must satisfy all the transfer provisions set by the University Council.

The University of Tabuk Executive Regulation:

With the approval of the dean of the relevant faculty, the university accepts the transfer of a student from outside the university according to the following regulations:

- A:** The student should be enrolled at a recognized college or university and has an academic record (GPA) for at least two academic semesters.
- B:** The student must not have been dismissed from that university for disciplinary actions.
- C:** The student must satisfy all the transfer provisions set by the Faculty Council.
- D:** The credits studied at the University of Tabuk must be at least 60% of the total required credits for the host degree.

Article 43:

The Faculty Council equalizes the courses taken by the student outside the University according to the recommendations offered by the departments to which those courses belong. As such, these equalizations are to be transferred to the student's academic record, but they will not be included in the calculation of his/her cumulative GPA.

The University of Tabuk Executive Regulation:

The Faculty Council equalizes the courses that the student took outside the university according to the recommendations offered by the departments to which those courses belong. As such, these equalizations are to be transferred to the student's academic record, but they will not be included in the calculation of his/her cumulative GPA provided that the content of the course that the student passed is equivalent to the course content intended to be equalized.

Article 44:

If, after the transfer of the student, it is discovered that the student had been dismissed from his/her previous university due to disciplinary action, his/her enrolment would be canceled as from the date of his/her acceptance of the transfer to the University of Tabuk.

Article 45:

The transfer of a student during any academic semester from one university to another is done in accordance with the procedures and dates announced by the university to which the student will transfer in light of general guidelines of the academic transfer.



Article 46: The Transfer from One Faculty to Another Within the Same University:

The transfer of the student from one faculty to another inside the University is permissible according to the guidelines set by the University Council.

The University of Tabuk Executive Regulation:

With the approval of the dean of the relevant faculty, the university accepts the transfer of a student from one faculty to another inside the university according to the conditions set by the Faculty Council to which the student will transfer. The Rector of the University or his authorized representative may override the faculty transfer conditions.

Article 47:

For a student transferring from one faculty to another, all courses that students studied are to be transferred to his/her academic record including the grades, and the semester and cumulative GPA obtained throughout his/her period of study at the University.

Transfer From One Major to Another Within the Same Faculty Article 48:

With the approval of the dean of the relevant faculty, a student may transfer from one major to another within the same faculty according to the rules established by the University Council.

The University of Tabuk Executive Regulation:

With the approval of the dean of the relevant faculty, a student may transfer from one major to another within the same faculty according to the rules established by the Faculty Council.

Article 49:

For a student transferring from one major to another, all courses that students studied are to be transferred to his/her academic record including the grades and the semester and cumulative GPA obtained throughout his/her period of study at the University.

Article 50: A Visiting Student

A “**visiting student**” is a student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following regulations:

A. The student must obtain prior approval from the faculty at which he/she is studying.

B. The student has to be enrolled at a recognized college or university.

C: The courses that the student is taking outside his/her university should be equivalent to one of the courses included in his/her degree requirements.

D: If the student studies in one of the branches of his/her university, the article (47) applies in this case.

E: The University Council determines the maximum percentage of the studied units at another university that can be accounted for the visiting student.



F: The courses evaluated as equivalent will be transferred to the visiting student academic record but will not be included in the calculation of his/her cumulative GPA.

G: Any further conditions may be added by the University Council.

The University of Tabuk Executive Regulation:

A visiting student is a student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following regulations.

First: A student from the University of Tabuk visiting another university:

A: The student has to obtain prior approval from the faculty at which he/she is studying. The faculty may specify the courses to be studied and the minimum attainment. Students must obtain written approval from the Admission and Registration Deanship to the host university.

B: The student has to be enrolled at a recognized college or university.

C: The courses that the student is taking outside his/her university should be equivalent to one of the courses included in his/her degree requirements.

D: In accordance with item (D) of the article (42), the maximum credits studied outside must not exceed 20% of the overall requirements for graduation at the University of Tabuk.

E: The course grades credited to the visiting student will not be included in the calculation of his/her cumulative GPA, but will be recorded on his/her academic record.

F: Visiting students must provide the Deanship of Admission and Registration with the records of courses studied outside the University of Tabuk within two weeks from the beginning of the next semester. If the student does not submit his/her grades, he will be considered suspended from the university (except for the summer session) and will be dealt with according to the article (15).

G: The visiting student will receive a monthly remuneration if deserved through manual payments subject to submitting the grades to the Deanship of Admission and Registration.

Second:

A Student From Another University Visiting The University of Tabuk

A: The student has to have a record (with GPA) at least for one semester from his/her university in which he was admitted.

B: The student has to obtain written approval to study as a visiting student at the University of Tabuk. The approval must include the courses the student intends to study at the University of Tabuk.

C: Visiting Students to the University of Tabuk are allowed to attend a maximum of two semesters.



D: The visiting student from another university will not receive a monthly remuneration from the University of Tabuk.

E: The Deanship of Admission and Registration records the courses the visiting student takes in accordance with all regulations of joining courses at the University of Tabuk.

Article 51: General Regulations

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

Article 52:

The University Council may set up executive regulations in a way that will not contradict these regulations.

Article 53:

The Higher Education Council reserves the right of interpreting these regulations.

Appendixes

APPENDIX A: ACADEMIC RECORDS AND GRADE CODES

Academic Record

The academic record is a statement which explains the student's academic progress. It includes the courses studied in each term with course numbers, codes, number of credit hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is excused.

Letter Grades

Letter grades	Marks	P oints		Grades in English
A+	95 – 100	4.00	5.00	Exceptional
A	90 – Less than 95	3.75	4.75	Excellent
B+	85 – Less than 90	3.50	4.50	Superior
B	80 – Less than 85	3.00	4.00	Very Good
C+	75 – Less than 80	2.50	3.50	Above Average
C	70 – Less than 75	2.00	3.00	Good
D+	65 – Less than 70	1.50	2.50	High Pass
D	60 – Less than 65	1.00	2.00	Pass
F	Less than 60	0.00	1.00	Fail
IP	-	-	-	In-Progress
IC	-	-	-	In-complete
DN	-	0.00	1.00	Denial
NP	60 or above	-	-	No grade-Pass



NF	Less than 60	-	-	No grade-Fail
W	-	-	-	Withdrawn

APPENDIX B: EXAMPLE OF THE CALCULATION OF SEMESTER AND CUMULATIVE GPA

First Semester:

Course	Cr Hrs	%	Code	GPA		Quality Points	
ISLM 301	2	85	B+	4.50	3.5	9	7.00
CHEM 324	3	70	C	3.00	2.00	9	6.00
MATH 235	3	92	A	4.75	3.75	14.25	11.25
PHYS 312	4	80	B	4.00	3.00	16	12.00
Total	12					48.25	36.25

First Semester GPA = $48.25 / 12 = 4.02$ OR First Semester GPA = $36.25 / 12 = 3.02$

Second Semester:

Course	Cr Hrs	%	Code	GPA		Quality Points	
ISLM 104	2	96	A+	5.00	4.00	10	8
CHEM 327	3	83	B	4.00	3.00	12	9
MATH 314	4	71	C	3.00	2.00	12	8
PHYS 326	3	81	B	4.00	3.00	12	9
Total	12					46.00	34

Second Semester GPA = $46 / 12 = 3.83$ OR Second Semester GPA = $34 / 12 = 2.83$

Overall GPA = $(48.25 + 46.00) / 24 = 3.93$ OR Overall GPA = $(36.25 + 34.00) / 24 = 2.93$

Student Directory for Academic Advising

Dear Students,

The academic advisory is considered one of the university education pillars in the Kingdom. It aims at helping you get the best educational results represented in an academic distinction and excellence



adapting to the university environment by providing you with academic skills. These skills raise your academic levels and your academic achievement and develop your abilities and skills.

