

SOFTWARE ENGINEERING PROGRAM HAND BOOK



INTRODUCTORY GUIDE TO THE BACHELOR'S PROGRAM

DEPARTMENT OF SOFTWARE ENGINEERING

**COLLEGE OF COMPUTER AND INFORMATION
SCIENCES**

JOUF UNIVERSITY

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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INTERACTIVE HANDBOOK VIDEO



Scan the QR code to watch a creative video of the handbook prepared by the SoftEng Club.

PART I: PROGRAM INTRODUCTORY GUIDE

❖ PROGRAM ESTABLISHMENT

The College of Computer and Information Sciences in Sakaka city was established based on Royal Decree No. (3030/M B) dated (23/3/1428 AH), and its operation started at the beginning of the first semester of the academic year 1430/1431 AH.

Currently, the college includes the following specializations:

- 1- Computer Science and Information Systems
- 2- Computer Engineering and Networks
- 3- Information Systems
- 4- Software Engineering

- **Software Engineering:**

The plan for the Software Engineering Department was approved by the University Council in the seventh academic year 1439/1440 AH, convened on 15/9/1440 AH.

❖ PROGRAM VISION AND MISSION

- **Vision:**

Leading in preparing distinguished cadres who contribute to the development and service of the community in Software Engineering.

- **Mission:**

Preparation of qualified scientific cadres in the various fields of Software Engineering through education that develops analytical abilities and practical competencies to serve society.

❖ PROGRAM GOALS

1. Provide high-quality education through a curriculum that equips graduates with essential knowledge and skills in Software Engineering.
2. Promote lifelong learning and continuous professional development for a successful career in Software Engineering.
3. Prepare students to uphold ethical and responsible practices in Software Engineering, enabling them to contribute positively to society.

❖ PROGRAM LEARNING OUTCOMES

Knowledge and Understanding

- 1- Demonstrate understanding of the characteristics and computing requirements of various components of computer-based systems.
- 2- Describe and explain the essentials of design, implementation, and evaluation of computer-based systems, processes, components, or programs.
- 3- Demonstrate knowledge of computing and mathematical concepts relevant to Software Engineering.

Skills

- 4- Apply principles of Software engineering, science, and mathematics to solve complex software problems and to address related research questions.
- 5- Apply software engineering design process to produce solutions that meet specified needs concerning public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
- 6- Apply software engineering tools and techniques to analyze and interpret data to make judgment and conclusions
- 7- Communicate effectively with a range of audiences.

Values

- 8- Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
- 9- Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
- 10- Demonstrate the ability for self-learning and continuing professional development.

❖ PROGRAM GRADUATES ATTRIBUTES

Graduates of the Software Engineering Department are expected to have the following abilities:

- 1- Knowledge of computer-based systems' design, development, and requirements, along with the application of computing and mathematics concepts to software engineering solutions.
- 2- Ability to apply software engineering principles, mathematical reasoning, and scientific methods to address complex software-related problems and explore innovative research questions.
- 3- Competence in designing, implementing, and evaluating software systems that address societal, cultural, and global needs while considering public health, safety, and environmental factors.
- 4- Proficiency in leveraging software engineering tools to analyze data and make informed, evidence-based decisions.
- 5- Capability to articulate complex software engineering ideas, concepts, and designs effectively to diverse audiences, including technical and non-technical stakeholders.
- 6- Dedication to upholding ethical standards, demonstrating accountability, and excelling in collaborative team environments through inclusive leadership while considering the global, economic, and societal impacts of their work.
- 7- Commitment to self-directed learning, staying updated with evolving technologies and best practices in software engineering.

❖ **FIELDS OF EMPLOYMENT FOR PROGRAM GRADUATES**

Some areas of software engineering work that a software engineering student can work in.

1. *Software Engineer*
2. *Software System Analyst*
3. *Software Business Analyst*
4. *Software Designer*
5. *Software quality assurance specialist*
6. *Software Architect*
7. *Software project manager*

❖ **PROGRAM ADMISSION REQUIREMENTS**

University admission requirements:

The Deanship of Admission and Registration at the university is responsible for the admission process. Students can apply to the Information Systems program through the online application process. Admission requirements are determined by the Deanship of Admissions and Registration for each academic year.

The requirements are as follows:

- 1- He must have a high school diploma or its equivalent from inside or outside the Kingdom.
- 2- He must not have obtained a high school diploma or its equivalent for more than five years, and the university director may make an exception to this condition if there are convincing reasons.
- 3- He must be of good conduct and medically fit
- 4- To successfully pass any test or personal interview deemed appropriate by the University Council

- 5- He must obtain approval from his reference to study if he works in any governmental or private entity
- 6- Must meet any other conditions determined by the University Council and announced at the time of application
- 7- He must not have been expelled from Al-Jouf University or any other university for disciplinary or academic reasons
- 8- It is not permissible for those who hold a bachelor's degree to be accepted to obtain another bachelor's degree, and the university director may make an exception to this
- 9- A student registered for another university degree or below may not be accepted, whether at the same university or another
- 10 - Admission to the Software Engineering Department requires passing the engineering track in the first common year with a grade of 3 out of 5 or higher.

