

Master's Program in Biodiversity Faculty Manual 2024



Biology Department	4
Master's Program in Biodiversity:	5
Program Study Plan	15
Program Courses' Summary and description	19
Faculty members in the Department of Biology	24
Article 1: Definitions	27
Admission of New Students	28
Study System	29
Attendance and Withdrawal from Study	31
Academic Leave and Study Discontinuation	32
Re-Enrollment.....	33
Graduation	33
Dismissal from the University.....	34
Distance Learning	36
Final Examinations.....	36
Final Examination Procedures	39
Transfer	41
A Visiting Student	43
General Regulations.....	44
Appendixes.....	45
Academic Advising.....	48
Definition of the academic advisory:	49
General facts about the academic advisory:	49
The goals of the academic advisory:.....	49
Academic advisory's services:	50
Academic Penalties:.....	51
Mechanisms for implementing the academic advisory programs at the college level:	52
Academic advisor's duties and responsibilities:.....	53



Students' roles and responsibilities in the academic advisory:.....	55
Procedural steps for obtaining academic advising services:.....	56
Grievance and complaint to faculty members	59
Introduction:	60
Article (1):.....	60
Article (2):.....	60
Article (3): General purpose of complaints or grievances:	60
Article (4): The scope of applying the mechanism:	60
Article (5):.....	60
Article (6): The committee's tasks and responsibilities are as follows:	61
Article (7):.....	61
Article (8): Objectives of the committee:.....	61
Article (9): Criteria that govern the committee's work:	61
Article (10): Reasons for complaints or grievances:	62
Article (11): Means of filling out complaints and grievances:.....	62
Article (12): Procedural steps for filling out the complaints and grievances:	62
Article (13): Documents and papers required for the consideration of a complaint or grievance:	63
Article (14):.....	63
Career Guidance Unit	64
Electronic Services	65
Means of Communications	65
Regulations, Manuals, Systems and Services.....	66



Biology Department

Vision:

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

Mission:

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

Objectives:

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

Degrees offered by the Department of Biology:

- 1- Bachelor of Science in Biology
- 2- Master's Program in Biodiversity



3- Higher Diploma in Environmental Sciences (Environmental Sustainability Path)

Master's Program in Biodiversity:

1- Mission:

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

2- Objectives:

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

Program Learning Outcomes:

Knowledge:

Demonstrate a thorough understanding of theories, principles, and concepts in biodiversity and related disciplines, and their application to address issues in conservation biology.

Recognize the key processes, tools, techniques, best practices, regulations, specialized terminology, and research methodologies essential for studying and conserving biodiversity.

Skills:

Apply scientific knowledge, skills, and current techniques to develop practical solutions for biodiversity-related issues in unfamiliar contexts .

Analyze current research to address and propose sustainable solutions for challenges in biodiversity conservation.

Evaluate the available information, data, and multidisciplinary approach required by current research to address issues in biodiversity conservation

Formulate hypotheses, design experiments, and establish protocols to collect and interpret data on biodiversity issues to solve real-world problems.



Communicate knowledge, ideas, and research findings on biodiversity and conservation to diverse audiences, including both specialists and the public, using oral, written, and visual methods.

Values:

Demonstrate integrity, professionalism, and ethical principles in the field of biodiversity .

Collaborate and lead research and projects with full responsibility, manage professional development and specialized tasks independently, and contribute to enhancing the quality of life in society.

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

Program exit points: The program currently has no exit points.

Applying for the Postgraduate Programs:

Applicants' Admission Requirements

According to the executive regulations for graduate studies, which were approved by the university council minutes No (4) for the academic year 1444 on Thursday 18/7/1444 (9/2/2023) and approved by His Excellency the Minister of Education based on No (3) of article 7 of the university regulations, certain criteria must be fulfilled as stated in university affairs council decision No (2/9/1444) on 3/1/1444 .

- The applicant must be of Saudi nationality.
- The applicant should have achieved at least a good grade on a university degree.
- The applicant should have a Master's in Program Biodiversity or other related fields of study.
- The applicant must have passed the university aptitude test (minimum 60 degrees).
- The applicant must have passed one of the approved English language tests (IELTS, TOEFL, or STEP) and obtained a certificate for it.
- Completing supplementary courses from the bachelor's level in biology or related learning outcomes may be applicable to some applicants to qualify for admission to the Master's in Program Biodiversity.

Mechanism

- The applicant fills out the application form available on the Deanship's website and attaches the documents shown by downloading it, which are:



- Fill out the application form.
- A copy of the graduation document.
- A copy of the academic transcript.
- Original certificate of good conduct.
- Two academic recommendations from those who previously taught it (original).
- 13 | Page 6. A copy of the ID card or family book for female students.
- Any other documents requested by the department.
- Other documents that the student deems useful in the comparison procedures and their management.

Admission Postponement:

- A student's admission may be postponed with the approval of the relevant department council and the deans of the faculty and graduate studies, provided that the period of postponement does not exceed two academic semesters, and the period of postponement is not counted within the maximum period for obtaining the degree, in accordance with the following procedures:
- The student wishing to postpone his final acceptance must fill out the form and submit it to the head of the department before the start of the academic year.
- The form is submitted to the Dean of the Faculty for approval, then the Dean of Graduate Studies for approval and issuance of the postponement decision.
- The postponement period shall not exceed two semesters, starting from the semester in which the student obtained final admission.
- If the period exceeds two semesters, the student's admission will be canceled, and he may submit a new application in accordance with the admission conditions at the time of new admission.
- The student has no right to postpone admission until obtaining the university number.

Procedures to Postpone Admission:

- Fill out a request form for deferring admission (available on the Deanship website), mentioning the reasons and justifications.
- The department's office studies the application, and the results are as follows:
 - a. Recommendation for approval from the department head, which includes the meeting number and date, completion of the form, signature from the department head, and then filing to the faculty dean.
 - b. Recommendation to reject the application from the department head, including the meeting number



and date, reasons for rejection, completion of the form, signature from the department head, and notification of the student and supervisor.

- When the faculty dean accepts the application from the department committee, he studies the application and implements the recommendations, and the results are according to the following:
 - Recommending approval and signing of the form from the Dean of the Faculty and submitting it to the Deanship of Graduate Studies.
 - Recommendation to reject the application and have the form signed by the Dean of the faculty and returned to the department.
 - A letter from the dean of the faculty that includes the student's application number and date for the department's office, not the student's basic information.
- 14 | Page 5.5 Postponing Study With the approval of the relevant department council and the deans of the faculty and graduate studies, the student's study may be postponed according to the following:
- The student must have passed one or more semesters or completed an appropriate amount of the dissertation.
 - The total period of postponement should not exceed four semesters (two academic years).
 - To submit a postponement, request no less than two weeks before the start of the semester.
 - The postponement period is considered within the maximum period for obtaining the degree.
 - Anyone who wishes to postpone study must fill out the form prepared for this purpose and submit it to the head of the department no less than two weeks before the start of the semester to present it to the department council.
 - Postponement will not be considered effective unless approved by the Deans of the faculty and Graduate Studies.
 - The Deanship of Graduate Studies informs the employer if the student is employed.
- 5.6 General Provisions Regarding Postponement.
- The student who postpones is not considered a regular student.
 - After the postponement period ends or when it is interrupted, the student submits a request to a supervisor if the topic of his thesis has been approved before the postponement.
 - The supervision of the student officially stops in the event of postponement unless the supervisor agrees to continue supervision.
 - The previous supervisor may change, and another supervisor may be appointed after the end of the postponement period.