Definition of the academic advisory:

Academic advising is defined as a career guidance service. This service is the faculty members' responsibility, which aims to identify problems that hinder students' ability to achieve educational attainment and interaction with the requirements of university life and provide assistance and support by increasing students' awareness of their academic responsibilities. Also, it aims at encouraging students to put more effort into solving various academic problems, which raise their educational attainment by discussing their scientific ambitions.

General facts about the academic advisory:

1. The academic guidance committee at your college is considered one of the pivotal committees in improving the outcomes of the educational process. It is concerned with planning, coordinating, and supervising the academic supervision process at the colleges.
2. The academic advisory is the responsibility of the faculty members in the scientific departments and students themselves. Therefore, all faculty members and students will participate in the academic advisory activities.
3. Receiving any academic advisory service is considered a genuine right for the students preserved by the executive and regulatory rules and regulations under which the university operates.
4. The academic advisor is one of the faculty members appointed by the concerned academic department according to the regulation that organizes the faculty members' affairs.

The goals of the academic advisory:

The goals of the academic advisory are as follows:

1. Providing the necessary support for the students during their studies to complete the study plan and all requirements within the permitted period of time.
2. Providing academic and guidance information to students and increasing their awareness of the university's mission, goals and regulations.
3. Supervising students academically to help them complete their studies efficiently and supporting the university's efforts in providing an outstanding educational environment by graduating qualified students for the labor market.
4. Helping students to identify scientific disciplines that suit their mental abilities and their inclinations.
5. Guiding students who stumble academically, taking care of them, following them up in raising their scientific level, and helping them overcome their academic and administrative problems.
6. Providing students with suggestions and tips to improve their educational attainment and help them overcome their academic and administrative problems.



7. Raising students' awareness on campus and providing the university with resources and services to improve their academic and cognitive levels.
8. Providing students with professional opinions based on the professional experience of the academic advisor, such as organizing their time and investing it positively to gain the best methods for studying, and to have good achievement.

Academic advisory's services:

Academic advising services are summarized as follows:

1. Identifying the available scientific and professional opportunities of specialization for all students.
2. Taking advantage of orientation programs for new students, introduce the study system and tests achieving registration, adapting to the university studies, informing them of their rights and duties.
3. Recognizing academic, behavioral irregularities in cheating in exams and the absenteeism rate exceeded the cumulative average drop below 2.
4. Learning about academic penalties and their levels, such as prohibiting them from entering an exam, probation and its levels, and dismissing from the university.
5. Recognizing the rules governing the transition from one level to another according to the approved study plan for the specialization.
6. Learning the study plan of the specialization of the total hours required for graduation and the obligatory hours and optional hours at the department, college, and university, the courses' names and codes, and the plan's issuance number and code.
7. Identifying the procedural controls regulating the entry of the mid-term and final exams at their various levels and its approved forms according to the time plan, the description of the courses and the procedural steps, re-correcting the answer sheets.
8. Knowing the dates of registration for courses according to their previous requirements, dropping or adding them, and the dates of approved exams according to the university calendar.
9. Offering consultancy and advice regarding academic, administrative and social problems and their solutions.
10. Learning about registration rules and dropping out of the study by obtaining advice on registration courses, deleting and adding them, apologizing for a course, postponing the study for the semester, transferring from one major to another within the college, or transferring a major to another outside the college.
11. Identifying the grades of the semester courses and the averages and their symbols.
12. Learning about academic opportunities available to stumbling students, the reenrollment rules.
13. Familiarizing students with the executive rules and the controls for attendance and apology of studying.
14. Learning the procedural steps and regulations for equivalency of courses from inside and outside the university.



15. Knowing the regulations of apologizing for entering the test, The student who wishes to apologize for the test fills in a course the form of apology for the test, and the counselor says to sign it
16. Benefiting from academic advisory programs that help students with special needs during their university life, helping them achieve the highest degree of excellence in their academic achievement according to their capabilities, studying their problems and working on solving them. Such programs provide them with training opportunities, each according to their fields and needs.
17. Benefiting from the academic advisory programs for outstanding students to help them while continuing to excel, to encourage them and motivate other students
18. Learning about the percentages of attendance and the allowed percentage of absence for a specific course or courses they are registered in.
19. Knowing the conditions and controls regulating graduation.

Academic Penalties:

Academic violations are all acts, activities, and behaviors committed by the student that violate the educational process's regulations, rules, and instructions. These violations include but are not limited to:

1. Non-compliance to attendance, dropping out of the study or fulfilling academic requirements, according to the rules and provisions stated in the rules and regulations in force at the university. The student's absence represents (25%) or more from the total in the theoretical and practical lectures for one course during the semester in the arts and scientific disciplines. It represents 10% of the total scientific, practical and training lectures for one course during the semester for Medicine, Applied Medical Sciences and Engineering colleges.
2. Disrupt or incite to disrupt the studies stream as well as deliberate refraining or incitement not to attend lectures and exercises practical and clinical lessons and others as required by the regulations, refraining from attending lectures or university activities that stipulated in the laws, regulations, executive rules, instructions and decisions.
3. Violation of order, discipline, and good conduct during the study at the university and all its facilities violates the rules during lectures, exams, seminars, or curricular and non-curricular activities that take place inside or outside, whether organized or supervised by the university.
4. Committing any form of cheating, attempting to, participating in it in exams, or attempting to obtain any questions before or during the exam unlawfully.
5. Committing any form of cheating or attempting to cheat or participate in helping others to cheat in exams or been impersonated by another student in the exam room
6. Doing any form of cheating or attempting to participate in helping other students to cheat in any scientific research or reports, graduation projects (masters and doctoral theses).
7. Impersonating others in any matter related to the university and its affairs and giving documents or university identities to others to use them illegally or speak on behalf of the university without official permission.



8. Attempting to forge/forging official documents, scientific certificates, whether issued from the university or another university. Also, the attempt to use those official documents or forged academic certificates for any matter related to the student's academic procedures or use any methods to obtain any document(s) illegally or destroy all or part of them intentionally.
9. Attempting to use any modern electronic means to harm any university staff or faculty members, employees, or facilities.
10. Committing any violation that the university or the committee deems to constitute a breach of the regulations and instructions issued by it and not stated in these regulations.

