

Guide Book

King Saud University

Rectorate of Development and Quality

Department of Statistics and Information



New Student Guide Book

Regulations, Instructions, Activities and Services

1430/1431 H.

2009/2010



Rectorate for Quality and Development
Department of Information and Statistics
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Preface

Preface

Dear Students:

It is a great pleasure, as the University Vice Rector of Quality and Development, to welcome you to the beginning of our academic year, 1430H - 1431H. As you begin your first steps into this prestigious university with the intention of acquiring knowledge, we look forward to facilitating an easy integration for you.



As the Vice Rector of Quality and Development, I am delighted to place at your disposal this simple academic guide booklet which consists of general information about the university. You will also find in this booklet information regarding admission and registration, university activities, services, procedures and policies of student affairs.

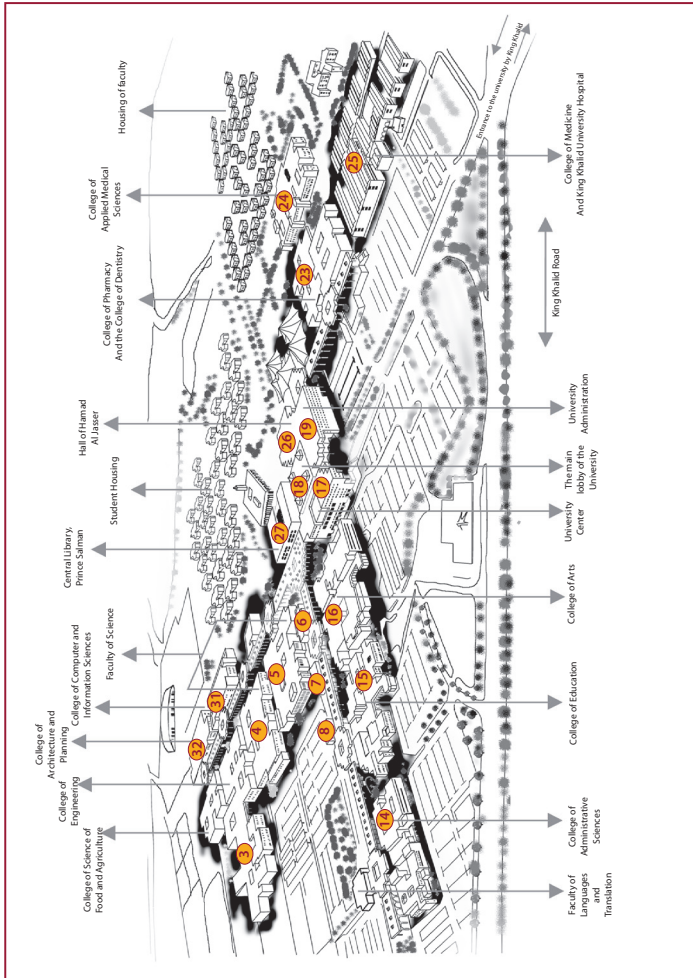
There is no doubt that this is the most critical stage of your life. It requires for you to be more precise academically and will ultimately determine your future and the role you play in serving your country.

Therefore, I sincerely encourage you to take full advantage of this blessed opportunity being presented to you while studying here at the university. I also encourage you to utilize, to your benefit, our highly professional and dedicated faculty staff members, distinguished technology and equipment as well as all other services provided by the university.

Lastly, I encourage you to do your best while being diligent and persistent, asking Allah, The Most High, to grant you guidance and success in all of your endeavors. Sincerely,

**King Saud University Vice Rector of Quality and Development,
Dr. Hamad Ibn Mohammad Al Sheikh**

Graphic King Saud University



Deanship of Statistics and Information pp. Of 2454 Riyadh 11451 Tel 4674416 E-mail info@ksu.edu.sa

Academic Guidance

The academic guidance service is essential in assisting students in achieving the goals of the university. The university encourages students to use utilize their talents to grow academically, psychologically, socially and morally. It also aims at preparing the students in accordance with their academic aspirations, potentials and societal values.

The academic guidance is a key activity within the university to discover students' inclinations and potentials. It also determines students' goals and helps them plan their future in accordance with their talents.

Accordingly, the students will grasp the skills necessary for their prospective future careers. There is no doubt, the philosophy of the academic guidance emerges from its objectives. Firstly, academic guidance aims to present the university's academic programs, rules and regulations inside the campus and the social and sportive atmosphere to the students.

Secondly, it explores the academic aspirations of the students and their potentials and provides them with the opportunity to benefit from the experience of the faculty staff members.

Thirdly, it helps the students solve problems in a methodical and logical manner. Lastly, it provides the students with the information and skills necessary to achieve their prospective career goals and helps to enhance the talents they possess.

The academic guidance looks forward to positive changes in the student's attitude toward the cultural, social and vocational values of his society.

It also helps the student to discover his needs and enable him to make his own decisions in relation to choosing the suitable field of study.

Students will be capable of overcoming the difficulties facing them during their studies

The good relationship resulting from continuous interaction between the students and their academic guides helps them to adapt and benefit from the environment of the university in a methodical, social, vocational, sportive and ethical manner.

This relationship increases the loyalty of the students to their awareness institutions.

The institutions of higher education mostly rely on the experience of their staff members in guiding the students in academic issues such as: choosing the suitable field, providing the students with suggestions and advice that will improve their academic performance.

In addition, the institutions of higher education helps the students in choosing the suitable courses, informing students about the changes in the requirements and the academic regulations as well as assisting the students in solving their academic and administrative problems. Finally, they explore the students' potentials and skills to enhance individual creativity.

It is worth mentioning that the university students receive a New –Student Academic Guide Book at the beginning of each year.



Deanship of Admissions and Registration Affairs

Introduction

The Deanship of Admission and Registration Affairs was established in 1394 H. It plays an important role in the process of admissions and registration of students and maintains complete documentation of their academic progress.

The Deanship also has a website which includes the Deanship announcements, important forms, rules and regulations. It is highly

encouraged for both male and female students to frequently visit the website.

The Deanship recently launched the new academic system project (**Edugate**[®]) and the electronic gate of the academic system (**Edugate**[®]). The latter enables students to use many services such as register courses, canceling courses, modifying the schedule, confirming registration and printing the schedule.

The Deanship of Admissions and Registration consists of many entities all seeking to serve students in relation to their academic affairs. They include:

1. Department of Admissions
2. Department of Registration and Documentation
3. Graduate Affairs and student Services
4. Department of Student Stipends
5. Branch Follow-up Department
6. Computer Science Department
7. Finance and Follow-up
8. Administrative Affairs
9. Department of Female Student Admissions and Registration
- 10 . Department of Information Preparation

The Deanship of Admissions and Registration Affairs is responsible for the following duties:

- The students are submitted electronically in accordance with the number of students admitted and the conditions are approved by the University Council.
- The Deanship distributes male and female students in various colleges on the basis of their academic aspirations and the number of admitted students in each college.
- It receives transfer applications outside of the university
- It processes certificate equalization and stores information.
- It participates in the examination process for admitting new students.