- Postponement shall not be approved except with the approval of the department, faculty, and graduate studies.
- The postponement must be during the academic period and not after the end of the academic period.
- Procedures to Postpone Study
- The student fills out a request form to postpone a study, stating the reasons and justifications, at least two weeks before the start of the semester, to present it to the department council.
- The Department Council studies the application and the results are as follows:
- Recommending approval from the department council, including the meeting number, date, and signature from the head of the department, and then submitting it to the faculty dean. 15 | Page
- Recommendation to reject the application from the Department Council, including the session number and date, reasons for rejection, completion of filling out the form, signature from the department head, and informing the student and supervisor.
- Postponement will not be considered effective unless approved by the Dean of the Faculty and Graduate Studies.
- The Deanship of Graduate Studies informs the employer of the full-time student.
- The student who postpones during the postponement period is not considered a regular student.
- After the end of the postponement period or when it is interrupted, the student submits a request to nominate a supervisor if the topic of his thesis has been approved before the postponement.
- Supervision of the student stops in the event of postponement unless the supervisor agrees to continue supervision.
- The previous supervisor may change and another supervisor may be appointed after the end of the postponement period.
- Postponement shall be subject to the approval of the department, faculty, and the Deanship of Graduate Studies.
- The postponement must be during the academic period and not after the end of the academic period.
- Postponing Study
- With the approval of the relevant department council and the deans of the faculty and graduate studies, the student's study may be postponed according to the following



- The student must have passed one or more semesters or completed an appropriate amount of the dissertation.
- The total period of postponement should not exceed four semesters (two academic Years).
- To submit a postponement, request no less than two weeks before the start of the semester.
- The postponement period is considered within the maximum period for obtaining the degree .
- Anyone who wishes to postpone study must fill out the form prepared for this purpose and submit it to the head of the department no less than two weeks before the start of the semester to present it to the department council.
- Postponement will not be considered effective unless approved by the Deans of the faculty and Graduate Studies.
- The Deanship of Graduate Studies informs the employer if the student is employed.
- The student who postpones is not considered a regular student.
- After the postponement period ends or when it is interrupted, the student submits a request to a supervisor if the topic of his thesis has been approved before the postponement.
- General Provisions Regarding Postponement
- Supervision of the student officially stops in the event of postponement unless the supervisor agrees to continue supervision.
- The previous supervisor may change and another supervisor may be appointed after the end of the postponement period.
- Postponement shall not be approved except with the approval of the department, faculty, and graduate studies.
- The postponement must be during the academic period and not after the end of the academic period.
- Procedures to Postpone Study
- The student fills out a request form to postpone a study, stating the reasons and justifications, at least two weeks before the start of the semester, to present it to the department council.
- The Department Council studies the application, and the results are as follows:
- Recommending approval from the department council, including the meeting number, date, and signature from the head of the department, and then submitting it to the faculty dean.



- Recommendation to reject the application from the Department Council, including the session number and date, reasons for rejection, completion of filling out the form, signature from the department head, and informing the student and supervisor.
- Postponement will not be considered effective unless approved by the Dean of the Faculty and Graduate Studies.
- The Deanship of Graduate Studies informs the employer of the full-time student.
- The student who postpones during the postponement period is not considered a regular student.
- After the end of the postponement period or when it is interrupted, the student submits a request to nominate a supervisor if the topic of his thesis has been approved before the postponement.
- Supervision of the student stops in the event of postponement unless the supervisor agrees to continue supervision.
- The previous supervisor may change and another supervisor may be appointed after the end of the postponement period.
- Postponement shall be subject to the approval of the department, faculty, and the Deanship of Graduate Studies.
- The postponement must be during the academic period and not after the end of the academic period.
- Cancel Enrollment in Post-Graduate Studies in the following cases:
 - The student's enrollment is canceled by a decision of the Council of the Deanship of Biology:
 - If he is accepted into postgraduate studies and does not graduate within the specified period.
 - If he does not pass the supplementary courses.
 - If he withdraws or stops studying for a semester without an acceptable excuse.
 - If it is proven that he is not serious about studying or has neglected any of his academic duties.
 - If his cumulative average falls below a grade of (very good) in two consecutive semesters.
 - If it exceeds the specified postponement opportunities.
 - If he violates academic integrity, whether during the stage of studying the courses or preparing the thesis or commits an act that violates university regulations and traditions.



- If he does not pass the comprehensive test, if any, after allowing him to repeat it once.
- If the thesis judging committee decides that it is not suitable for discussion or that it is not accepted after discussion.
- If he does not obtain the degree within the specified period. 16 | Page
- Taking into account the cancellation of the registration of those who decide that the thesis is not fit for discussion or is not accepted after discussion.
- The Council of the Deanship of Graduate Studies issues a decision to cancel the registration of students who meet the paragraphs of cancellation of registration at the end of each semester.
- Re-enrollment
- In case of necessity, a student whose enrollment has been canceled may be re-enrolled if force majeure circumstances prevent him from continuing his studies if it is accepted by the Department and Faculty Council. Re-enrollment shall be based on the recommendation of the Council of the Deanship of Graduate Studies and a decision of the University Council, considering the following:
 - A student whose registration has been canceled for more than six semesters is treated like a new student.
 - The student whose enrollment has been canceled is six semesters or less. He re-studies some of the courses determined for him by the department and faculty councils and approved by the Council of the Deanship of Graduate Studies. The units he studied are counted within his cumulative average, and the period that the student spent studying before his enrolment was canceled is counted within the period for obtaining the degree. Class.
 - The student whose enrolment has been canceled shall submit a request to the head of the relevant department to re-register, attaching the decision to cancel the enrolment and drafts of the coercive circumstances he experienced.
- Transfer
- Transfer from another university to the University of Tabuk
- A student may be accepted to transfer from another university to the University of Tabuk, based on the recommendation of the department and faculty councils, and the approval of the graduate studies council, taking into account the following:
 - The student must satisfy all the conditions set by the department.
 - The student must not be dismissed from the university from which he is transferred for any reason. It is permissible to calculate the academic units previously studied according to the following:



- He must not have studied the equivalent units for more than six semesters.
- It must be consistent in subject matter with the requirements of the program to which it is transferred.
- The percentage of these units should not exceed 30% of the units of the program to which the transfer is made. 17 | Page
- His rating in equivalent units should not be less than “Very Good.”
- Equivalent units are not included in the calculation of the cumulative average.
- The equivalency shall be based on the recommendation of the department council to which the course follows, and the approval of the faculty councils and the deanship of graduate studies.
- Transfer from one major within the university to another
- A student may be transferred from one major to another - within the university - based on the recommendation of the councils of the department he is transferring to and the faculty, and the approval of the graduate studies Council, considering the following:
 - The availability of admission conditions for the transferred student, and any other conditions that the department deems necessary.
 - It is permissible to count the academic units previously studied at the university if the relevant department deems them identical to the program to which it wants to transfer, and is included in his cumulative average.
 - The student must not have had his registration canceled for any of the reasons mentioned above.
- Transfer from one program to another once through the duration to obtain the degree.
- The transition must be submitted no less than a month before the start of the academic semester, the transfer procedures are as follows:
 - A request for transfer from one specialty to another is submitted to the head of the relevant scientific department.
 - A request for transfer from one department to another is submitted to the Dean of the faculty.
 - A request for transfer from one faculty to another is submitted to the Deanship of Graduate Studies.
 - A request for a transfer to the University of Tabuk, from another university within or outside the KSA, shall be submitted to the Deanship of Graduate Studies, accompanied by an official transcript from the university where the student previously studied, showing his academic status, the courses he studied



and their content, and the number of study units and the evaluation he obtained in each course.

