



Student Handbook

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Introduction

Jeddah International College is not just an edifice added to the city's educational world. Rather, it is an educational facility founded on the belief that academic excellence is achieved through an integrated educational structure and distinguished curricula that promote leadership and entrepreneurship. Presented by a select group of academics who have been drawn from the best educational institutions around the world with the aim of preparing a distinguished elite of the future generation.

To be the pioneers in providing various disciplines in the field of higher education, and with our full awareness of the requirements of the global and local market. And by designing distinguished programs for a creative and promising educational community that meets the desires of the Saudi labor market. We are pleased to welcome you as a student and to put in your hands this guide that has been prepared to include the most important information related to academic aspects. And the rules and regulations in force that are of interest to both male and female students. It also includes definitions, directions, and tips that help the student to move forward in his academic career. Therefore, we hope you read it carefully to benefit from its information and follow its instructions.

This guide includes college departments, academic degrees, admission rules and conditions for new students, and the terms and mechanisms of transfers and equivalencies from other colleges or universities, as well as the conditions for transferring from one study program to another within the College, and the conditions for acceptance of those who hold a diploma in institutes, and the requirements for graduation to obtain a bachelor's degree.

It also includes academic advising tasks, conditions for registration, deletion, addition, and withdrawal from courses, disciplinary penalties, suspension from studies, and reasons for dismissal and termination of enrollment.

We ask God that this guide be beneficial and good. And to guide everyone to what he loves and is pleased with.

The College Departments and the Academic Degree

The College includes (6) scientific departments:

- Department of Design.
- Department of Business Administration.
- Department of Computer Science and Information Technology.
- Department of Engineering.
- Department of Law.
- Department of Tourism.



At the request of the Jeddah International College Council, the Ministry of Education grants a bachelor's degree in one of the following programs:

قسم التصميم Design		
ID	Interior Design	التصميم الداخلي
GD	Graphics Design	التصميم الجرافيكي
DM	Digital Multi Media Design	تصميم الوسائط الرقمية
قسم إدارة الأعمال Business Administration		
MIB	Marketing and International Business	التسويق وإدارة الأعمال الدولية
AF	Accounting and Finance	المحاسبة والتمويل
قسم علوم الحاسب وتقنية المعلومات Computer Science and Information Technology		
CS	Computer Science	علوم الحاسب
SE	Software Engineering Track	مسار هندسة البرمجيات
AI	Artificial Intelligence Track	مسار الذكاء الاصطناعي
IT	Information Technology	تقنية المعلومات
CYS	Cyber Security Track	مسار الأمن السيبراني
NET	Networking Track	مسار الشبكات
قسم الهندسة Engineering		
IE	Industrial Engineering	الهندسة الصناعية
قسم القانون Law		
L	Law	القانون
PL	Public Law Track	مسار القانون العام
CML	Commercial Law Track	مسار القانون التجاري
CL	Cyber Law Track	مسار الجرائم الالكترونية
قسم السياحة Tourism		
TEM	Travel and Tourism	مسار سفر و سياحة



Definitions

- **Student:** All male and female students enrolled in the College for the undergraduate level and enrolled in training programs and courses.
- **Semester:** It is the period of time between the start and end of the study, over which the academic courses are studied; the registration and the final exams period are not included in this.
- **Academic year:** The academic year consists of two main semesters:
 - The first semester (fall): starts in September and lasts no less than (15) weeks.
 - The second semester (spring): starts after the mid-year vacation for a period of no less than (15) weeks.
 - Summer Semester: its duration does not exceed (8) weeks, during which some courses the student wishes to complete are taught, and the number of weekly hours devoted to teaching the course is doubled.
- **Academic level:** It is the indicator indicating the current educational stage of the student according to the academic units that he successfully passed.
- **Study Unit:** The weekly lecture lasts at least (50) minutes, and the practical lesson is not less than (100) minutes.
- **Credit Hours:** It is an academic unit that is recorded for the student if he succeeds in the course he is studying, and the credit hour is the basis for determining the student's academic load in each semester by the provisions of this regulation. The relevant scientific department determines the number of credit hours for each course. The weekly credit hour is estimated at one hour for theoretical lectures and two hours for practical (studio - applications - lab).
- **Study Load:** The number of credit hours a student is allowed to register during one semester.
- **Curriculum:** A study subject (theoretical or practical) within the approved study plan in each major (program). Each course has a name, number, code, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses; the department keeps a special file for the purpose of follow-up, evaluation, and development. Some courses have prerequisites or coincide with them.
- **Compulsory courses:** All college students participate in studying them unless they are excluded.



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- **Major Electives:** For the student to graduate, he must successfully pass a number of elective courses in the field of specialization, which he chooses from among the courses previously offered by the departments before the beginning of each semester. These courses are included in the calculation of the student's cumulative grade point average.
 - **General elective courses (GED):** For the student to graduate, he must successfully pass a number of general elective courses that he chooses from among the courses offered by the departments before the beginning of each semester. These courses are included in the calculation of the student's cumulative grade point average.
 - **Study Plan:** It is a set of compulsory and elective courses, whether in the field of specialization or general; it constitutes the necessary requirements for graduation, which the student must successfully pass to obtain the degree.
 - **Classwork score:** The student's score and his work are evaluated during the semester. It includes midterms and final exams, research, practical exercises, assignments, projects, and various educational activities. The final score is calculated from (100) scores according to the five-point scale (see Chapter VII).
 - **Grade Point Average (GPA):** The average total points a student obtains for courses in one semester.
$$\text{GPA} = \frac{\text{Total points for all courses registered in the semester}}{\text{The total number of credit hours for the courses registered in the semester}}$$
 - **Cumulative Grade Point Average (CGPA):** the average obtained by the student upon graduation (after completing his success in the overall graduation requirements) of the total points during the previous study periods to calculate the average:
$$\text{CGPA} = \frac{\text{Total points for all courses registered in the previous semesters}}{\text{The total number of credit hours registered in the previous semesters}}$$
 - **Academic Warning:** the notice was given to the student because his GPA is lower than the minimum indicated in this regulation (less than 2.00).
 - **Grade:** description of the percentage or alphabetic symbol of the final grade obtained by the student in any course.
 - **Overall Rating:** The student's educational attainment level during his study in the College.
 - **Academic Equivalence:** evaluating the incomplete academic or intermediate academic qualification of a student transferred from colleges, universities, or other institutes from inside or outside the Kingdom in all its technical aspects Compared to the similar educational plan in the College and its conditions.



- **Academic Record Transcript:** the statement that shows the student's academic path and includes the courses he studied in the College, their codes, numbers, and the number of study hours, the grades he obtained, the symbols and values of these grades, the semester average, the cumulative average, the general estimate, and the equivalent transfer credits, if any.
- **College:** Jeddah International College (JIC).
- **Faculty Members:** professors, associate professors, and assistant professors, which include lecturers, teaching assistants, and language teachers.
- **Disciplinary Committee:** The committee formed by the Dean of the College to consider student violations and their penalties in accordance with these rules.
- **Violation:** Any verbal or actual behavior the student commits that violates religion, state regulations, or the college regulations and system, as detailed in these rules.
- **Test:** Each test, whether theoretical or practical or a project approved in the study plan and related to the course.
- **Department:** The academic department to which the male or female student belongs.
- **College facilities:** All the buildings or educational contents in the College, furniture, equipment, informative boards etc.
- **Punishment:** the deterrent disciplinary provision stipulated in these rules.

Admission Requirements for New Students

The Board of Trustees determines the number of students that can be accepted annually based on the proposal of the College Council and the relevant authorities in the College, according to the capabilities available in each department. To accept a new student, the following is required:

1. To have a high school diploma or its equivalent from within the Kingdom, with a rate of no less than 65% for applicants in the Business Administration and Design departments - 70% for applicants in the Engineering and Computer departments (a scientific secondary certificate is a condition for admission to the majors of the Engineering Department and the Department of Computer Science and Technology the information). If the applicant holds a high school diploma - or its equivalent - from outside the Kingdom, he must submit a letter of equivalency for the certificate from the Ministry of Education.



2. The applicant should succeed in the English placement tests in general subjects, in addition to any tests or personal interviews determined by the College Council as one of the requirements for enrollment in one of the departments of the College. The new applicant who previously obtained a secondary school certificate from an international school or who obtained an IELTS band score of (5) and more or (500) in the TOEFL PBT test or (61) in the TOEFL IBT test can waive studying the English levels in the English Language Center before studying the English language course in the preparatory year, provided that these tests must not have passed more than two years, and the student submits the original documents for TOEFL and IELTS scores to the department, and it reserves the right to request a placement test.
3. The applicant must be medically and physically fit for study in the departments of the College, according to medical examination reports submitted by the authorities accredited by the College.
4. The applicant should study full-time during the enrolment period due to the practical nature of the department. The applicant to join the theoretical departments may study part-time, provided that he submits written approval from his reference to allow him to study if he works for any employer.
5. The applicant should not be registered at a university or other governmental or private College.
6. The applicant should have good behavior and not have been dismissed for disciplinary reasons from any other university or College.
7. The applicant shall fulfill any other conditions the College Council determines, announced in advance.
8. The student must present a valid national ID (for Saudis) or a valid resident ID (for non-Saudis).
9. The applicant is responsible for the accuracy of all the data he provides in the registration forms and all papers and documents submitted.
10. The applicant shall abide by the College's instructions, rules, and regulations.
11. Preference shall be made among applicants who meet all conditions according to their grades in high school or its equivalent, as well as the results of admission tests and personal interviews.
12. The student's admission is canceled unless he attends classes within a maximum period of (15) days from the start of the semester without an excuse accepted by the College Council.
13. The College Council determines the regulations and criteria for assigning students to the College's departments, taking the students' wishes into account.
14. The last day for accepting new students is the end of the course registration period for the semester.