- It issues admission notifications and relevant letters.
- It receives visiting student delegations and provides them with information and newsletters.
- It visits schools and provides them with the necessary information about the admission and registration process.
- It stores and maintains students' grades and documents.
- It provides each department with scholarships for their students at the end of each semester.
- It restores the files of the students who suspend their study.
- It receives the applications of visiting students from outside the university.
- It receives the applications of withdrawal and executes them.
- It participates in the study plan.
- It follows up student progress in the study plan and documents his graduation.
- It submits students' problems and suggestions to the Permanent Committee of Student Problems
- It executes the decisions of the university council, colleges councils, the permanent committee of student problems and the disciplinary board.
- It makes modifications concerning the student's name and identification card based on the university's policies and procedures.
- It issues the academic reference forms to be used outside the kingdom of Saudi Arabia.
- It coordinates the process of students' transfer from one college to another

with a follow up of course equalization.

- It issues the grade reports and processes data entry
- It issues academic records and documents them.
- It issues student certificates and documents.
- It issues a graduate guide.
- It makes automatic registration.
- It issues student schedules.
- It issues student schedules and attendance sheets and sends them to the respective colleges.
- It receives and replies to inquiries from various colleges concerning registration.
- It issues result forms at the end of each semester.
- It processes the lists of graduates and those who have registration problems.
- It issues student identification cards.
- It deposits student allowances in their

accounts at the end of each month and distributes the ATM cards through the respective colleges.

- It provides the Deanship responsible for the graduation ceremony with the necessary information they need.



E-Admission

Male and female students have been electronically admitted since the academic year 1430/1431 H. 2008/2009 The e-admission starts when students apply on the internet and ends when their files are sent through the e mail. There is no need for students to go to the university except those respective colleges that desire interviews from students.

E-admission was adopted to eliminate the traditional procedures of admission and registration, as it saves time and energy.

Admission Conditions:

The Deanship of Admissions and Registration Affairs receives the applications for admission in accordance with the following conditions:

1. The student must hold the general secondary certificate (i.e. High School Diploma) or any equivalent from inside or outside the kingdom of Saudi Arabia.
2. The general secondary certificate or any equivalent must not be more than 5 years old.
3. The student must have good behavior and conduct.
4. The student must successfully pass the examination or the interview held by the senate.

5. The student must be medically fit.
6. The student must obtain the approval from his employer allowing him to study if he works in the public or private sector.
7. The student must meet any conditions assigned by the senate at the time of registration.
8. The student should not have been expelled from any university due to disciplinary or academic reasons.
9. The student who already has a bachelor's degree or any equivalent will not be admitted for another bachelor's degree. However, the senate is entitled to some exceptions.

The selection occurs between the applicants who meet the conditions on the basis of their scores (the general secondary certificate examination, the admission tests if they are available, and the special rate. in addition to the general potential tests).



Procedures for E-Admission

1. The students must undergo the necessary tests held by the National Center for Measurement and Assessment.
2. The student must read the admission conditions through the university electronic gate or the deanship of admission and registration website <http://dar.ksu.edu.sa>
3. The students fill in the form with the necessary data and the desired courses of study through the e-admission website within the allotted period of time.
4. When the period of admissions is over, the students will be admitted on the basis of those who have met all the admission requisites and those who have not. Admission depends on the equivalent average and the desired college.
5. Passing the personal interview is a must in some colleges.
6. After the respective evaluation, admitted students are informed through e-mail and mobile messages (SMS). The students receive information about the colleges and fields of study where they were selected. Admitted students must visit their accounts through the university electronic gate to print the form of nomination and the application form.



Registration

The students can automatically register the desired courses during every academic semester. The students may enter the academic system gate by using a user name and password to cancel courses, add courses, modify the schedule, confirm registration and print the schedule. The student must confirm his registration within the first week of the semester. The minimum load is (12) units and the maximum is (20) units. The student who is not willing to study in the first semester or in any semester must apply for withdrawal, otherwise he will fail in the courses of that semester. If the student encounters any problems concerning his registration, he must go to his academic guide or to the Student Affairs office in the college.

Absences and Warnings

1. Absences are counted from the first day of the semester. The student must regularly attend all lectures and practical lessons. The student will not be allowed to continue the course or participate in the final examinations if his percentage of attendance is less than (75%) of the lectures and practical lessons allotted for the course. The student who is deprived of attending the final examination will fail that course.
2. The student will receive an academic warning if his accumulative average doesn't go beyond (2.00) and he will be expelled if he receives three consecutive warnings.

Expulsion from University

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

1. If the student receives a maximum of three academic warnings due to his low accumulative average (less than 2). The student may have a fourth chance to increase his accumulative average assuming that he will obtain 48 points by studying 12 units. This process is automatically calculated.
2. If the student does not finish the university requirements within a maximum of half the duration allotted for his graduation. In addition to the program duration, the college council may give the student an additional chance to finish the university requirements within a maximum of double the duration allotted for graduation, based upon specific conditions:



Leave of Absence

Students are allowed to be excused from the semester for a period not exceeding five weeks or eight weeks (for students in the academic year system) prior to the beginning of the final examination if he submits an excuse acceptable to the college council.

The student must complete all the appropriate procedures and submit the form to the Department of Documentation in the Deanship before the deadline.

The Deanship requires the consent of the female student's guardian when she applies to be excused. The duration of absence is counted within the duration required for fulfilling the requirements of graduation.

The student must obtain the approval of his employer if he works or has a scholarship when applying for a leave of absence. A visiting student will not be approved for leave of absence during the semester if he studies outside the university.

Study Postponement and Suspension

The student is allowed to apply for postponement before the end of the first week of the semester, if he presents an excuse acceptable by the dean, and the postponement duration must not exceed two consecutive semesters or a maximum of three inconsecutive semesters.

The students applying for postponement during the academic year are not allowed to postpone two consecutive years or more than a maximum of two inconsecutive years throughout the duration of study, otherwise, the student's file will be cancelled and he will be terminated from the University.

The postponement is not calculated within duration necessary for fulfilling the requirements of graduation.



Graduation

The Deanship of Admissions and Registration Affairs prepares the graduation report (i.e. memorandum) at the end of each semester and delivers it to the university council to be approved.

Students will not graduate unless they obtain the approval of the university council.

The prospective graduates must go to the Deanship of Admissions and Registration Affairs to make sure that they have fulfilled the requirements of graduation and to fill in the form related to the graduation book within the first week of the semester in which graduation is expected.

