

# Physics Department Handbook

for

students

1444H-2023

The Developed program plan

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## Physics Department

### **Vision:**

A distinguished department in education and scientific research, which contributes to community service

### **Mission:**

Providing distinguished academic education to graduate qualified human cadres in physics to meet the needs of the labor market and society and to conduct influential scientific research.

### **Objectives:**

1. Cultivate Exceptional Graduates:  
Prepare graduates with strong theoretical knowledge, practical skills, and critical thinking abilities.
2. Empower Faculty and Staff:  
Strengthen expertise and pedagogical skills through professional development and interdisciplinary collaboration.
3. Develop a Dynamic and Engaging Curriculum:  
Create an engaging and flexible curriculum that incorporates emerging areas of physics and integrates experiential learning.
4. Align with Societal Needs and Industry Integration:  
Align programs and research with the needs of the labor market and foster entrepreneurship and innovation.
5. Drive High-Impact Scientific Research:  
Encourage faculty and students to conduct cutting-edge research that contributes to scientific advancements and addresses real-world challenges.
6. Improve Laboratories and Infrastructure:  
Invest in state-of-the-art facilities to support world-class research and provide an optimal learning environment.

### **Degrees offered by the Department of Physics:**

- 1- Bachelor's degree in Physics Sciences
- 2- Master's degree in Medical Physics

### Bachelor of Science in Physics:

#### **1- Mission:**

Deliver exceptional education in physics, fostering specialized individuals through an inclusive environment, distinguished curriculum, and expert faculty. By integrating community engagement and scientific research, we contribute to advancements in the field while cultivating a sense of societal responsibility.

#### **2- Objectives:**

- **Education:**  
Deliver a comprehensive and dynamic physics curriculum, all taught by highly qualified and engaging faculty members.
- **Graduates and Their Skills:**  
Equip students with a strong physics foundation, effective communication, teamwork, lifelong learning, preparing them for diverse careers, advanced studies, and collaborative contributions.
- **Faculty Member Research:**

Encourage impactful research by faculty members, and provide research opportunities for undergraduate students, fostering their research skills and scientific curiosity.

- **Community Services:**

Foster social responsibility through community engagement and collaborations, addressing societal challenges, and contributing to community development.

**3- Program learning outcomes:**

The program aims to graduate students who are distinguished by the cognitive knowledge, various skills, and the following values:

**Knowledge & Understanding**

- Explain fundamental laws, principles, and theorems of physics.
- Interpret how the physical sciences govern technological advancements and their impact on our lives.

**Skills**

- Calculate the solution of theoretical and practical physical problems.
- Apply the methods to solve physics phenomena with proper tool.
- Organize research reports on physics fields using a structured process of inquiry and scientifically-based research.
- Assess physical models both analytically and computationally considering the limitations of different approaches
- Communicate comprehensive physics ideas, both orally and in writing.

**Value**

- Participate in a wide range of scientific tasks, community service initiatives, and duties both individually and as part of a team.
- Demonstrate academic values and ethical code of conduct.

**3- Program Tracks:**

The program does not offer any specialization tracks in the undergraduate program.

**4- Program exit points:**

The program currently has no exit points.

## Admissions

**5- Requirements for admission to the undergraduate program:**

a. General Conditions:

To view the general conditions for admission to the University of Tabuk for the current year, follow the link

<https://www.ut.edu.sa/ar/Deanship/dar/Pages/default.aspx>

b. special conditions:

The program special requirements for admission to the undergraduate program in Physics are:

- The candidate must have a score of 3.0 in the English language test (IELTS) or equivalent (35 in STEP Exam).
- The general test score must not be less than 60%.
- The average score for the physics course test in the high school stage must not be less than 75%.
- The average score for the mathematics course test at the high school level must not be less than 75%.

**6- Requirements for obtaining a bachelor's degree in physics:**

- a. The number of approved program hours is 137 credit hours, and it is divided into required courses from the university, college, and department, and elective courses from the department. The student must successfully pass all university, college and department courses, with a cumulative grade point average of no less than 2.0 out of 5.0.