Rules & Regulations for Accepting Transfers & Equalized Courses

The College Council sets the conditions and procedures necessary for the transfer and enrollment of students from other colleges inside or outside the Kingdom according to the following checks and conditions:

1. The student must have transferred from a university or College recommended by the Ministry of Education or an institute recognized by the Technical and Vocational Training Corporation. Provided that the student transferred from universities or colleges outside the Kingdom approves his grade list with the cultural attaché from the country of the university or College from which he is coming, as well as the Saudi Ministry of Foreign Affairs and its approval by the Ministry of Education before completing the transfer procedures.
2. The student should not have been expelled from the College, university or institute he was transferred from for disciplinary reasons of an ethical or academic nature. The acceptance of the transferee to the College is considered null from the date of his acceptance if it becomes clear later that his dismissal is due to one of these reasons.
3. It is permissible to transfer from programs offered by corresponding colleges or universities, provided that the study in them is based on the credit hours system and does not exceed more than half of the number of credit hours for graduation.
4. The student must fulfill all admission requirements that the College may require and then submit transfer requests to the college vice president or his representative.
5. The College Council forms a committee to equalize the courses that the student has studied outside the College based on the recommendation of the departments that teach these courses, provided that the scientific content of the course that is equalized is not less than 75% of the contents of the equivalent course.
6. The councils of the scientific departments determine the complementary courses that the student must study and the courses that he is exempted from, provided that his grade in these courses is not less than 75% C+ or its equivalent.
7. What a student studies in Jeddah International College programs must be at least half the number of credit hours required to pass the study program and obtain a bachelor's degree.
8. A student who gained an intermediate university diploma has the right to transfer to the bachelor's system, provided that his cumulative average is not less than 4.00, "very good", and in some majors, the grade may be 3.5 "good" only, and in this case the approval of the relevant department council and the Dean of the College is required.
9. The equalized courses shall be recorded in the student's academic record, and the credit hours transferred from another university or College shall not be included in the general accumulative average (CGPA) calculation.



10. The student may change the study program from one department to another after spending a period in the College and before the end of the second semester after obtaining the opinion of the academic advisor and the approval of the Dean of the College. The College Council shall form a committee to decide on these applications before recommending approval in a manner that does not conflict with the terms of transfer determined by each department in the College.
11. The student may change the study program from one department to another after spending a period in the College and before the end of the second semester after obtaining the opinion of the academic advisor and the approval of the Dean of the College. The College Council shall form a committee to decide on these applications before recommending approval in a manner that does not conflict with the terms of transfer determined by each department in the College.

Admission Regulations for Holders of a Diploma from Technical Institutes

A technical diploma holder has the right to apply to join the College to complete his studies with a bachelor's degree in one of the specializations in the College, according to the following terms and conditions:

1. Applications of potential students to join Jeddah International College who are graduates of one of the private institutes that grant three-year diplomas are accepted according to the mechanism approved by the Ministry of Education and the Technical and Vocational Training Corporation.
2. Applications of potential students to join Jeddah International College who are graduates of one of the private institutes that grant three-year diploma certificates are only accepted if they obtain a diploma certificate in one of the College's corresponding majors. They are entitled to enroll only in the corresponding major of the same major in which they obtained the diploma.
3. Applicants who have completed their studies in one of the private institutes that grant post-secondary diploma certificates (in corresponding majors recognized by Jeddah International College) are subject to the same admission requirements that apply to the rest of the new students.
4. Applicants who are students who have completed their studies in one of the private institutes that grant post-secondary diploma certificates shall be subject to the same rules and conditions for Equivalence of hours mentioned in Chapter Four.
5. The number of study units (credit hours) prescribed for the student applying to join the College after completing the study in one of the private institutes does not exceed 50% for the three-year diploma, 40% for the two-year diploma and 20% for the one-year diploma of the total number of study units (Credit Hours) Courses required to obtain a bachelor's degree from the College.



Rules & Regulations for Transferring from One Major to Another

The student has the right to transfer from one of the majors in the College to another, according to the following terms and conditions:

1. Taking the opinion of the academic advisor.
2. The College Council shall form a committee to examine and decide on transfer requests before recommending approval in a manner that does not conflict with the transfer conditions set by each department in the College.
3. All courses previously studied by the student who transferred from one major to another shall be recorded in the academic record, including the semester and cumulative averages throughout the period of his studies in the College, and their grades are calculated in the average semester GPA and the general cumulative average for grades CGPA.
4. Gaining the approval of the department head and the approval of the college dean following the rules set by the college council.
5. It is permitted to transfer the student from one track to another within the same program after obtaining the opinion of the academic advisor, and the approval of the department head, and the same conditions and rules applied for transferring from one academic major to another within the College are applied to him.

Requirements for Graduation and Obtaining a Bachelor's Degree

- Studying in various departments of the College is based on applying the credit hours system. The student chooses the courses to study each semester with the help of the academic advisor.
- To grant the student a university degree (Bachelor's), it is required to successfully complete the study of the credit hours required in the academic program, whether basic or elective, according to the study plan, provided that his general cumulative average (CGPA) is not less than 2.75, as follows:



Design	
134	Interior Design
134	Graphics Design
134	Multi-Media Design
Business Administration	
132	Marketing and International Business
132	Management Information Systems
132	Accounting and Finance
Computer Science and Information Technology	
132	Computer Science
132	Software Engineering Track
132	Artificial Intelligence Track
132	Information Technology
132	Cyber Security Track
132	Networking Track
Engineering	
139	Industrial Engineering
Law	
136	Law
136	Public Law Track
136	Commercial Law Track
136	Cyber Law Track
Tourism	
124	Travel and Tourism

- The duration of studying is (8) semesters. The student's enrollment will be cancelled if they do not complete the graduation requirements within a maximum period of (12) semesters. The College Council may give an exceptional opportunity for the student to complete the graduation requirements within a maximum period that does not exceed twice the original period of the program prescribed for graduation, which is calculated for him upon re-enrolment for two-thirds of the credit hours required to obtain the degree.
- The minimum academic load for each of the fall and spring semesters is (12) credit hours, and the College Council may consider and decide what is necessary to exclude from that for each case separately.
- The maximum study load for each of the fall and spring semesters is (18) credit hours. It may be increased to (21) credit hours for a student who achieves a cumulative average of no less than 4.5 or for graduation cases.
- The College Council may approve teaching courses in the summer according to the rules set by the College Council. A student can register for up to (9) credit hours. A student who passes courses in



the summer may complete the graduation requirements one semester before that date as a maximum.

- The College Council, based on the proposal of the councils of the relevant scientific departments, determines a system for practical training for students for at least one semester during the period of study in one of the workplaces related to the field of specialization and approved by the relevant scientific department after the student has passed (6) semesters at least. This evaluation is done during the practical training period by (6), (3), or (1) credit hours, and this is counted as part of the compulsory graduation requirements. The scientific departments determine what they deem appropriate in terms of mechanisms and procedures to follow up with the commitment and seriousness of the students during their practical training period, according to the nature of the specialization and the type of training assigned to the student. This will be under the supervision of the teaching staff in each department within the limits of the available capabilities after the approval of the College Council based on the proposal of the Council of the concerned scientific department.
- It is not permissible to issue any academic documents or transcripts to the student until they have attended the College for at least one semester.
- The grades obtained by the student in each course are calculated as follows:

GPA	Grade		Percentage
5.0	+A	Exceptional	95-100
4.75	A	Excellent	90-94
4.5	B+	Superior	85-89
4.0	B	Very Good	80-84
3.5	C+	Above Average	75-79
3.0	C	Good	70-74
2.5	D+	High-Pass	65-69
2.0	D	Pass	60-64
1.0	F	Fail	0-59
1.0	DN	Denial	-
-	NP	No Grade-Pass	60 and higher
-	NF	No Grade-Fail	59 and lower
-	IP	In-Progress	-
-	IC	Incomplete	-
-	W	Withdrawal	-
-	TR	Transferred Credit	-

- Total course points = (number of credit hours of the course) X (weight of grade obtained by the student).



- Incomplete (IC): A temporary condition for the student who was absent from attending the final exam for a course or completing some of its requirements for compelling reasons accepted by the Department Council and approved by the College Council, provided that he attended and performed at least 75% of the course requirements in addition to obtaining 60% at least in semester work, and the student must take the exam in this course as soon as possible; otherwise he will get a grade (F) failing. The semester grade for a student who obtains an incomplete grade (IC) is not calculated except when performing the exam and, at the latest, at the end of the second week of the beginning of the next semester. If the student does not take the exam, he is considered to have failed the course.
- Withdrawal (W): denotes the student's withdrawal from a course during a semester, and his withdrawal takes place after the first six weeks of the semester and according to the period announced in the academic calendar.
- Denial (DN): An estimate given to the student if he is warned twice for exceeding the number of times absent from the permitted percentage course and denied entry to the end-of-semester exam. It is included in calculating the cumulative grade point average, and if the course is re-studied, the new grade weight is used in calculating the cumulative average automatically.
- No Grade-Pass (NP) and No Grade-Fail (NF): Grades given to students in courses whose nature necessitates measuring the extent to which a certain level of achievement and comprehension has been achieved, such as courses that are not calculated by credit hours (Non – Credit Course), these grades are not included in the calculation of the cumulative GPA.
- The courses in which the student obtains an estimate of (IC), (IP), and (W) are not counted as credit hours or points and are not included in the cumulative grade point average.
- A student may repeat any of the courses he has previously succeeded in and obtain a grade (D) twice at most to improve his cumulative average. In all cases, the highest points he obtained in each attempt are calculated for the student when calculating the cumulative average.
- Enrollment to study the courses the student wishes to improve is carried out with the same rules for enrollment in the courses the student is studying for the first time. Suppose the student wishes to repeat a course for the second time. In that case, he must submit a request to the Academic Affairs Committee, accompanied by the opinion of the academic advisor and the concerned department council.
- A student can re-study a number of credit hours to improve his GPA, with a maximum of (12) credit hours.
- The student must repeat the courses in which he obtained a grade (F) or (DN) and obtain the actual grade he achieved upon repetition.