Mechanisms for implementing the academic advisory programs at the college level:

The mechanisms for implementing the academic advisory programs at the college level are to achieve the goals are as follows:

1. The academic advising process is carried out through the academic advising electronic follow-up system for students. It is necessary to link it to the admission and registration system to open a direct online window between the advisor and the academic status of the advised students to follow up on their academic status. 1/1 A student cannot withdraw their academic schedule after registering or adding the courses electronically through the university's electronic portal. However, only after the approval of their academic advisor, he/she is permitted to amend the courses that do not suit the student according to the study plan of their specialization.
1/2 The academic advisor provides the students with academic indicators such as low accumulative grades and regular lectures according to their schedules... etc. A username and a password should be assigned to the academic advisor through which the advisor can follow the academic status of the students regularly.
2. Organizing and executing various programs, activities, or competitions that encourage the students to increase their academic grades or give awards for outstanding students in the college departments.
3. Organizing and carrying out mentoring workshops and guiding awareness about the importance of the academic advisory, which deals with many topics of interest to students to educate and provide them with information that contributes to and protects them from academic obstacles.
4. Organizing and implementing training programs to provide consulting services to students to provide the most important personal, academic, scientific, and practical skills. Providing them with skills that increase their academic achievement.
5. Conducting specialized scientific research which targets the student issues and the development of various curricular and non-curricular activities.



6. Organizing and implementing advisory programs to help the students with special needs during the university stage achieve the highest levels of academic achievement according to their abilities, study their problems and work on them.
7. Studying the conditions of the academically stumbling students and organizing new guidance programs to help them overcome such academic stumble. Also, such programs help students overcome the obstacles and problems they face, each according to the objective causes of academic stumbling.
8. Organizing and implementing advisory programs for the outstanding students of scholarships to guide them to continue their studies, help them excel, and encourage their peers.
9. Organizing and implementing guidance programs to guide all students on how to improve their academic level and achievement.
10. Preparing both paper and e-brochures and guidance publications, such as posters and brochures, for all faculties, including academic schedules for early registration, university bylaws and regulations booklet from the study and examination regulations for the university stage. They clarify students' rights and duties and the code of conduct for regulating behavior in the library and university calendar, guidelines and instructions for new students.
11. Preparing periodic reports, including tables, of a statistical statement about the students' academic level in the academic courses and send them to the dean. The solutions are taken to overcome students' academic stumbling and measure their success.

Academic advisor's duties and responsibilities:

1. Introducing new and current students to the faculty goals and mission, its academic programs, scientific departments, students care and services, and orienting the students towards appropriate specializations that meet their capabilities.
2. Contribute to the preparation and implementation of the programs and activities of the academic guidance plan and introduce the study and examinations system.
3. Make students aware of the importance of the academic advisory and how to benefit from its services, meet, advise, and guide students during office hours.
4. Introduce the study plan for the scientific department, the graduation requirements, sufficient knowledge about the dates of registration, dropping and adding courses, with reference to the approved university calendar, and ensure that the student's schedule agrees with the line.
5. Urging students to work hard for their exams and the requirements for success in the course.
6. Preparing and updating the academic advising record file of the students. The academic advisor creates a record for each student in his session to document the academic follow-up process.
7. Organizing periodic individual or group meetings to orient them academically and introduce them to their academic performance.



8. Getting to know the students' inclinations and encourage them to work hard and discover the talented ones, discussing difficulties and search for the appropriate solutions as precautions.
9. Providing the necessary help to students in case of difficulties in terms of course registration through coordinating with their supervisors or the faculty coordinator, student affairs coordinator. Also, contact the Deanship of Admission and Registration regarding students with special academic cases that require support within the limit permitted by the systems, regulations and the regulatory rule of the university. Moreover, coordinate with the concerned unit or administration to discuss the problem(s) that affects the students' study or interaction with the university community.
10. Provide assistance and supervision to low achievers to overcome this problem, hold periodic meetings with them, discuss their problems thoroughly, and provide help or refer it to the Permanent Committee of the Students Affairs in case of irregular attendance by the student or their academic stumbling.
11. To assist the students in getting the highest benefit from the E-Learning website at the university and other learning resources such as the library and the electronic data.
12. Urging students to participate in academic, methodological, non-methodological activities that enrich their scientific and practical knowledge.
13. To inform the student of their responsibilities and duties within the university and requirements for success.
14. Having an idea about the problems that may face students, especially the issues that affect their academic performance and solve them and inform the students or their parents.
15. To practice the social roles with the students to investigate their social conditions.
16. Preparing periodic reports and reporting them to the committee with consideration to the administrative sequence and endorse them with the student's file, contact the faculty member who teaches the student to know the level of the student's attendance and their academic progress to identify the subjective reasons for such problems.

Students' roles and responsibilities in the academic advisory:

Students have a crucial role in the academic advising process. They are responsible for their academic progress and asking for advice and guidance from an academic advisor, hence achieving their goals and ambitions in their practical life. To achieve the largest number of academic guidance meetings, students must prepare for the meetings through the following:

1. They must know the academic advisor's office hours.
2. Make an appointment with the academic advisor, preferably before each semester.
3. Drafting all the questions relating to their curriculum and bring them to the meeting.
4. Reviewing the student guide, which explains everything the department, faculty and the university needs.
5. Preparing and bringing correct information and data related to their needs before meeting the academic advisor.



6. Bring the study file for each course, as well as a list of questions.
7. Providing a clear idea of the academic and professional goals and involving the academic advisor with transparency and honesty.
8. Contribute with the academic advisor to develop a study program with an executive study schedule for the following semesters.
9. Asking all the questions they have because the academic advisor can help the students have a clear vision about what they want.
10. Ensure what the academic advisor communicates is implemented every two or three weeks.
11. Communicate electronically with the academic advisor about extra- questions
12. It is necessary to inform the academic advisor about the important changes of the studying program that may affect the performance and teaching-learning goals.
13. Ensure familiarity with the academic agenda, especially critical and final dates published on the department's bulletin board or through the faculty and the university website.
14. Creating files concerning academic advising documents.
15. Take responsibility for academic progress. Students are primarily responsible for their success.

Procedural steps for obtaining academic advising services:

The following procedural steps are adopted for the academic guidance:

1. The head or supervisor of the scientific department distributes the students to the faculty members according to the accredited academic advising schedule template one week before the beginning of the semester.
2. The faculty member in charge of academic advising handed over a hard copy and an electronic copy of the academic schedule for signature.
3. The concerned employee in the Deanship of Admission and Registration submits a user name and password to the Academic advisor.
4. The academic advisor announces the academic advising schedule through his website and the information panels available in the faculty.
5. The academic advisor creates a personal file for each student in the group assigned to him in order to document their academic follow-up process. The profile consists of:
 - 5.1 A personal data form for the student that includes the full name, National ID number or residence number, a detailed address, place and date of birth, department, training programs, student's electronic address and phone number, and the parent's mobile number, phone, or e-mail.
 - 5.2 A photocopy of the last academic qualification (high school or diploma).