#### 7- Material distribution percentages:

Academic accreditation requirements require certain percentages of the university's requirements for the compulsory and elective subjects. The distribution of the GPA of these percentages for the Bachelor's program in Physics Sciences is according to the following table:

### Study Plan

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	10	26	18.97%
	Elective	4	10	7.29%
College Requirements	Required	6	15	10.94%
	Elective			
Program Requirements	Required	20	74	54.01%
	Elective	2	6	4.37%
Capstone Course/Project		1	3	2.18%
Field Training/ Internship		1	3	2.18%
Residency year				
Others				
<b>Total</b>		<b>45</b>	<b>137</b>	<b>100%</b>

### 1. University Compulsory Courses

No	Code	Name	Actual credits			Credit hours	Co- requisit	Pre- requisit
			Theor	Pract	Train			
1.	ELS1101	English Language(1)	15			3		
2.	ELS1102	English Language(2)	15			3		ELS1101
3.	CID1101	Communication Skills	2			2		
4.	ISLS1101	Islamic Culture	2			2		
5.	ARAB1101	Arabic Language Skills	2			2		
6.	ISLS1201	Ethics and civilizational values in Islam	2			2		ISLS1101

7.	EDUF1102	Learning, Thinking, and Research Skills	3			3		
8.	CSC1101	Computer Skills and Applications	2	2		3		
9.	MATH1101	Intro to Mathematic	3			3		
10.	MATH1102	Calculus	3			3		MATH1101
Total			49	2		26		

## 2. University Elective Courses

No	Code	Name	Actual credits			Credit hours	Co-requisit	Pre-requisit
			Theor	Pract	Train			
1.	GEE_P	Elective Personal and Professional Development	2			2		
2.	GEE_T	Elective technical	2	2		3		
3.	GEE_L	Elective Language	3			3		
4.	GEE_C	Elective Culture	2			2		
5.	GEE_S	Elective Natural and Social Sciences	2	2		3		
Total			11	4		13		

## 3. College Compulsory Courses

No	Code	Name	Actual credits			Credit hours	Co-requisit	Pre-requisit
			Theor	Pract	Train			
1.	CHEM1101	Fundamentals of Chemistry	2	2		3		
2.	PHYS1101	Fundamentals of Physics	2	2		3		
3.	BIO1101	Fundamentals of Biology	2	2		3		
4.	BIO1201	Principles of Environmental sustainability	2			2		
5.	PHYS1206	Natural Resources	2			2		
6.	BIO1208	Biodiversity	2			2		

Total	12	6		15		
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#### 4. Program Compulsory Courses

No	Code	Name	Actual credits			Credit hours	Co-requisit	Pre-requisit
			Theor	Pract	Train			
1.	MATH1201	Fundamentals of integral Calculus	3	2		4		MATH1102
2.	PHYS1102	Waves and Vibrations	2	2		3		PHYS1101
3.	PHYS1201	General Electricity	3	2		4		PHYS1101
4.	PHYS1202	Classical Mechanics(1)	3			3		PHYS1101
5.	PHYS1203	Theoretical Physics	3	2		4		MATH1102
6.	PHYS1204	Thermodynamics	3	2		4		PHYS1102
7.	PHYS1205	Electromagnetism (1)	3			3		PHYS1201
8.	PHYS1207	Modern Physics	3	2		4		PHYS1101
9.	PHYS1301	Classical Mechanics(2)	3			3		PHYS1202
10.	PHYS1302	Electromagnetism (2)	3	2		4		PHYS1205
11.	PHYS1303	Electronics(1)	3	2		4		PHYS1203
12.	PHYS1304	Quantum Mechanics I	3			3		PHYS1203, PHYS1207
13.	PHYS1305	Optics	3	2		4		PHYS1102
14.	PHYS1306	Solid State Physics(1)	3	2		4		PHYS1304
15.	PHYS1307	Nuclear Physics (1)	3	2		4		PHYS1304
16.	PHYS1308	Statistical Mechanics	3			3		PHYS1204, PHYS1304
17.	PHYS1401	Semiconductors	3	2		4		PHYS1306
18.	PHYS1402	Radiation Physics	3	2		4		PHYS1307
19.	PHYS1403	Computational Physics(1)	3			3		PHYS1304
20.	PHYS1404	Laser	3	2		4		PHYS1305
21.	PHYS1498	Project	3			3		PHYS1304
Total			62	28		76		

#### 5. Program Elective Courses

No	Code	Name	Actual credits			Credit hours	Co-requisit	Pre-requisit
			Theor	Pract	Train			
1.	PHYS1405	Solid state physics (2)	3			3		PHYS1306
2.	PHYS1406	Nuclear physics (2)	3			3		PHYS1307
3.	PHYS1407	Quantum mechanics (2)	3			3		PHYS1304