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- A warning is issued to the student whose absence rate in any course reached 25% of the total credit hours for this course this semester, and the Warning is considered effective even if the student does not receive it.
 - The Grievance Committee, at the request of the competent departmental councils, issues a decision to deprive the student of taking the final exam in the courses if his absence exceeds 25% of the credit hours of the course in the semester. He is recorded as a failure in the course. His grade (DN) is monitored. Unless he submits an excuse the committee accepts, he is considered absent with an acceptable excuse.
 - General Grade: The general grade of the GPA is as follows:
 - Excellent* if GPA is not less than 4.50 out of 5.00
 - Very good* if GPA is from 3.75 to less than 4.50 out of 5.00
 - Good* if GPA from 2.75 to less than 3.75 out of 5.00
 - Acceptable* if GPA is 2.00 to less than 2.75 out of 5.00
 - Honors:
 - a. First Honors are awarded to students with a cumulative GPA of 4.75 to 5.00 upon graduation.
 - b. Second honors are awarded to students with a cumulative GPA of 4.25 to less than 4.75 out of 5.00 at graduation.
 - c. To obtain a first or second honors degree, the following is required:
 - The student should not have obtained a grade of failure (F) or deprived (DN) in any course studied at the College.
 - The student must have completed the graduation requirements within a maximum period of the average period between the minimum and maximum stay in his department.
 - The student must have completed at least 60% of the credit hours in the study plan at Jeddah International College.

Academic Advising Rules and Regulations for Registration, Deletion, Addition and Withdrawal

- At the beginning of each academic year, each scientific department allocates an academic advisor for each new student who joins the department, and the academic advisor is from among the faculty members of the College, preferably from the same specialization. The academic advisor is responsible for the academic advising of the students in charge of guiding and assisting them in the registration procedures, selecting basic and elective courses for each semester, and providing academic advice, guidance, and guidance in all matters related to the study throughout their entire study period until their graduation.



- Student Academic Number: It is a number assigned to each new student starting (from the left) with two digits indicating the Gregorian academic year in which the student begins the study, followed by a number indicating the semester in which the student began studying, whether (1) for the first semester or (2) for the second semester, followed by a four-digit serial number.

العام الميلادي	الفصل الأول	الفصل الثاني	مسلسلي	الرقم الجامعي:
XX	1	أو 2	0001	

- Students are registered at least one week before the beginning of each semester and during the registration period determined by the College Council and announced by the Admission and Registration Department after fulfilling the registration conditions and paying the prescribed fees. The councils of the scientific departments determine the basic and elective courses they will offer before the beginning of the next semester for each program, with a period of at least a month to allow students to choose the courses they wish to register for. The student chooses courses under the supervision of the academic advisor, who must approve the academic load before registration.
- The prescribed tuition fees for the courses the student registers are collected at the beginning of each semester. The student's registration is only considered final after paying the expenses that are not refundable or transferable to another party.
- The beginning of each semester and the dates of application and enrollment for each academic year are determined annually according to what is decided by the College Council. Enrollment takes place within two weeks before the start of the semester, after fulfilling the conditions of enrollment and paying the expenses.
- 60-65% of the total courses in the specialization tracks are from the courses of the relevant scientific department. At most, 35-40% of the courses are from outside the specialization tracks, considering that the specialization courses in any track should be at least 30% of the total number of credit hours.
- The study does not start with any of the specialization tracks unless the following factors are present:
- Availability of a minimum number of students wishing to enroll in the specialization track as determined by the College Council.
 - Students meet the requirements determined by the College Council based on the proposals of the competent departments.
 - The availability of a number of faculty members in the College who are specialists in the specialization track allows for teaching at least 60% of the specialization subjects.
- The study begins with elective courses if there is a minimum number of students wishing to register for the elective course as determined by the College Council, with the availability of faculty members who are specialists in the course field.



- Registration is allowed for students who are late for the date announced by the Scientific Department Council during the first week of study, subject to the approval of both the academic advisor and the head of the department.
- The student may add or drop one or more courses within a period not exceeding two weeks from the beginning of the semester, provided that the academic load remains within the permissible limits following the academic rules and calendar set by the College Council and subject to the approval of the academic advisor and the head of the competent scientific department council.
- The student will recover part of the course fees in case of deletion or withdrawal, and it will be added to his balance as follows:

Period	from the beginning of the semester	Percentage of refunded fees to student balance
Deletion and addition	Week one and two	100% refund
First deletion	Weeks three and four	75% refund
Second deletion	Weeks five and six	50% refund
First withdrawal	Weeks seven and eight	25% refund
Second withdrawal	Starting from the ninth week	no refund is made

- The student can only register for courses with a prerequisite once successfully passing that requirement.
- The academic advisor is committed to following up on the student's performance and recommends placing the student under observation for one semester if his cumulative GPA falls below 2.00 and an academic warning is given to the student.
- If the academically probated student cannot raise his cumulative GPA to at least 2.00 during two semesters, if an academically probated student cannot raise his cumulative average to at least 2.00 during two semesters, he will be issued a third and final academic warning for one semester. If he cannot raise his cumulative average to 2.00, the student will be permanently dismissed from the College, and he is not allowed to transfer to other departments.
- If the student under academic probation raises his GPAC to at least 2.00, the academic probation will be lifted. If their GPA drops below 2.00 a semester later, they will be given a first academic warning to be able to raise it within two semesters.
- If the student meets the stipulated attendance rate, he may withdraw completely from studying in one of the semesters with the approval of the head of the department. Here, it is proved to him that he withdrew (W) from all courses registered in the semester.



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- A student with a Withdrawal Request (DN) cannot submit a Withdrawal Request.
 - The final examination may be postponed as an exception due to compelling circumstances under the following conditions:
 - The student's absence from the exam must be with an acceptable excuse from the College's grievance committee before the Dean approves the approval.
 - The student must meet the attendance rate stipulated in these regulations (75% of the credit hours).
 - The student must have fulfilled the semester work of the course, in which case the student's grade in the postponed course is monitored as his exam is incomplete (IC), and after taking the exam, the grade (IC) is replaced with the actual grade obtained upon repetition.
 - Upon completing the graduation requirements, a student who has not achieved a GPA of at least 2.75 can choose some of the courses previously studied with the advisor and study them in a subsequent semester to improve his overall cumulative GPA CGPA to the level that allows him to graduate.

Attendance and Absence Rules and Regulations

- The student must respect all rules of attendance and absence and commit to attending all lectures on time.
- If a student is late for two lectures for less than 10 minutes at a time, he will be considered absent from one lecture.
- If the student is at most 10 minutes late for the lecture, he will be counted absent even if he completes the rest of the lecture.
- The student must communicate with the Grievance Committee to report any absence and submit supporting reports.
- The student must take responsibility for following up on his absence rate on an ongoing basis through the electronic portal, noting that:
 - Student Absenteeism: The first Warning is given to the student when absent 10% of the total number of credit hours.
 - The second Warning is given to the student when he reaches 20% of the total number of credit hours.
 - After the absence rate exceeds 25% of the total credit hours for a course, the student will receive a degree of deprivation (DN) in that course.



➤ **Medical excuses.**

The Grievance Committee reviews all excuses or sick notices submitted by male and female students, and the following is required:

1. The original medical report is accepted and is not otherwise accepted
2. The medical reports submitted must be stamped by the hospital or through the Sehaty app.
3. The medical report submitted must cover the period of absence and be on the same days of absence.
4. Consider not repeating the medical excuse in previous semesters.

➤ **Maternity leave:**

A pregnant student who gives birth during the semester is granted an excused absence for a period of two weeks from the date of birth and is

Counted as part of the burden of absence, the student must submit a birth notification upon her return to the College.

➤ **Leave of death of relatives:**

The student has the right to be absent for 3 days in the event of the death of one of the immediate relatives of his ascendants or descendants (God forbid), such as the father or mother or one of his brothers or sisters, grandfather, grandmother or wife, and the College may request to submit proof of the death of one of the relatives upon his return to the College.

Student Rights and Duties Regulation

The university student is considered one of the most critical pillars in building the future and thus laying the foundations for intellectual, scientific, cultural, economic, and sustainable development. And based on achieving the highest levels of transparency and clarity within Jeddah International College, a list of the rights and responsibilities of the university student has been drawn up as a translation of the policy of our rational government and the desire of the College to guarantee the rights of the students and raise awareness of their responsibilities within the campus of the College and show them the best Islamic and university conduct, and work to develop their sense of belonging to their community and their country.

We hope that Jeddah International College will be a beacon in establishing a spirit of love and mutual respect between its students and employees, in addition to being a foundation for instruction and a beacon of education.