❖ THE PROGRAM'S STUDY SYSTEM

The study system is regular, with the academic year: two semesters and a summer semester if available.

Semester: A period of time of no less than thirteen weeks during which academic courses are taught, including the registration and final examination periods.

Summer semester: A period of time not exceeding ten weeks, not including the registration and final exam periods, during which the period allotted for each course is doubled.

Academic level: It indicates the academic stage, and the number of levels necessary for graduation is twelve levels or more, according to the approved study plans.

Course: A study subject that follows a specific level within the approved study plan in the software engineering program. Each course has a number, symbol, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses. Some courses have previous or concurrent requirements.

Study unit: The weekly theoretical lecture, which is no less than fifty minutes long, or the practical lesson, which is no less than one hundred minutes' duration.

❖ DURATION OF STUDY

To obtain a bachelor's degree in software engineering, the student must successfully complete (137) hours of study.

The student is expected to complete the required number of hours within four years.

❖ CHOOSING A SPECIALTY

Students wishing to join the College of Computer and Information Sciences are admitted directly into the program based on their high school grades and national standardized test scores. Admission to the Software Engineering Department is determined using a weighted formula: 40% for the aptitude test, 30% for the achievement test, and 30% for high school grades.

❖ PROGRAM STUDY PLAN

Software engineering study plan is consisting of 8 Levels as showed in the next page.

Software Engineering Study Plan

Distribution of academic courses according to the two-semester system First Year

First Level							
N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	English Language 1	ENGL 001	5	5	10	6	---
2	Computer Skills	CIS 101	2	2	0	3	---
3	University Life Skills	EDU 101	2	0	0	2	---
4	Introductory To Mathematics	MTH 101	2	0	2	3	
Total			11	7	12	14	
Second Level							
N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	English Language 2	ENGL 002	5	5	10	6	ENGL 001
2	Programming & Problem Solving	CIS 102	2	2	0	3	CIS 101
3	Differential Calculus	MTH 102	2	0	2	3	MTH 101
4	Chemistry	CHM 103	2	0	2	3	---
Total			11	7	14	15	

Second Year

Third Level

N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	Principles of Islamic Culture	ISL101	2	0	0	2	---
2	Discrete Math	CIS 211	3	0	1	3	MTH 102
3	Integral Calculus	MTH 203	2	0	2	3	MTH 102
4	Linguistic Skills	ARB 100	2	0	0	2	---
5	Computer Programming (1)	CIS 203	3	2	0	4	CIS 102
6	General Physics (1)	PHS 101	3	2	0	4	---
Total			15	4	3	18	

Fourth Level

N	Course Name	Code	Hours				Pre-Req
			Con f	La b	Tut / Tr	Credit Hours	
1	Logic Design	CNE 261	3	2	0	4	MTH 102
2	Computer Programming (2)	CIS 204	3	2	0	4	CIS 203
3	General Physics (2)	PHS 102	3	2	0	4	PHS 101
4	Advanced Differential & Integral Calculus	MTH 204	2	0	2	3	MTH 203
5	Introduction to Software Engineering	SWE 201	3	0	0	3	CIS 203
Total			14	6	2	18	

Third Year

Fifth Level

N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	Optional Course 1	List(1)	2	0	0	2	---
2	Linear Algebra	MTH 285	2	0	2	3	MTH 203
3	Software Requirement Engineering	SWE 321	3	0	1	3	SWE 201
4	Data Structures	CIS 205	3	2	0	4	CIS 203
5	Computer Organization	CIS 343	3	0	0	3	CNE 261
6	Statistics & Probability	MTH 281	2	0	2	3	MTH 203
Total			15	2	5	18	

Sixth Level

N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	Optional Course 2	List (1)	2	0	0	2	---
2	Fundamentals of Data Base Systems	CIS 322	3	2	0	4	CIS 205
3	Operating Systems	CIS 342	3	0	1	3	CIS 205
4	Software Architecture & Design	SWE 322	2	2	0	3	SWE 321
5	Software Testing & Quality Assurance	SWE 341	2	2	0	3	SWE 321
6	Software Project Management	SWE 342	3	0	1	3	SWE 201
Total			15	6	2	18	
Field Training	SWE 391		1	0	0	1	90 Hrs

Fourth Year

Seventh Level

N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	Expression Writing	ARB 102	2	0	0	2	ARB 100
2	Professional Ethics	ISL 107	2	0	0	2	---
3	Computer Networks	CNE 463	3	0	1	3	CIS 342
4	Design & analysis of Algorithms	CIS 414	3	0	1	3	CIS 205
5	User Interface Design	SWE 421	3	0	1	3	SWE 201
6	Graduate Project 1	SWE 491	2	0	0	2	90 Hrs
7	Optional Course 1	List (2)	---	---	---	3	---
Total			---	---	---	18	