4.	PHYS1408	Computational physics (2)	3			3		PHYS1403
5.	PHYS1409	Special theory of Relativity	3			3		PHYS1207
6.	PHYS1410	Astronomy	3			3		PHYS1301
7.	PHYS1411	Biophysics	3			3		PHYS1308
8.	PHYS1412	Medical Physics	3			3		PHYS1402
9.	PHYS1413	Fluid mechanics	3			3		PHYS1308
10.	PHYS1414	Atomic and Molecular Physics	3			3		PHYS1304
11.	PHYS1415	Special topics in physics	3			3		PHYS1304
12.	PHYS1416	Elementary particles Physics	3			3		PHYS1307
<b>Total</b>			<b>6</b>			<b>6</b>		

## 6. Course distribution Table according to program levels

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ELS1101	English Language(1)	Required		3	Institution
	MATH1101	Intro to Mathematic	Required		3	Institution
	ARAB1101	Arabic Language Skills	Required		2	Institution
	ISLS1101	Islamic Culture	Required		2	Institution
	CHEM1101	Fundamentals of Chemistry	Required		3	Institution
	PHYS1101	Fundamentals of Physics	Required		3	College
	CID1101	Communication Skills	Required		2	Institution
Level 2	ELS1102	English Language(2)	Required	ELS1101	3	Institution
	MATH1102	Calculus	Required	MATH1101	3	Institution
	EDUF1102	Learning, Thinking, and Research Skills	Required		3	College
	CSC1101	Computer Skills and Applications	Required		3	Institution
	BIO1101	Fundamentals of Biology (GEE_S)	Required		3	Institution
	PHYS1102	Waves and Vibrations	Required	PHYS1101	3	Department
Level 3	BIO1201	Principles of Environmental sustainability	Required		2	College
	MATH1201	Fundamentals of integral Calculus	Required	MATH1102	4	Department
	PHYS1201	General Electricity	Required	PHYS1101	4	Department
	PHYS1203	Theoretical Physics	Required	MATH1102	4	Department
	PHYS1202	Classical Mechanics(1)	Required	PHYS1101	3	Department
	ISLS1201	Ethics and civilizational values in Islam	Required	ISLS1101	2	Department
Level 4	BIO1208	Biodiversity	Required		2	College
	PHYS1204	Thermodynamics	Required	PHYS1102	4	Department
	PHYS1206	Natural Resources	Required		2	College
	PHYS1207	Modern Physics	Required	PHYS1101	4	Department



Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	PHYS1205	Electromagnetism(1)	Required	PHYS1201	3	Department
	GEE_L	Elective Language	Elective		3	Institution
Level 5	GEE_P	Elective Personal and Professional Development	Elective		2	Institution
	PHYS1301	Classical Mechanics(2)	Required	PHYS1202	3	Department
	PHYS1302	Electromagnetism(2)	Required	PHYS1205	4	Department
	PHYS1304	Quantum Mechanics I	Required	PHYS1203, PHYS1207	3	Department
	PHYS1303	Electronics(1)	Required	PHYS1203	4	Department
	GEE_C	Elective Culture	Elective		2	Institution
Level 6	PHYS1306	Solid State Physics(1)	Required	PHYS1304	4	Department
	PHYS1307	Nuclear Physics(1)	Required	PHYS1304	4	Department
	PHYS1308	Statistical Mechanics	Required	PHYS1204, PHYS1304	3	Department
	GEE_T	Elective technical	Elective		3	Institution
	PHYS1305	Optics	Required	PHYS1102	4	Department
Level 7	PHYS1401	Semiconductors	Required	PHYS1306	4	Institution
	PHYS1402	Radiation Physics	Required	PHYS1307	4	Department
	PHYS1403	Computational Physics(1)	Required	PHYS1304	3	Department
	PHYS1404	Laser	Required	PHYS1305	4	Department
	PHYS1498	Project	Required	PHYS1304	3	Department
Level 8	PHYS14XX	Elective Physics Course (1)	Elective		3	Department
	PHYS14XX	Elective Physics Course (2)	Elective		3	Department
	PHYS1495	Training	Required	90 credit hours	3	Department
Elective Courses	PHYS1405	Solid state physics (2)	Elective	PHYS1306	3	Department
	PHYS1406	Nuclear physics (2)	Elective	PHYS1307	3	Department
	PHYS1407	Quantum mechanics (2)	Elective	PHYS1304	3	Department
	PHYS1408	Computational physics (2)	Elective	PHYS1403	3	Department
	PHYS1409	Special theory of Relativity	Elective	PHYS1207	3	Department
	PHYS1410	Astronomy	Elective	PHYS1301	3	Department
	PHYS1411	Biophysics	Elective	PHYS1308	3	Department
	PHYS1412	Medical Physics	Elective	PHYS1402	3	Department
	PHYS1413	Fluid mechanics	Elective	PHYS1308	3	Department
	PHYS1414	Atomic and Molecular Physics	Elective	PHYS1304	3	Department
	PHYS1415	Special topics in physics	Elective	PHYS1304	3	Department
	PHYS1416	Elementary particles Physics	Elective	PHYS1307	3	Department