- 5.3 The student's curriculum plan.
 - 5.4 Follow-up form for student progress in the study plan for their majors.
 - 5.5 Academic program implementation plan.
 - 5.6 A recent copy of the academic record for current students shows the student marks in each course and semester and the cumulative average for the previous semesters, enabling the academic advisor to assess the student's level.
 - 5.7 A certified copy of the decision of alert, probation, excuse for absence, cancellation or postponement of studies, cancellation decision, course cancellation, changing a major to another within the college, or changing a major to another outside the college decision, or the decision to visit a branch of the university or another university.
 - 5.8 Reports of faculty members on the students' performance and their assistance if needed.
 - 5.9 A cancellation form from the course.
 - 5.10 Form for canceling or postponing the semester
 - 5.11 A form for transferring a major to another within the college
 - 5.12 A form for transferring a major to another outside the university
 - 5.13 A visit form to a branch of the university or another university.
 - 5.14 Re-enrollment form
 - 5-15- Complaint or grievance form
 - 5-16- Form for deleting or adding a course
 - 5-17- Attendance and absence form
 - 5.18 Academic stumbling form
 - 15-19- Academic Probation Form
 - 5-20- Academic advisor meeting minutes' form with students
 - 5-21- A paper or electronic transfer form
- 6- Students should contact an academic advisor through a personal visit according to the dedicated office hours to conduct a first consultative in the designated department or faculty.
- 7- Students must fill out the approved forms through the academic advising system according to the type of service required, paper or electronic. And a programmed email message to be sent to the academic advisor with the necessary service data.
- 8- The academic advisor reviews the academic advising system periodically during allotted office hours and does the following:
- 8-1- Providing the required service if it is among his capabilities.
 - 8-2- Coordination with the committee, department council, faculty council, or any of the deanships or administrations if it is not among his capabilities
- 9- The academic advisor periodically evaluates the students' academic performance in their courses and attendance according to their schedules. And in case of failure or absence.
- 9-1- Updating a list of failing and absent students
 - 9-2- Determining the notice of absence or notice of academic failure
 - 9-3- Announcing their names and the need to meet him during the relevant office hours. In case of meeting:
 - 9-3-1- they provide them with a notice of absence or notice of academic failure.
 - 9-3-2- Discussing with them the reasons for failure or irregularity in attending the lectures.



- 9-3-3-Participate in preparing an implementation plan or program, each according to his case, that may recommend involving them in cooperative learning groups.
- 9-3-4 to report the failing and irregular students and the executive plan or special program for each one of them.
- 9-3-5 following up the implementation of this program to measure the level of their performance and achievements during it and after its implementation and as a result:
- 9-3-5-1- Raising a sign under their academic probation for an improvement test in their academic level.
- 9-3-5-2-To inform their parents about their academic un-proficiency via sending a form under the academic supervision of their children.
- 10- The academic advisor organizes a meeting with the concerned students who sign that they obtained the required service and comply with the academic advisor's recommendations.
- 11- The academic advisor monitors the academic service through documentation in the private file of each student.





Student Rights and Responsibilities

Preface:

University education institutions are the most important educational institutions in societies because they have an active and distinctive role in creating trained and qualified generations. Such qualified generations have the ingredients for success and requirements to develop societies and provide them with modern scientific energies and knowledge that will enable them to develop projects. Universities are considered the start point through which the methods of development and progress in societies pass.

This code of conduct can be regarded as an attempt to clarify the positive rules of conduct for the main pillars of the educational process for both faculty and students. It aims to formulate a set of essential, academic, and non-academic rules that control the educational institution's conduct and behaviour. Failing to comply with any of its provisions is a behavioral violation that requires appropriate means and mechanisms to address its causes. The code must be adhered to and applied alongside the rest of the executive regulations in force in these institutions to access outstanding educational outcomes.

Since the university student is the main focus of the educational system at the University of Tabuk, it was necessary to pay attention to his/her rights and duties. This is achieved away from the traditional understanding that makes a student just a vessel for rights and obligations and between over these rights in such a way that the educational process is derailed.

Student's Code of Conduct Objectives:

This code of conduct represents a code of correct behavior for students in their university life. The objective goals are the benefits that can be reached through its application. These objectives are as follows:

- 1- Transparency and clarity in highlighting all students' kinds of rights and duties.
- 2- Contribute to achieving desirable levels of student satisfaction.
- 3- Contributing to the social, health and psychological security of students.
- 4- Adjusting students' functional and ethical behaviors.
- 5- Contributing to promoting the values of integrity, honesty, belonging and good citizenship among students.

Scope of application:

The application of this code of conduct includes all students from different disciplines in the various faculties of the University of Tabuk (scientific, literary and health tracks).

The role of students in the educational process:

A student is the centre of the educational process, which requires the educational institution to use modern and advanced educational techniques to achieve the target goal. A university is the main source and the optimal production line to produce human capital with the efficiency and adequacy required to push the nation's institutions to work in various commodity economic projects and services to contribute to the future of their country and nation. Therefore, the human, material, and financial resources needed to prepare the advanced infrastructure must be harnessed to serve students. Here, the role of the student is limited to receiving and searching for the knowledge directed in different types and using all available and prepared capabilities in teaching and learning. The optimal learner can therefore be described as an active learner, participant, and effective in the educational situation,



proficient in the practices of the educational process, committed to the ethical and behavioral controls that govern the proper and sound functioning of that process.

Student's code of conduct's main axes:

This code of conduct contains three main axes, all of which constitute students' rights and academic and non-academic duties to control students' human and functional behaviors to create an educational environment to achieve the quality of educational outcomes from different disciplines.

The first axis: Student academic and non-academic rights:

A) Academic Rights:

- 1- Obtaining scientific material and knowledge associated with university courses in an appropriate study environment which achieves good achievement.
- 2- Providing the appropriate study environment to achieve better understanding by providing all the educational capabilities available for high-quality learning.
- 3- Obtaining the study plans and schedules in the college or department and reviewing the study schedules before starting the study. Also, academic rights include conducting registration in the courses offered by the system and registration rules, taking into account the order of priorities in registration for students according to fair controls when it is not possible to achieve the students' wish list in registering a course.
- 4- Deleting any course, adding another or cancelling the entire semester as provided by the university's study and registration system within the specified period of that announced to students.
- 5- Obtaining the university card and benefiting from the services provided by the University in accordance with the regulations, decisions and university norms applicable in this regard.
- 6- The commitment of faculty members at the university to dates and times of lectures to meet the scientific and practical hours and not to cancel lectures or change their times unless necessary after the announcement, alternative lectures will be given to those who have been cancelled or absent by a faculty member. This is for the course to be completed with students and the relevant department.
- 7- Conducting scientific discussions with faculty members inside the university and asking for further clarification of what he/she did not understand without being censored or punished unless the discussion goes beyond what public morals require and the limits of decency and behavior in such cases, whether it is during the lecture or office hours.
- 8- Test questions should be taken from the same materials students studied and the issues raised or the scientific and practical cases that were addressed and discussed during the lectures, taking into account the balanced and logical distribution of test questions and grades in order to achieve a fair assessment of students' performance.
- 9- Conducting all tests related to a course unless there is a systemic impediment to conducting them in accordance with the regulations and instructions for doing so. The student should be informed that he or she will be banned from taking the test in advance.
- 10- Knowing key answers to midterm exams and distributing the grades fairly to the answer parts on which the student's performance is assessed before the final test.
- 11- Requesting to review students' answers in the final test as determined by the regulations and decisions issued by the University, which are stated in the study and examination regulation accredited at the university.
- 12- Knowing the results students got in the tests they performed after the correction process, and the approval have been completed.
13. Obtaining the university's social welfare and academic guidance services to help students solve the problems faced during their scientific achievement through its social and academic mentors and researchers. They also have the right to receive material assistance in accordance with the regulations governing it.



14. Complaining or appealing to review his/her evaluation or any matter attributed to it, with the necessity to notify in writing any decision taken and grant the right to discuss the decision and its consequences if it conflicts with their personal or academic interest.
15. Knowing exams instructions which are summarized as follows:
 - 15/1 Students must confirm the period and place of his/her exam and attend half an hour before its start.
 - 15/2 Students who miss the test takes a zero score in that test, and his/her rating is calculated in that course based on the course work he/she received unless there is a compelling excuse.
 - 15/3 Students must bring all the tools he/she needs, and the tools of others are not allowed to be used.
- 16- Using university's laboratories to prove his/her experiences to expand his/her scientific knowledge according to its systems.
17. Participating in establishing various activities adopted and sponsored by the university, such as sports, cultural or social activities.
- 18- Obtaining his/her documents granted by the university, including granting him/her a degree after completing graduation requirements from the University.
- 19- Obtaining an official receipt for all that he/she pays to the university. He/she has the right to recover all that they paid as insurance with the specialists of the University and in accordance with the regulations governing it.
20. Claiming his/her rights inside the university, adhering to the texts and regulations in force at the University, and all students are equal in rights and duties.
- 21 - Maintaining his/her files confidential inside the university fences in the safe and not allow any content, personal information and academic record and transcript) (only the student himself/herself or the one who is appointed) to be revealed unless it is the result of a penalty decision against the student. As it is the student right to maintain his/her personal photos within his/her file, and not show them or use what has been allocated, especially the photos of female students as these photos are mandatory documents in the university admission file, it is necessary to ensure their preservation and the integrity of dealing with them at the University.
- 22- The usage of the traditional and electronic libraries of references according to the consideration of the specific systems and use of the University's website and academic communication with the concerned faculty members through e-mail.
- 23– Students have the right to suspend enrolment, re-enrolment and withdrawal from the University and grievances related to exams' results.
24. Obtaining information leaflets and brochures on various methodological and extracurricular activities and a copy of the course description.
- 25- Transferring from one department to another within the same faculty and from one faculty to another or modifying the study system from affiliation to regular or distance learning according to the university's regulations and executive regulations.
- 26- Submitting complaints within the approved controls against any of the university staff. If any personal risk or administrative or academic irregularities occurred, he/she reserves the right to maintain confidential information and data of the complaint.
- 27- Reviewing the grades in various courses and midterm tests: theoretical and practical results and paper and electronic duties retrieval.

B) Non-Academic (humanitarian) rights:

1. Receiving decent human treatment and not dealing with him/her with discrimination or bias in accordance with the rules of mutual respect for colleagues and employees of the University.
- 2-Participating in scientific gatherings, contributing to their formation and working within their activities according to the regulations.



3. Providing the necessary resources and tools to ensure access to theoretical and practical lecture venues.
- 4- Creating the appropriate scientific, social and health atmosphere for students in theoretical and practical lectures.
- 5- Providing all public services to students, such as catering places, libraries to provide photography services, sales stationery, and parking.
- 6- Providing entertainment places to practice sports activities as diverse as sports halls equipped with modern and diverse devices and different courts for table tennis, hand, plane and other types, large green areas in the courtyard of the University, a theatre to display some purposeful activities, and a large hall to apply extracurricular activities.
7. Providing quality buildings to ensure the safety of students and the educational process as widely within school buildings, provision of maps indicative of the contents of the building, and the provision of whiteboards inside of the classroom and other supplies such as pens and erasers. Also, providing proper lighting will help see the whiteboard and provide good ventilation inside the school buildings.
- 8- Maintaining hygiene, ensuring ventilation, adaptation and lighting of the classrooms, providing corridors inside the classrooms that facilitate movement, providing emergency and survival ladders, providing indoor fire extinguishers, and providing electric elevators in a manner commensurate with special needs.
- 9- Providing health services such as public clinics and specialized doctors in all specialties, providing appropriate treatment, and transforming health clinics and hospitals.
- 10- Providing quality psychological and social student care services to various students in accordance with the approved regulations, regulations and executive rules.
- 11- Providing opportunities to participate in extra-curricular activities organized and implemented by the Deanship of Student Affairs such as cultural, sports and social volunteer activities.
- 12- Ensuring eligible students receive incentives, bonuses, loans, material and financial subsidies, and hourly work allowances during the years of study when mandated to do so in accordance with the regulations and executive regulations in force at the University.
13. Providing opportunities to participate in specialized training programs and courses, each according to his or her interest.
- 14- Self-esteem and appreciation of scientific and practical discussions without departing from the educational framework.
15. Enrolment in the assets of the flexible, good worker, which considers the multiplicity of students' social and cultural backgrounds.
- 16- Providing physical, moral and psychological security and maintaining it from any threats of harm, intimidation, being insulted or ridiculed by any of the university staff, students, harassment by nodding, inflammatory references, commenting on body parts with unwanted touch, writing and graffiti to arouse or rumour about some abnormal behaviour or committing any act contrary to the qualities of or imaging devices. This is whether it is used in the students ' residence at the university and university housing or doing an act or saying that affects honour and dignity or scratches modesty, or violates the university's good conduct and public morals.
- 17- Providing appropriate and suitable services to those with special needs as available from the possibilities available to the University.

Axis II: student's academic and non-academic duties:

1) Academic Duties:

- 1- Familiarizing yourself with the applicable regulations and executive rules directed at the University concerning the student and abide by what is contained therein.