They must submit the following:

1. One photo (4x6): (for male students only).
2. One copy of Passport (page one, for those who want to write their names in English).
3. Identification card (one copy for Saudi male students) or Family notebook for Saudi female students.

The university invites you to attend the graduation ceremony. The graduate student must go to the Deanship of Admission and Registration Affairs file section and obtain a clearance letter to be signed by the respective Departments.

Conditions for Obtaining First/Second Honor Rank

1. The student should not fail in any course he has studied in the university or any other university.
2. The student should fulfill the university requirements within a maximum of the average duration expected for graduation.
3. The student should study at King Saud University a minimum of (60%) of the graduation requirements.
4. If the student meets the conditions above and he scores an accumulative average ranging from (4.75) to (5.00), he will be granted the first honor rank. However, the student who scores an accumulative average ranging from (4.25) to less than (4.75) is granted the second honor rank.

Transfer

A: Transfer from one university to another:

Upon the approval of the Dean of the particular college that the student is transferring to, the student will be admitted into the university in accordance with the following requisites:

- 1- The student should have studied at an accredited college or university.
- 2-The student shall not be admitted into the university if he is transferring for disciplinary and/or academic reasons.
- 3-The student shall meet the transferring conditions specified by the college council.
- 4- The number of required units the transferred student should study at King Saud University should not be less than 60% of the total units required for the bachelor's degree by the university.
- 5-The college council equates courses that the

student has studied out of the university according to the recommendation of the Deanships' councils. The equated courses are registered in the student's academic record, but they are not calculated in his accumulative average. 6- If it turns out after the transfer that the student was dismissed for disciplinary or academic reasons, his registration is cancelled from the date of his transfer to the university.

7- Transferring the student occurs in any semester from one university to another in accordance with the aforementioned procedures and the dates which he is transferred to the university shall be in accordance with the general conditions of transfer.

B: Transfer from One Faculty to another inside the university:

Firstly, this process will occur by the approval of the Deans of the two respective faculties.

The student is allowed to transfer in accordance with the conditions determined by the college in which student is willing to transfer to.

Secondly: all courses previously studied by the student along with the scores and accumulative averages are fixed in the academic record of the student who is transferred from one college to another.

C: Transfer from one course of study to another within the College:

Upon the approval of the dean of the college, the student is allowed to transfer from one course of study to another in accordance with the conditions set by the college council.

All courses previously taken by the student, along with the scores, accumulative and semester averages are all fixed in the academic record of the student during his university study.

Monthly Stipends

1. All Saudi national students are granted stipends at the undergraduate and postgraduate levels of study provided they do not work in the public sector. In addition, the scholarship students from abroad and the students from Saudi mothers are also granted monthly stipends. The stipends are deposited in the bank and the students are issued ATM cards by their respective colleges. The stipend is 1000 Saudi Riyals for students of scientific studies, 850 Saudi Riyals for the students of humanitarian studies and 900 Saudi Riyals for postgraduate students.

2. Stipends are issued during the regular period of the program assigned for graduation on the basis of the study plan approved by the university council. Example: The regular duration of the college of arts is four years. The regular duration starts from the time of admission into the semester including withdrawal and transfer

semesters but not postponed semesters.

3. Stipends are not granted during the summer semester unless the student registers in the summer semester or studies the second semester preceding the summer semester.

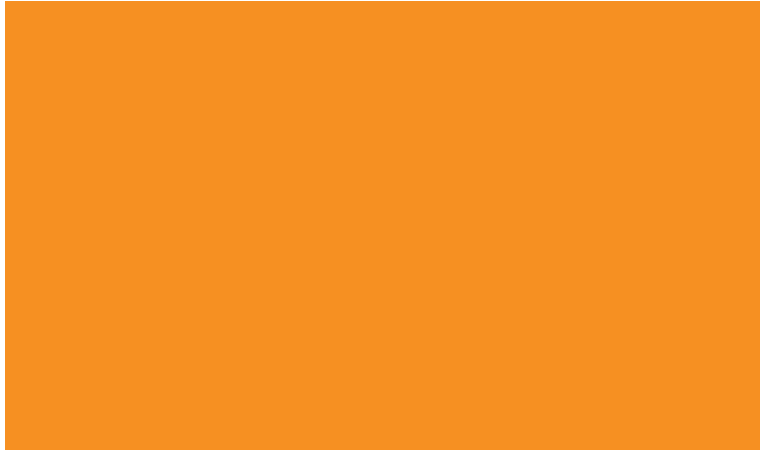
4. Stipends are not granted to students who withdraw from or postpone the semester.

5. Stipends are not granted to the students who received academic warnings due his accumulative average being less than (2.00).

6. Postgraduate students are granted exceptional stipends of 900 Saudi Riyals for reference books and materials as well as an additional 3000 Saudi Riyals for printing the thesis and 4000 Saudi Riyals for printing the dissertation once a year.

7. Students who score an excellent average consecutively (i.e. both semesters) in one year are granted an extra allowance.

8. 10 Saudi Riyals are deducted from the allowances for the students fund.



Disability Allowance:

Disabled students are granted an additional stipend for disabilities. The stipend is divided into two classes:

- First type: students with severe disabilities.
- Second type: students with moderate disabilities.

These types of disabilities are classified by the Ministry of Labor and Social Affairs. Disabled students apply for a disability allowance at the Deanship of Student Affairs.

Reference Letters

Reference letters are issued to the students for various purposes by the Deanship of Students Affairs. The Deanship of Admissions and Registration Affairs issues the letters referring to the students academic status in the university and letters necessary outside the kingdom.

Student University I.D. Cards

Freshman students are granted university I.D. cards so they can:

- Maintain proof of identity within the campus of the university.
- Receive the monthly stipends issued to each student.
- Borrow books from the library.
- Purchase books from the book store inside the university.
- Enter the sports facilities available on campus.
- Participate in examinations.
- Enter the campus restaurants and living quarters designated for university students.

By announcing the appointments designated for the issuing of student I.D. cards, for the admitted students, every student must submit the admission form and the identification card to the Student University Card Office in the Deanship of Admissions

and Registration. Every student must protect and maintain his card from being lost or damaged.

Procedures for Replacing Lost Cards

1. The student signs a statement that he has lost his student I.D. card. He pledges to return the new card in the event he finds the card he lost initially. The student will be subject to punishment if he allows someone else to use his card during his study or after graduation.
2. The student writes a report illustrating why and how he lost his card.
3. The student must announce that he has lost his student I.D. card in the University newspaper or in any of the local newspapers if the university newspaper is not published. The procedure start one month after the announcement.

Withdrawal from University

The student can completely withdraw from the university if he finishes the clearance procedures, returns the student I.D. card and brings his identity documents to restore his file.