## Course Summary and description

Course code: MATH1201

Course title: Fundamentals of Integral Calculus

**Course Credit Hours:** 4 (3+2)**Course Prerequisite** MATH1102

In this course, we will delve into the essential concepts and techniques of integral calculus, building upon the foundation laid in Calculus I. Integral calculus plays a critical role in physics, enabling us to solve a wide range of problems related to motion, area, volume, and more. Through a combination of theoretical discussions and practical applications, students will gain a deep understanding of integral calculus and its significance in the field of physics.

**Course code:** Phys1101**Course title:** Fundamentals of physics**Course Credit Hours:** 3 (2+2)**Course Prerequisite** None

This course covers a general introduction to the basic concepts and skills that students must master such as the international system of units (SI), significant numbers, vectors, kinematics and dynamics, including Newton's laws and their applications. Mechanics concepts such as work, kinetic and potential energies, momentum, rotational dynamics, and vibrational motion are also introduced. An introduction to fluid dynamics and thermodynamics is also taught. This course will prepare students for all university majors

**Course code:** PHYS1102**Course title:** Waves and Vibrations**Course Credit Hours:** 3 (2+2)**Course Prerequisite** Phys1101

Waves and vibrations are fundamental phenomena that permeate our physical world. From the vibrations of a guitar string to the propagation of sound waves, understanding these concepts is crucial in various scientific and engineering disciplines. This course provides students with the necessary knowledge and mathematical tools to comprehend and analyze a wide range of wave and vibration phenomena. Through theoretical discussions and practical applications, students will explore the principles underlying waves and vibrations and their applications in different fields.

**Course code:** PHYS1201**Course title:** General Electricity**Course Credit Hours:** 4**Course Prerequisite** Phys1101

General Electricity is a comprehensive course that explores the fundamental principles and applications of electricity. Students will develop a deep understanding of electric circuits, electrical components, and the behavior of electric fields. Through theoretical discussions and hands-on experiments, students will learn how to analyze and solve problems related to electric circuits, power distribution, and electrical measurements. This course serves as a foundation for further studies in electrical engineering and related fields.

**Course code:** PHYS1202**Course title:** Classical Mechanics(1)**Course Credit Hours:** 3**Course Prerequisite** PHYS1101

Classical Mechanics is the foundational course in the physics curriculum that introduces students to the principles and concepts of motion and forces. This course explores the core concepts of space, time, mass, force, momentum, torque, and angular momentum, which were historically developed to solve the motion of planets and describe various phenomena encountered in the world. Students will investigate both the approach of forces and the conservation laws involving energy, momentum, and angular momentum. The goal is to develop a conceptual understanding of classical mechanics and its applications in physics.

**Course code:** PHYS1203**Course title:** Theoretical Physics**Course Credit Hours:** 4 (3+2)**Course Prerequisite** MATH1102

Theoretical Physics is an advanced course that delves into the mathematical foundations and theoretical frameworks used to understand and explain the fundamental laws of physics. This course explores various branches of theoretical physics, including quantum mechanics, classical field theory, statistical mechanics, and general relativity. Students will develop a deep understanding of the mathematical techniques and theoretical concepts used in these areas, as well as their applications in different fields of physics. The course aims to equip students with the necessary tools to engage in cutting-edge research and contribute to the advancement of theoretical physics.