- 2- The obligation to attend the study and to carry out all the study requirements of the decisions in the 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 of the regulations and regulations in force at the University.
- 3- Compliance with the rules and suspensions by preparing research, reports or tests and not cheating or initiating it or assisting in the commission or violation of the examination system.
- 4- Commitment not to cheat and not participate in it in any way whatsoever when the tests of all kinds and when preparing research and other study requirements for the decisions, and not to resort to any means or proportion of illegal work to prepare such research, reports, papers, studies or other basic requirements of the course.
- 5 - Commitment to the respect of faculty, staff and workers of the university employees and other companies contracting with the University and other students within the university and guests and visitors and never abuse them by word or deed.
- 6 - Commitment not to attend lectures in courses other than the registered one; if the student wants to attend any other classes, he must get permission from the professor.
- 7- Ensuring that the official e-mail approved by the university works correctly and read the e-mail daily to follow up on what may be sent through the announcements.
- 8-Follow up the announcements placed on the official bulletin board inside the university building.
- 9- Speed review of the university portal during the period of deletion and addition in case of errors in the schedule.
10. Commitment to respect the rules and arrangements relating to the conduct and regularity of lectures and not to miss them except as an acceptable excuse in accordance with the regulations.
11. Commitment by the rules and arrangements regarding the tests and the system therein and do not cheat, attempt, or assist in the commission of any form, conduct, impersonation, forgery, or the introduction of prohibited materials or devices in the test hall or laboratories.
- 12- Compliance with the general and special rules of the tests, the student who misses the test has a zero score in that test, and an estimate in that course is calculated based on the grades of the course work obtained only unless there is an acceptable excuse. The student should:
 - 12/1- recognize the period and place of the test at least half an hour before the start of the test.
 - 12/2. bring all the permitted tools, and the use of other people tools are not permitted.
 - 12/3- not enter the examination hall without the University card.
 - 12/4 not enter the examination hall before the exam date or before the invigilator attends.
 - 12/5- not leave the examination hall before half the time set for the exam.
 - 12/6 not use communication devices inside the test room and should be completely closed.
 - 12/7. not enter the test if he/she is banned, and the final test grade for him/her shall be zero.
13. Adhering to the instructions given by officials or invigilators in the test hall or laboratories and do not disturb students during the conduct of the tests.
14. Filling out forms that assess the relevant faculty members behaviorally and academically and assess the quality of academic services provided by the various departments concerned objectively.

B: Non-academic Duties

1. Adherence to the university's regulations, instructions and decisions issued in order to be implemented and not to circumvent or violate them, or to submit forged documents to obtain any right or advantage contrary to what is required by the relevant provisions, and not to do any actions that violate Islamic and public morals.
2. Commitment to maintaining public cleanliness and adherence to appropriate dress and body, ensuring proper respect for the university.
3. Do not consume food and drinks in the classrooms, laboratories or university libraries.
4. Not to do any improper act or statement that would harm the university's reputation or any of its faculty members or employees.



5. Treat all university employees and guests with due respect and do not offend or insult them by word or deed.
6. Pay all the due financial amounts, whether the value of student services, fines, or the like.
7. Commitment to calmness and tranquility inside the university facilities, abstaining from smoking there, not causing a disturbance or gathering in places other than those designated, and not being present in the classrooms, corridors or restaurant at the time of prayer.
8. Commitment not to damage, tamper with, or disrupt the university's property and maintain them and other university materials and books, returning borrowed ones on time.
9. Adherence to the instructions of the university in arranging, organizing and using the university's facilities and equipment for the purposes for which it is intended, and the necessity of obtaining prior permission from the competent authority to use those facilities and equipment when desiring to use them or make use of them at an untimely date.
10. Taking the initiative to submit creative proposals and discuss them with specialists and take what is necessary for this area when assigned.
11. Obligation to provide correct personal and academic information and data about students and inform the concerned departments of any change to such information and data. The university has the right to take deterrent measures against him/her.

The third axis: the student's academic and non-academic violations:

A: Academic Violations:

Academic violations are all actions and behaviors of the student that violate the regulations, executive rules, instructions and enforceable decisions issued regarding the organization of the educational process. These violations include the following:

1. Non-compliance with studying, dropping out of the study, or fulfilling all academic requirements for courses in accordance with the provisions contained in the applicable university bylaws and regulations, as represented in the student's absence of 25% or more of the total scientific, practical and training lectures in one course during the semester for literary and scientific disciplines, which are represented in the following: 10% of the total scientific, practical and training lectures for one course during the semester in specializations of medicine, applied medical sciences, and engineering.
2. Disrupting the study and inciting it and orchestrating abstinence and incitement not to attend lectures, exercises, practical and clinical lessons, and other things that the university regulations require. Violations also include refraining from attending lectures or other university activities stipulated by the regulations and executive rules.
3. Violation of order and discipline in the university and all its facilities and violation of those rules followed during lectures, exams or seminars, and non-curricular activities inside the university or activities held outside the university or under its supervision.
4. Carrying out any form of cheating, attempting to participate in and assisting in exams, or obtaining any questions from any of the scientific and practical exams in an illegal way before they are held.
5. Carrying out any form of cheating or attempting and participating in it and assisting in exams by entering the student as a substitute for him or entering as a substitute for another.
6. Carrying out any form of fraud, or attempting to participate in, or assisting in, reports, scientific research, graduation projects, masters and doctoral theses.
7. Impersonating others in matters related to the university and its affairs and giving university documents and identities to others to use them illegally or speak on behalf of universities without an official capacity.
8. Attempting or forging official documents or academic certificates, whether issued by the university or outside it, or attempting to use those official documents or forged scientific certificates in the university student's



affairs or study procedures, or following illegal ways to obtain official documents and academic certificates, or deliberately destroying all or some or some of them.

9. Commencement and using any modern electronic technological means to harm the university or any of its faculty members, employees, or facilities.
10. Attempting or committing any other violation that the university or the committee considers constitutes a breach of the university's regulations, instructions, and decisions.

B: Non- academic Violations:

1. Working to cause chaos in any university facilities and incite it by any means or form.
2. Doing a violation by the student who violates the rules and deviates from the limits of public morals and ethics in addressing members of the Standing Committee for the Disciplinary of Students during the investigation with him/her.
3. Non-compliance with common sense in dress, clothing, general appearance or body in a manner inconsistent with Islamic values, customs, traditions and customs of Saudi society and the instructions issued by the university in this regard.
4. Attempting or stealing any of the university's equipment and facilities, laboratories, or helping to do so, or stealing from others inside the university or in any of its facilities.
5. Refraining from submitting official documents to the relevant authorities when requested.
6. Possessing electronic devices, films, pictures, tapes, newspapers and magazines that contain what is contrary to public morals inside the university or any of its facilities.
7. Carrying a firearm, even if it is licensed, a white weapon, keeping flammable and explosive materials, bringing in any materials that can be used for illegal purposes inside the university or any of its facilities, or threatening to use any of that.
8. Illegal access to confidential information of any of the university's members of the teaching staff or the employees, unauthorized access to it, publishing it, or instructing others on how to obtain it.
9. Carrying out or participating in any illegal activities or events inside the university, or issuing publications, posters, or participating in distributing them in any form.
10. Collecting money or donations without the university's relevant authorities' approval and supervision or collecting signatures.
11. Violating the Islamic and social principles and foundations of the Kingdom or the observed customs and traditions.
12. Attempting or carrying out any act or statement that would harm the national unity or joining anti-national organizations, or an invitation to join them, or calling for political, regional or international events that violate the Kingdom's system, or promoting it within the university.
13. All actions and behaviors of words and actions that touch on any belief or honor and dignity of others or ruin good behavior and public morals or disgrace in good moral character or anything that would offend the reputation of others or the university's reputation.
14. Verbal or physical assault on any university's faculty members, employees, or companies' employees that work for the university under contracts and supervision.
15. Attempting to deliberately abuse, damage or sabotage and attempt to do so of the university's facilities, equipment and property, or work to modify or transfer them without the approval of the relevant authorities.
16. Non-compliance with public cleanliness and general safety of the university or any of its facilities.
17. Joining any of the illegal organizations, committees, conferences, associations, issuing and distributing pamphlets, newspapers or magazines, or collecting funds or signatures in violation of the regulations in the Kingdom.