If the student is willing to re-register in the university after withdrawal, he will undergo the regulations of suspension.

When a student withdraws from the university, he must take the following points into consideration.

1. The period of his withdrawal from university is counted as if he was suspended from study.
2. The student who withdraws from university will not be granted a stipend until he registers in a new semester.
3. Monthly stipends are not granted during the summer semester unless the student

registers in the summer semester.

4. The student must submit a letter of clearance concerning housing, library and other university facilities.

Semester Average and Accumulative Average

Semester Average:

The result of dividing the sum of points obtained by the student by the number of units representing the courses the student has studied in any semester.

The points are calculated by multiplying the academic unit with the equivalent grade the student gets in each course.

Accumulative Average:

The result of dividing the sum of points obtained by the student in all the courses that he has studied by the number of units representing these courses.

Examinations and Grading

The council of the college that teaches the course may allow the student to study the requirements of any course in the following semester on the basis of a recommendation by the instructor of the course.

The student then receives (IC) grade in his academic record and it is not calculated in his semester average nor in his accumulative average unless he fulfill the requirements of that course. If one academic semester passes without changing the (IC) grade in the student's record due to not fulfilling the course, the (IC) grade is replaced by (F)

which is calculated in his semester average and in his accumulative average.

The mark of class work is calculated in these two ways:

- Oral exams, practical exams, researches, class activities or all of these choices or some of these choices in addition to at least one written exam.
- At least two written exams.
- If research courses entail more than one semester, The student receives (IP) in his record.

By fulfilling the requirements of the course, the student will obtain the grade of that course. However, if the student cannot fulfill the course within the allotted time, the council of the college may approve an (IC) grade in his record.

•The grades are calculated as follows:

Points	Grade	Course Grade	Mark
5.00	A+	Excellent Plus	95 - 100
4.75	A	Excellent	90 less than 95
4.50	B+	Very Good Plus	85 less than 90
4.00	B	Very Good	80 less than 85
3.50	C+	Good Plus	75 less than 80
3.00	C	Good	70 less than 75
2.50	D+	Pass Plus	65 less than 70
2.00	D	Pass	60 less than 65
1.00	F	Fail	Less than 60

1. The general grade of the student when he graduates (based on his accumulative average) shall be as follows:

- Excellent: if the student's accumulative average is not less than (4.50).
- Very Good: if the student's accumulative average ranges from (3.75) to less than (4.50).
- Good: if the student's accumulative average ranges from (2.75) to less than (3.75).
- Pass: if the student's accumulative average ranges from (2.00) to less than (2.75).

The first honor rank is granted to the student who scores an accumulative average ranging from (4.75) to (5.00) at the time of graduation. The second honor rank is granted to the student who scores an accumulative average ranging from (4.25) to less than (4.75) at the time of graduation.

Final Examination Procedures are as follows:

1. The student shall not attend more than two examinations within the same day.
2. The student is not allowed to attend the examination half an hour after the examination session begins. He is also not allowed to leave the examination hall before a minimum of half an hour from the initial start of the examination.
3. Cheating or violating the rules and regulations of the final examination are violations that entail disciplinary action based upon the disciplinary system issued by the university council.
4. The council of the college that teaches the course (in necessary cases) approves re-marking answer sheets within a duration not exceeding the beginning of the following semester.

Restrictions of Re-Marking Examination Answer Sheets:

1. The student may apply to the department that presents the course to re-mark his answer sheet which will be referred to the college council within a maximum of one month after the end of the final examination.
2. The student may not apply for a request to re-mark his answer sheet beforehand, as his request will be invalid.
3. The student must not apply for re-marking the answer sheets for more than one single course during one semester.
4. A written form is filled out including the items 1,2,3 stated above in addition to: student's

name, I.D. number, course number(s), course code(s), course name(s), branch number, the semester, absence rate, accumulative average, warnings, instructor's name, examination date, reason(s) for re-marking request and a pledge from the student regarding the accuracy of information submitted in the form.

5. In case of approval, the college council constitutes a committee including at least three staff members who will re-mark the answer sheet(s) and present a report to the college council who will give a final decision.

A Sample of Calculating the Semester Average and the Accumulative Average for the First Semester

Points	Course Grade	Grade	Mark	Units	Courses
9	4.50	B+	85	2	Islamic
9	3.00	C	70	3	Chemistry
14.25	4.75	A	92	3	Math
16.00	4.00	B	80	4	Physics
48.25				12	Total

First semester average sum of points (48.25) = 4.02

Sum of units (12)

Second Semester

Points	Course Grade	Grade	Mark	Units	Courses
10	5.00	A+	96	2	Islamic104
12	4.00	B	83	3	Chemistry327
12	3.00	A	71	4	Math 314
12	4.00	B	81	3	Physics326
46				12	Total

Second semester average: sum of points (46) = 3.83

sum of units (12)

Accumulative average: sum of point (48.25) + (46) = 3.93

Sum of units (12) + (12)



Deanship of Student Affairs

Introduction

The Deanship of Student Affairs is one of the most profound supporting Deanships in the university.

It supervises a broad number of programs and services to assist in the process of learning in the university. The Deanship aims to prepare the most ideal academic environment for students to increase their academic experience, train the students in other additional fields to develop their skills,

boost their mental and physical potentials and produce graduates who are productive citizens capable of competing at the academic, vocational and professional levels.

The Deanship was established on 16/8/1385 H. as simple department for student affairs. It was developed into a deanship in the academic year of 1392/1393 H. The first law of regulations and instructions pertaining the Deanship of Student Affairs was issued on 1394 H. to illustrate it's goals and activities.

Vision:

The Deanship of Student Affairs presents a wide range of distinguished extracurricular programs, social care programs training and qualifying programs to produce a distinguished generation of students in the academic and professional fields, who have high standards of competition.

Message:

1. The Deanship provides qualified individuals and an array of financial resources to achieve the goals of the University.
2. It constitutes the administrative structure that provides the extracurricular and care services to students.
3. It prepares the plans of annual extracurricular activities that satisfies the goals of the University which concentrates completely on the care of the students.
4. It participates in the preparation of rules, regulations and instructions that organizes the process of student affairs.

Goals:

1. The Deanship of Student Affairs participates in the process of preparing students to achieve a distinctive and balanced character.
 2. It improves their consciousness and helps them to develop a general sense of belonging to their respective countries.
 3. It enhances their potentials and talents and directs them to take advantage of their free time.
 4. It provides the students with cultural, technical, social and sportive services.
 5. It provides the students with medical and physiological assistance.
 6. It provides suitable housing as well as healthy nutritional assistance to the students.
 7. It helps them to appreciate the positive aspects of life.
 8. It plans and executes the activities by way of integrated committees and clubs.
- Accordingly, the professor with his knowledge and skills and the social supervisor, with his experience and understanding, meet with the student and devise an appropriate activity plan.