**Course code:** PHYS1204**Course title:** Thermodynamics**Course Credit Hours:** 4 (3+2)**Course Prerequisite** PHYS1102

Thermodynamics is a fundamental course that explores the principles and laws governing energy transfer, heat, and work. This course introduces students to the concepts of temperature, heat, and the behavior of gases, liquids, and solids. Students will study the laws of thermodynamics, including the first law (conservation of energy) and the second law (entropy and energy transfer). The course covers topics such as heat engines, refrigeration, phase transitions, and thermodynamic cycles. Through theoretical discussions and practical applications, students will develop a solid understanding of thermodynamics and its applications in various fields.

**Course code:** PHYS 1205**Course title:** Electromagnetism(1)**Course Credit Hours:** 3**Course Prerequisite** PHYS1201

Electromagnetism (Part 1) is the first part of a two-part course that explores the principles and phenomena related to electric and magnetic fields. This course focuses on the fundamental concepts of electrostatics and magnetostatics. Students will learn about electric charges, electric fields, Gauss's law, electric potential, capacitance, magnetic fields, and magnetic forces. The course emphasizes understanding the laws and principles governing electric and magnetic interactions and develops the necessary mathematical techniques for solving problems in electromagnetism. Through theoretical discussions and practical applications, students will develop a solid foundation in electromagnetism.

**Course code:** PHYS1207**Course title:** Modern Physics**Course Credit Hours:** 4 (3+2)**Course Prerequisite** PHYS1101

Modern Physics is a course that explores the major breakthroughs of the early twentieth century in the field of physics, namely relativity and quantum mechanics. This course traces the development of these new ideas, examining the experimental and theoretical paradoxes that led to a departure from classical physics. Students will gain a deeper understanding of the concepts and principles that underpin modern physics and its applications. The course

covers topics such as special relativity, quantum mechanics, atomic spectra, lasers, and the Bohr and deBroglie models. Through lectures, homework, and assignments, students will develop both conceptual and technical knowledge in modern physics.

**Course code:** PHYS1301

**Course Credit Hours:** 3

**Course title:** Classical Mechanics(2)

**Course Prerequisite** PHYS1202

Classical Mechanics (Part 2) is the second part of a two-part course that provides a broad, theoretical treatment of classical mechanics. This course builds upon the concepts and principles introduced in Classical Mechanics (Part 1) and delves deeper into complex dynamical problems. It is essential for understanding the foundations of quantum mechanics and statistical physics. Students will explore advanced topics in classical mechanics, including the Lagrangian and Hamiltonian formulations, motion of rigid bodies, and the Hamilton-Jacobi equation. Through lectures, problem sets, and projects, students will develop a deeper understanding of classical mechanics and its applications.

**Course code:** PHYS1302

**Course Credit Hours:** 4 (3+2)

**Course title:** Electromagnetism(2)

**Course Prerequisite** PHYS1205

Electromagnetism (Part 2) is the second part of a two-part course that builds upon the concepts and principles introduced in Electromagnetism (Part 1). This course focuses on advanced topics in electromagnetism, including electromagnetic waves, Maxwell's equations, and the interaction of electromagnetic fields with matter. Students will delve deeper into the study of time-dependent electromagnetic fields, emission, absorption, and scattering of radiation, and relativistic electrodynamics and mechanics. Through lectures, problem sets, and laboratory experiments, students will further develop their understanding of electromagnetism and its applications.

**Course code:** PHYS1303

**Course Credit Hours:** 4 (3+2)

**Course title:** Electronics(1)

**Course Prerequisite** PHYS1203

The Electronics course is designed to provide students with a comprehensive understanding of electronic principles and their applications. This course covers a wide range of topics, including electronic components, circuits, digital systems, and semiconductor devices. Students will learn about the fundamental principles of electronics, circuit analysis techniques, and the design and implementation of electronic systems. Through lectures, laboratory experiments, and hands-on projects, students will gain practical skills in electronics and develop the ability to analyze and solve electronic problems.

**Course code:** PHYS1304

**Course Credit Hours:** 3

**Course title:** Quantum Mechanics I

**Course Prerequisite** PHYS 1203, PHYS 1207

Quantum Mechanics is an introductory course that explores the fundamental principles and concepts of quantum mechanics. This course covers the experimental basis of quantum physics, wave mechanics, and Schrödinger's equation in one and three dimensions. Students will learn about the wave-particle duality, quantum superposition, and the probabilistic nature of quantum systems. Through lectures, problem sets, and laboratory experiments, students will develop a solid foundation in quantum mechanics and its applications.