18. Informing the visual, audio and print media of information and data related to admission, registration and student affairs, whether true or false, before obtaining a license and prior authorization from the relevant authorities at the university.
19. Smoking inside the university or any of its facilities or acquiring prohibited substances to use, distribute or trading in them.
20. Wrong traffic behaviors inside the university or any of its facilities, which may cause harm to the lives of others, their private property, or the public property of the university and its facilities.
21. Doing any act or saying that threatens to harm, intimidate, insult, ridicule any of the university's staff, employees or students, or harassing by making gestures or real erotic gestures, or commenting on body parts by unwanted touch, or writing and drawings on the walls in order to provoke or rumor about some abnormal behavior. Violations also include committing any act that contradicts the characteristics of public behavior, such as imitating the opposite gender, lengthening nails, doing inappropriate haircuts, or using mobile devices equipped with cameras inside the university's female student campus and residential units as well as misusing them in the male campus, or doing an act or saying that affects honor and dignity, or ruins good conduct, behavior and public morals observed inside the university.



Grievance and complaint for male and female students

Executive Regulations for Students' Complaints at the University of Tabuk

The University of Tabuk is keen to provide an unbiased and prosperous environment for students. This matter enhances achievement as well as academic interaction between students and faculty members based on mutual respect, fairness and the fulfillment of obligations.

The university is committed to fulfilling its obligations by providing students with an optimum educational environment consisting of excellent facilities and outstanding academic experiences. Equipped with these two fundamental components, students are thus geared to meet the university's strategic educational system's expectations and goals. This is in line with the university's mission and vision, which all students are expected to play an active role in by complying with the executive regulations and policies

Furthermore, the university has a system in place through which the students may submit their observations about various aspects of the educational process, in the form of questionnaires to measure the students' satisfaction, the student electronic system, and the preparation of student complaints and official grievance boxes.

Article (1):

The following words and phrases shall have their meanings below, wherever mentioned in this regulation.

- The University: University of Tabuk
- President of the University: The President of the University of Tabuk
- Vice Presidency: The University Vice Presidency for Academic Affairs.
- Chairman of the Committee: The Vice-President for Academic Affairs
- The Committee: The Student Complaints and Grievances Committee

Article 2 (General Policy)

The general policy aims to increase the quality of academic services for students in all disciplines, a matter that will positively reflect on the outcomes of the educational process.

Article 3 The general objective of submitting a complaint or grievance:

Eradicating injustices perpetrated on students by following the Higher Education Council protocols and the University of Tabuk's set rules and regulations.

Article 4

The provisions of this mechanism apply to all Saudi and non-Saudi students who are registered as both regular and affiliate students at any of the various faculties, branches and colleges of the University.

Article 5

A committee to consider students' complaints and grievances is appointed by the President of the University, headed by The University Vice-President for Academic Affairs and faculty members nominated by the Chairman of the Committee in their legal and positional capacity. The appointed term of the committee's work shall be one year from the date of appointment and shall comprise the following members:

- 1- University Vice President for Academic Affairs –Chairman
- 2- The Dean of Student Affairs is a member and vice-chairman of the committee.
- 3- Dean of the concerned college
- 4- Director of Student Affairs Department



- 5- A member from the Legal Affairs Department.
- 6- Administration manager of the Deanship of Development and Quality
- 7- Member of the Vice-Presidency
- 8- Committee Secretary

Article 6

The committee shall be responsible for:

- following up on developing and upgrading methods and techniques in handling student complaints and grievances.
Addressing the problems facing students from various specialties.
- Assigning appropriate recommendations to resolve complaints and grievances.
- Following up on the submission of complaints and grievances from various sources.
- Verifying the reasons for complaints and grievances in all impartiality and objectivity.
- Maintaining the confidentiality of information in a manner that ensures the proper conduct of its examination procedures and maintaining the integrity of the committee members.
- Documenting the complaints and grievances forms received by the committee according to the college and its department.
- Taking the minutes of meetings and preparing detailed reports that include appropriate recommendations for handling complaints and the grievances

Article (7)

The Vice-Presidency for Academic Affairs maintains the right to evaluate these regulations periodically, submit proposals for amendment, deletion and addition to the University Council, and the right to interpret any of its provisions in a manner that is not in conflict with its stipulated rules and regulations.

Article (8) Objectives of the Committee:

- Continuing improvement of the quality of services provided to the student.
- Continuing development of the academic and administrative environment.
- Striving towards producing outstanding students.
- Ensuring transparency and justice by having clear procedural steps in place.
- Following up on submission procedures for student complaints and grievances
- Identifying the concerns and difficulties facing the student and work to overcome them.

Article (9) Standards and principles governing the work of the committee:

- Experience and competence in handling grievance issues and complaints.
- Ensuring the confidentiality of the complaint and grievance, accordingly, all relevant documents are considered confidential and only disclosed to persons who have the right to review information pursuant to the nature of their roles in the process of handling such complaints or grievances.
- The committee members shall meet periodically to discuss complaints and grievances.
- The Committee shall comply with objectivity and impartiality when considering complaints and grievances.
- The committee shall abide by the rules and regulations of the Higher Education Council and the regulations applicable to courses and exams accredited by the University of Tabuk.



- Ensuring that the committee members shall not be subjected to any harm due to the complaint or grievance.
- Ensuring that the committee has access to all documents that are related to the complaint or grievance.
- Address all complaints in an efficient and timely fashion, subject to the nature of the complaint or grievance.

Article (10) Reasons for complaints or grievances:

- Discontent with academic issues such as the content of the curriculum, the way the program is presented, the course, the teaching quality, the supervision or faculty member behavior.
- Complaints from students over partial or total academic dismissal.
- Complaints about financial matters related to the payment or refund of tuition fees.
- Complaints from students about the results of awarding scholarships or educational grants.
- Dissatisfaction with the academic decisions and/or advisory service or the general behavior of a staff member.
- Complaints from students concerning resolutions that are unfair to students and do not preserve their rights.
- Being subjected to annoyance, racial discrimination, or unlawful intimidation.
- Complaints about the inability to confirm the application for the enrollment period or the withdrawal and addition of courses.
- Complaints about being barred from taking an exam due to poor attendance of lectures.
When the tuition bonus is not paid.
- Complaints about the lack of necessary facilities and equipment (blackboard, classroom, data show, computer, drawers, public services).