- Anyone who registered for a master's degree with or without a thesis, and was unable to obtain it, may transfer to a diploma in the same specialty (if any), after the recommendation of the Department and faculty councils, and the approval of the Deanship of Graduate Studies Council, in accordance with the rules set by each faculty separately.
- Transfer from one program to another
- The student has the right to transfer from the Master's program with academic courses and thesis to the Master's program with academic courses and a research project and on the 18 | Page contrary, only once after passing (50%) of the credit hours for each program according to the following:
- Approval of the head of department and the deans of the faculty and graduate studies.
- Not more than six semesters of his regular term have passed.
- The transfer request must be made at least one month before the start of the semester.
- Preparing a study plan for the student with what is left to obtain the degree.

Program Study Plan General Components:

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

Program Elective Requirements:

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

Program Core Requirements:

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



5	Biodiversity Classification	BIOD505	3	0	0	3	BIOD501
6	Aquatic Biodiversity	BIOD506	3	0	0	3	BIOD501
7	Terrestrial Biodiversity	BIOD507	3	0	0	3	BIOD501
8	Microbial Biodiversity	BIOD508	3	0	0	3	BIOD501
9	Threats to Biodiversity	BIOD509	3	0	0	3	BIOD501
10	Assessment and Monitoring of Biodiversity	BIOD510	3	0	0	3	BIOD502
11	Biodiversity Conservation and Management	BIOD530	3	0	0	3	BIOD503
12	Biodiversity Legislations	BIOD531	3	0	0	3	BIOD501
13	Research Project (1)	BIOD525	3	0	0	3	BIOD508
14	Research Project (2)	BIOD598	3	0	0	3	BIOD525
Total			42	0	0	42	

Course distribution Table according to program levels

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	BIOD501	Principles of Biodiversity	Required	-	3
	BIOD502	Evolution and Biodiversity	Required	-	3
	BIOD503	Plant and Animal Genetic Resources	Required	-	3
	BIOD504	Population and Community Ecology	Required	-	3
Level 2	BIOD505	Biodiversity Classification	Required	BIOD501	3
	BIOD506	Aquatic Biodiversity	Required	BIOD501	3
	BIOD507	Terrestrial Biodiversity	Required	BIOD501	3
	BIOD508	Microbial Biodiversity	Required	BIOD501	3
	BIOD509	Threats to Biodiversity	Required	BIOD501	3



Level 3	BIOD510	Assessment and Monitoring of Biodiversity	Required	BIOD502	3
	BIOD5xx	Elective 1	Elective	BIOD5xx	3
	BIOD525	Research Project I	Required	BIOD508	3
Level 4	BIOD530	Biodiversity Conservation and Management	Required	BIOD503	3
	BIOD531	Biodiversity Legislations	Required	BIOD501	3
	BIOD5xx	Elective 2	Elective	BIOD5xx	3
	BIOD598	Research Project II	Required	BIOD525	3
Elective Courses	BIOD516	Biodiversity and Climate Change	Elective	BIOD506	3
	BIOD518	Bioinformatics in Biodiversity	Elective	BIOD507	3
	BIOD540	Biodiversity and Conservation in KSA.	Elective	BIOD503	3
	BIOD548	Wildlife Ecology and Management	Elective	BIOD507	3

Study Plan Courses & Levels:

1st level

1st year

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

2nd level

1st year

Course Title	Course Code	Contact Hours			Credit	%	Prerequisites
		Theoretical	Practical	Training			

1	Biodiversity Classification	BIOD505	3	0	0	3		BIOD501
2	Aquatic Biodiversity	BIOD506	3	0	0	3		BIOD501
3	Terrestrial Biodiversity	BIOD507	3	0	0	3		BIOD501
4	Microbial Biodiversity	BIOD508	3	0	0	3		BIOD501
Total			12	0	0	12		

3rd level

2nd year

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

4th level

2nd year

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



Program Courses' Summary and description

Course code: BIOD501
Course Credit 3
Hours:

Course title: Principles of Biodiversity
Course None
Prerequisite

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

Course code: BIOD502
Course Credit 3
Hours:

Course title: Evolution and Biodiversity
Course None
Prerequisite

This course is designed to introduce the student to evolutionary theory, its concepts, and the origin and scope of biodiversity. Also, it covers topics on evolutionary processes to generate and maintain biodiversity, Spatio-temporal patterns of biodiversity, and evolutionary relationships between specific groups of organisms. Further, it describes natural selection and its impact on biodiversity, ecological concepts, environmental changes, the origin of life, and the level of selection in different organisms. It also provides case studies on speciation, adaptation (e.g. adaptive radiation), spatial distribution concerning evolution, and biodiversity.

Course code: BIOD503
Course Credit 3
Hours:

Course title: Plant and Animal Genetic Resources
Course None
Prerequisite

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

Course code: BIOD504
BIOD 504
Course Credit 3
Hours:

Course title: Population and Community Ecology
Course None
Prerequisite

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



Course code: BIOD505
Course Credit 3
Hours:

Course title: Classification of Biodiversity
Course BIOD501
Prerequisite

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

Course code: BIOD506
Course Credit 3
Hours:

Course title: Aquatic Biodiversity
Course BIOD501
Prerequisite

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

Course code: BIOD507
Course Credit 3
Hours:

Course title: Terrestrial Biodiversity
Course BIOD501
Prerequisite

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

Course code: BIOD508
Course Credit 3
Hours:

Course title: Microbial Biodiversity
Course BIOD501
Prerequisite

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



Course code: BIOD509
Course Credit 3
Hours:

Course title: Threats to Biodiversity
Course BIOD501.
Prerequisite

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

Course code: BIOD510
Course Credit 3
Hours:

Course title: Biodiversity Evaluation and Monitoring
Course BIOD502
Prerequisite

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

Course code: BIOD516
Course Credit 3
Hours:

Course title: Biodiversity and Climate change
Course BIOD506
Prerequisite

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

Course code: BIOD518
Course Credit 3
Hours:

Course title: Bioinformatics in Biodiversity
Course BIOD507
Prerequisite

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



resources, homology and pattern-based search algorithms, and sequence and evolutionary search comparisons.