**Course code:** PHYS1305

**Course Credit Hours:** 4 (3+2)

**Course title:** Optics

**Course Prerequisite** PHYS1102

The Optics course provides students with a comprehensive understanding of the principles and applications of optics. This course covers topics such as geometric optics, wave optics, polarization, interference, diffraction, and optical instruments. Students will learn about the behavior of light, the interaction of light with matter, and the design and analysis of optical systems. Through lectures, laboratory experiments, and hands-on projects, students will gain practical skills in optics and develop the ability to analyze and solve optical problems.

**Course code:** PHYS1306

**Course Credit Hours:** 4 (3+2)

**Course title:** Solid State Physics(1)

**Course Prerequisite** PHYS1304

Solid State Physics (Part 1) is an introductory course that explores the fundamental principles and concepts of solid-state physics. This course focuses on the study of the physical properties of solids, including crystal structures, lattice vibrations, electronic band theory, and semiconductor physics. Students will learn about the behavior of electrons in solids, the formation of energy bands, and the role of quantum mechanics in understanding solid-state phenomena. Through lectures, problem sets, and laboratory experiments, students will develop a solid foundation in solid-state physics and its applications.

**Course code:** PHYS1307

**Course Credit Hours:** 4 (3+2)

**Course title:** Nuclear Physics(1)

**Course Prerequisite** PHYS1304

Nuclear Physics (Part 1) is an introductory course that explores the fundamental principles and concepts of nuclear physics. This course focuses on the study of atomic nuclei, nuclear reactions, and nuclear structure. Students will learn about the properties of atomic nuclei, radioactive decay, nuclear reactions, and nuclear models. Through lectures, problem sets, and laboratory experiments, students will develop a solid foundation in nuclear physics and its applications.

**Course code:** PHYS1308

**Course Credit Hours:** 3

**Course title:** Statistical Mechanics

**Course Prerequisite** PHYS1204 and PHYS1304

Statistical Mechanics is an undergraduate-level course that provides a probabilistic approach to understanding the equilibrium properties of systems with a large number of particles. This course explores the basic principles and concepts of statistical mechanics at an introductory level. Topics covered include thermodynamics, probability theory, kinetic theory, classical statistical mechanics, interacting systems, and quantum statistical mechanics. Through lectures, problem sets, and laboratory experiments, students will develop a solid foundation in statistical mechanics and its applications.

**Course code:** PHYS1402

**Course title:** Radiation Physics

**Course Credit Hours:** 4 (3+2)**Course Prerequisite** PHYS1307

Radiation Physics is an undergraduate-level course that explores the principles and applications of radiation in various fields, including medical physics, health physics, and nuclear engineering. This course focuses on the study of radiation sources, radiation detection and measurement, radiation interactions with matter, and radiation safety. Students will learn about the properties of different types of radiation, radiation dosimetry, radiation therapy, and the regulations and management of radiation sources. Through lectures, laboratory experiments, and problem-solving exercises, students will develop a solid foundation in radiation physics and its practical applications.

**Course code:** PHYS1403**Course title:** Computational Physics(1)**Course Credit Hours:** 3**Course Prerequisite** PHYS1304

Computational Physics is an undergraduate-level course that introduces students to the use of computational methods and programming techniques to solve problems in physics. This course focuses on the application of numerical methods and algorithms to simulate and analyze physical systems. Students will learn programming languages commonly used in scientific computing, such as Python, and apply them to solve problems in classical mechanics, quantum mechanics, statistical mechanics, and other areas of physics. Through lectures, programming assignments, and project work, students will develop computational skills and gain insights into the practical applications of computational physics.

**Course code:** Phys1404**Course title:** Laser**Course Credit Hours:** 4 (3+2)**Course Prerequisite** PHYS1305

Laser Physics is an undergraduate-level course that introduces students to the principles and applications of lasers. This course focuses on the study of the fundamental concepts of laser physics, including the principles of light amplification, stimulated emission, and population inversion. Students will learn about different types of lasers, laser components, laser modes, and laser applications in various fields such as optics, communications, and materials processing. Through lectures, laboratory experiments, and problem-solving exercises, students will develop a solid foundation in laser physics and gain insights into the practical applications of lasers.

**Course code:** PHYS1498**Course title:** Research project**Course Credit Hours:** 3**Course Prerequisite** PHYS1304

Types of scientific research, ethics in research, how to establish a research topic, how to use scientific resources, e.g., databases and scientific journals - citation methods - training on some scientific programs and equipment which are available in the College of Science- methods of writing and reading scientific articles and reports - training on presentation and poster skills.