➤ **Academic Student Rights:**

1. Obtaining a student's guide that provides information about the College's systems and facilities and the regulatory rules for the student's rights and responsibilities, whether through the College's website, the Student Affairs Department, or the Admission and Registration Department.
2. Organizing an induction program for new students at the beginning of the academic year to provide them with information about the college system.
3. In the first lecture, the faculty member explains to the students the course description, its objectives, the skills to be acquired, the method of theoretical or practical tests, and the evaluation methods.
4. Each student has an academic advisor who follows up on his academic development and contributes to raising his academic level.
5. The student's study should follow an approved study plan, showing the number of hours, levels, courses, and study requirements necessary for graduation, and upon acceptance by the academic department, a hard copy or electronic copy of the study plan for that department should be given to the student.
6. View the study schedules before starting the study, the procedures for registering him in the courses available in the system, and the registration rules in force in the College.
7. The student's participation in evaluating education through the courses he studies through his evaluation of the course, the faculty member's evaluation of the programs, and the level of satisfaction with the services provided in the College, with the use of his observations to improve the quality of education in the College.
8. Providing an appropriate study environment and an effective scientific climate and providing all educational capabilities to acquire information and develop skills.
9. Allowing the student to discuss matters related to study and performance with faculty members without being penalized, whether during lectures or office hours.
10. The college faculty, staff and employees are committed to respecting the student and giving him all his academic and moral rights.
11. Conducting all theoretical or practical course exams, or both, unless there is a legal impediment to conducting them in accordance with the relevant regulations and instructions.
12. Announcing the names of the deprived students a maximum of two weeks before taking the theoretical or practical exams and allowing the student to appeal within five working days from the announcement date.



13. The commitment of the faculty and the faculty members of the department to the dates of lectures and exams, to meet the theoretical and practical hours for them, and not to cancel lectures or change their times except in the case of necessity and after announcing that, provided that alternative lectures are given for those that were canceled or absent from by a faculty member to complete the course, after coordinating with the students and the concerned department to complete this.
14. The student has the right to choose the courses on the dates that suit him for registration during the semester according to his study plan and with the help of the Academic Advising Unit.
15. The student obtains all his rights within the College by the administrative and academic authorities following the rules and regulations of the College.
16. The exam questions should be within the course's educational objectives, its contents, and the issues raised or referred to during the lectures, and the balanced and logical distribution of grades should be considered to achieve a fair evaluation of the student's abilities.
17. The student has the right to submit a request to review his answer sheet in the theoretical or practical tests within a maximum period of two weeks from the announcement of the final results of the course and in accordance with the regulations of study and examinations at Jeddah International College.
18. The student will know the results obtained in the monthly, semester, and final exams he performed after correcting and approving them and notifying the student of the details of his semester and practical grades before entering the final exam.
19. Deleting or adding any course or postponing a semester according to the rules and regulations of the College and the admission and registration systems.
20. Transferring from one scientific department to another according to the rules and regulations of the College.

➤ **Non-Academic Student Rights:**

1. Providing security for the students, preserving their dignity, respecting his personality, being fair to them, providing safety requirements for him, and not subjecting his person to threats, insults, or discrimination.
2. Obtaining a university card and benefiting from the College's services and facilities in accordance with the rules and regulations in force in the College.
3. Participation in the activities and events held in the College in accordance with the regulations and instructions of the College organizing this.



4. Obtaining the financial incentives and rewards prescribed by Law.
5. Candidacy for training courses, programs, internal and external trips, and participation in cultural activities, community service activities, and volunteer work.
6. Grievance or complaint about any matter that harms him in his relationship with members of the teaching staff, department, College, or any unit of the College, and submitting the grievance or complaint is in accordance with the regulations and rules regulating that while enabling the student to know the decision of the responsible party regarding the complaint or grievance.
7. Enabling the student to defend himself before any authority in the College in any case or violation contained in the fifth Clause of these organizational rules, and the student's right to protect himself lapses if he fails to appear for the date he was notified of for the interview and investigation unless he has an acceptable excuse. The disciplinary decision shall be issued in absentia.
8. Complaining about the disciplinary decision issued against him in accordance with the articles and provisions of these regulatory rules.
9. Preserving the student's academic and confidential information and the contents of his file within the College, and the integrity of dealing with him, and not handing over any of them except to the student himself or his guardian or to another government agency whose regulations require that. The contents of his file may not be disclosed or published unless such publication results in a disciplinary penalty against the student.
10. Providing the requirements of students with special needs that help them walk through the college units quickly and easily, as well as obtaining appropriate services for their needs in accordance with the rules and regulations.
11. Attention from the Student Affairs Department to all the rights of the student mentioned in this item and to follow up on obtaining them.

➤ **Academic Student Responsibilities:**

1. The student's respect for faculty members, staff, and all college employees in the administration, units, and facilities.
2. The student's regularity in studying by attending lectures, respecting the rules and arrangements related to the conduct of lectures, and fulfilling all academic requirements.
3. The student's commitment to the rules and arrangements related to exams and the system in them.
4. The student's commitment to respect and respect the privacy of others within the College.



5. The student's commitment to scientific integrity when preparing research, projects, or other academic requirements, as well as adherence to the standards adopted in the internationally recognized citation policy, avoiding scientific plagiarism, and observing the intellectual property rights of others.
6. The student's commitment to the instructions and instructions given by the official in the lecture hall, exams, laboratories, and all college facilities
7. The student must view all matters related to his academic decisions on the model system or the College's electronic portal.
8. Refer to the academic advisor if he encounters any problems, which is specified for each student in the College's electronic portal system.
9. The student is responsible for all his data registered in the electronic system of the College and the Admission and Registration Department and for changing it.

➤ **Non-Academic Student Responsibilities:**

1. The student's commitment to the College's regulations, bylaws, instructions, and decisions.
2. The student's commitment to preserving and adequately using the College's property and not to damage, tamper with or disable it from work.
3. The student's commitment to public morals within the college campus.
4. Refrain from smoking in the college facilities and stick to designated places.
5. The student's committed to carrying the university card while on the college campus.
6. The College approves the students' commitment to appropriate clothing in its bylaws and regulations.
7. The student's commitment to respond to any summons by the Disciplinary Committee or other college committees to hear his statements on any subject the committee deems appropriate.
8. The student's compliance with the penalty imposed on him when violating the College's regulations and bylaws, as stipulated in these organizational rules.



Grievances, Violations, Disciplinary, Suspension and Termination of Registration

➤ Disciplinary Committee and its Terms of Reference

1. The disciplinary committee is formed based on the decision of the Dean of the College, for one year, subject to renewal, due to what is required by the public interest. It reports directly to the Dean of the College as follows:
 - Head of Academic Affairs (Chairman)
 - Director of Admission and Registration (Member)
 - Two faculty members (Member)
2. The Chairman of the committee has the right to invite the Dean of the College or whomever he authorizes to attend the committee meeting to express the views of the College. The committee chairman also has the right to invite anyone whose presence is required to discuss the perceived violation without having the right to vote.
3. The meetings of the Disciplinary Committee shall be held at the request of the Chairman of the Committee, and it is required that all members attend the meeting. Its decisions shall be issued by most of the members present, and when the votes are equal, the side with which the Chairman of the Committee voted will prevail.
4. The Disciplinary Committee investigates the violations referred by the Dean of the College, one of the scientific departments, one of the employees of the College, the Admission and Registration Department, the Student Affairs Department, the College units and committees, and the like.
5. The disciplinary committee shall begin its responsibilities immediately after referring any violation at the invitation of its chairperson, within a period not exceeding ten days starting from the date of receipt of the violation by the Disciplinary Committee. The committee has the right to hear directly from the student appointed regarding establishing the right to a case, whether from fellow students, administrative members, or faculty members.
6. The Disciplinary Committee is responsible for issuing disciplinary measures and making appropriate decisions.
7. The Security and Safety Department shall refer the violations to the Student Affairs Department and the Disciplinary Committee.
8. The Dean of the College or his representative may form a special committee in some cases that require dealing with them in complete confidentiality. After completing the case investigation, the head of the special committee submits his recommendations confidentially with all the case records to the Dean of the College to take what he deems appropriate.
9. The authority authorized to apply the penalty is the respective authority to implement the penalty according to the recommendations of the Disciplinary Committee.
10. The prescribed penalty must be from what is stated in the Penalties Clause of these organizational rules, and the Disciplinary Committee has the power to reduce the penalty as required by the



public interest. The Disciplinary Committee may submit its recommendations in emerging cases to the Dean of the College to change or add any of the penalties or procedures related to these organizational rules, and the implementation of these recommendations is only approved after approval.

11. The Disciplinary Committee is concerned with the statutory procedures related to violations in which it is proven that any person outside the College has been committed or involved. It is referred to the respective authorities by the Dean of the College whenever he deems that there is a necessity for this procedure, and he may also inform his reference of the content of these violations.
12. The committee shall prepare the necessary forms for grievances and complaints.
13. The Dean of the College has the right to form a grievance committee, as required by the interest of the work. Its task is to contribute to correcting individual or generally undesirable behavior among students. He defines its terms of reference and procedures for them (such as absences, denial of entry to the test, incomplete, a grievance from the test score, etc.) without prejudice to the articles and provisions of these regulatory rules. It also prepares the forms used in grievances and complaints in this regard.

➤ **Grievance Regulations and Procedures**

❖ **Grievance Regulations**

1. All grievance requests are kept strictly confidential.
2. The student has the right to submit a request to reconsider his grades to the Dean of the College or whomever he delegates from the committees. The request is referred to the academic department and then to the respective committee to make an appropriate decision, and then to the Dean to approve the decision.
3. The submission of the grievance request shall be at most fifteen days from the incident subject of the grievance, and the right to the grievance shall lapse after the expiration of the period.
4. The grievance request shall attach A copy of their academic record.
5. The committee accepts the grievance request when the examination reveals the following cases:
 - The student has solid and reasoned justifications related to his grades in the course subject of the grievance.
 - The existence of a collective grievance against the grades from more than 51% of the students registered for the course provided that the standard methods of submitting the grievance are followed.
6. The respective committee has the right to reject the grievance request if it is proven that his grievance is not valid or if it is proven that he has repeatedly submitted grievance requests that have been proven incorrect, provided that the rejection decision is reasoned.