Course code: BIOD525
Course Credit 3
Hours:

Course title: Research Project I
Course BIOD508
Prerequisite

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

Course code: BIOD530
Course Credit 3
Hours:

Course title: Biodiversity Conservation and Management
Course BIOD503
Prerequisite

This course covers topics on the conservation and management of the biodiversity of plants and animals in their natural habitats and selected areas. It also supports the development of practical skills in the conservation of animal and plant species, wildlife conservation, habitat management, and ecological sustainability. Also, it provides in-situ and ex-situ conservation of plants, and animals, translocation of animals and plants, the UN Convention on biological diversity and the member countries, national biodiversity authority, and conservation acts. It also describes the environmental protection act and the wildlife protection act. Further, it provides case studies from local and global communities on the conservation and management of biodiversity.

Course code: BIOD531
Course Credit 3
Hours:

Course title: Biodiversity Legislation
Course BIOD501
Prerequisite

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



Course code: BIOD540

Course Credit Hours: 3

Course title: Biodiversity and Conservation in Saudi Arabia
Course BIOD503

Course Prerequisite

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

Course code: BIOD548

Course Credit Hours: 3

Course title: Wildlife Ecology and Management
Course BIOD507

Course Prerequisite

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

Course code: BIOD598

Course Credit Hours: 3

Course title: Research Project II
Course BIOD525

Course Prerequisite

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

Faculty members in the Department of Biology

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

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

NO	Name	Position	Speciality	Email
Males				
1.	Abdulaziz Al-Thubiani	Professor	Entomology	aalthbyani@ut.edu.sa
2.	Khalid Al-Mutairi	Professor	Plant Ecology	kmutairi@ut.edu.sa
3.	Fahd Al-Zuaiber	Associate Professor	Botany	falzuaiber@ut.edu.sa
4.	Zahid Khorshid	Associate Professor	Botany	znourabbas@ut.edu.sa
5.	Omer Bahattab	Associate Professor	Animal Physiology	obahattab@ut.edu.sa
6.	Atif Oyouni	Associate Professor	Medical Molecular Biology and Genes	a.oyouni@ut.edu.sa
7.	Abdelrahman Al-Asmari	Associate Professor	Zoology	ab.alasmari@ut.edu.sa
8.	Mohammed Al-Shihri	Associate Professor	Genetics	m.a.alshehri@ut.edu.sa
9.	Othman Al-Zahrani	Associate Professor	Molecular Biology	o-alzahrani@ut.edu.sa
10.	Abdulrahman Al-Essa	Assistant Professor	Biotechnology	aalessa@ut.edu.sa
11.	Dafer Al-Bakri	Assistant Professor	Ecology	dalbakre@ut.edu.sa
12.	Abdulaziz Al-Atawi	Assistant Professor	Animal Ecology	abalatawi@ut.edu.sa
13.	Fuad Al-Atawi	Assistant Professor	Bacteriology	falatawi@ut.edu.sa
14.	Hussein Al-Qahtani	Assistant Professor	Molecular Biology	h.alqahtani@ut.edu.sa
15.	Rafat Al-Qurashi	Assistant Professor	Microbiology	raffan@ut.edu.sa
16.	Mo'awia Mukhtar	Professor	Medical Entomology	mmukhtar@ut.edu.sa
17.	Yahea Al-Awthan	Professor	Animal Physiology	alawthan@ut.edu.sa
18.	Zahid Siddiqui	Assistant Professor	Plant Tissue Culture	zsiddiqui@ut.edu.sa
19.	Panneer Silvam	Assistant Professor	Entomology	ppallar@ut.edu.sa
20.	Abdelrahim El-Balola	Assistant Professor	Plant Ecology	aalbalolh@ut.edu.sa
Females				
1.	Arig Al Ghabban	Associate Professor	Zoology	a_alghabban@ut.edu.sa
2.	Massad Saad Alenzi	Assistant Professor	Biotechnology	amalanazi@ut.edu.sa
3.	Amenah Saud Alotaibi	Assistant Professor	Molecular Biology and Biotechnology	a_alotaibi@ut.edu.sa
4.	Bedur Falih Al-Balawi	Assistant Professor	Environmental Biology	bdalbalawi@ut.edu.sa
5.	Basma Alharby	Associate Professor	Plant Physiology	b.alharbi@ut.edu.sa
6.	Hanan Al-Atawi	Assistant Professor	Molecular Biology and Biotechnology	h_alatwi@ut.edu.sa

7.	Khairyah Al-Fifi	Assistant Professor	Microbiology	kh.alfifi@ut.edu.sa
8.	Dikhnah Saeed Al-Shehri	Assistant Professor	Genetics	dalshehri@ut.edu.sa
9.	Doaa DARwish	Associate Professor	Microbiology	ddarwish@ut.edu.sa
10.	Rowyda Baeshen	Assistant Professor	Entomology	rbaeshen@ut.edu.sa
11.	Salma Al-Rdahe	Associate Professor	Biotechnology	salrdahe@ut.edu.sa
12.	Siham Al-Balawi	Assistant Professor	Botany	Si.albalawi@ut.edu.sa
13.	Dohaa Al-Balawi	Assistant Professor	Plant Molecular Biology	ddarwish@ut.edu.sa
14.	Aishah Motir Alatawi	Associate Professor	Molecular Biology and Biotechnology	amm.alatawi@ut.edu.sa
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16.	Abeer Khaibary	Associate Professor	Entomology	aalkhaibari@ut.edu.sa
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19.	Mervat Al-Atawi	Assistant Professor	Microbiology	mevalatawi@ut.edu.sa
20.	Manefah Al-Enezi	Assistant Professor	Microbiology	amm.alatawi@ut.edu.sa
21.	Hanaa Ghabban	Assistant Professor	Molecular Biology and Biotechnology	h_ghabban@ut.edu.sa
22.	Wafaa Haikal	Assistant Professor	Parasitology	whikal@ut.edu.sa
Technicians				
23.	Abdelrahman Al-Umrani	Technician	Biology	aalemrani@ut.edu.sa
24.	Abdelrahman Al-Enezi	Technician	Biology	ak_alenzi@ut.edu.sa
25.	Basim Sharaheeli	Technician	Biology	ishrahili@ut.edu.sa
26.	Meshari Al-Atawi	Technician	Biology	mm_alatawi@ut.edu.sa
27.	Uhood Almassoudi	Technician	Biology	aalemrani@ut.edu.sa
28.	Raheema Al-Atawi	Technician	Biology	ak_alenzi@ut.edu.sa
29.	Hadeya Al-Atawi	Technician	Biology	ishrahili@ut.edu.sa
30.	Maha Al-Enezi	Technician	Biology	mm_alatawi@ut.edu.sa

Study and Exam Regulations

Study and Exam Regulations	26
Article 1: Definitions	27
Admission of New Students	28
Study System	29
Attendance and Withdrawal from Study	31
Academic Leave and Study Discontinuation	32
Re-Enrollment.....	33
Graduation	33
Dismissal from the University.....	34
Distance Learning	36
Final Examinations	36
Final Examination Procedures	39
Transfer	41
A Visiting Student.....	43
General Regulations.....	44
Appendixes.....	45

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

Article 1: Definitions

Academic Year:

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

Semester:

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

Summer Semester:

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

Academic Level:

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

Study Plan:

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

Course:

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

Credit Hour:

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

Academic Probation:

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

Class Work Score:

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



Final Examination:

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

Final Examination Score:

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

Final Score:

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

Course Grade:

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

Incomplete Grade:

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

In Progress Grade:

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

Semester GPA:

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

Cumulative GPA:

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

Graduation Ranking:

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

Academic Load/Minimum Load:

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

Admission of New Students

Article 2:

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

Article 3:

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

- A.** A student should have a secondary school certificate or its equivalent from inside or outside the Kingdom of Saudi Arabia.