Eighth Level

N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	Optional Course 1	List(3)	2	0	1	2	---
2	Software Maintenance & Evolution	SWE 441	3	0	1	3	SWE 341
3	Software Security	SWE 481	2	2	0	3	CNE 463
4	Graduate Project 2	SWE 492	3	0	0	3	SWE 491
5	Optional Course 2	List(2)	---	---	---	3	---
6	Optional Course 3	List(2)	---	---	---	3	---
Total			---	---	---	17	

Optional List (1)

N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	Studies in the Prophet's biography	ISL 100	2	0	0	2	---
2	Contemporary Issues	ISL 108	2	0	0	2	---
3	Women and their developmental role	ISL 109	2	0	0	2	---

Optional List (2)

N	Course Name	Code	Hours				Pre-Req
			Conf	Lab	Tut / Tr	Credit Hours	
1	Artificial Intelligence	CIS 313	4	0	0	3	CIS 205
2	Cloud Computing	CIS 434	2	3	0	3	90 Hrs
3	Natural Language Processing	CIS 462	4	0	0	3	90 Hrs
4	Bioinformatics	CIS 463	2	3	0	3	90 Hrs
5	Intelligent Systems and Robotics	CNE 478	2	3	0	3	90 Hrs
6	Digital Image Processing	CNE 484	4	0	0	3	CIS 205
7	Fundamentals of Big Data	IS 427	4	0	0	3	90 Hrs
8	Enterprise Resources Planning	IS 472	2	3	0	3	90 Hrs
9	Web Application Development	SWE 411	3	2	0	3	CIS 204
10	Software Reuse	SWE 422	3	2	0	3	SWE 322
11	Software Configuration Management	SWE 442	4	0	0	3	90 Hrs
12	Selected Topics	SWE 493	4	0	0	3	90 Hrs
13	Design Patterns	SWE 423	4	0	1	3	SWE 322

Optional List (3)

N	Course Name	Code	Hours				Pre-Req
			Conf	La b	Tut / Tr	Credit Hours	
1	Volunteer-Work	BUS 101	2	0	1	2	---
2	- Entrepreneurship	EDU 102	2	0	1	2	---
3	-Chines language	CHIN 101	2	0	1	2	---

Total number of program hours : **137** credit hours

❖ PROGRAM ADVISORY COMMITTEE

It is a specialized scientific committee that includes an elite group of specialists and those interested in the field of software engineering. It seeks to develop the bachelor's program in the department, achieve its goals and objectives, develop the department's outputs, and enhance its position in society. The committee holds its meetings periodically.

Tasks of the Advisory Committee for the Bachelor of Software Engineering program:

- ❖ Contributing to the formulation of general specifications for the program graduate.
- ❖ Discussing the program's annual report, to identify strengths and weaknesses.
- ❖ Contributing to introducing various business institutions to the program, the department's capabilities, and its objectives.
- ❖ Make recommendations regarding the software engineering academic program, and ensure that the necessary academic and professional standards for the program are met.
- ❖ Providing recommendations regarding developing the program's curricula and educational curricula and updating them pending recent developments in the field of software engineering.
- ❖ Providing recommendations regarding guiding male and female students in choosing the appropriate courses of study according to their needs and academic levels.
- ❖ Providing recommendations regarding the development of scientific and technical research in the field of software engineering, and encouraging scientific research in this field.

- ❖ Evaluate the quality and effectiveness of the academic program, and make recommendations regarding improving the quality of teaching, training and learning in the program.
- ❖ Evaluate the quality and effectiveness of the academic program, and make recommendations regarding improving the quality of teaching, training and learning in the program.
- ❖ Participate in developing university policies and procedures regarding the software engineering academic program and provide the necessary input and recommendations to improve the quality of education and training in the program.
- ❖ Providing recommendations regarding the external relations of the academic program and expanding the university's cooperation with various academic and industrial institutions in the field of software engineering.
- ❖ Providing recommendations regarding employing program graduates, improving their opportunities in the labor market, and providing them with the necessary support to achieve their success in professional life.

❖ REGULATIONS APPLICABLE TO THE PROGRAM

The regulations for study and examinations for the university and the executive rules are the regulations in force in the department. These regulations include several aspects:

1. New student admission
2. Study system
3. Persistence and excuse from studying
4. Postponing and dropping out of school
5. Re-enrolment
6. Graduation
7. Dismissal from the university
8. Exams regulations
9. Transfer and visitor students.

❖ SERVICES PROVIDED TO PROGRAM STUDENTS

A- Academic and student guidance:

The Academic Advising Unit in the College of Computer and Information Sciences provides many courses and guidance files for academic advisors on a weekly basis to be presented to college students in various departments.

B- Learning resources:

Students of the Software Engineering Department benefit from the various learning resources provided by the university, such as the branch library in the College of Computer and Information Sciences building. Students also benefit from the computer laboratories in the college to receive various sciences.

C-Student activities:

The various committees in the College of Computer and Information Sciences organize a number of student activities that benefit male and female students in the department. These committees include the Professional Academies Committee, the Graduation Projects Committee, the Innovation and Entrepreneurship Committee, and the Student Activities Committee.