7. If the grievance application is rejected, the committee shall notify the applicant of the decision within fifteen days.
8. The need to verify the seriousness of the student's grievance against grades, according to what was stated in the study and examination regulations of Jeddah International College.
9. If the grievance request is accepted, the committee will address the department the course professor belongs to reconsider the student's grades.
10. The course instructor is obliged to respond to the grievance request referred to him within five working days from the date of receiving the request.
11. The Council of the scientific department to which the complaining student belongs has the right to address three of the professors of the specialization, to reconsider the student's grade, and to take their average estimates of the student's grades in any of the following cases:
 - There is a suspicion of a dispute or disagreement between the student and the course instructor.
 - The course instructor was late submitting a response to the grievance request within the prescribed period.
 - The course instructor refused to review the student's estimates without specifying a convincing reason for the committee, or the course instructor could not be reached for any reason.
12. The student has the right to file a complaint to raise what he deems unfair or diminishes his academic or non-academic rights.
13. The Disciplinary Committee has the right to impose a penalty on the student if it turns out that the complaint submitted is malicious in accordance with the articles and clauses stipulated in these organizational rules.
14. The concerned committee shall notify the applicant of the outcome of his grievance within a maximum period of fifteen days from the date of the decision.
15. The student has the right to apply for a grievance against the decision of the respective committees before the Dean of the College.
16. The grievance request against the decision of the respective committees must be submitted within a maximum period of fifteen days from the date of his notification of the committee's decision, and his right to grievance lapses after the expiration of this period.
17. If a student raises a grievance against the decision of the respective committees before the Dean of the College, the decision of the respective committees will be suspended until the grievance request is decided.
18. The official holiday periods are not included in any statutory periods.
19. The person against whom a complaint has been filed may not attend any of the official committees or meetings that may be held to vote or decide whether to accept the grievance or its outcome.



❖ Grievance Procedures

1. The student may submit a grievance to the Grievance Committee, the respective authority to receive grievance requests.
2. If the subject of the grievance is against the Grievance Committee, the grievance shall be submitted to the direct head of that entity.
3. The grievance submitted by the student shall be registered, and he shall be notified of it, specifying the date of submission and the date of notification of the outcome of the grievance.
4. The head of the respective authority (college / specialized committees/head of the scientific department) takes legal measures to refer the grievance request to the authorities responsible for examining the subject of the grievance.
5. The forms designated for grievance requests are used if a student's grade in one of the courses is reviewed or if there is any other grievance.
6. The student will be notified of the outcome of the grievance in writing or electronically through his/her university email or phone number registered with the College.

➤ Violations and Misconduct:

Violation is every verbal or actual behavior that violates religion, state regulations, or college regulations and rules, which requires presentation to the respective disciplinary committee. Examples of this are:

1. Every word or deed that offends honor and dignity or offends modesty.
2. Violating Islamic and social principles and foundations, insulting the national fabric in word or deed, calling for joining anti-national organizations or any political or regional ideas contradicting the state system, or promoting them within the College.
3. Non-compliance with public taste in appearance or appearance in a way inconsistent with Islamic values, traditions, and customs of Saudi society and the instructions issued by the College in this regard.
4. Issuing or distributing leaflets, organizing seminars, conferences, and electronic forums, organizing activities and events, and participating in them, gathering and calling for them, or collecting money and signatures without obtaining the permission of the respective and relevant authorities in the administration of the College and the concerned state agencies.
5. Harming the reputation of the College, whether by word or deed.
6. Not attending lectures or exceeding the permitted percentage of absence established in the College's study and exam regulations and disrupting lessons or inciting them to do so.
7. Violating the order required by lectures and other educational activities or disturbing a faculty member while performing his responsibilities.



8. Violation of exam regulations such as late attendance, cheating by any means, attempting or participating in cheating, trying to obtain exam questions irregularly, causing chaos or noise during exams, or using modern technology without official permission.
9. Entry of a student or any person in the place of another student in the tests.
10. Fraud, forgery, or plagiarism in reports and all projects, whether for graduation or otherwise, training work, and scientific research.
11. Violating security laws and regulations or creating chaos within the college facilities; Disrupting lectures, tests, seminars, training workshops, and other activities and events held within the College.
12. Destroying or attempting to damage the College's facilities, misusing its property, moving it from one place to another, or disposing of it without the approval of respective authorities.
13. Smoking in places not designated for this purpose in any part of the college facilities.
14. Carrying any firearms, even if they are licensed, explosive materials, possessing knives, or threatening to use any weapons.
15. Acquisition of films, CDs, newspapers, magazines, or any other materials that contain what is contrary to Islamic morals and morals or that violates state and college regulations.
16. Forging documents, documents, and certificates or including false information, whether these documents are issued by the College or from outside it, as long as they relate to the student's relationship with the College and the procedures for studying there.
17. Extortion or verbal or physical assault on any person inside the college campus and all its affiliated facilities, whether workers, employees, students, faculty members, or the like.
18. Recklessly driving vehicles inside the college campus, drifting, wrong parking, or endangering others.
19. Misuse of modern technology or photography inside the College in any way that infringes on the privacy of others or harms them or the College.
20. Impersonating others in any matter related to the College and its affairs or speaking on behalf of the College without an official capacity and prior permission from the respective authority.
21. The student's non-compliance with the system during the interrogation or his transgression of the limits of morals and ethics in his actions and his address to the members of the committees.
22. Any attack or hacking on the College's websites or electronically violating the privacy of all college employees, whether they are faculty members, administrative staff, or students.
23. Using or distributing narcotics or psychotropic drugs.
24. Viewing, without the permission of the authority holder, confidential information in the College, publishing it, or instructing others on how to obtain it.



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25. Crimes against honor or affecting the future professionalism of the student, especially if issued or proven as a criminal conviction by the Sharia Court.
 26. Collecting in-kind or cash donations for charitable or other actions without prior permission.

➤ **Penalties:**

The Disciplinary Committee has the right to approve any of the penalties as required by the public interest, as follows:

1. A verbal warning and prove it in the student's file.
2. A written warning, whether written or electronic, with a written undertaking from the student not to repeat the violation.
3. Denying the enjoyment of some or all the benefits offered to students by the College.
4. The devices used in the violation may be confiscated and not handed over to the student through the college administration.
5. Requiring the student to provide some voluntary service work or to attend some courses within a period not exceeding one month.
6. Depriving the student from taking the test in one or more courses during one semester.
7. Temporary ban (not exceeding two semesters) from practicing one or more student activities.
8. Suspension of any rewards from the College for a specific period, as the committee deems appropriate.
9. Suspension from studies for a period not exceeding two semesters.
10. A financial fine for the value of the damaged material and charging the student with the costs of the damage caused in addition to the costs of repair and the consequences that follow, including privacy rights. The student is not released from the College until his costs are collected.
11. Deprivation of granting a graduation document if it is proven that there is forgery or fraud in the procedures for obtaining it.
12. Delaying the graduation of the violating student for one semester.
13. If the student is found guilty of cheating or attempting to cheat while taking the test, he is considered to have failed the course. In the event of repetition, the student is considered to have failed all semester courses per the College's regulations governing study and examinations.
14. If fraud, forgery, or plagiarism is proven in reports or projects, whether for graduation or otherwise, in any academic course, the student is considered to have failed the course. In the event of repetition, the student will fail in all courses of the semester in accordance with the regulations governing study and examinations in the College.



15. Final dismissal from the College. The dismissal decision may be communicated to other universities and colleges, resulting in the student being ineligible to enroll or take the exam in other universities within the Kingdom of Saudi Arabia.
16. If the student commits more than one violation at the same time or repeats the violation, it is permissible to combine two or more penalties, considering that the punishment is commensurate with the size of the violation, considering the precedents, circumstances, and events surrounding the commission of the violation.
17. The Chairman of the Disciplinary Committee has the right to impose penalties from Item Six and Article Fifteen of these organizational rules, which are 1, 2, 3, 4, and 5, after summoning the student and without referring to the members of the Disciplinary Committee whenever that is sufficient for the violating student and proportional to the violation.
18. The respective authority to impose penalties is the Disciplinary Committee, and it has the right to impose all the penalties indicated in the 15th Clause of these organizational rules—a maximum period of two months from the occurrence of the violation or referral to the Disciplinary Committee.
19. Punishment is not approved except after investigating the student and hearing his statements regarding what was attributed to him. This right is forfeited if the student fails to attend the specified appointment without an acceptable excuse, provided that the student has been notified of the appointment via the student's university email or a phone call to him on the number registered with the College and the student is responsible for changing his data recorded in the College's electronic system. After taking these procedures, the committee has the right to impose a penalty on the student in absentia.
20. It is considered when applying penalties, unless the disciplinary decision is dismissal, that they are not a reason for canceling the student's enrollment from the College. The Disciplinary Committee may also include its decision not to count the period of the temporary suspension penalty within the student's study period.
21. The gradation of penalties and the proportionality between the violation and the prescribed penalty shall be observed.
22. In cases of final dismissal for disciplinary reasons, the student should not be allowed to take exams in any of the scientific departments of the College or re-enroll. The decision shall be communicated to the concerned authorities inside or outside the College within a period not exceeding fifteen days from the date of issuance of the decision.
23. It is not permissible to impose any of the disciplinary penalties from 3 to 14 mentioned in the 15th Clause of Article Six of these rules for violations committed for more than two years without taking any action to investigate them.