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

The University of Tabuk Executive Regulation

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

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

Article 4:

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

Study System

Article 5: The Study System

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

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

The University of Tabuk Executive Regulation



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

Article 6:

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

The University of Tabuk Executive Regulation

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

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

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

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

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

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

Article 7: Academic Level System

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

Article 8:

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

The University of Tabuk Executive Regulation

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

Item 8.2: The minimum course load is 12 credit hours during a regular semester, or what is left for graduation if less than the normal load. However, a student is permitted to register for a maximum



of 24 credit hours with the approval of the dean of Admission if the student is expected to graduate in this semester. If the student is unable to register for the minimum course load of the credit hours, he/she will only register for the available credit hours.

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

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

Attendance and Withdrawal from Study

Article 9:

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

The University of Tabuk Executive Regulation

A regular student must attend lectures and practical lessons. If he fails to attend at least 75% of the lectures and practical lessons or the laboratory sessions for each course in an academic semester, he/she will be denied access to the final exam and will fail that course. Semester work grade shall be recorded as it is and hence the grade DN is given. The faculty dean or his authorized representative approves grade denial lists.

Article 10:

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

The University of Tabuk Executive Regulation

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

Article 11:

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

Article 12:

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

Article 13:

A: A student may withdraw from a semester without allocating the "F" grade to him/her academic record if he/she presents an acceptable excuse to the relevant body determined by the University Council within a duration specified by the executive regulations set by the University



Council. The student will be given “W” grade and this semester is counted towards the graduation requirements.

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

The University of Tabuk Executive Regulation:

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

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

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

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

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

Academic Leave and Study Discontinuation

Article 14:

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

The University of Tabuk Executive Regulation:

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

Article 15:



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

The University of Tabuk Executive Regulation:

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

Article 16:

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

Re-Enrollment

Article 17:

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

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

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

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

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

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

Article 18:

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

Graduation

Article 19:



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

The University of Tabuk Executive Regulation:

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

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

19-3: Gradation periods

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

Dismissal from the University

Article 20:

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

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

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

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

The University of Tabuk Executive Regulation:

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



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

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

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

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

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

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

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

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



Distance Learning

Article 21:

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

A: The credit hours required for the graduation of a distance learning student should not be less than the credit hours required for the graduation of a regular student.

B: The distance learning student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrolment, in exactly the same manner as a regular student except for the requirement regarding class attendance.

C: Based on the Faculty Council's recommendations, the University Council determines the rules required to evaluate the performance of distance learning students.

D: The student transcript, graduation certificate, and degree, must indicate that the study was via distance learning.

Final Examinations

Article 22:

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

The University of Tabuk Executive Regulation:

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

Article 23:

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

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

Article 24:

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

Article 25:



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

Article 26:

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

Article 27:

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

The University of Tabuk Executive Regulation:

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

Article 28:

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

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

The University of Tabuk Executive Regulation:

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

Article 29:

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

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

The University of Tabuk Executive Regulation:

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

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

Article 30:

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

students who achieve a cumulative GPA of (4.25) - less than (4.75) out of (5.00) or (3.25) – less than (3.75) out of (4.00).

Both statuses are subject to the following conditions:

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

The University of Tabuk Executive Regulation:

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

Both statuses are subject to the following conditions:

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

Final Examination Procedures

Article 31:

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

Article 32:

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

Article 33:

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

Article 34:



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

Article 35:

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

Article 36:

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

Article 37:

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

Article 38:

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

Article 39:

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

The University of Tabuk Executive Regulation:

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

- 1:** The student may submit an official appeal for remarking to the head of the department offering the course, no later than the end of one month of the relevant final exam. The head of the department will then forward the request to the Faculty Council.
- 2:** The student, who has applied previously for a remarking and it has been proved that his/her appeal was false, is not allowed to apply for a remarking again.



3: The student is allowed to apply for no more than one-course examination paper remarking per semester.

4: A form is specially designed for this purpose including items 1, 2 & 3 in addition to the following information (student name and ID, course code and titles, group number, semester date, attendance record, GPA of the student, exam date, teacher's name, date of the test, remarking justifications, and the signature of the student).

5: In case of positive reply, the Faculty Council will form a committee of at least three faculty members to remark the exam papers and then the committee will report this to the Faculty Council for approval upon which the decision of the council is final.

Article 40:

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

Article 41:

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

Transfer

Transfer from One University to Another

Article 42:

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

A: The student should be enrolled at a recognized college or university.

B: The student must not have been dismissed from that university for disciplinary actions.

C: The student must satisfy all the transfer provisions set by the University Council.

The University of Tabuk Executive Regulation:

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

A: The student should be enrolled at a recognized college or university and has an academic record (GPA) for at least two academic semesters.

B: The student must not have been dismissed from that university for disciplinary actions.

C: The student must satisfy all the transfer provisions set by the Faculty Council.



D: The credits studied at the University of Tabuk must be at least 60% of the total required credits for the host degree.

Article 43:

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

The University of Tabuk Executive Regulation:

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

Article 44:

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

Article 45:

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

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

Article 46:

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

The University of Tabuk Executive Regulation:

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

Article 47:



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

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

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

The University of Tabuk Executive Regulation:

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

Article 49:

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

A Visiting Student

Article 50:

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

- A.** The student must obtain prior approval from the faculty at which he/she is studying.
- B.** The student has to be enrolled at a recognized college or university.
- C:** The courses that the student is taking outside his/her university should be equivalent to one of the courses included in his/her degree requirements.
- D:** If the student studies in one of the branches of his/her university, the article (47) applies in this case.
- E:** The University Council determines the maximum percentage of the studied units at another university that can be accounted for the visiting student.
- F:** The courses evaluated as equivalent will be transferred to the visiting student academic record but will not be included in the calculation of his/her cumulative GPA.
- G:** Any further conditions may be added by the University Council.

The University of Tabuk Executive Regulation:

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



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

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

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

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

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

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

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

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

Second:

A Student From Another University Visiting The University of Tabuk

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

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

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

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

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

General Regulations

Article 51:

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

Article 52:

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

Article 53:

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

Appendixes

APPENDIX A: ACADEMIC RECORDS AND GRADE CODES

Academic Record

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

Letter Grades

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

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

First Semester:

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

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

Second Semester:

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

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

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





Academic Advising

Academic Advising	48
Definition of the academic advisory:	49
General facts about the academic advisory:	49
The goals of the academic advisory:.....	49
Academic advisory's services:	50
Academic Penalties:	51
Mechanisms for implementing the academic advisory programs at the college level:	52
Academic advisor's duties and responsibilities:	53
Students' roles and responsibilities in the academic advisory:.....	55
Procedural steps for obtaining academic advising services:	56



Academic Advising

Definition of the academic advisory:

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

General facts about the academic advisory:

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

The goals of the academic advisory:

The goals of the academic advisory are as follows:

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



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

Academic advisory's services:

Academic advising services are summarized as follows:

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



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

Academic Penalties:

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

1. Non-compliance to attendance, dropping out of the study or fulfilling academic requirements, according to the rules and provisions stated in the rules and regulations in force at the university. The student's absence represents (25%) or more from the total in the theoretical and practical lectures for one course during the semester in the arts and scientific disciplines. It represents 10% of the total scientific, practical and training lectures for one course during the semester for Medicine, Applied Medical Sciences and Engineering colleges.
2. Disrupt or incite to disrupt the studies stream as well as deliberate refraining or incitement not to attend lectures and exercises practical and clinical lessons and others as required by the regulations, refraining from attending lectures or university activities that stipulated in the laws, regulations, executive rules, instructions and decisions.
3. Violation of order, discipline, and good conduct during the study at the university and all its facilities violates the rules during lectures, exams, seminars, or curricular and non-curricular activities that take place inside or outside, whether organized or supervised by the university.