Departments within the Deanship of Student Affairs

Department of Extracurricular Activities (i.e. Electives):

Cultural, Social, Scientific and Artistic Activities Department includes the following sections:

- Theatre section
- Scouts section
- Social service center (Anti-Smoke Clinic and Blood Donation Centre)
- 2. Sports section
- 3. Computer Center & Student Hobbies

Department of Student Services:

- Department of Student Housing and Nutrition
- Department of Female Student Housing
- Department of Nutrition
- Department of Student Housing
- Department of Student Funds

Department of Student Care:

- Department of Orientation and Student Guidance
- Department for Disabled Students
- Departments of Scholarships and Foreign Students
- Department of Student Funds



Extracurricular Activities and Student Care Programs (Services provided by the Deanship):

1. Student Rights Protection

The university has provided a department specifically for defending the rights of students. This department aims to support the legal rights of students. It consists of a permanent committee, branch committees throughout the various colleges in the university and a higher committee that investigates students' complaints and grants final decisions after thorough consideration. The university issues a document to every student informing them of their rights and responsibilities. If the student has a complaint, he has to communicate his complaints to the Committee for Student Rights Protection Branch in his

respective college. The student may also pursue his complaints with the Permanent Committee for Student Rights Protection at building #17 on floor #4 in the University Center.

2. Student Counseling Committee

The University has provided the students with a consultative council that consists of representatives from all the various colleges on campus and is headed by the University Rector. The council aims at building strong relationships between the University and it's students, which will improve the educational and academic process. It will also present necessary advice and consultation to the Rector in all aspects. The students keep in touch with their representatives to discuss all issues of concern.

3. Student Clubs

Student clubs are important gatherings in which students discover and develop their talents. In addition, they encourage student ingenuity and creativity. The clubs are technical, cultural, social, sportive and artistic centers that give the students the opportunity to practice these activities inside and outside the University. The clubs encourage students to disclose their creativity and present their achievements to become assets to their country. The clubs are:

1. Law Club
2. Reading Club
3. Information Technology Club
4. Scientific Club
5. Literary Club
6. Artistic Club

Note: Currently there are other clubs being reviewed for consideration

Vocational Training, Skills and Hobby Development:

The Deanship provides extracurricular activities that aim to train students and develop their skills and hobbies. Students will acquire additional knowledge that will assist them academically as well as in their personal lives. All seminars are accessible in specialized centers. Male students can go to building #7 in the University Center and female students can go to the female University Center in Olaysha and the female housing premises in Al-Malaz. These seminars include:

1. Computer Literacy
2. Introduction to Computers and Windows XP
3. Programming by Visual Basic Language (Primary)
4. Learning Microsoft Excel XP
5. Typing
6. Learning Microsoft Word XP

7. Learning Internet Explorer
8. Learning Photoshop
9. Dream Weaver
10. C++
11. Learning Microsoft Access XP
12. AutoCAD
13. 3-D Max
14. Macromedia Flash
15. Computer Maintenance
16. Secretarial and Data Entry (two month course and two hours daily)
17. Using the Computer in Education
18. Learning Microsoft Excel XP
19. SPSS
20. Networks (primary)
21. Computer Viruses and Files Security
22. Computer Maintenance (Advanced)
23. Programming by Visual Basic Language (Advanced)
24. Photoshop (Female Students)
25. E-mail and Data Transfer
26. Data Entry and Word Processing
27. Learning Microsoft PowerPoint XP
28. IC3
29. RC CAD
30. 2D MAX
31. MAT LAB
32. Microsoft Front Page XP
33. Website Design



5- ICDL (International Computer Driving License):

The computer center at the Deanship of Student Affairs has officially been accredited as a qualified training centre permitted to issue the (ICDL) certificate. It is an international certificate which qualifies the holder to use the computer applications. The Deanship has provided 6000 opportunities for students to obtain the (ICDL).

6- Extracurricular Classes (i.e. Electives):

These classes aim to qualify the students in non-academic fields. Nevertheless, they are very important as they help to develop their strengths and potentials as well as provide them with additional experience that will be useful in their personal lives. These classes include:

1. Comprehensive Quality Management
2. Industrial Safety

3. Planning and Projects Agenda
4. Successful Actor Craft
5. Successful Radio Announcer Craft
6. Value Engineering
7. Charity Institution Work
8. Administrative Classes
9. Makeup Classes
10. Cosmetology (for female students)
11. Embroidery (for female students)

7- Self Development and Character Building:

These seminars aim to prepare and promote their potentials related to creative thinking, problem solving, exam-fear elimination and personal success:

1. Release Your Potentials
2. Character Types
3. 20 Methods to Develop Yourself
4. Recitation Skills
5. Perception Compass
6. Problem Solving
7. Human and Intellectual Skills Development

8. Islamic Reception Resources
9. Etiquette
10. Fast Reading
11. Creative Thinking Skills
12. Time Management
13. Mind Management and Creativity Skills
14. Interpersonal Skills Development
15. Excellence Achievement
16. Exam-Fear Elimination
17. Interview Skills
18. Best Method of Education
19. Specialization Choice Factors
20. University Student Life
21. Students' Pressure Reasons
22. Career Achievements Factors
23. Career Failure Factors
24. Learning Comprehensive Thinking Skills and Self-Conception Development Skills
25. Academic Excellence Skills
26. Self-Development Classes
27. Personal Success
28. Psychological Readiness for Examination
29. Be Positive
30. Future Planning
31. Craft Projects

- Management
32. Recitation and Communication
33. Academic Research Skills
34. Career Seeking Skills

8- Vocational and Technical Training Seminars:

Vocational and Technical Training Seminars concentrate on the artistic hobbies of students. They try to explore and develop their talents and inclinations. They include:

1. House Electricity and Car Electricity Seminars
2. Electronics Seminars
3. House Electricity and Car Electricity Seminars (advanced)
4. Electronics Seminars (advanced)
5. Arabic Calligraphy Seminars
6. Painting Seminars (male/female)
7. Sewing and Embroidery Seminars
8. "Maref" Program Seminars
9. Fire Extinguisher Use Seminars

9- Health and Food Seminars:

These are specialized seminars in health, medicine and nutrition education. These seminars embody the saying: "A healthy mind is a healthy body". They include:

1. Curative Herbs Treatment
2. Medicinal Education
3. First Aid
4. Medicine Use and Preservation

10- Arabic and Islamic Studies:

These sessions aim to edify students in Islamic fields such as: Islamic Jurisprudence, Holy Qur'an recitation and the Arabic Language. Students who do not study these subjects in their university curriculum are obligated to take these classes:

1. Prayer and Purification
2. Fundamentals of Fasting
3. Appropriate Islamic Dress Code
4. Fundamentals of the Pilgrimage

5. Recitation of the Holy Qur'an

6. Memorization of the Holy Quran

7. Islamic Jurisprudence

8. Oratory and Eloquence

11-Foreign Language Classes:

Foreign language classes seek to increase the level of students in foreign languages such as: English and French. These sessions include:

1. English Language Sessions (grammar)
2. English Language Sessions (listening and speaking)
3. English Language Sessions (reading and writing)
4. French Language Sessions (beginners)

12- Cultural and Social Activities:

Cultural and social activity programs include: competitions, lectures, seminars, educational weeks, academic exhibitions, trips, visits, artistic activities (i.e.

theatre) and scout activities. Cultural and social activities instill noble values and habits in students to help them achieve an integrated and balanced character. Furthermore, they guide them towards good manners so that they will become mature and balanced. The student can take part in these activities through the Committee of Student Activities at the Deanship of Student Affairs in building #17. These activities include the following programs:

1. Cultural Competitions Programs:
 1. The Cultural Competition
 2. Student Creativity Competition
 3. The Holy Quran Competition
 4. The "Hadeeth" (i.e.; Prophetic Traditions) Competition
 5. "Fursan Al Jameah" Competition
 6. The University Poet Competition
 7. Poetry Challenge Competition

8. Awareness Competition
9. The Best Piece of Literature
10. The Best Scientific Invention
11. Book Writing Competition
12. The Best Website Design Competition
13. The Best Poster Competition
14. The Best Artistic Work Competition

13. Monday Programs:

Monday programs comprise of cultural, literary, scientific, medical and political meetings that host the elite sector of society such as: intellectuals, scholars, scientists and faculty staff members. These meetings which were designated to be on Mondays, host international figures from all over the world. This program is held weekly at one of the colleges in the university. The meeting is announced in advance to give the participating students ample time for preparation.

14. Distinguished Meetings:

Distinguished meeting programs include special meetings that host distinguished figures to talk to the students about their personal experiences. These meetings aim to make the students aware of the productive and influential figures of society such as: state officials, businessmen and other leading members of the community.

15. Lectures and Seminars:

Lectures and seminars are held either at the college level or at the university level. They are divided into specialized lectures and seminars related to specific disciplines of knowledge or general lectures aimed at enlightening students about intellectual and literary topics

16. Student Trips:

Special trips and outings are organized to give the students adequate information about their country. Trips are scheduled to visit various provinces of the kingdom such as: Mecca, Medina Monaeara, Farasan Island, Tabuk, Jeddah and the western areas. These trips also build strong friendships between the students. The students who are interested may submit their names to the activity committees.

17. Social Gathering Programs:

These gatherings enhance the opportunities of communication between students. The students celebrate, in some instances, occasions such as:

- 1- New Student Reception
- 2- E'īd celebrations
- 3- The Saudi National Day
- 4- The End of Extracurricular Activities Celebration

18. Awareness Week and Exhibition Programs:

The Awareness week and Exhibitions programs aim to make the students aware of key issues concerning their communities such as environmental issues and health issues and so forth. They encourage the students to relate to contemporary issues facing society. They include:

1. Oral Week Exhibition
2. University Student Week
3. Graduate Student Week
4. Saving Water Week
5. The Behavioral and Enlightening Week
6. Medical Student Exhibition
7. Creative Female Student Exhibition
8. Student Activities Exhibition

19. Anti- Smoke Clinic:

The Anti-Smoking Clinic represents a comprehensive service provided to all the members of the community. This program is presented by the Division of Social Services affiliated with the Deanship of Student Affairs. The medical services have been recently introduced after the service was exclusively educational. The clinic provides free services from 9 am to 2 pm. The smoker has to participate in a curative workshop which makes him aware of the Islamic Ruling regarding smoking as well as the dangerous psychological and physical effects of smoking. The smoker will attend a 25 minute workshop in which a machine will transmit a frequency to his brain to help the brain secrete (Endorphin) which decreases the negative effects of Nicotine. Thus the smoker will be able to give up smoking very easily and gifts are even given to those who give up smoking.

20. Blood Donation Program:

Blood donation is a key program that leads to social integration in the society. It enhances the values of supporting and helping others. The idea of the program started with the establishment of the Deanship of Student Affairs in 1394H. The academic year 1394/ 1395 H. witnessed the first donation campaign with a total of 13 donors. The rector launches the blood donation campaign every year when he denotes blood. The public hospitals in Riyadh make use of this program when they get plenty of blood from all blood groups. Upon completing ten donations, the Deanship refers to the Ministry of Health to grant the Medal of Appreciation of the Custodian of the Two Sacred Mosques to that donor.

21. External Participation Programs:

Students in the university participate in activities in the gulf countries, the Arab countries

and worldwide. Gulf country participations are mutual activities such as Cultural and Scientific Week, mutual student visits, mutual scouting camps, the theatre festival and other activities that support the disabled. However, there are sports activities at the Arab level and university scouting at the international level.

22. External Visit Programs:

This program aims to provide a large number of students with experience and knowledge by traveling to countries with great cultural legacy. The vision of the university looks forward to building bridges between the University of King Saud and national universities around the world. The program is also considered a reward to excellent students and those who are active in extracurricular activities and community service.

23. Psychological Consultation Programs:

This program aims to increase the communication with the students who need special care and guidance, especially when they encounter psychological problems. Students who are in dire need of counsel and treatment thus they are attended to by psychological experts. The idea of this program establishes the use of e-mail responses to solve student problems. The student simply sends an e-mail explaining his problem and receives an answer from a psychological expert. This method of communication removes all the hurdles that prevent the student from meeting with the expert in person and helps the psychological experts tackle their problems while maintaining a level of privacy.

24. Volunteer Program:

The volunteer program tries to instill the charitable values in students. These programs encourage the students to get involved in voluntary activities and community service. In the fields of medicine and science, for instance, the students can take part in first aid services, especially those related to heart diseases and diabetes. They can also get involved in environmental protection activities. In addition, the students of the humanitarian studies can participate in family counseling and other social services. All these programs are incorporated into the curriculum of college activities.

25. Internship Program:

This program teaches students the value of receiving and giving. It trains the students on practical administrative duties. Students actually perform limited work in various Deanships in accordance with their schedule. Students can register their names at their respective colleges or at the Social Activities Deanship on the fourth floor in building #17, the University Main Center.

26. Distinguished Student Research Program:

This program honors students who excel academically in the field of research. It also supports student research skills. A monetary award is granted to the best research each year.