**Course code:** Phys1495**Course title:** Training**Course Credit Hours:** 3**Course Prerequisite** credit hours equal or above 90

Field Training courses at the undergraduate level are designed to provide students with practical training and hands-on experience in specific fields. The content and focus of these courses can vary depending on the institution offering the course.

## Faculty members in the Department of Physics

The Department of Physics includes a group of faculty members who spend their time teaching, counseling, scientific research, and serving the university and the community through various activities offered throughout the academic year. In the following table, the latest statistics for the faculty members in the department, with a statement of their names, scientific ranks, and ways to communicate with them via their e-mails.

Faculty members											
Professors		Associate professors		Assistant Professors		Lecturers		Demons.		Technicians	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
8	0	3	5	2	6	1	2	4	4	5	5

NO	Name	Position	Speciality	Email
Males				
1.	Muhammad sadiq	Assistant Professor	Theoretical Physics	ms.khan@ut.edu.sa
2.	Syed Qasim	Professor	Nano Physics	s.rasool@ut.edu.sa
3.	Ahmed Darweesh	Professor	Solid state Physics	aadarwish@ut.edu.sa
4.	Saleh Al-Ghamdi	Associate Professor	Semiconductors	saalghamdi@ut.edu.sa
5.	Timur Ahmed	Professor	Polymer Physics	t-ahmed@ut.edu.sa
6.	Abdulrhman Alsharari	Associate Professor	Nano Physics	aalsharari@ut.edu.sa
7.	Shams Aldin	Professor	Nuclear Physics	sh_issa@ut.edu.sa
8.	Mohammed Rashad	Professor	Condensed matter	m.ahmad@ut.edu.sa
9.	Babker	Associate Professor	Laser Physics	balbashir@ut.edu.sa
10.	Rashid Ayad	Professor	Particles Physics	rayad@ut.edu.sa
11.	Taha Hanafi	Professor	Solid state Physics	t.hanafy@ut.edu.sa
12.	Nasser Badi	Professor	Energy Physics	nbadi@ut.edu.sa
13.	Jalal Hassan	Assistant Professor	Nuclear Physics	jhasan@ut.edu.sa
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## Study and Exam Regulations

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# Study and Examination Regulations for Undergraduate Students and the University of Tabuk Executive 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.

**Admission of New Students****Article 2:**

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 be admitted in the following academic year.

**Article 3:**

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.

### The University of Tabuk Executive Regulation

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.

### Study System

### 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.

### Attendance and Withdrawal from Study

### Article 9:

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.

### Academic Leave and Study Discontinuation

#### Article 14:

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.

### Re-Enrollment

#### Article 17:



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.

### Graduation

### Article 19:

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.

### Dismissal from the University

#### Article 20:

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.

### Distance Learning

#### Article 21:

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.

### Final Examinations

#### Article 22:

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:

- The student must not have failed in any course at the University of Tabuk or any other university.
- 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.
- 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:

- The student must not have failed in any course at the University of Tabuk or any other university.
- 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.
- The student must have completed 60% or more of the graduation requirements at the University of Tabuk.

### Final Examination Procedures

#### Article 31:

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.

#### Transfer

#### Transfer from One University to Another

#### Article 42:

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.

### **The Transfer from One Faculty to Another Within the Same University:**

#### **Article 46:**

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.

#### **A Visiting Student**

#### **Article 50:**

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.

**General Regulations**

**Article 51:**



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
<b>Total</b>	<b>12</b>					<b>48.25</b>	<b>36.25</b>

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
<b>Total</b>	<b>12</b>					<b>46.00</b>	<b>34</b>

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 =  $(36.25 + 34.00) / 24 = 2.93$



## Academic Advising

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## 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
  - 5.19- 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.

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## 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.



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## 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](mailto: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:

<b>Department email</b>	Phys.department@ut.edu.sa		
<b>Head of Department</b>	Dr. Abdulrhman Alsharari	aalsharari@ut.edu.sa	Tel: 0144562687
<b>Department supervisor</b>	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
<b>Students:</b> A folder of university directories for the regulations, executive regulations, rules, regulations, and services for the university's male and female employees.		<b>Bachelor Program:</b> 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.	
<b>Department:</b> A volume of university directories for regulations, executive regulations, rules, regulations, and services for administration affairs.		<b>Safety and security guides</b> Safety and Security Guide at Tabuk University	