D- Classrooms, laboratories and equipment:

The department's students receive their traditional education in the shared classroom between the departments of the College of Computer and Information Sciences. Female students also receive their education in the halls of the female section. There is a large and diverse number of classrooms equipped with the latest educational methods. The College of Computer and Information Sciences also includes a number of computer laboratories in the male and female students' campuses, through which practical subjects are taught to the department's students.

E- E-learning

- ❖ The university - represented by the Deanship of E-learning and Digital Transformation provides all students in various colleges with the Blackboard platform through which male and female students receive virtual classes as well as interactive learning methods.

PART II : DETAILS OF REGULATIONS

❖ **ADMISSION-REGISTRATION & ENROLLMENT REGULATION**

- **Admission Requirements:**

- To be admitted to the Software Engineering (SWE) program, students must meet specific academic qualifications, such as completing secondary education (high school diploma or equivalent) and achieving satisfactory scores in required exams.
- Students applying to the SWE program may be required to pass additional entrance tests, interviews, or skill assessments, particularly if they are transferring from another university.

- **Registration Procedures:**

- After receiving admission, students must register for their courses at the start of each semester. Registration deadlines are set by the university, and late registration can incur financial penalties or the inability to enroll in specific courses.

- **Full-time Status:**

- A minimum of 12 credit hours per semester is required for full-time status. Full-time students are eligible for university services such as access to housing, extracurricular activities, and health insurance.

- **Part-time Students:**

- Those registered for fewer than 12 credits are considered part-time and may not be eligible for all university services.

- **Transfer Policies:**

- Transfer students may apply to join the SWE program from another institution, provided their grades meet the university's criteria.
- The transfer of credits is subject to approval by the academic committee, which evaluates course equivalency to ensure the courses taken at other institutions meet the university's standards.
- Core courses in software engineering may have stricter credit transfer rules, limiting the number of transferable credits in specialized areas.

- **Student Enrollment Status:**

- 1) *Full-time Students*

- Full-time enrollment status requires a student to register for a minimum of 12 credits per semester. This status grants eligibility for various university services such as housing, health insurance, and access to extracurricular activities.

- 2) *Part-time Students*

- Part-time students are defined as those registered for fewer than 12 credits per semester. Part-time students may not be eligible for certain benefits, such as on-campus housing, and may have limited access to university resources.

- 3) *Probation and Suspension*

- A student placed on academic probation must improve their GPA within a specified period to avoid suspension. Students who fail to meet the required academic standards after probation may face suspension or expulsion from the program.

❖ **ACADEMIC STRUCTURE AND GRADUATION REQUIREMENTS**

- **Program Curriculum:**

- The SWE program at Jouf University is structured into a mix of core courses (e.g., programming, software design, database systems), electives, and capstone projects. These components ensure a well-rounded education in both theoretical and practical aspects of software engineering.
- The curriculum also includes courses on emerging technologies, software security, and project management, preparing students for various roles in the industry.

- **Credit Hours:**

- The program assigns credit hours to each course, with the total credit hours required for graduation 137, depending on specific program requirements.

- **Core Courses:**

- These are mandatory for all students and focus on fundamental aspects of software engineering, such as object-oriented programming, data structures, and software testing.

- **Electives:**

- These allow students to explore specialized areas like artificial intelligence, machine learning, cloud computing, or advanced software engineering methodologies.

- **Graduation Requirements:**

- To graduate, students must:
 - Complete all required core courses.
 - Fulfill elective credit hour requirements.

- Maintain a minimum cumulative GPA (usually 2.0 or higher).
 - Complete a final capstone project, demonstrating their software engineering knowledge and skills.
- Students must apply for graduation through the Registrar's Office before the deadline, and they are required to clear any outstanding financial obligations or library fines to receive their degree.

❖ **ACADEMIC ADVISING AND COUNSELING**

A. Vision and Mission of the Counseling Center

- **Vision:** To become a leading center locally and regionally in the field of academic and student counseling services.
- **Mission:** To provide diverse academic and student counseling services that promote the holistic development of students' personalities, helping them achieve academic success and personal growth.

B. Core Values

- **Student-Centered:** The counseling services focus on the needs of the student, with the goal of improving their academic experience.
- **Excellence and Leadership:** The center strives for high standards in service delivery and innovation in academic counseling.
- **Communication and Motivation:** Regular interaction with students to motivate them toward achieving their goals.

C. Objectives of the Counseling Center

- **Promote Awareness of Counseling:** Spread awareness about the role of academic and student counseling among students, faculty, and staff.
- **Assist with Understanding University Systems:** Help students comprehend university regulations, systems, and procedures to avoid unnecessary academic challenges.
- **Offer Specialized Consultations:** Provide expert advice and counseling services to both students and academic advisors.
- **Develop Faculty Skills:** Enhance the skills of academic advisors and faculty members involved in counseling to ensure they can effectively guide students.
- **Address Common Student Issues:** Identify and offer solutions for common academic and personal issues faced by students, such as low academic performance and lack of engagement.
- **Offer Resources:** Provide information and resources related to academic counseling to students and staff.