27. Ideal Male/Female Student Program:

The ideal male or female student is chosen and honored in all the colleges

at the end of each year. The ideal male or female student is chosen from the whole university by a committee in light of the following criteria: academic performance, general knowledge, languages he or she speaks, conduct and appearance and the participation in the extracurricular activities. The students are nominated by their colleges.

28. Disabled Students Care Program:

The deanship pays special attention to the disabled students. It presents increasing care though disabled students' centre on the fourth floor in building (17) university centre. The sector consists of blind students and the students' with mental or physical disabilities. The services presented by the centre include computer labs especially designed for blind students to help them use the internet, the email and the

computer by using a special program (sighting). The centre types the university magazine with Brill language so the blind students can read it. The centre also provides the disabled students labs with electronic lines, speaking programs, special computers and Brill machines. Furthermore, the centre helps the disabled students in their administrative procedures such as admission, registration and allowances and so forth. The centre has set up a committee to pursue and develop the educational, constructional, extracurricular services which are presented to disabled students.

29. Scholarship Programs:

The Deanship of Student Affairs take care of those students who win scholarships to study in the Kingdom or non Saudi students admitted in the university. The Deanship supervises students from 103 countries all over the world. It

organizes their arrival, identity cards, traveling, admission and registration, duration of study and completion as well as housing accommodations. The Deanship stays in touch with those postgraduate students in their countries to build the bridges with them. The Deanship also supervises the non Saudi student club which provides extracurricular activities such as the pilgrimage (i.e.Hajj), visits, meetings, festivals and exhibitions (i.e. the nation's culture festival). The Deanship also participate in preparing the regulations, constructions and committees pertaining scholarship students.



30. University Scouts Program:

Scouts program aims to give the students special experiences which help the young people mix, work and produce within the society. The scouts' tribes are formed in the colleges. The university scouts were formed in 1381H. The university scouts supervise many programs. They organize camps, journeys and internal and external scouts' meetings. In addition, they organize civil defense sessions, first-aid sessions, and computers for scout sessions, announcements and promotion sessions, general service for scout leaders' camps and studies for obtaining the wood badge. They also participate in university celebrations. The scouts play a leading role in guiding the pilgrims in Mecca. Those who are interested in scout programs can go to floor #4 in building #17 at the university centre.

31. University Theatre Program:

The academic year 1493/1494H. witnessed the birth of King Saud University theatre. The university was concerned about the establishment of this activity which promotes students' cultural and intellectual levels. It also develop the students' artistic sense and connect them with their society. The theatre has presented lots of wonderful dramatic works and it has produced many outstanding dramatists and actors who have played a considerable role in the national and Arab theatre. The deanship supervises the activities through the teams which are formed in all colleges. The theatre teams present a play in the final celebration at the end of each semester. In addition, the university team presents a play for all the university students. Students who are interested in the theatre program can go to the theatre club on floor (4) in building (17), university centre.

32. Sports Activity Programs:

The Deanship of Student Affairs places great attention on sports activities and appreciates its educational role. Sports help students achieve an integrated personality as it edifies and promotes human behavior. There is no doubt that a healthy body is associated with good manners; (i.e. a healthy mind is in a healthy body). The Deanship supervises the sports activities such as; the football competitions.

The Deanship holds plenty of sports activities and competitions. Firstly, there are activating sessions of five-player teams such as: football volleyball, basketball and handball. Then, there are activating sessions of team games such as: the general cup competitions, the rector cup competitions, university cup competition. Thirdly, there are university championships for individual games such as: athletics championship, swimming championship, table

tennis championship, squash championship, badminton championship and self-defense games championships. In addition, there are university championships for team games such as: the university championship of the basketball, the university championship of the volleyball and the university championship of the handball. Finally, the deanship also organizes festivals, competitions such as: the sports open day, the university race, the disabled festival, tennis championship, university championship for employees. There is also an aerobics centre, swimming centre, self defense games centre (karate, judo, taekwondo) and a body building centre. All students are invited to take part in these activities. They can see the sports supervisors in their colleges or come to sports activities Department on floor #4 in building #17 in the university centre.

33. Student Activity Facilities:

There are ample facilities and a multitude of exercise equipment in the University. A special department was established to organize the

use of these facilities. This department also provides maintenance of these facilities as well as the equipment. All of the facilities are available for the students to practice their desired activities. These facilities include:

A. Sports Facilities

Sport building location	Game	Team games
Planted playground (2)+sand playground (6)	football	
Playground (air dome)	basketball	
Playground (air dome)	volleyball	
Playground (air dome)	Table Tennis	Individual games
Tennis playground	Tennis	
Playground (air dome)	squash	
Playground (air dome)	Baby foot	
	Swimming	
Playground (air dome)	athletics	

B. Scout Halls and Scout Camps Facilities

34. Food Services:

The Deanship of Student Affairs, through the Food Administration, provides reduced price meals for students in the restaurants on campus. The prices are as follows: one Riyal for breakfast and two Riyals for lunch and dinner. As part of the development of King Saud University Food Services, premium service cafés have been introduced like Dr. Kaif and others. Diet Centers have also been introduced to provide diet foods for people who have health proscriptions from eating the regular meals. In addition to the party menu, which has become a distinct service comparable to the best-known hotels, a complex mess hall was also built to host the world-famous fast food restaurants to diversify sources of meals for students and University employees.



35- Student Accommodation Services:

Student accommodations are carefully looked after by maintaining them regularly to make them suitable for students to live in. 36 accommodation units have been constructed, gardened and a basic infrastructure was built to accommodate the needs of the students. In addition student accommodations has been provided with modern services like Internet services. Nine thousand Internet access points have been built, two points in every room, besides the wireless ADSL service which enables students to access and surf the internet.

This is in accordance with the policy of the University aimed at activating the electronic services through the University electronic gate. In addition to this a 24 hour clinic, supermarkets and laundry services, ATM machines, mosques, and other important services are available. Students who want to live on campus can apply to the Student Accommodation Administration in building No.25. Students will be given the conditions of these accommodations at the time of registration.

36- Female Student

Accommodation Services:

The Student Accommodation Service provides housing for females who come from outside the City of Riyadh. Female housing contains various services that facilitate a perfect, healthy and psychological atmosphere for them to live and study. This is by offering every female student a laptop. In addition to the three computer labs provided with 1MB speed Internet service, training programs to each lab and desks for wireless Internet service. There is also a gymnasium with furnished with billiard tables, tennis tables and fields and hockey fields. Other amenities include a mess room, restrooms beside each living unit and a library inside the campus. Moreover, oriented satellite channels have been installed. Permanent exhibition Art is built in the activity building, a coffee shop, ATM machines and stationery and fax services.

37- General Student Service Programs:

The Deanship of Student Affairs supervises the administrative area of student general services which include the following:

- 1- Issuing student I.D.'s
- 2- Issuing low price air and rail tickets.
- 3- Issuing ticket vouchers for technical trips.
- 4- Issuing student verifications.
- 5- Providing guidance and counseling services to Female students on campus.