Article (11) Methods of Receiving Complaints and Grievances:

Complaints and grievances are received through:

- Student complaint boxes (boxes placed in front of the office of the dean of the concerned college or the supporting deanship as well as the Deanship of Development and Quality)
- Direct meetings with senior management.
- Direct meetings with department heads.
- The electronic student complaints system on the university's website.
- Contacting the Deanship of Development and Quality via e-mail.

Article (12) Procedural steps for submitting complaints and grievances:

- The Deanship of Development and Quality shall provide the complaints and grievances forms in the form of boxes provided that the deanship has access to these boxes.
- The student submitting the complaint or grievance shall fill in all the required data on the complaint or grievances form and follow the required procedures in submitting them. (Student complaints box or system)
- Alternatively, he shall submit the complaint or grievance to the concerned department head, who shall then submit it to the committee through the concerned dean of the college. An appointed committee member delegated from the Deanship of Development Quality collects complaints and grievances from designated boxes.



- At meetings, the committee members shall categorize complaints and grievances according to college, department and type of complaint or grievance and record them in a special register called Complaints and Grievances Register.

The committee shall consider the complaint or grievance, study its contents, and determine its reasons through the ways that guarantee access to the relevant issues, submitting the appropriate recommendations to the President of the University.

* The complaint shall be rejected if the student does not furnish the requested information in the form when filling.

- Accepting the consideration of the subject of the complaint or grievance
- Notifying the party submitting the complaint that their complaint has been rejected due to incorrect information.
- Take the necessary measures against those who provide inaccurate information twice and place the act of furnishing inaccurate information on record.
- Referring procedures of handling the complaint or grievance to the concerned college or department internally.
- Referring it to the competent authorities if it is criminal by nature.

The committee shall respond to the complainant or grievance by sending a written statement (statement one) that includes:

- Acknowledgement of receipt of the complaint or grievance
- allocating a complaint number,
- date of receipt
- details of the student
- details of the complaint or grievance.

The second written statement includes the committee's decisions regarding the complaint, which shall be after three days from the date of receipt. The student will be notified to follow up on his complaint.

- The committee follows up on the complaint or grievance using the complaint or grievance follow-up form.
- The complaints received are archived and documented electronically with the committee, and a copy is kept with the Deanship of Development and Quality for documentation purposes and used as an indicator in institutional evaluation.
- A review that measures performance periodically.

Article (13) The documents required for consideration of the grievance and complaint

- Complaint or grievance form.
- Supporting documents.
- Complaint or Grievance Follow-up Form

Article (14)

These executive regulations shall be effective as of the date of their approval by the President of the University.



Career Guidance Unit

The Career Guidance Unit is a dedicated unit within Tabuk university that offers comprehensive guidance, resources, and support to students, helping them make informed decisions and successfully navigate their career paths.

Mission:

The mission of the Career Guidance Unit is to empower students by providing comprehensive guidance and resources to support their career development, enabling them to make informed decisions and successfully navigate their professional paths.

Goals:

1. Provide personalized career counseling and guidance to students, assisting them in identifying their interests, strengths, and goals.
2. Offer resources and workshops to enhance students' career readiness skills, such as resume writing, interview preparation, and networking.
3. Facilitate connections between students and industry professionals through networking events, internships, and job fairs.
4. Collaborate with academic departments to incorporate career development components into the curriculum, ensuring students are prepared for the workforce.
5. Conduct ongoing research and assessment to stay updated on market trends and tailor career guidance services to meet the evolving needs of students.
6. Foster partnerships with employers and alumni to create internship and job placement opportunities for students.
7. Promote entrepreneurship and encourage students to explore and pursue innovative career paths.
8. Provide support and guidance for students considering further education or graduate studies.
9. Develop and maintain an extensive database of career resources, including job listings, scholarships, and professional development opportunities.
10. Continuously evaluate the effectiveness of career guidance programs and services and make necessary improvements based on feedback and outcomes.

Contact Information:

Email: ut@ut.edu.sa

Website: <https://www.ut.edu.sa/ar/administration/vice-rector-for-academic-affairs/Career-Counseling/Pages/default.aspx>



Electronic Services

- Electronic Gate (<https://myut.ut.edu.sa>)

The unified platform for students to view the academic schedule, completed and remaining study plan materials, student academic status, student grades and grades, a range of academic movements that he can perform through the portal, including academic advising.

- Department Website (<https://www.ut.edu.sa/ar/Faculties/science/physics-department/Pages/default.aspx>)

The site contains a number of guides and links that will help the student in his university journey.

- E-learning platform - Blackboard (<https://tabuk.blackboard.com>)

The platform through which the student studies the subjects presented in his study plan in the distance education system. In it, all the student's attendance materials are recorded as well, and therefore to provide an integrated and more efficient education, through which the student can submit assignments and costs, communicate with the course instructor and obtain the latest updates and announcements through the unified advertisement platform, as well as access to the content of the course that the faculty member shares, And get advice through office hours electronically.

- E-mail (<https://www.ut.edu.sa/ar/E-Services/Pages/student-e-mail.aspx>)

An e-mail is created for all university employees (students, employees, and faculty members) and it is the official means of communication in any affairs of the educational institution, through which alerts, instructions, activities, and events are published. The beneficiary needs to activate the e-mail

Means of Communications




Communicate with the scientific department and the program through the following communication channels:

Department email	Phys.department@ut.edu.sa		
Head of Department	Dr. Abdulrhman Alsharari	aalsharari@ut.edu.sa	Tel: 0144562687
Department supervisor	Dr. Khloud Alnahdi	kalahdi@ut.edu.sa	Tel: 0144567274



Regulations, Manuals, Systems and Services

With the aim of governing the student’s academic and educational career in accordance with regulations and frameworks based on the unified regulations for postgraduate studies issued by the Ministry of Education, Tabuk University has prepared regulations and organizational guides that organize and facilitate the journey of male and female students, and ensure the provision of all educational services that are diverse and complementary to the educational system. The following table details the directories, regulations, systems and services, along with electronic links.

Description	QR code	Description	QR code
<p>Students: A folder of university directories for the regulations, executive regulations, rules, regulations, and services for the university's male and female employees.</p>		<p>M. Sc. Program: Program description file, which includes a description of the components of the study plan, learning outcomes, various services provided in the program, performance indicators, and approved course descriptions.</p>	
<p>Department: A volume of university directories for regulations, executive regulations, rules, regulations, and services for administration affairs.</p>		<p>Safety and security guides Safety and Security Guide at Tabuk University</p>	