D. Types of Counseling Services Offered

- **Individual Counseling:** Personalized counseling sessions where students receive one-on-one guidance on academic and personal issues. This service helps students design academic plans, address challenges, and make informed decisions about their education.
- **Group Counseling:** Group sessions for students facing similar academic or personal issues. This type of counseling fosters peer support and collective problem-solving.
- **Extended and Preventive Counseling:** Counselors offer preventive programs, including workshops and seminars, to help students address issues before they become problematic. Topics include exam preparation, stress management, and coping with academic pressure.

E. Academic Advisor Role and Responsibilities

- **Student Link:** Each student is assigned an academic advisor who serves as a primary point of contact for academic planning and guidance. Advisors help students select courses each semester, ensure they meet graduation requirements, and assist with academic challenges.
- **Regular meetings:** Advisors ensure students remain on track for graduation. Advisors also monitor student performance and provide tailored advice, such as recommending remedial courses or time management strategies if a student is underperforming.
- **Academic Planning:** Advisors assist students in designing a personalized academic plan that aligns with their capabilities and interests. This includes selecting courses, setting long-term goals, and ensuring the student stays on track for graduation.
- **Ongoing Monitoring:** Advisors regularly review the student's academic performance and help them overcome any obstacles. They provide guidance on how to improve grades or manage time effectively.
- **Building Strong Relationships:** Advisors are expected to build a rapport with students, ensuring trust and open communication. This allows them to offer tailored advice and ensure that students feel supported.
- **Encouraging Student Autonomy:** While providing support, advisors also encourage students to take responsibility for their education and decision-making, promoting independence and self-confidence.

F. Key Services Provided by the Counseling Center

- **Career Counseling:** The university offers career counseling services to help SWE students align their academic experiences with future career goals.

- Counselors provide guidance on career paths in software development, IT management, software testing, and entrepreneurship.
- Students are also encouraged to participate in internships or co-op programs to gain hands-on industry experience before graduation.
- Career Counseling helps students make decisions about their future careers, matching their skills and interests with the right academic programs and career paths.
- **Psychological and Social Counseling:** Psychological counseling services are available to support students dealing with academic stress, anxiety, or personal issues.
 - The Counseling Center provides strategies for coping with academic pressure and balancing personal life with university responsibilities.
 - The university also organizes workshops on stress management, time management, and exam preparation, which help students develop essential life skills.
 - Provides students with support for emotional and social issues that may affect their academic performance. The center offers strategies to cope with stress, anxiety, and other psychological challenges.
- **Counseling for Students with Special Needs:** Tailored services for students with disabilities or learning difficulties to ensure they have equal access to academic opportunities and support in overcoming challenges.
- **Workshops and Training:** The center organizes workshops on important skills such as time management, study habits, stress reduction, and exam preparation to help students excel academically.

G. Counseling for Future Students (High School Outreach)

- The center also extends its services to high school students, helping them transition smoothly to university life. This includes providing information about university admission requirements, available academic programs, and what to expect during their first year at university.

H. Counseling for Special Student Groups

- **Talented and Gifted Students:** Counseling for students with exceptional academic talents, offering support to nurture their abilities and guide them toward achieving their full potential.
- **Students with Disabilities:** The center works closely with students who have special needs, ensuring they have the resources and support required to succeed in their academic journey.

I. Extended Counseling Services

- **Outreach Programs:** The center provides extended counseling services outside its physical location. This includes organizing seminars, workshops, and interactive sessions within various colleges. Topics might include managing stress, preparing for exams, or adjusting to university life.
- **Community Engagement:** The center also extends its services to the local community, offering counseling and workshops on various topics such as mental health, addiction prevention, and family counseling.

J. Organizational Structure of the Counseling Center

- The counseling center is organized into several units, each responsible for a specific aspect of counseling services:

- **Follow-Up and Evaluation Unit:** Oversees the implementation of approved programs, evaluates the effectiveness of services, and provides regular reports.
- **Planning, Programs, and Training Unit:** Designs programs and workshops, organizes training sessions for academic advisors, and plans activities in line with the center's mission.
- **Psychological and Social Counseling Unit:** Provides specialized psychological counseling and social support, conducts relevant studies, and implements interventions as needed.
- **Counseling for Gifted Students and Students with Special Needs:** Manages programs for talented students and those with special needs, ensuring they receive the appropriate guidance and support.
- **Measurement and Psychological Testing Unit:** Administers psychological tests and assessments to help identify student needs and abilities, supporting the academic counseling process.
- **Electronic Counseling and Media Unit:** Manages the center's online presence, promotes counseling services, and answers queries related to the center's activities.

K. Tools and Methods Used by the Counseling Center

- **Training Courses:** For faculty and students on counseling methods, time management, and academic success.
- **Workshops and Seminars:** On a variety of topics including stress management, personal development, and academic skills.
- **Counseling Campaigns:** Organized on-campus or online campaigns aimed at raising awareness of counseling services, such as campaigns on exam preparation, drug awareness, or time management.