Conclusive Rules

1. The Chairman of the Disciplinary Committee and the Chairman of the Grievances Committee shall submit the reports and minutes of the committee to the Dean of the College to approve the disciplinary decisions and the organizational procedures recommended by the committee.
2. The Dean of the College, heads of departments, heads of units, faculty members, and administrative department directors must govern students according to the regulations of the College. A report is drawn and referred to the Disciplinary Committee when a violation occurs in any department. Also, when the violation occurs in any of the other facilities within the college campus - such as restaurants or recreational centers, etc. - and the like, the violation is referred to the Disciplinary Committee.
3. If a member of the Disciplinary Committee or the Grievances Committee is a party to the considered violation, he shall be excluded when considering this violation. It is also permissible for any committee member to request that he be exempted from examining one of the violations if he has an objection that prevents him from participating in consideration of the violation. In both cases, the Chairman of the committee may - if the need arises - include a suitable substitute member who has the right to vote during the consideration of this violation.
4. If a member of the Disciplinary Committee or the Grievances Committee withdraws, a replacement member is appointed with the same procedures for forming the committee, and the new member's membership ends on the same date as the end of the committee.
5. Decisions issued by the respective authorities to impose penalties are effective immediately upon approval by the Dean of the College, and the student has the right to appeal against the decision issued against him to the Dean of the College within (15) fifteen days from the date of his notification of the decision. The Dean of the College has the right to direct the reconsideration of the penalty, support the prescribed penalty, specify another punishment he deems appropriate, or present it to the College Council.
6. A student referred to the Disciplinary Committee or the Grievances Committee may not withdraw from the College or be released before completing the investigation with him and taking the necessary action against him. College until the final decision is made in the violation attributed to the student.
7. If it is proven to one of the committees that the violation was due to a medical or psychological reason, according to a report from a government hospital, then it will submit its recommendations for the proposed procedure to the Disciplinary Committee to consider the case and then submit its final recommendations to the Dean of the College to take the decision he deems appropriate. Or if it is discovered later that the submitted reports are incorrect, the committee has the right to carry the appropriate disciplinary action.
8. The respective authority that issued the penalty against the student may announce it in the College without referring to the student's name or university number or the scientific department affiliated with him if this is in the public interest of the educational and educational process and after the approval of the college dean.



9. The disciplinary decisions issued shall be kept in the file of the violating student.
 10. The Student Affairs Department and the Admission and Registration Department shall notify the student, or his guardian of the decision issued with the penalty within fifteen days from the decision's approval date.
 11. If the period assigned to the Disciplinary Committee and the Grievances Committee expires, it continues to exercise its powers until a new committee is formed to replace it.
 12. During the official holidays, the Dean of the College has the right to exercise all the powers of the Disciplinary Committee and the Grievances Committee in case the student violates the college system .
 13. These rules shall be implemented in Jeddah International College after their approval by the Board of Trustees, and the previous or contradicting regulations and rules in this regard shall be canceled.
 14. The Board of Trustees of Jeddah International College has the right to interpret the terms and materials of these organizational rules.
 15. The Disciplinary Council consists of the Dean, the vice dean, and heads of departments, and it has all the powers to act and decide the disciplinary punishment according to the type of violation and in proportion to the extent of the damage. The issued decision regarding the disciplinary punishment may be communicated to the student's guardian, and the decision announced within the College. The decisions issued regarding the disciplinary punishment (except for the verbal Warning) are kept in the student's file.
- The student's registration is folded, and he is considered dismissed in the following cases:
- If the student drops out of studies for a period of (15) consecutive days without presenting an excuse acceptable to the College Council
 - If he dropped out of study for a period of two consecutive semesters or three non-consecutive semesters, despite the college council's rejection of the prior excuse he presented
 - If the number of excused semesters exceeds the maximum number allowed in this regulation
 - If a dismissal recommendation is issued against the student for committing a violation of public morals or violating the College or public regulations, or the student disciplinary regulations, have been applied against him for reasons related to behavior or morals
- A regular student is subject to dismissal from the College for the following academic reasons:
- If the student has exhausted the chances of failing stipulated in these regulations
 - If he receives (3) academic warnings because his cumulative average (CGPA) is less than 2.00, the College Council may make an exception by granting the academically dismissed student one semester if the Council deems the possibility of raising his cumulative average.
 - If he does not complete the graduation requirements within a maximum period of one and a half times the duration of the program prescribed for his graduation, the College Council may give an exceptional opportunity for the student to complete the graduation requirements with a maximum that does not exceed double the original period of the program specified for graduation.



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- If a penalty is issued against him for cheating in exams, with a recommendation to dismiss him for a temporary or permanent period
 - In exceptional cases, the College Council may treat the situation of the regular student to whom the provisions of these previous paragraphs apply by giving him an exceptional opportunity that is at most two semesters as a maximum.
- The College Council may re-enroll the expelled student whose graduation is one semester and for one time only, with the exception of students who, if a penalty has been issued against them by the Disciplinary Council for reasons of cheating in exams with a recommendation to dismiss them for a temporary or final period, or for whom penalties have been issued for committing ethical violations or Acts against honor or public morals.
- A student whose enrolment is closed based on his request is not entitled to return to study unless after submitting a request to re-enroll him with his number and record before his enrolment was folded, explaining the justifications for the return, and it is presented to the College Council to recommend rejection or approval. In the case of approval, the student shall be treated as a continuing student based on his previous status in the College before his enrolment is folded, and re-enrolment is carried out per the following rules:
- To apply for re-enrolment within four semesters from the date of closing the enrolment.
 - That the College Council approve the student's re-enrolment based on the department's recommendation.
- Suppose a student whose enrolment has been closed for four semesters or more has passed. In that case, he can apply to the College to return to study, provided that he is treated as a new student without referring to his previous academic record and no points are calculated for the courses he had previously succeeded in before dropping out. Provided that he meets all admission requirements announced at the time.
- A student may not be re-enrolled more than once.



Postgraduate Students



The Academic Degrees:

The Board of Trustees awards the following academic degrees based on the recommendations of the College Council and the approval of both the College Dean and the Head of the Postgraduate Studies Department:

- Master's Degree (Academic).
- Executive Master's Degree.

Postgraduate Studies and Scientific Research Department

The Postgraduate Studies Department was established under the supervision of the College Dean to oversee the postgraduate studies programs within the College. It is critical in coordinating and offering recommendations for existing and newly developed programs. The Department of Postgraduate Studies has the authority to address all aspects related to master's programs and make well-informed decisions in accordance with the regulations. Some of its key responsibilities include:

- Proposing, amending, and coordinating general policies for master's programs.
- Collaborating with departments to develop internal regulations.
- Evaluating newly developed programs, suggesting improvements, and ensuring alignment with existing programs.
- Overseeing program implementation and fostering collaboration with other departments.
- Managing student affairs related to master's programs.
- Conducting regular examinations of reports and performing program evaluations.

Guidelines for New Programs

The Department of Postgraduate Studies diligently sets detailed criteria for approving new master's programs. It requires the inclusion of at least one assistant professor in the faculty team, along with an adequate number of qualified faculty members. Additionally, the availability of well-equipped laboratories, computer facilities, and other essential resources is crucial to ensure the program's success. Furthermore, the number of students expected to be admitted to the program is carefully evaluated, aligning it with the Kingdom's vision and the demands of the labor market to ensure the program's continuity and relevance.

When introducing any new program, the following shall be considered:

- Objectives of the program and the community's need for it
- The importance of the program and the extent to which it aligns with the college's vision and the labor market's requirements.
- Biographies and scientific credentials of faculty members and those related to the program and their stability rate.



During the preparation of a proposed program, the Postgraduate Studies Department will undertake the following steps:

- Identify Specializations and Tracks
- Analyze Academic Requirements for the Degree and Program Courses
- Compare Local and International Programs to Maximize Benefits and Minimize Drawbacks
- Propose Elective Courses: At Least 25% of the Total Study Units.

Master's Study Structure

➤ Program Courses:

- The master's program requires the completion of a number of courses (subjects) in addition to the research project, with a minimum of 36 study units (equivalent to 12 courses, each spanning 3 hours).
- Courses will be completed over two years, divided into four semesters (2 semesters per year).

➤ Supplementary Courses:

The concerned department may require students without a bachelor's degree in certain disciplines to pass (3) supplementary courses before enrolling in the graduate program, taking into account the following:

- Passing the supplementary course with a grade of at least "Very Good" with only two opportunities to complete the course.
- Enrollment in the graduate program is contingent on completing the supplementary courses.
- The time period for completing supplementary courses is not counted within the period specified for obtaining the degree.
- Supplementary courses are not included in calculating the cumulative average for the postgraduate stage.

MBA Study Plan

The MBA program entails completing (12) courses, each spanning (3) hours. This includes (10) core/basic subjects that are mandatory for all students and the opportunity to choose any two of the three optional subjects.



The following courses are part of the program curriculum:

Credit Hours	Course Reference	Course Name	Status
3	MB500	Financial Decision-Making	Required
3	MB501	People, Work, and Organizations	Required
3	MB502	Quantitative analysis for management	Required
3	MB503	Strategic Marketing	Required
3	MB504	Operations management	Required
3	MB505	Economics for Business	Required
3	MB506	Leadership Theory and Practice	Required
3	MB508	Management information systems	Required
3	MB509	Delivering Successful Projects	Required
3	MB512	Capstone project	Required
3	MB507	Negotiation & Problem solving	Elective
3	MB510	Strategic Risk Management	Elective
3	MB511	Advanced financial decision making	Elective

Tuition Fees Collection Policy

Our current tuition fee collection policy follows the practice of teaching semester courses individually. As per this policy, students are required to make full payment of the course fees in advance. Installment-based payments for the course fees are not permitted. To ensure enrollment and access to study schedules, students must complete the payment of the entire course fees before being registered in the system. Attendance in lectures will only be allowed after the total course fees have been paid.

Suppose a student, who has already paid the full semester fees, decides to withdraw, and a study schedule has been issued. In that case, the refund will be processed according to the following guidelines, regardless of whether any of the lectures were attended:

Withdrawal Before the Start of the Course:

- If the student withdraws before the commencement of the Course, the entire amount paid will be credited to the student's balance.
- In the case of a definitive withdrawal (dismissal) from the program before the start of the Course, a full refund of the amount paid will be issued.