38-Social/ Psychological Guidance and Counseling Services

This area of the Deanship provides services to the students who need social and psychological guidance via offices in building NO. 17 in the university central campus. There are specialized and trained psychiatrists and sociologists. Services include:

- 1- Short term psychiatrists.
- 2- Solving familial and social problems
- 3- Social and ecological treatments.
- 4- Psychological treatment and guidance.
- 5- Behavioral Treatment.
- 6- Cooperation with other university hospitals for treating sick students.
- 7- Follow up of educational obstacles.
- 8- Psychological measuring.

39-Student Fund Services:

The Deanship of Student Affairs supervises the student fund which provides vital services to the students in the areas of care services, funding student's activity budgets, giving loans to the needy students and other services provided in the following areas:

- 1- Funding student computer centers program.
- 2- Funding ICDL&IC3 courses programs.
- 3- Students Employing program (ingaz)
- 4- Computer to each student program.
- 5- International visits fund program
- 6- Students Distinguished research fund program.
- 7- Guidance and counseling services (in Females' students' campus) program fund
- 8- University Reduced-price books program fund.
- 9- Student food program fund
- 10- Graduation gown program fund

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- 11- Student loans programs fund
 - 12- Needy students fund.
 - 13- Funding Non-classroom activities budget.
 - 14- Funding photocopying and stationery services.
 - 15- Providing supermarkets within student accommodations program fund.
 - 16- Students' financial bonuses program fund.
 - 17- Ideal students program fund -across the university





Deanship of Library Affairs

Introduction

The Deanship of Library Affairs is the administrative and technical apparatus that supervises all library affairs in the University. It includes the central and branch libraries which total 15 libraries in Riyadh and the technical departments and units which total 28 departments and units. The administrative supervision comprises 173 officials. The Deanship distributes the academic production such as books, scientific magazines, seminars and conferences

records and guides.

The Deanship of Library Affairs was established in 1394H.

This was at a time when the University libraries constituted an academic body with full membership of the University Council.

The Administrative Apparatus consists of:

The Dean of Library Affairs - two deputies- The manager of administrative affairs- managers- Head of Deanships. The permanent consultative committee of university libraries has been recently

formed and headed by the Dean of library affairs and membership of a number of college deputies.

The Deanship responsibilities concentrate on three pillars:

First: Planning and development

Second: Implementation of the goals of the university library

Third: User services.

The Deanship administration award is on the second floor in the central library close to technical departments, units and halls which facilitates the direct supervision of the library work.

User Services:

The University library provides users with direct services such as: reference services, guidance and orientation, research and reading services, photocopying and microphotography services, borrowing and exchange borrowing services and training students to use the University library.

The University also provides indirect services such as: distributing university printed materials, organizing book exhibitions, participating in the local, Arab and national book exhibitions and participating in the conferences, seminars and meetings pertaining to libraries and information.

Reference Service, Guidance and Orientation:

This is considered a major service in the University libraries. There is a convenient place for the on-line catalogue unit and guidance on the first floor in the central library. There are on-line catalogue cards, on-line catalogue and the internet. The library users are guided to look for books by on-line catalogue cards and the automated search.

The Automated Search:

The university libraries use the "Unicorn system" which is a comprehensive library system. The researcher can use terminals available in the library itself or all university colleges and Deanships which can search the bibliographical database for the library possessions such as books and theses coincidentally. The electronic search will comprise

other units such as the periodicals, manuscripts, public printed materials and so forth.

Database:

Database is one of the most popular ways to conduct scientific research as it gathers modern scientific essays. The Deanship of library affairs participates in (36) database including various scientific specializations such as medicine, engineering and education. Some database are available as a complete texts and others as excerpts. The Deanship also provides the periodicals service with its electronic forms on the internet.

The Internet Service:

The internet service comprises of automated research on the internet. It is used throughout 79 computer sets in two separate halls. The first hall is on the first floor and the other on the second floor.

The deanship presents the digital library service which enables the users to read all the essays published by King Saud University on the library website through:

First: Free access for the excerpts in English through Google.

Second: Free access for the complete text of the essay (Arabic or English) in PDF files in a total of (2290) essays through Google Scholar.

Third: Free access for the excerpts and published books' covers through the national publication in the university in a total of (800) books.

Fourth: Free access for the bibliographical records of the university possessions through Google and Yahoo. The bibliographical data of the book are stored in (HTML) files and can be stored in the search engines in a total of (500.000) files.

Borrowing Service:

The university students, the teaching staff and officials are allowed to borrow books from the libraries of the university in accordance with the approved borrowing system. Other citizens and residents can borrow within simple conditions. Borrowing is carried out automatically (automated system) either at Prince Salman central library, at the central library for girls in Al Malaz or at the university studies library for girls in Olysha.

Reserve Books:

At the request of teaching staff, the library administration keeps all copies of particular books (as they are used for teaching purposes only) in special halls to be used inside the library called Reserve Books.

Chambers:

There are 400 chambers (i.e. special reading places) granted for one semester to those who demand them, either from the teaching staff or postgraduate students after the approval of the head the academic department.

Xeroxing:

University users are allowed to Xerox. The student fund participated in this service by means of Xeroxing machines in the books, periodicals and reference halls. There machines works by magnetic cards (they are available in the Xeroxing service office on the third floor). In addition, the Xeroxing section in the deanship (the second floor) presents microfilms at competitive prices.

Distribution, Dedication and Exchange:

The university printed materials are dedicated and exchanged with the academic institutions, research canthers, the national libraries, the culture attaché and the public libraries in the kingdom. The University printed materials may be purchased through the University purchase office at at Prince Salman central library, the libraries of girls in Al Malaz and Olysha, publish companies inside and outside the kingdom. These printed materials are in the King Saud University guide for printed materials which is periodically issued.

Exhibitions:

The public relationships and exhibitions section in the Deanship prepares the participation in the Arab, national and international gulf exhibitions.

Training:

- The students of the library science and information Department are trained in the Deanship every semester.
- Female students at Imam Muhammad Bin Saud Islamic University, the colleges of the General Administration of Female instruction at the general library for girls Al Malaz and the library of the university studies center for girls at Olaysha.
- The short seminars and technical visits organized by the university libraries for the university users and the students in particular.
- The university library organizes sessions in using the on-line catalogue in the university libraries (UNICORN)

Library Hours:

From 8 am. To 9 pm. (Sat - Wed for male students)

From 8 am. To 5 pm. (Thursday for female students)

Telephone (landline): 4676148

Fax: 4676162

E-mail: libinfo@ksu.edu.sa



Regulations,
Instructions,
Activities and
Services

New Student