4. Committing any form of cheating, attempting to, participating in it in exams, or attempting to obtain any questions before or during the exam unlawfully.
5. Committing any form of cheating or attempting to cheat or participate in helping others to cheat in exams or been impersonated by another student in the exam room
6. Doing any form of cheating or attempting to participate in helping other students to cheat in any scientific research or reports, graduation projects (masters and doctoral theses).
7. Impersonating others in any matter related to the university and its affairs and giving documents or university identities to others to use them illegally or speak on behalf of the university without official permission.
8. Attempting to forge/forging official documents, scientific certificates, whether issued from the university or another university. Also, the attempt to use those official documents or forged academic certificates for any matter related to the student's academic procedures or use any methods to obtain any document(s) illegally or destroy all or part of them intentionally.
9. Attempting to use any modern electronic means to harm any university staff or faculty members, employees, or facilities.
10. Committing any violation that the university or the committee deems to constitute a breach of the regulations and instructions issued by it and not stated in these regulations.

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

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

1. The academic advising process is carried out through the academic advising electronic follow-up system for students. It is necessary to link it to the admission and registration system to open a direct online window between the advisor and the academic status of the advised students to follow up on their academic status. 1/1 A student cannot withdraw their academic schedule after registering or adding the courses electronically through the university's electronic portal. However, only after the approval of their academic advisor, he/she is permitted to amend the courses that do not suit the student according to the study plan of their specialization.
1/2 The academic advisor provides the students with academic indicators such as low accumulative grades and regular lectures according to their schedules... etc. A username and a password should be assigned to the academic advisor through which the advisor can follow the academic status of the students regularly.
2. Organizing and executing various programs, activities, or competitions that encourage the students to increase their academic grades or give awards for outstanding students in the college departments.



3. Organizing and carrying out mentoring workshops and guiding awareness about the importance of the academic advisory, which deals with many topics of interest to students to educate and provide them with information that contributes to and protects them from academic obstacles.
4. Organizing and implementing training programs to provide consulting services to students to provide the most important personal, academic, scientific, and practical skills. Providing them with skills that increase their academic achievement.
5. Conducting specialized scientific research which targets the student issues and the development of various curricular and non-curricular activities.
6. Organizing and implementing advisory programs to help the students with special needs during the university stage achieve the highest levels of academic achievement according to their abilities, study their problems and work on them.
7. Studying the conditions of the academically stumbling students and organizing new guidance programs to help them overcome such academic stumble. Also, such programs help students overcome the obstacles and problems they face, each according to the objective causes of academic stumbling.
8. Organizing and implementing advisory programs for the outstanding students of scholarships to guide them to continue their studies, help them excel, and encourage their peers.
9. Organizing and implementing guidance programs to guide all students on how to improve their academic level and achievement.
10. Preparing both paper and e-brochures and guidance publications, such as posters and brochures, for all faculties, including academic schedules for early registration, university bylaws and regulations booklet from the study and examination regulations for the university stage. They clarify students' rights and duties and the code of conduct for regulating behavior in the library and university calendar, guidelines and instructions for new students.
11. Preparing periodic reports, including tables, of a statistical statement about the students' academic level in the academic courses and send them to the dean. The solutions are taken to overcome students' academic stumbling and measure their success.

Academic advisor's duties and responsibilities:

1. Introducing new and current students to the faculty goals and mission, its academic programs, scientific departments, students care and services, and orienting the students towards appropriate specializations that meet their capabilities.



2. Contribute to the preparation and implementation of the programs and activities of the academic guidance plan and introduce the study and examinations system.
3. Make students aware of the importance of the academic advisory and how to benefit from its services, meet, advise, and guide students during office hours.
4. Introduce the study plan for the scientific department, the graduation requirements, sufficient knowledge about the dates of registration, dropping and adding courses, with reference to the approved university calendar, and ensure that the student's schedule agrees with the line.
5. Urging students to work hard for their exams and the requirements for success in the course.
6. Preparing and updating the academic advising record file of the students. The academic advisor creates a record for each student in his session to document the academic follow-up process.
7. Organizing periodic individual or group meetings to orient them academically and introduce them to their academic performance.
8. Getting to know the students' inclinations and encourage them to work hard and discover the talented ones, discussing difficulties and search for the appropriate solutions as precautions.
9. Providing the necessary help to students in case of difficulties in terms of course registration through coordinating with their supervisors or the faculty coordinator, student affairs coordinator. Also, contact the Deanship of Admission and Registration regarding students with special academic cases that require support within the limit permitted by the systems, regulations and the regulatory rule of the university. Moreover, coordinate with the concerned unit or administration to discuss the problem(s) that affects the students' study or interaction with the university community.
10. Provide assistance and supervision to low achievers to overcome this problem, hold periodic meetings with them, discuss their problems thoroughly, and provide help or refer it to the Permanent Committee of the Students Affairs in case of irregular attendance by the student or their academic stumbling.
11. To assist the students in getting the highest benefit from the E-Learning website at the university and other learning resources such as the library and the electronic data.
12. Urging students to participate in academic, methodological, non-methodological activities that enrich their scientific and practical knowledge.
13. To inform the student of their responsibilities and duties within the university and requirements for success.
14. Having an idea about the problems that may face students, especially the issues that affect their academic performance and solve them and inform the students or their parents.
15. To practice the social roles with the students to investigate their social conditions.
16. Preparing periodic reports and reporting them to the committee with consideration to the administrative sequence and endorse them with the student's file, contact the faculty member who

teaches the student to know the level of the student's attendance and their academic progress to identify the subjective reasons for such problems.

Students' roles and responsibilities in the academic advisory:

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

1. They must know the academic advisor's office hours.
2. Make an appointment with the academic advisor, preferably before each semester.
3. Drafting all the questions relating to their curriculum and bring them to the meeting.
4. Reviewing the student guide, which explains everything the department, faculty and the university needs.
5. Preparing and bringing correct information and data related to their needs before meeting the academic advisor.
6. Bring the study file for each course, as well as a list of questions.
7. Providing a clear idea of the academic and professional goals and involving the academic advisor with transparency and honesty.
8. Contribute with the academic advisor to develop a study program with an executive study schedule for the following semesters.
9. Asking all the questions they have because the academic advisor can help the students have a clear vision about what they want.
10. Ensure what the academic advisor communicates is implemented every two or three weeks.
11. Communicate electronically with the academic advisor about extra- questions
12. It is necessary to inform the academic advisor about the important changes of the studying program that may affect the performance and teaching-learning goals.
13. Ensure familiarity with the academic agenda, especially critical and final dates published on the department's bulletin board or through the faculty and the university website.
14. Creating files concerning academic advising documents.
15. Take responsibility for academic progress. Students are primarily responsible for their success.

Procedural steps for obtaining academic advising services:

The following procedural steps are adopted for the academic guidance:

1. The head or supervisor of the scientific department distributes the students to the faculty members according to the accredited academic advising schedule template one week before the beginning of the semester.
2. The faculty member in charge of academic advising handed over a hard copy and an electronic copy of the academic schedule for signature.
3. The concerned employee in the Deanship of Admission and Registration submits a user name and password to the Academic advisor.
4. The academic advisor announces the academic advising schedule through his website and the information panels available in the faculty.
5. The academic advisor creates a personal file for each student in the group assigned to him in order to document their academic follow-up process. The profile consists of:
 - 5.1 A personal data form for the student that includes the full name, National ID number or residence number, a detailed address, place and date of birth, department, training programs, student's electronic address and phone number, and the parent's mobile number, phone, or e-mail.
 - 5.2 A photocopy of the last academic qualification (high school or diploma).
 - 5.3 The student's curriculum plan.
 - 5.4 Follow-up form for student progress in the study plan for their majors.
 - 5.5 Academic program implementation plan.
 - 5.6 A recent copy of the academic record for current students shows the student marks in each course and semester and the cumulative average for the previous semesters, enabling the academic advisor to assess the student's level.
 - 5.7 A certified copy of the decision of alert, probation, excuse for absence, cancellation or postponement of studies, cancellation decision, course cancellation, changing a major to another within the college, or changing a major to another outside the college decision, or the decision to visit a branch of the university or another university.
 - 5.8 Reports of faculty members on the students' performance and their assistance if needed.
 - 5.9 A cancellation form from the course.
 - 5.10 Form for canceling or postponing the semester
 - 5.11 A form for transferring a major to another within the college
 - 5.12 A form for transferring a major to another outside the university
 - 5.13 A visit form to a branch of the university or another university.
 - 5.14 Re-enrollment form
 - 5-15- Complaint or grievance form



- 5-16- Form for deleting or adding a course
- 5-17- Attendance and absence form
- 5.18 Academic stumbling form
- 15-19- Academic Probation Form
- 5-20- Academic advisor meeting minutes' form with students
- 5-21- A paper or electronic transfer form
- 6- Students should contact an academic advisor through a personal visit according to the dedicated office hours to conduct a first consultative in the designated department or faculty.
- 7- Students must fill out the approved forms through the academic advising system according to the type of service required, paper or electronic. And a programmed email message to be sent to the academic advisor with the necessary service data. 8- The academic advisor reviews the academic advising system periodically during allotted office hours and does the following:
- 8-1- Providing the required service if it is among his capabilities.
- 8-2- Coordination with the committee, department council, faculty council, or any of the deanships or administrations if it is not among his capabilities
- 9- The academic advisor periodically evaluates the students' academic performance in their courses and attendance according to their schedules. And in case of failure or absence.
- 9-1- Updating a list of failing and absent students
- 9-2- Determining the notice of absence or notice of academic failure
- 9-3- Announcing their names and the need to meet him during the relevant office hours. In case of meeting:
- 9-3-1- they provide them with a notice of absence or notice of academic failure. 9-3-2- Discussing with them the reasons for failure or irregularity in attending the lectures.
- 9-3-3- Participate in preparing an implementation plan or program, each according to his case, that may recommend involving them in cooperative learning groups.
- 9-3-4 to report the failing and irregular students and the executive plan or special program for each one of them.
- 9-3-5 following up the implementation of this program to measure the level of their performance and achievements during it and after its implementation and as a result:
- 9-3-5-1- Raising a sign under their academic probation for an improvement test in their academic level.
- 9-3-5-2- To inform their parents about their academic un-proficiency via sending a form under the academic supervision of their children.
- 10- The academic advisor organizes a meeting with the concerned students who sign that they obtained the required service and comply with the academic advisor's recommendations.
- 11- The academic advisor monitors the academic service through documentation in the private file of each student.





Grievance and complaint to faculty members

Grievance and complaint to faculty members	59
Introduction:.....	60
Article (1):.....	60
Article (2):.....	60
Article (3): General purpose of complaints or grievances:.....	60
Article (4): The scope of applying the mechanism:	60
Article (5):.....	60
Article (6): The committee's tasks and responsibilities are as follows:	61
Article (7):.....	61
Article (8): Objectives of the committee:.....	61
Article (9): Criteria that govern the committee's work:.....	61
Article (10): Reasons for complaints or grievances:	62
Article (11): Means of filling out complaints and grievances:	62
Article (12): Procedural steps for filling out the complaints and grievances:	62
Article (13): Documents and papers required for the consideration of a complaint or grievance:	63
Article (14):.....	63

Executive Rules for Faculty Members' Grievance at the University of Tabuk

Introduction:

The University of Tabuk believes that a faculty member's participation in the educational process is fundamental and effective. The university has worked hard to ensure that they are completely satisfied in order to uphold quality standards. The most essential of which is striving to improve the quality of services provided to in-house recipients, which are critical to the ultimate educational outcomes and working to solve any problems they may be exposed to. Therefore, the university administration has formed a committee to consider faculty members' complaints and grievances, as well as a mechanism to accept faculty members' complaints and grievances.

Article (1):

The following words and phrases shall have the meaning ascribed to them below whenever they appear in these regulations. Anything not explicitly stated shall be interpreted in accordance with the systems of the Higher Education and Universities Council, their executive regulations, laws, and decisions in force in the Kingdom of Saudi Arabia, in a manner that is consistent with the goals of these rules.

University: University of Tabuk

President: The president of the University of Tabuk

Vice-president: University Vice-presidency for Academic Affairs.

Chairman of the Committee: Vice-president for Academic Affairs as a chairman of the committee

Committee: a committee to consider faculty members' complaints and grievances at the University

Article (2):

General Policy:

Improving the quality of services offered to the faculty members and identifying their academic and administrative issues, which are reflected positively on the outcomes of the educational process.

Article (3): General purpose of complaints or grievances:

Lifting the injustice of faculty members according to the Higher Education Council system and the executive regulations in force at the University of Tabuk.

Article (4): The scope of applying the mechanism:

The articles of this mechanism are applied to all Saudi and non-Saudi faculty members and employees of the University of Tabuk from various scientific ranks in various vicepresidencies, colleges, and assisting deanships departments, branches, and university colleges.

Article (5):

A committee is formed through a decision by the university's president to investigate complaints and grievances of faculty members from university employees and those who are equivalent to them. This committee is headed by the Vice-president for Academic Affairs and several members nominated by the head of the committee in their professional capacity. The committee's work is for one year from the date of the decision.

1. The Vice-President for Academic Affairs as the chairman
2. The dean of Human Resources Deanship as a member and vice-chairman of the committee
- 3- The dean of the relevant college
4. The administration manager of Human Resources Deanship



5. The administration manager of Personnel Management.
6. A member from the Legal Affairs Department
- 7 - An elected member from the Deanship of Development and Quality
- 8- A member from the University Vice-Presidency
9. The secretary of the committee

Article (6): The committee's tasks and responsibilities are as follows:

1. Following up on the continuous improvement of the mechanisms of addressing complaints and grievances.
- 2 - Addressing the problems facing faculty members.
- 3 - Providing appropriate recommendations to tackle the issues of complaints and grievances.
- 4- Following up on complaints and concerns received from various sources.
- 5- Checking the reasons for complaints and grievances with absolute objectivity and neutrality.
- 6- Maintaining information confidentially in a way that guarantees the appropriate conduct of the committee's examination processes and the safety of the members.
- 7- Documenting the complaints and requests received by the committee according to the college, department, and topics.
8. Preparing meeting minutes and detailed reports that include appropriate recommendations for handling complaints and grievances.
- 9-Submitting the minutes of the committee's meetings, including the recommendations of His Excellency the President of the University
- 10-Referring criminal or penal complaints or concerns to the competent authorities.

Article (7):

The University Vice Presidency for Academic Affairs has the authority to review these regulations regularly and make suggestions to the University Council for amendments, deletions, and additions. It also has the authority to interpret any of its provisions in a way that does not violate the document's text.

Article (8): Objectives of the committee:

The following are the desired outcomes of creating a committee to investigate faculty complaints and grievances at the University of Tabuk:

- 1-Continuously improving the quality of services provided to faculty members.
2. Contributing to the development of the academic and administrative work environment. 3-Keeping and retaining outstanding faculty members.
- 4-Achieving the principle of transparency and impartiality through a clear work mechanism that shows the procedural steps followed in the process of submitting complaints and grievances of faculty members
- 5-Identifying the faculty members' problems and challenges and trying to resolve them.

Article (9): Criteria that govern the committee's work:

- 1 - Experience and competence in addressing grievances and complaints.
- 2- Ensuring the complaint or regulations' confidentiality. As a necessary consequence, all documents relating to faculty member complaints and grievances and all committee deliberations are considered confidential and are only



disclosed to those who have the right to access information based on their roles in the process of dealing with such complaints or grievances.

3. The members of the committee shall meet every week and periodically to consider complaints and grievances
4. Objectivity and impartiality in consideration of complaints and grievances
- 5-Recognition of the Higher Education Council system and its implementing rules, such as those regulating the hiring of non-Saudis at universities and those regulating the activities of Saudi university affiliates, such as faculty members and those who are equivalent.
6. Ensuring that a complaint or grievance does not impact members of the committee.
- 7-Providing the committee with access to any of the documents related to the complaint or grievance.
- 8 -Processing the complaint conveniently, which is determined by the type of complaint or grievance.

Article (10): Reasons for complaints or grievances:

- 1-Grievance against an administrative decision impacting any of a faculty member's executive regulations-guaranteed rights.
2. Complaint against a faculty member.
3. Complaint against the direct boss/line manager.
2. Grievance against an academic decision regarding scientific research or academic promotions.
4. Grievance against a financial decision regarding his financial rights.
- 5- Issuance of an authority-approved decision that is discriminatory to the faculty member, fails to establish balance amongst faculty members, or does not preserve all the faculty member's rights.

Article (11): Means of filling out complaints and grievances:

- A-complaints boxes for faculty members (a box in front of the dean's office and Deanship of Development and Quality).
- 2 - Direct meetings with senior management.
 - 3-Meetings of heads of scientific departments directly
 - 4-Complaints and suggestions system through the university website.
 - 5-E-mail of the Deanship of Development and Quality

Article (12): Procedural steps for filling out the complaints and grievances:

- 1-The Deanship of Development and Quality follows up on providing the complaints and grievance boxes with the complaint or grievance forms, provided that the keys to these boxes are in the custody of the dean.
2. The complainant or petitioner shall fill in all the required data in the complaint form or grievance according to the means used to submit it.
- 3-Or submit it to the head of the competent department. The latter formally submits the complaint to the committee through the college's dean, and the committee member seconded from the Deanship of development and quality collects complaints and grievances from the boxes allocated for it.
4. At its meeting, the committee members shall sort complaints and grievances by faculty, department, and the type of the complaint or grievance. Then, they are tabulated in a special register called the complaints and grievances register.
5. The committee shall consider the complaint or grievance, examine its subject matter and investigate its causes by means that ensure that the facts are reached with the appropriate recommendations of His Excellency the President of the University where:



- 5.1. Rejecting the complaint in the event that all required data in the form of complaint or grievance is not completed and saving it
- 5.2. Accepting consideration of the subject matter of the complaint or grievance:
 - 5.2.1. Replying to the complainant if it is not proven correct and taking the necessary measures in case of repetition and preservation.
 - 5.2.2. -Or referring the procedures for processing a complaint or grievance to the competent college or department internally or referring them to the competent authorities if they are of a criminal or penal nature.
6. The committee replies to the complainant or grievance by providing a written statement that contains the following information:
 - 6.1-the first one reports the receipt of the complaint or grievance, including the complaint number, the date of receipt, the applicant data, and the complaint or grievance data.
 6. 2-The second includes the decision or decisions of the committee within (3) days from the date of receiving the complaint or the grievance if accepted to be considered. He/She shall be notified to follow up on his/her complaint or grievance if it requires a longer time with the reasons for making those decisions. He has the right to appeal its decision within a week of receiving the committee's decision.
 - 6.3. The faculty member shall be allowed to appeal against the decision or decisions of the committee within one week of receiving that resolution or those resolutions.
- 7-The committee follows up complaints and grievances using the complaint or grievance follow-up form
8. The complaints received shall be archived in documents and electronically with the committee, and a copy shall be archived with the Deanship of Development and Quality for documentation purposes and shall be used as an indicator in assessing institutional performance.
9. The mechanism and its performance shall be reviewed and measured periodically.

Article (13): Documents and papers required for the consideration of a complaint or grievance:

1. Complaint or grievance form
2. Any supporting documents or papers
3. Complaint or grievance follow-up form

Article (14):

These executive Rules shall apply from the date of their adoption by His Excellency the President of the University.



Career Guidance Unit

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

Mission:

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

Goals:

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

Contact Information:

Email:

ut@ut.edu.sa

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



Electronic Services

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

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

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

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

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

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

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

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

Means of Communications

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

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



Regulations, Manuals, Systems and Services

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

Description	QR code	Description	QR code
<p>Students: A folder of university directories for the regulations, executive regulations, rules, regulations, and services for the university's male and female employees.</p>		<p>M.Sc. Program: Program description file, which includes a description of the components of the study plan, learning outcomes, various services provided in the program, performance indicators, and approved course descriptions.</p>	
<p>Faculty members: A folder of university guides to the regulations, executive regulations, rules, regulations, and services for the university's faculty members and the like.</p>		<p>Quality Assurance Manual A comprehensive guide to all the organizations, duties and tasks in the program in accordance with the approved regulatory frameworks</p>	
<p>Department: A volume of university directories for regulations, executive regulations, rules, regulations, and services for administration affairs.</p>		<p>Safety and security guides Safety and Security Guide at Tabuk University</p>	