Withdrawal after the start of the Course:

- If the student withdraws before the beginning of the second lecture, (75%) of the course fees will be credited to the student's balance.
- If the student withdraws before the beginning of the fourth lecture, (50%) of the course fees will be credited to the student's balance.
- If the student withdraws after the beginning of the fourth lecture, no amount of the course fees will be refunded.



Suppose a student, who has paid the full semester fees, chooses to withdraw and is issued a study schedule. In that case, the refund amount (regardless of attendance in any lectures) will be calculated as follows: (Considering the applicable guidelines for deducting cash payment for the entire semester).

➤ **Withdrawal before the Beginning of the Semester:**

- If the student withdraws before the start of the semester, the full amount paid will be credited to the student's balance.
- In case of a definitive withdrawal (dismissal) from the program before the semester's commencement, the total amount paid will be refunded.

➤ **Withdrawal after the Beginning of the Semester:**

- ❖ Taught Subjects: No refund will be provided.
- ❖ Withdrawal from a Specific Course after the Semester's Commencement:
 - If the student withdraws before the beginning of the second lecture, (75%) of the course fees will be credited to the student's balance.
 - If the student withdraws before the beginning of the fourth lecture, (50%) of the course fees will be credited to the student's balance.
 - If the student withdraws after the beginning of the fourth lecture, no amount of the course fees will be refunded.
- ❖ Subjects Yet to Be Taught: If the student withdraws from a subject that has not yet been taught in the semester, the full amount paid will be credited to the student's balance. In case of a definitive withdrawal (dismissal) from the program, the full amount paid for the remaining subjects will be refunded.

Admission and Registration

➤ **Admission Requirements:**

The Department of Postgraduate Studies manages students' admission and registration process within the designated admission period. Admission to the graduate program, whether for Saudis or non-Saudis, necessitates meeting the following requirements:

The applicant must hold a university degree from a Saudi university with a minimum grade of "very good" or from a university outside the Kingdom, as recommended per the Ministry of Education's website. The certificate must be equivalent to Saudi certification by the Ministry of Education. For non-Saudis, the certificate must be verified by the Saudi Cultural Mission/Attaché in the country where the qualification was obtained.

The Council of the Department of Postgraduate Studies may consider applicants with a " good " grade in their specialization courses during the undergraduate stage. If the grade falls below "very good," the following conditions apply:



- If the grade is "Good," a decision with the approval of the Graduate Studies Department is required.
- For the MBA program conducted in English, applicants are required to fulfill one of the following English language proficiency requirements:
 - Obtain a minimum score of (500) points on the English language test (TOEFL), an average score of (5) on IELTS, or (83) points on the "STEP" test (valid for two years).
 - Alternatively, applicants can take an English placement test at the language center within the college.
 - Exemptions from the English language requirement are granted to individuals who possess one of the following qualifications:
 - Bachelor's or Master's degree earned in English.
 - Degree obtained from a university in an English-speaking country.
 - Degrees in medicine, surgery, dentistry, and pharmacy.
- Submission of two academic recommendations from faculty members who have previously taught the applicant (optional).
- Approval from the employer if the applicant is currently employed.
- Successful Completing a personal interview conducted by the Department of Graduate Studies.

The Department of Postgraduate Studies retains the right to include or modify any other admission conditions deemed necessary based on the recommendation of the Department Council, subject to approval from the College Council.

➤ **Required Documents:**

To apply for the program, applicants must submit the following documents:

- ✓ Program Enrollment Request
- ✓ Copy of ID or Iqama (Residence Permit)
- ✓ University Certificate copy along with the original for verification (attach certificate equivalency, if obtained from a foreign university)
- ✓ Academic Transcript
- ✓ (Only for MBA in English) English language proficiency test scores: "TOEFL," "IELTS," "STEP," or take a placement test at the English Language Center within the college.
- ✓ Curriculum Vitae (CV)
- ✓ Two Scientific Recommendations from faculty members (optional)
- ✓ Employer's Approval (if the applicant is employed)
- ✓ Two Passport-sized Photographs
- ✓ Review and Approval of the Student's Handbook by signing a designated form.



➤ **Transfer and Equivalency:**

The transfer of a student to the college is subject to approval by the Department of Postgraduate Studies, with due consideration of the following criteria:

- Satisfying the admission requirements for the transfer student, along with any additional conditions deemed necessary by the department.
- Completion of studies at a college or university recognized by the Ministry of Education.
- No record of disciplinary dismissal from the previous university during the student's academic tenure.
- The entire master's or graduation thesis must be prepared within the college and under direct supervision.

Equivalencies are granted based on the recommendation of the Department of Postgraduate Studies and subsequent approval by the Dean of the College, adhering to the following guidelines:

- The total hours of the study plan at Jeddah International College eligible for equivalency cannot exceed (25%).
- The course content to be equalized must match at least (70%), and the grade obtained should not be lower than "very good."
- The student is required to present the original academic record, accompanied by course descriptions.
- The number of hours in the course to be equalized must equal or exceed the number of hours in the corresponding program course at the college.
- Equivalency only applies to courses taken within six semesters or less, with the Department of Postgraduate Studies having discretionary authority to make exceptions as deemed appropriate.
- The courses that have been successfully equalized will not be included in calculating the cumulative average for the postgraduate stage.

➤ **Registration:**

The student conducts the course registration process through the electronic system for each course individually every month. It must be noted that a minimum of (1) course, equivalent to (3) study hours, must be registered each semester.

➤ **Course Deletion or Withdrawal:**

The student may withdraw from a course after the end of the registration period upon the recommendation of the Department of Postgraduate Studies and the approval of the Dean of the College according to the following:

- The student can withdraw from the course during the first week of the beginning of the study if the student completes less than (50%) of the course, after the academic advisor's approval, without the course status appearing as "withdrawn."



- The student can withdraw from the course before the final exam, and the status of the course is classified as "withdrawn" if the student completes (50%) or more of the course and is unable to complete the course with an acceptable excuse from the Department of Postgraduate Studies.
- The semester in which the course is registered should not be among the additional opportunities.

➤ Admission Postponement:

Upon approval of the Department of Postgraduate Studies and the Dean of the College, the student may request a one-time postponement of his admission. However, admission postponement requests cannot be accepted once the student begins his studies.

➤ Study Postponement:

The student's study may be postponed with the approval of the Department of Postgraduate Studies, adhering to the following guidelines:

- The student must have completed one or more semesters.
- The total period of postponement should not exceed two non-consecutive semesters.
- The application for postponement must be submitted at least two weeks before the beginning of the semester.
- The postponement period will not be included in calculating the maximum duration allowed for obtaining the degree.

➤ Re-Admission Policy (After withdrawal):

If a graduate student withdraws from the university and later wishes to rejoin, they will be treated as a new student. This means they will need to meet the admission requirements and adhere to the executive rules governing the equivalency of subjects.

➤ Dropping out:

A student is considered to have dropped out under the following circumstances:

- Failure to register on time without submitting a request for postponement after being accepted for study.
- Enrolling in classes for a semester but not commencing studies without submitting a request for postponement.
- The duration of the leave of absence will be counted towards the maximum degree limit allowed.



➤ Cancellation of Enrollment:

The student's enrollment may be canceled in the following cases:

- a. If the student is absent for two consecutive semesters.
- b. If the student fails to pass the supplementary courses' requirements, as determined by the Department of Postgraduate Studies regulations.
- c. If the student's cumulative GPA falls below a "very good" estimation for two consecutive academic semesters.
- d. If it is discovered that the student's admission was based on providing wholly or partially false information or documents.
- e. If the student fails to obtain the academic degree within the specified program duration.

The decision to cancel the student's enrollment will be made by the Department of Postgraduate Studies and endorsed by the College Council in the following situations:

- a. If the student's commitment to the scientific thesis or research project is found to be lacking in seriousness.
- b. If the capstone project committee deems the scientific thesis unsuitable for defense or rejects it after the defense.
- c. If the student violates academic integrity, whether during the coursework phase, the preparation of the scientific thesis, or by breaching relevant regulations, rules, or decisions.

➤ Re-enrollment:

A student whose registration has been canceled may be re-enrolled if the reason for discontinuing their studies is deemed acceptable by the department and college councils. Re-enrollment will be subject to a decision made by the Department of Postgraduate Studies, considering the following:

- a. If a student's registration has been canceled for more than three academic years, they will be treated as a new student in terms of re-studying courses, irrespective of their previous academic progress. However, the College Council may make exceptions to this rule case-by-case basis.
- b. For students whose registration has been canceled for three academic years or less, they will be required to re-study certain courses determined by the Department of Postgraduate Studies and approved by the College Council. The academic units they study after resuming their studies will be included in their cumulative average, and the time spent in their previous study before canceling registration will be considered within the maximum allowable period for obtaining the degree.

➤ Absence:

Absence from the Midterm Exam:

- Absence from the midterm exam is permitted only under compelling circumstances.
- Excuse submissions after one week from the date of absence will not be accepted.
- To request a makeup exam, the student must email the Department of Postgraduate Studies, detailing the reason for their absence and expressing their intention to take the makeup exam, accompanied by supporting evidence or documentation.



- Excuses for absence are subject to verification by the Department of Postgraduate Studies, and any excuse submitted by the student will not be considered unless it qualifies as a compelling reason.
- The Department of Postgraduate Studies will determine the alternative date for the makeup exam.