- **Online Counseling:** The center offers electronic counseling services through the university's official website, where students can ask questions and receive advice via email or other digital means.

L. Preventive and Developmental Counseling

- The center's approach includes both preventive and developmental counseling. Preventive counseling helps students deal with issues like stress and anxiety before they escalate, while developmental counseling focuses on enhancing personal and academic skills.

M. Psychological and Career Counseling

- The center offers specialized counseling services for students struggling with mental health issues, such as depression or anxiety. Career counseling is also provided to help students align their academic path with their future career goals.
- The university offers career counseling services to help SWE students align their academic experiences with future career goals. Counselors provide guidance on career paths in software development, IT management, software testing, and entrepreneurship.
- Students are also encouraged to participate in internships or co-op programs to gain hands-on industry experience before graduation.

❖ STUDENT RIGHTS AND RESPONSIBILITIES

⇒ Introduction

This Regulation outlines the mutual understanding between students and the university regarding the rights guaranteed to students and the responsibilities they must adhere to. It emphasizes creating a balanced university experience that upholds justice and fairness while ensuring academic and social well-being.

⇒ General Principles

- Purpose: The document aims to promote a culture of rights and responsibilities within the university, ensuring that students are aware of what they are entitled to and what is expected of them.
- Not a Substitute for Law: The document does not replace any existing laws or regulations but complements them. In case of any conflict, the official university or state regulations prevail.
- Student Awareness: The document aims to inform students about their academic and service-related rights and how to access them, as well as their obligations towards the university.

⇒ Academic Rights of Students

- Study Environment: The university must provide a conducive environment for learning, ensuring access to educational resources and facilities.
- Access to Information: Students have the right to access course materials, curricula, and academic schedules.
- Freedom to Modify Registration: Students can add or drop courses, or even withdraw from the semester, according to university rules.

- **Fair Examination Process:** Students have the right to fair assessments, ensuring that test questions reflect course material, and the grading is transparent and justified.
- **Exam Review:** Students have the right to request a review of their exam results if they feel the evaluation was unfair.
- **Make-up Classes:** If a professor cancels a class, they must provide make-up sessions to ensure course completion.
- **Academic Support:** Students have the right to engage in respectful academic discussions with professors without fear of reprisal.

⇒ **Non-Academic Rights of Students**

- **Participation in Activities:** Students are entitled to participate in university-organized activities and use its facilities (libraries, sports grounds, etc.).
- **Grievance and Complaint Procedures:** Students can file complaints against faculty or administrative staff if they feel wronged. These complaints are handled through a formal process to ensure fairness.
- **Disciplinary Hearings:** If accused of misconduct, students have the right to defend themselves before any disciplinary action is taken.
- **Confidentiality:** Students' academic records and personal information must be handled with confidentiality, and access to them is restricted to the student or authorized personnel.

⇒ **Responsibilities of Students in Academic Matters**

- **Attendance and Participation:** Students must attend classes and complete all course requirements according to the academic calendar.
- **Respect for Faculty and Peers:** Students are required to treat faculty, staff, and fellow students with respect, both inside and outside the classroom.

- Adherence to Exam Rules: Cheating or any form of academic dishonesty is strictly prohibited. Violators may face disciplinary action.
- Academic Integrity: Plagiarism and using unauthorized help for assignments or exams are not tolerated. Plagiarism and cheating are strictly prohibited. Students must complete their own work and properly cite sources in assignments and projects. Violations of academic integrity policies result in disciplinary actions, including suspension or expulsion from the program.

⇒ Non-Academic Responsibilities

- Respect University Property: Students must not damage university property or facilities. Any violation will lead to disciplinary measures. Students are expected to respect university property and maintain cleanliness in labs, classrooms, and other facilities. Vandalism or damage to property will result in disciplinary measures.
- Proper Conduct: Students must maintain proper conduct on campus, following Islamic and university norms. This includes appropriate dress and behavior.
- Environmental Responsibility: Students are expected to maintain cleanliness and order within university premises.
- Participation in University Life: Students should engage in activities that contribute to the positive culture of the university, avoiding disruptive behaviors such as smoking or unpermitted gatherings on campus.

❖ EXAMINATIONS AND GRADING POLICIES

1. Final Examinations:

- **General Rules:**

- Final exams are typically held at the end of each semester. Students must take these exams to complete their courses.
- If a student does not attend the final exam without prior approval or a valid reason, they automatically receive a failing grade (F) for that course.

- **Scheduling:**

- Final exams are scheduled according to the university's academic calendar. The schedule for these exams is usually announced in advance to give students adequate preparation time.
- Any exceptions to the exam schedule (such as a rescheduled exam) require approval from the academic council and are generally only allowed for compelling reasons.

- **Re-sit or Make-up Exams:**

- Students who miss an exam due to a legitimate reason (illness, emergency, etc.) can apply for a make-up exam. This application must be submitted to the academic department and include documentation for the absence.
- The make-up exam must be held within a time frame set by the university, typically before the end of the following semester.

2. Grading System:

- **Grading Scale:** The university follows a letter grading system with the following scale:
 - A: Excellent
 - B: Very Good
 - C: Good
 - D: Pass
 - F: Fail
- **Grade Points:** Each letter grade corresponds to a specific number of grade points, which are used to calculate the student's GPA. For example, an "A+" might be worth 5 points, a "A" worth 4.5, and so on.
- **GPA Calculation:** The student's GPA is calculated by averaging the grade points earned in each course, weighted by the number of credit hours for each course. This GPA is updated at the end of each semester and is used to determine the student's academic standing.

3. Grade Distribution:

- **Coursework vs. Final Exam:**
 - In most courses, the final grade is composed of two main components:
 - **Coursework** (mid-term exams, assignments, quizzes, projects, etc.): This accounts for a certain percentage of the final grade, typically between 40-60%.
 - **Final Exam:** This usually makes up the remaining percentage (40-60%), depending on the nature of the course.
 - The specific breakdown of how the grade is calculated must be communicated to students at the beginning of each course.

4. Examination Format:

- **Question Types:**

- The format of the final exam can vary depending on the course. Common types of exams include multiple-choice, essay-type, and practical exams for lab-based courses.
- Professors must outline the format of the exam at the start of the semester, and sample questions or past papers are often provided to help students prepare.

- **Exam Length:**

- The duration of final exams is capped at a maximum of three hours, as per university regulations.
- Exams shorter than three hours are also common, depending on the course content and complexity.

5. Grade Appeals and Revisions:

- **Appealing a Grade:**

- If a student believes there has been an error in the grading of an exam or assignment, they have the right to appeal. The appeal process involves:
 - First, the student contacts the course instructor to discuss the grade.
 - If not resolved, the student can escalate the appeal to the department head, who will review the case.
- Appeals must be filed within a set period, usually within **one week** after the grade is posted.

- **Reviewing Exam Papers:**

- Students have the right to request a review of their exam papers. If an error is found (for example, a miscalculated score), the grade will be adjusted accordingly.
- If the student disagrees with the instructor's assessment, a committee may be formed to re-grade the exam.

6. Academic Integrity in Exams:

- **Cheating:**

- The university has strict policies against cheating during exams. Students caught cheating may face penalties ranging from receiving a zero on the exam to being expelled from the university, depending on the severity of the offense.
- Examples of cheating include using unauthorized materials, copying from another student, or impersonating another student.

- **Plagiarism:**

- Plagiarism is also considered academic misconduct. Students must ensure that all written work (assignments, projects, etc.) is original and properly cited. Plagiarism can lead to a failing grade for the course or further disciplinary action.

7. Incomplete Grades (IC):

- If a student is unable to complete a course for valid reasons, they may be given an "Incomplete" (IC) grade. The student must complete the remaining coursework or exam within a specified period, usually by the end of the following semester.
- If the coursework is not completed within the allowed time, the IC grade will automatically convert to a failing grade (F).

8. Make-up Exams and Additional Considerations:

- **Eligibility:**
 - Students who miss the final exam due to documented reasons (e.g., medical issues, family emergencies) can apply for a make-up exam. Approval must come from the academic department.
- **Timing:**
 - The make-up exam must be scheduled within a specific time frame, typically no later than the next semester. This ensures that students can continue with their academic progress without significant delays.

❖ ATTENDANCE AND LEAVE POLICIES

- **Mandatory Attendance:**
 - Students must attend all scheduled lectures, labs, and seminars. Attendance is tracked, and excessive absences without valid reasons can lead to disciplinary action.
- **Leave of Absence:**
 - If students need to take a break from their studies due to personal, medical, or financial reasons, they must apply for a leave of absence. The request must be approved by the university, and students are expected to return to their studies at the agreed-upon time.
- **Withdrawal from the University:**
 - Students who wish to permanently withdraw from the university must complete the necessary paperwork, including settling any outstanding financial obligations and returning university property. Re-enrollment is possible after withdrawal but is subject to university review.

❖ GRIEVANCE AND COMPLAINT PROCEDURES

1. Introduction

Students who feel their rights have been violated, whether academically or non-academically, can file a formal grievance with the university. Grievances must be submitted within 15 days of the incident, using the appropriate form provided by the university.

2. Objectives of the Grievance Regulations

The regulations aim to:

- **Ensure the student's right to services:** Guarantee that students can access both academic and non-academic services.
- **Uphold the university's role as an academic institution:** Ensure the university functions as a leading institution in both education and ethics, focusing on academic and moral responsibility.
- **Promote fairness and equality:** Make sure that the university follows principles of justice and equality in decision-making and conflict resolution.
- **Enhance student satisfaction:** Improve the quality of student life by ensuring their complaints are handled fairly and efficiently.
- **Define procedures for grievances:** Provide a clear and transparent process for students to raise complaints and disputes.
- **Continuous improvement:** Use student feedback to refine university policies and administrative procedures, promoting an ongoing improvement process.

3. Grievance Filing (Article 2 of Complaints Regulation)

- **Right to File a Grievance:** Students have the right to file a grievance if they feel their academic or non-academic rights have been violated. These grievances must be submitted to the appropriate department or committee that handles such matters.
- **Types of Grievances:** The grievance can be related to academic issues (such as exam grades or unfair treatment by a professor) or administrative issues (such as registration problems or misconduct by staff).
- **Timeframe:** The student must submit their grievance within 15 days from the date of the incident or decision they are disputing.

4. The Higher Grievance Committee (Article 3 of Complaints Regulation)

- **Formation:** The Higher Grievance Committee is appointed by the university president and consists of at least five members, two of whom must be experts in law or Islamic studies.
- **Functions:**
 - The committee is responsible for reviewing grievances and ensuring that student rights are upheld.
 - It can consult experts or specialists inside or outside the university if necessary.
 - The committee operates under the supervision of the **Vice Rector for Academic Affairs**, who has the authority to ensure the committee's recommendations are implemented.

5. Goals of the Committee (Article 4 of Complaints Regulation)

- **Ensure justice:** The committee's primary goal is to ensure fairness and justice among students.
- **Uphold students' rights:** Ensure that student rights are protected according to university policies and relevant regulations.
- **Support legal compliance:** Ensure that decisions made by the committee align with university laws and regulations, as well as broader legal principles such as Sharia law.

6. Duties of the Grievance Committee (Article 5 of Complaints Regulation)

- **Reviewing Grievances:** The committee is responsible for reviewing and addressing student grievances, as well as modifying policies related to student rights and complaints if needed.
- **Providing Forms:** The committee ensures that the necessary forms for filing grievances are available. These forms include:
 1. **Form 1:** For students requesting a review of their exam grades.
 2. **Form 2:** For students requesting a review of administrative decisions or resolving non-academic disputes.
- **Decision-Making:** The committee evaluates the evidence provided and renders decisions on student grievances, forwarding recommendations to the **Vice Rector for Academic Affairs**.

7. Subcommittees and Their Role (Article 7 & 8 of Complaints Regulation)

- **Formation of Subcommittees:** Each college within the university has a subcommittee formed by the college's governing body. These subcommittees deal with grievances at the departmental or college level.
- **Subcommittee Duties:**

- Inform students about their rights and the formal process for filing grievances.
- Review and assess complaints and present their recommendations to the appropriate authorities.
- Handle initial grievances related to academic and non-academic issues, and refer unresolved issues to the Higher Grievance Committee for further review.

8. Grievance Filing Procedure (Article 9 of Complaints Regulation)

- **Confidentiality:** Grievances must be handled with full confidentiality when required.
- **Filing a Grievance:** Students can request a review of their grades or raise a complaint about administrative issues by filling out **Form 1** (for grades) or **Form 2** (for administrative complaints). The grievance is submitted to the relevant college dean or department head.
- **Documentation:** The grievance must be accompanied by supporting documents, such as academic transcripts or evidence of unfair treatment.
- **Timeframe:** Grievances must be filed within 15 days of the incident. If a student misses this deadline, they lose the right to file the complaint.
- **Group Complaints:** In cases where multiple students file a collective complaint (e.g., more than 25% of students in a course), it is handled through formal procedures, and each student must submit individual grievances.

9. Grievance Resolution Process (Article 10 of Complaints Regulation)

- **Step 1:** The student submits the grievance to the relevant department or office (college dean, academic unit, or administrative office).

- **Step 2:** If the grievance involves the head of the department or office, the complaint is escalated to the next level of authority.
- **Step 3:** The department head reviews the grievance, records it, and notifies the student of the expected timeline for a response.
- **Step 4:** The committee reviews the complaint following the university's established guidelines and issues a decision. If necessary, the student's exam paper or other evidence is re-evaluated.
- **Final Step:** The student is notified in writing of the final decision. If the student is unsatisfied, they may appeal to the Higher Grievance Committee.

10. Disciplinary Actions for False Complaints (Article 9, point 11 of Complaints Regulation)

- **False Complaints:** If it is determined that a student's grievance is baseless or submitted maliciously, the student may face disciplinary action as per the university's code of conduct.

12. Grievance Appeals and Final Resolution (Article 13 & 14 of Complaints Regulation)

- If a student is dissatisfied with the outcome of a grievance, they may appeal the decision to the Higher Grievance Committee.
- Appeals must be filed within 15 days of the initial grievance decision. Failure to do so results in the forfeiture of the right to appeal.

❖ GRADUATION HONORS AND AWARDS

- **Graduation Honors:**
 - **First Class Honors:** Awarded to students who graduate with a GPA of 4.75 or higher, without any failed courses.
 - **Second Class Honors:** Awarded to students with a GPA between 4.25 and 4.75, who also have no failed courses.
 - Honors are reflected on the student's transcript and diploma, and students who graduate with honors are recognized during the commencement ceremony.