Absence from the Final Exam:

- Absence from the final exam is permitted only under compelling circumstances.
- Excuse submissions after one week from the date of absence will not be accepted.
- The student must complete a written excuse form, providing accurate information and attaching supporting evidence or documentation.
- Excuses for absence or requests for lifting the sanction must be submitted to the Students' Academic Follow-Up Committee for verification. Any excuse the student provides to justify their absence or seek sanction removal will not be considered unless it meets the criteria of compelling reasons and is presented to the committee for review.
- If the committee approves the excuse, the student will be allowed to take the makeup exam. The student will not be allowed to take the makeup exam if not approved.
- If the student has completed at least 60% of the course and is unable to take the final exam due to an acceptable excuse, and with the approval of the committee, the course will be marked as "Incomplete (IC)"; otherwise, it will be marked as "Fail (F)."
- Once the student takes the makeup exam (if approved by the committee), the grade will be forwarded to the Dean's Office to adjust the student's final grade.

➤ Deprivation of the Grade (DN):

- An enrolled student will face deprivation of the grade (DN) in a course if they are absent from lectures and specified academic sessions, whether with or without an excuse, for an accumulated percentage exceeding 25%. Consequently, the student will not be allowed to continue studying the course or be permitted to take the final exam.
- The student is fully responsible for knowing and monitoring their number of absences in accordance with the warning and deprivation of the grade (DN) system in the college.
- The number of absences is counted, regardless of whether they are with or without an excuse.
- If a student arrives more than twenty minutes late to a lecture, the course instructor has the right to mark the student as absent.
- In the case of deprivation of the grade (DN), the student must fill out the excuse form in writing, providing accurate information and attaching supporting evidence or documentation.
- Excuses for absence or requests for lifting the deprivation of the grade (DN) must be submitted to the Students' Academic Follow-Up Committee for verification. Any excuse submitted by the student for excusing their absence or lifting the deprivation of the grade (DN) will not be considered unless it qualifies as a compelling reason and is presented to the committee for review.
- The student must ensure the accuracy and honesty of the valid excuses presented. Providing any false excuse may result in disciplinary actions imposed by the college, which may even lead to expulsion.



Examination System

- The Master's program requires successful completion of all the necessary courses through examinations conducted at the college premises.
- All examinations are subject to the oversight of the Examination Quality Committee to ensure their quality and appropriateness.
- An examination may comprise theoretical and practical components to assess the student's cognitive and analytical abilities.
- Grades students achieve in postgraduate courses are recorded based on the college's grading system.
- Examination results are published within a maximum period of one week from the examination date.
- In case of failure, the student is not eligible for a retake of the final examination and is required to retake the course.
- To be admitted to the examination hall, the student must present their university identification card.
- The student is not allowed to enter the final examination after half of the allotted time has elapsed, and leaving the examination before half of the allotted time has passed is also prohibited.

➤ Appeal Procedures

If a student has concerns regarding the accuracy of the grade awarded to them, they may follow the appeal process as follows:

- The student submits a written request and fills out the appeal form, which should be forwarded to the Department of Studies within one week from the date of grade issuance.
- The Department Head and the course instructor review the request. Suppose the course instructor maintains their position regarding the grading. In that case, the Department Head may refer the examination paper to be reevaluated by another faculty member in the same specialization within the department. The matter is then presented to the relevant committee for a fair decision.
- If any changes are made to the grade, it is forwarded to the Dean's Office for approval and recording.
- The new grade, whether higher or lower than the previous one, is recorded for the student.
- If the student's concerns are not substantiated, they may be charged an appeal fee, which will be deducted from their financial balance. However, no financial charges will be imposed on the student if the appeal is valid.

➤ Grading System

Marks	Grade	Points	GPA	Description	التقدير	المعدل	النقاط	الدرجة	العلامة
95-100	A+	5	4.75-5.00	Exceptional	ممتاز مرتفع	5:00 - 4.75	5	أ+	100-95
90-94	A	4.75	4.50-<4.75	Excellent	ممتاز	4.75 > - 4.5	4.75	أ	94-90
85-89	B+	4.5	4.25-<4.50	superior	جيد جدا مرتفع	4.5 > - 4.25	4.5	ب+	85-89
80-84	B	4	3.75-<4.25	Very Good	جيد جدا	4.25 > - 3.75	4	ب	80-84
75-79	C+	3.5	3.25-<3.75	Good	جيد مرتفع	3.75 > - 3.25	3.5	ج+	75-79
below 75	F			Fail	رسوب			هـ	أقل من 75



➤ Master's Courses:

A student must achieve at least a grade of (very good) to be considered successful in a course.

- The grade is recorded if the student obtains 75 or higher.
- An F grade (fail) is recorded if the student scores less than 75.

➤ Supplementary Courses:

To succeed in a supplementary course, a student must achieve at least a grade of (very good).

- An NP grade (passed without a grade) is recorded if the student obtains a score of 75 or higher.
- An NF grade (fail without a grade) is recorded if the student obtains a score less than 75.
- The subject cannot be repeated more than twice in supplementary courses.
- Supplementary courses are not included in the calculation of the cumulative average.

Graduation

- The designated period to obtain a master's degree is not less than four academic semesters and not more than six academic semesters.
- The maximum duration for obtaining the academic degree is calculated from the beginning of enrollment in graduate studies courses, including periods of deferment, suspension, or cancellation of enrollment.
- A student cannot graduate until they fulfill all the requirements for the academic degree with a cumulative GPA of no less than "Very Good."
- A graduate student is not allowed to retake certain courses to improve their GPA unless the student is on probation (eligible for an additional chance to improve their GPA), subject to the following conditions:
 - Approval from the academic advisor/department head.
 - The student has completed all the required courses for the program.
 - The student has obtained a grade lower than "Very Good" in the courses they wish to retake.
- The Department of Postgraduate Studies may grant exceptions to this rule.
- "Honors" is awarded to a student with a cumulative GPA 5.00 upon graduation.
- To be eligible for "Honors", the student must meet the following criteria:
 - The student has not failed any course taken at the college or any other university.
 - The student has completed the graduation requirements within the average duration between the minimum and maximum designated period for their program.
 - The student has studied at Jeddah International College for at least 75% of the graduation requirements.



Research Project

The following are the steps for Research Project Registration and Supervisor Assignment for Graduate Students:

- To register for the research project, the student must have completed all the courses in the study plan with a cumulative GPA of "Very Good" or higher.
- The student is required to select a research topic that is directly related to the courses studied during the master's program, ensuring that it holds significance and is worthy of thorough study.
- Choosing an academic supervisor specializing in the student's research is a crucial step, and this supervisor must be selected from the college faculty members.
- Within ten days of enrolling in the research project course, the student should submit the Research Proposal Form (F-1 Form) to the academic supervisor for approval and signature. The form should be within the word limit of 500-750 words.
- After the academic supervisor approves and signs the research proposal, it needs to be submitted to the Department of Postgraduate Studies for final approval. Following the approval, the student can proceed with the research project and officially register for the course.
- The research project requirements and defense should be completed within 6 to 15 weeks. However, the Department of Postgraduate Studies may consider granting exceptions case-by-case basis.

➤ Important Instructions for Research Project Discussion for Postgraduate Students:

❖ Before the Discussion Day

The student must submit an electronic copy (Soft Copy) of the research project in both Word and PDF formats, along with the discussion presentation in PowerPoint, via email to the Postgraduate Studies Department one week before the scheduled discussion date. During this submission, the following points should be considered:

- It is essential to communicate with the academic supervisor to receive any necessary recommendations and ensure the research project meets its final form and requirements.
- The research must adhere to a word count of 6000-8000 words.
- Compliance with the requirements for protecting intellectual property rights (Plagiarism) is crucial. The reproduction rate should not exceed 20% of the research content.
- Font type and size should be verified:
 - For research papers written in Arabic, the font type should be Simplified Arabic, with a size of 14. Main headings within the chapters should be in font size 16 and bold format, while secondary titles should be in font size 14 and bold design.
 - For research papers written in English, the font type is Times New Roman, size 12. Main headings within the chapters should be in font size 16 and bold format, while secondary titles should be in font size 14 and bold.
- Line spacing should be ensured:
 - For research papers written in Arabic, the spaces between the lines should be one and a half spaces (1.5).
 - For research papers written in English, the spaces between the lines should also be one and a half spaces (1.5).



❖ Discussion Day:

- Each student will receive a specific date for the discussion, and the student must arrive at least half an hour before the scheduled appointment.
- The discussion for each student will have a total duration of 60 minutes, divided into two parts: 30 minutes for the student to present their research project using the provided presentation (PowerPoint) and 30 minutes for the committee to ask questions and engage in academic discussion. Afterward, the committee will convene to reach a final decision, which will be communicated to the student immediately after the evaluation process concludes.

❖ After Discussion:

- Within one week of the discussion date, the student must submit the final electronic copy (Soft Copy) of the research project in PDF format and the discussion presentation in PowerPoint via email to the Postgraduate Studies Department. This submission should incorporate all the necessary amendments and revisions suggested during the discussion.
- Additionally, the student must provide three printed and bound copies of the research project, adhering to the specified guidelines, within two weeks from the discussion date at the latest. This submission is essential for the issuance of the master's certificate and the completion of the degree requirements.

General Provisions

After each academic year, the Postgraduate Studies Department prepares a comprehensive report on the progress of the master's programs, which is subsequently presented to the dean. The report encompasses essential recommendations aimed at enhancing and refining the programs. The program's advancement is diligently monitored through questionnaires distributed among students and professors to ensure continuous improvement. These questionnaires solicit feedback on various aspects, including the current program status, overall program quality, and constructive suggestions for further improvement. Such evaluations and feedback play a pivotal role in fostering the ongoing development and excellence of the master's programs.



Acknowledgment of Receipt

I now acknowledge receipt of the Student's Handbook, which provides comprehensive information regarding the rules and regulations governing studies and examinations. I affirm my understanding and agreement with all the contents outlined in the handbook, and accordingly, I affix my signature.

Name:

Signature:

Date: