

جامعة الجوف  
Jouf University

PROGRAM  
HANDBOOK

2025

# Master of Science in Cybersecurity

**Department of Computer Science**

**College of Computer and Information Sciences**

**Jouf University**



جامعة الجوف  
Jouf University

رؤية  
VISION  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA

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# PROGRAM PROFILE

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# 1. Presenting Information

## 1.1 General Information

## 1.2 Program Identification

### Program's Main Location:

College of Computer and Information Sciences, Jouf University, Sakakah

### Branches Offering the Program (if any):

Main campus, Sakakah (boys' and girls' sections)

### System of Study:

Coursework and research project

### Mode of Study:

On Campus

### Total credit hours: (33)

### 1.2.1 Professions/jobs for which students are qualified

The graduate job list includes:

1. Cybersecurity specialist
2. Cybercrime analyst
3. Incident analyst
4. IT auditor
5. Cybersecurity analyst
6. Cybersecurity consultant
7. Penetration and vulnerability tester
8. Cybersecurity manager

9. Cybersecurity engineer
10. Cybersecurity architect

### 1.2.2 Relevant occupational/ Professional sectors

There are many job opportunities waiting for Saudi cadres with M.Sc. certificate specialized in Cybersecurity which meet the needs of the Saudi labor market in the public and private sectors in many fields such as Oil companies, banks, commerce and business field, medicine and health field, education and higher education field, telecommunications companies, etc.

## 1.3 Mission, Goals, and Program Learning Outcomes

### 1.3.1 Program Mission

Providing distinguished educational, professional, research and community outcomes locally and regionally in the field of cybersecurity, consistent with quality standards and contributing to meeting the needs of the labor market and community service.

### 1.3.2 Program Goals

1. Provide high quality education through advanced curricula and equip graduates with essential knowledge and skills in cybersecurity field.
2. Promote research and technological development for professional growth in the Cybersecurity labor market.
3. Empower students with essential skills to embrace lifelong learning.
4. Support Saudi society by providing skilled cybersecurity consultants to address emerging challenges and enhance digital security.

### 1.3.3 Program Learning Outcomes

Knowledge and Understanding:	
K1	Demonstrate deep understanding of modern and advanced developments, theories, and technical topics in cybersecurity.
K2	Demonstrate deep understanding of the processes, practices, policies, and procedures in cybersecurity to protect and defend cyber systems, respond to advanced cyber-attacks, and recover from them.
Skills:	
S1	Use and critically review a variety of specialized methods, techniques, tools and practices to address advanced cybersecurity problems.
S2	Design and implement advanced cybersecurity research and innovative projects to develop cybersecurity products and services.
S3	Communicate in various forms to demonstrate specialized knowledge and skills with different categories of beneficiaries.
S4	Process data and information in advanced cybersecurity contexts using quantitative and qualitative methods.
Values, Autonomy, and Responsibility:	
V1	Participate effectively as leader and/or a member of a team in professional projects in the field of cybersecurity with high integrity and responsibility while adhering to ethics and standards of the cybersecurity profession.
V2	Demonstrate high autonomy in planning and managing tasks and taking professional decisions in the field of cybersecurity.

## **1.4 Research Project and Its Requirements**

### **1.4.1 Registration of the Research Project**

Students should accomplish a project to solve a real-world problem or exploit a real-world opportunity. The project will start in the second semester and should be finalized in the final semester and the project should be of a research and practical nature.

### **1.4.2 Scientific Supervision**

The academic advising is conducted by the student project's supervisor. One weekly lecture is arranged for graduate students to help advising and guiding them through their work. The department supports the students by offering the necessary components, tools, and environment needed for successful completion of their projects.



## 2. Curriculum and Course Description

### 2.1 Curriculum

#### 2.1.1 Curriculum Structure

Program Structure	Required/Elective	No. of Courses	Credit Hours	Percentage
Course	Required	6	18	55%
	Elective	3	9	27%
Research Project (if any)	-	-	6	18%
Field Experience(if any)	-	-	-	-
Others (.....)	-	-	-	-
Total		10	33	100%

#### 2.1.2 Program Courses

Level	Course Code	Course Title	Required Or Elective	Pre-Requisite	Credit Hours	Type of requirements
Level1	CS 611	Cryptography for Cyber and Network Security	Required	-	3	Program
	CS 612	Security Risk Analysis Management System	Required	-	3	Program
	CS 613	Information Governance	Required	-	3	Program
Level 2	CS 614	Secure Programming	Required	CS611	3	Program
	CS 615	Ethical Hacking and Penetration Testing	Required	CS612	3	Program
	CS 624 / CS 625	Security of Mobile Systems / Network Security	Elective	-	3	Program
Level 3	CS 616	Digital Crime and Forensics	Required	CS613	3	Program
	CS 621/CS 622	Security of Cloud Computing Systems/ Security of Operating Systems	Elective	-	3	Program
	CS 623/CS 696	Security of Database Management Systems / Selected Topics in Cyber Security	Elective	-	3	Program
Level 4	CS 698	Research Project	Required	-	6	Program

### 2.1.3 Program Learning Outcomes (PLOs) Mapping Matrix

Course code & No.	K1	K2	S1	S2	S3	S4	V1	V2
CS 611	I	I	I	I			I	
CS 612	I	I	I		I	I		I
CS 613	I		I		I		I	
CS 614		P	P	P		P		
CS 615		P	P			P	P	P
CS 616		P	P		P		P	P
CS 621	M		M	M		M	M	
CS 622		M	M	M				M
CS 623	M	M	M	M			M	M
CS 624		M	M	M			M	M
CS 625	M	M	M	M				M
CS 696	M		M					M
CS 698	M	M	M	M	M	M	M	M

## 2.2 Courses general description

### 2.2.1 Courses of level 1

#### Information Governance (CS613)

This course explores the key impact areas of Information governance such as legal functions, Records, and Information Management (RIM), Information Technology (IT), Privacy & Security, and Business Operations. Specific recommended processes, technologies, and best practices will be discussed on this course. Although information is a key source of value, retaining excessive information also carries legal and compliance risks. This course demonstrates how costly mismanaged information can be and presents techniques to minimize risk related to poor IG. Moreover, carrying out well-considered IG initiatives and policies to secure information in social media, mobile computing, cloud computing, and traditional e-mail. Addresses the practicalities of managing these various information platforms are also discussed.

#### Security Risk Analysis and Management (CS612)

Threat analysis, Assessing Vulnerability, Information , Critical infrastructure and Key Assets, Security policy, Risk analysis process, Risk analysis models, tools and technologies, Risk identification , Risk assessment, Prioritizing Risk, Risk control, selecting risk control strategies, Risk control practices, planning and strategies to mitigate risk.

#### Cryptography for Cyber and Network Security (CS611)

This course provides students with a comprehensive study of modern cryptography. A variety of topics is covered, including symmetric encryption, public-key encryption, digital signatures, message authentication codes, and hash functions. The course also involves cryptographic protocols, including the key-exchange protocol, remote user authentication, and interactive

proofs.

### 2.2.2 Courses of level 2

#### **Secure Programming (CS614)**

This course will present the basic topics in computer security and their relation to secure programming. Security models, threats, design principles and secure coding practices will be discussed. We will also look at programming language features and semantics to evaluate whether they help or hurt the ability to write secure programs.

#### **Ethical Hacking and Penetration Testing (CS615)**

This course introduces the principles and techniques associated with penetration testing and ethical hacking. The course covers planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. The student will learn how system vulnerabilities can be exploited and how to avoid such problems.

### 2.2.3 Courses of level 3

#### **Digital Crime and Forensics (CS616)**

This course provides students with an introduction to digital crime and with insight into system forensics investigation and response. He will also gain the ability to analyze potential vulnerabilities that can have an adverse impact on digital assets. In addition, the student will learn procedures for investigating computer and cybercrime, and concepts for collecting, analyzing, recovering, and preserving forensic evidence. Students will learn how to respond to cyber breaches, including the recovery, preservation, analysis of digital evidence, and proper incident response. In addition to the tools of the digital forensics trade, students will become familiar with relevant federal statutes. They will be presented with various scenarios a digital forensics investigator may face and be asked how they would react.

### 2.2.4 Courses of level 4

#### **Research Project (CS698)**

This is an advanced research project conducted individually under the guidance of an academic supervisor. It gives students the chance to investigate and contribute to an area at the cutting edge of cyber security. As part of the project students will present their work to an audience and write a major report detailing their results. Project topics vary from year to year depending on staff availability and research focus.

### 2.2.5 Elective Courses

#### **Security of Cloud Computing Systems (CS621)**

This course provides the ground-up coverage on the high-level concepts of cloud landscape, architectural principles, techniques, design patterns and real-world best practices applied to Cloud service providers and consumers and delivering secure Cloud based services. The course will describe the Cloud security architecture and explore the guiding security design principles, design patterns, industry standards, applied technologies and addressing regulatory compliance requirements critical to design, implement, deliver, and manage secure cloud-based services. The course delves deep into the secure cloud architectural aspects with regards to identifying and mitigating risks, protection and isolation of physical & logical infrastructures including compute, network and storage, comprehensive data protection at all OSI layers, end-to-end identity management & access control, monitoring and auditing processes and meeting compliance with

industry and regulatory mandates.

**Operating Systems Security (CS622)**

This advanced course adopts a highly technical approach to cover important security techniques and tools. By providing visibility both into attack and possible security holes, this course provides you with a complete guide on how to mitigate security risks in any Linux environment. This course will walk you through the many risks and threats that exist, show you how to use best practices by open-source tools to mitigate or counteract those threats, and teach you what you need to know to detect and recover from those attacks that do happen.

**Security of Database Management Systems (CS623)**

This course provides a strong foundation in database security and auditing. This course covers the following topics: security architecture, operating system security fundamentals, administration of user, profile, password policies, privileges and roles, database application security models, access control, virtual private databases, databases auditing models, application data auditing, distributed database systems security, and database security solution as database monitoring and blocking.

**Security of Mobile Systems (CS624)**

The purpose of this course is to provide students with the theoretical knowledge and practical skills needed to appraise vulnerabilities and threat vectors associated with mobile computing devices. This course provides an in-depth technical overview of the security features and limitations of modern mobile devices and systems, including the top risks and vulnerabilities, every IT professional needs to know.

**Network Security (CS625)**

Network security attacks and impacts, Network and protocols vulnerabilities, DDoS attacks, Botnets, DNS cache poisoning, BGP security, Security models, Network security protocols (IPsec, SSL, and Kerberos), VPN, Application layer security protocols (POP, IMAP, SMB, Web Services Security), Access control, Firewall, Intrusion detection systems, Network security management (SIEM technology), Wireless infrastructure security.



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## 3. Admission and Registration

Admission to the MS, Cybersecurity program is competitive. Applications are reviewed and decisions are made on a rolling basis when application packets are complete. Candidates are encouraged to apply early, as seats often fill quickly. The Program Coordinator looks at a variety of criteria that measure a candidate's potential for being a successful student. The following characteristics are considered in making admission decisions.

### 3.1 The General Basic Principles

**The academic year:** consists of two main semesters and one summer semester.

**The academic semester:** consists of a period of time not less than fifteen weeks, all courses of which are taught, and registration periods and final exams are not included within it.

**The summer semester:** consists of a period of time that does not exceed eight weeks and does not include the registration and final exam periods, and during which the period allocated to each course is doubled.

**The academic level:** is indicative of the academic stage, and the number of levels required for graduation is eight levels or more, according to the approved study plans.

**A course:** is a subject that follows a specific level within the approved study plan in each major program. Each course has a number, code, name, and detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and it is permissible for some courses to have a pre-requisite or requirements or concurrent with it

**The study unit:** is the weekly theoretical lecture of no less than fifty minutes, or the clinical lesson of no less than fifty minutes, or the practical or field lesson of no less than one hundred minutes

**Academic warning:** is the notice given to the student due to a decrease in his GPA below the minimum indicated in these regulations.

**Semester work degree:** the degree awarded for work that shows the student's achievement during a semester of tests, research, and educational activities related to the course.

**Final Exam:** A course test that is held once at the end of the semester.

**Final exam score:** the score that the student obtains in each course in the semester final exam.

**Final score:** the sum of the semester work scores plus the final exam score for each course.

**Grade:** a description of the percentage or alphabetical code of the final grade the student attained in any course. The semester average: is obtained by dividing the total points obtained by the student by the total units of all the courses he studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course the student studied.

**Cumulative GPA:** is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units determined for those courses.

**General estimate:** Describe the student's level of educational attainment during his studies at the university.

**Minimum academic load:** the lowest number of academic units that a student should register in proportion to his cumulative GPA.

## 3.2 Entrance requirements

- The applicant must be Saudi, Non-Saudi Must, be on official Scholarships for graduate studies.
- The applicant must have a bachelor's degree with a minimum GPA of "good" in Computer and Information Sciences or related disciplines.
- The applicant must have a score of (450) or more in the English language test (TOEFL) or what is equivalent in the other approved tests, or have a bachelor's degree from an institution which uses English as a medium of instructions.
- The differentiation between the students will be according to the following percentages: 60% is based on the student bachelor CGPA and 40% on the University ability test and the department has the right to add any additional requirements.
- The applicant must successfully pass a personal interview.
- The department can add other requirements.



## 4. Study and Examination Regulations

### 4.1 Definitions

The following words and expressions - wherever they appear in these regulations - mean the meanings indicated in front of each of them, unless the context requires otherwise.

**Postgraduate studies:** a higher level of study than the bachelor's level (such as a higher diploma, master's, or doctorate).

**Classification:** The unified Saudi classification for educational levels and specializations issued by Council of Ministers Resolution No.(75) dated 1/27/1442 AH, and any amendments or updates thereto.

**Program:** A set of academic courses, a dissertation, a graduation thesis, a comprehensive exam, or some of them. Which the student studies during a specific period of time; To obtain an academic degree or postgraduate certificate in the field of specialization.

**Joint program:** A scientific program in which more than one department or college from within the university, or from outside the university, from educational institutions, or from research institutions inside or outside the Kingdom participates, with specific learning outcomes.

**Study unit:** The weekly theoretical lecture, the weekly scientific symposium, the clinical lesson, the exercise lesson of no less than fifty minutes, the practical lesson of no less than one hundred minutes, or the field lesson specified in the study plan.

**Course:** The academic material in each program plan. It includes a number, symbol, and description of the content. In each department, it is subject to follow-up, evaluation, and development.



It may be studied independently, or have a prerequisite or concurrent requirement. Exemption from the prerequisite or concurrent requirement may be made based on an examination of specific learning outcomes.

**Postponing admission:** Postponing the start date of the student's study after the issuance of his university number, and before he registers for any course. This happens once, and it cannot happen after the start of the study.

**Postponing studies:** The student stops the period prescribed - according to these regulations - for obtaining the academic degree after starting his studies.

**Withdrawal:** The student permanently terminates his relationship with the university before completing his study program.

**Cancellation of enrollment:** The university terminates its relationship with the student before he completes his study program.

**Re-enrollment:** The university restores its relationship with the student whose enrollment was cancelled.

**Comprehensive Examan:** Testing the knowledge and skills required to obtain degrees for postgraduate programs (higher diploma, master's, doctorate). The comprehensive examination may be the final qualification for some of these degrees, except for the doctoral degree.

**Graduation research:** Research that may take one or two semesters, is subject-specific, qualifies for an academic degree, and is included within the program's courses.

**Scientific thesis:** The scientific thesis, which represents the research and its results, which was prepared and submitted by the student for the purpose of obtaining the academic degree.

## 4.2 Study programs and study system.

### Article 9

Joint programs for postgraduate studies may be established between departments, colleges, or institutes within the university, or between the university and educational or research institutions from inside or outside the Kingdom, according to rules approved by the University Council based on the recommendation of the Standing Committee, after coordination. With colleges, departments, or concerned authorities.

### Executive rule for Article 9:

1. A permanent committee is formed for each joint program between departments, colleges, or institutes inside or outside the university, provided that the joint program committee is formed based on the recommendation of the permanent committee based on the proposals of the participating parties in the program, and has all the supervisory, administrative and academic powers enjoyed by the Council. The department with regard to this program, and the term of the joint program committee is two academic years.

2. The joint program resides in the department with the largest units in the program, and when the contribution to the program is equal, the department with the greatest experience offers it in graduate studies.
3. The joint program may benefit from laboratories, educational materials, and classrooms in the relevant departments and colleges in coordination with the department or college council - or the joint program committee.
4. The relevant departments are committed to implementing the program requirements and providing the joint program with the necessary resources for its operation based on the request of the Chairman of the Joint Program Committee. The Permanent Committee has the right to decide on any dispute, and its decision in this regard will be final

**Article 10**

The number of study units studied by a graduate student at the university that will award him the academic degree shall not be less than fifty percent of the total number of units required to grant the academic degree. The student must complete his graduation research or thesis - if any - in full under its supervision, and he is exempted from.

**Article 11**

Study for the Higher Diploma will consist of academic courses and field, applied and laboratory work, provided that the duration of study in the program and the number of study units are in accordance with what is specified in the classification and framework. The University Council, based on the proposal of the Standing Committee, may increase the duration of study for any program, not to exceed half. The University Council, based on the recommendation of the Standing Committee, approves the method of study for the doctorate, provided that the duration of study of the program and the number of study units prescribed are in accordance with what is specified in the classification and framework. The University Council, based on the proposal of the Standing Committee, may increase the duration of study of any program, not to exceed the half of the prescribed period.

**Article 12**

Study for the Master's degree shall be based on academic courses only, or academic courses and the dissertation, or academic courses and a comprehensive examination, or academic courses and graduation research, provided that the duration of study of the program and the number of study units shall be in accordance with what is specified in the classification and framework, and by the University Council based on a proposal. The Permanent Committee may increase the study period for any program, not to exceed the half of the prescribed period.

**Article 13**

The University Council, based on the recommendation of the Standing Committee, approves the method of study for the doctorate, provided that the duration of study of the program and the number of study units prescribed are in accordance with what is specified in the classification and framework. The University Council, based on the proposal of the Standing Committee, may increase the duration of study of any program, not to exceed the half of the prescribed period. The period for obtaining the academic degree is calculated from the beginning of registration in the postgraduate courses for the program in which the student is enrolled until the date of completion of the program requirements, or the student's supervisor submits a report to the head of the department, attaching a copy of the academic thesis.

### 4.3 Academic Procedures

#### Article 22

The student may postpone studies upon the recommendation of the relevant department council and the approval of the college council, in accordance with controls approved by the university council, based on the proposal of the standing committee.

#### Article 23

The student may withdraw from continuing to study one or more courses, or all semester courses, after the end of the registration period, upon the recommendation of the relevant department council and the approval of the college dean, in accordance with controls approved by the university council based on the proposal of the standing committee.

#### Article 24

If a graduate student withdraws from the university and then wants to join it again, the university may apply to him Admission requirements at the time of new application.

#### Article 25

The student is considered to have dropped out of college if he does not register within the period specified for registration in each available semester.

#### Article 26

1. The student's registration will be canceled in the following cases:
  - (a) mIf he drops out of school, in accordance with the provisions of Article (25) of these regulations.
  - (b) If the supplementary courses are not combined, in accordance with the controls approved by the Standing Committee.
  - (c) If his cumulative average falls below a grade of (very good) in two consecutive semesters.
  - (d) If it becomes clear that his acceptance is based on his submitting information or documents that are completely or partially incorrect.
2. The student's enrollment will be canceled by a decision from the Standing Committee, based on the recommendation of the Department Council, and the approval of the College Council in the following cases:
  - (a) If it is proven that he is not serious at the dissertation stage in accordance with the provisions of Article (24).
  - (b) If he does not pass the comprehensive test after being allowed to repeat it once.
  - (c) If the scientific dissertation judging committee decides that it is not suitable for discussion, or has not yet been accepted discussion .
  - (d) If he violates academic integrity, whether during the stage of studying the courses, or during the preparation of the scientific thesis, or violates the relevant rules, regulations, or decisions.

#### Article 27

A student whose enrollment has been canceled may be re-enrolled if the obstacle to continuing his studies are circumstances accepted by the Department and College Councils. Re-enrollment shall be by decision of the Standing Committee, taking into account the following:

1. A student whose enrollment has been canceled for more than three academic years shall be treated as a student. What is new in terms of re-studying the courses, regardless of

what was previously accomplished during the study phase, and the university Council disapproves of this, according to regulations issued by the university council based on a proposal from the Standing committee.

2. A student whose enrollment has been canceled for three years or less may re-study some of the courses determined for him by the Department Council and approved by the College Council. The units he studied after resuming studies are counted within his cumulative average, and the period the student spent studying is also counted. Before canceling his registration within the maximum period for obtaining the degree.

#### **Article 28**

The College Council, as an exception to Paragraph(C) of Clause(1) of Article (26) of these regulations, grants the student one exceptional opportunity, not to exceed a maximum of one academic year, based on the recommendation of the Department Council.

#### **Article 29**

The Standing Committee, as an exception to Paragraph (e) of Clause (1) of Article (26) of these regulations, grants the student an exceptional opportunity not to exceed one academic year, based on a report from the supervisor and the recommendation of the both department and college councils.

#### **Article 30**

The Executive Administration may accept the transfer of a student to the university from a university or educational institution inside or outside the Kingdom, provided that it is licensed by the competent authority in the country of study, provided that he has not been expelled from it for any reason. Based on the recommendation of the department and college councils. The courses that have been equivalent are recorded in the student's academic record, and the University Council determines the controls governing this, including the possibility of counting them within the academic record.

#### **Article 31**

A student may be transferred from one program to another within the university, based on the recommendation of the department council to which he is transferred.

#### **Article 32**

The graduate student - based on the recommendation of the Department Council and the approval of the College Council - may study some courses at a university or educational institution inside or outside the Kingdom, provided that they are licensed by the competent authority in the country of study, and are equivalent to the academic units he studied, and the courses are registered. The tuition that has been equated in the student's academic record, and the University Council determines the controls governing this, including the possibility of calculating it within the student's cumulative average in the student's academic record.

#### **Article 33**

A graduate student from a non-Saudi university may study some courses at a Saudi university, in accordance with controls approved by the University Council based on the proposal of the Standing Committee.

## **4.4 Evaluation mechanism**

#### **Article 34**

Exams are conducted in postgraduate courses, and grades are monitored, in accordance with the study and exam regulations for the undergraduate level, except for the following:

1. The student is not considered successful in the course unless he obtains a grade of at least (good, high).
2. The student passes the supplementary course the first time with a grade of no less than (High Good), and his cumulative GPA in all supplementary courses is not less than (Very Good).
3. With regard to alternative tests and courses that require studying for more than one semester, the College Council takes what it deems appropriate regarding it, based on the recommendation of the Department Council.

#### **Article 35**

The University Council sets the rules governing the comprehensive examination, both written and oral, for the two master's levels and PhD - based on the proposal of the Standing Committee.

### **4.5 Scientific dissertations, supervision and discussion.**

#### **Article 36**

The University Council sets the rules governing the registration of the graduation research project, and the scientific thesis for the postgraduate student - if any - and the mechanism for determining the supervisor to the scientific thesis, and the assistant supervisor - if there is one - based on recommendation of the standing committee.

#### **Article 37**

Master's and doctoral theses are written in the approved language of instruction for program from the University Council, it must include a sufficient summary in Arabic, if it is written in a language other than Arabic language.

#### **Article 38**

Scientific theses are supervised by professors and associate professors. The assistant professor may supervised graduation theses and master's theses, and assisted in the supervision of doctoral's theses, if he has two research papers - in his field of specialization - that have been published, or have been accepted for publication in a peer-reviewed scientific Journal

#### **Article 39**

It is possible for experienced and competent supervisors that are non-faculty members to supervise or assist in supervising scientific theses. They can be whether from within the university or from outside, based on the recommendation of the Department Council and the approval of the College Council.

### **4.6 Graduation and degree awarding.**

#### **Article 54**

The student graduates after successfully completing the graduation requirements according to the program plan, provided that its GPA is not less than the GPA fixed by the University Council for each programme, provided that in all cases it is not less than the grade (very good).



## 5. Student Rights and duties

### 5.1 Right and obligation of student

University student rights and obligations include the following:

1. The right of the student to provide him/her with the appropriate study environment to achieve comprehension and study easily and easily by providing the available educational capabilities.
2. The right of the student to obtain the scientific material and knowledge related to the university courses he/she studies in accordance with the university provisions and regulations that govern academic work.
3. The student's right to obtain study plans in the college or department and the specializations available to him, as well as to see the study schedules before the start of the study and to conduct his/her registration in the courses provided by the system and the registration rules, taking into account the order of priorities in registration for the student.
4. The student's right to delete any course, add another, or delete the entire semester, according to what is provided by the study and registration system at the university, in the period specified for that and announced to the student.
5. The university faculty members' are committed to the dates and times of the lectures and the fulfillment of the scientific and laboratory hours and to not cancel the lectures or change their times except in the case of necessity and after announcing that, provided that alternative lectures are given to those that were canceled for any reason by the faculty member, and after coordination with the students and the concerned.
6. The student's right to inquire and appropriate scientific discussion with faculty members, without censorship or punishment for that, unless the discussion goes beyond what is required by public morals and the limits of decency and behavior in such cases, whether during the lecture or during the stated office hours to meet the student.
7. The right of the student to have exam questions within the course, its contents, and the issues raised or referred to during the lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's abilities.
8. The right of the student to take all the tests that are held for the course unless there is a statutory obstacle preventing them from taking them in accordance with the relevant



regulations and instructions. Provided that the student is notified that he/she is denied from taking the test well in advance.

9. The student's right to know the typical answer of quarterly exam questions and the distribution of scores on the parts of the answer, on the basis of which the student's performance is evaluated before the final examination of the course.
10. The student has the right to request a review of his/her answer in the final exam, in accordance with what is decided by the regulations and decisions issued by the university in organizing the mechanism of that review and its controls.
11. The student's right to know his results obtained in the tests he/she took after completing their correction and approval.

## 5.2 Non-Academic Student Rights

1. Enjoying the subsidy provided by the university and participating in the activities established therein in accordance with the university's regulations and instructions.
2. Take advantage of the university's services and facilities (university book - library - sports fields - car parks ..... and others) in accordance with the university's regulations and systems.
3. Obtaining the regularly prescribed incentives and rewards, especially for the outstanding student.
4. Nomination for training courses, programs, and internal and external trips and increase his participation in cultural activities, as well as participation in local community service activities and volunteer work.
5. A complaint or grievance about any matter that affects him in his relationship with members of the faculty, department, college, or any unit of the university, and the submission of the complaint or grievance is in accordance with the rules of the document of rights and obligations of students, and enabling the student to know the fate of his complaint by the responsible party about her.
6. Enabling him to defend himself before any party in the university in any disciplinary case brought against him, and not to be punished against him except after hearing his statements, unless it is proven that his nonattendance was an unacceptable excuse for two consecutive times.
7. Grievance against the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions for disciplining students.
8. Preserving the contents of his file inside the university, and the integrity of dealing with him, and not handing any of them over except to the student himself, his guardian or whoever he is officially authorized to do. With the exception of cases where the delivery or knowledge of the contents of that file is required by the investigation authorities, the judiciary bodies, or another government agency. It is not permissible to divulge or publish the contents of his file unless that publication is the result of a decision of disciplinary punishment against the applicant.
9. The right of students with special needs to receive decent service appropriate to their needs in accordance with the regulations and rules in force and according to the university's capabilities.

## 5.3 The student's academic duties and obligations

1. The student's commitment to study regularly and to fulfill all academic requirements in light of the rules and dates regulating the start and end of the study, transfer, registration,


excuse, deletion and addition. in accordance with the provisions contained in the rules and regulations in force at the university.

2. The student's commitment to respect the members of the faculty, employees and workers from the university's employees and other employees of the companies contracting with the university, and other students inside the university, as well as the guests and visitors to it, and not to be hurt by word or deed in any way.
3. The student's commitment to respect the rules and arrangements related to the conduct of lectures, their regularity, and not to be absent from them except with an acceptable excuse in accordance with the rules and regulations.
4. The commitment of the student when preparing research and other academic requirements for the courses not to cheat in them or participate in them when preparing them in any way or the percentage of work of others to the student or resort to any illegal means to prepare those research, reports, papers, studies or other basic requirements of the course.
5. The student shall abide by the rules and arrangements related to the tests and the system therein, and not to cheat, attempt, or assist in his commission in any form, behavior, impersonation, forgery, or the introduction of prohibited materials or devices in the exam hall or laboratories.
6. The student's commitment to the instructions and instructions directed by the official or the superintendent in the examination hall or laboratories, and not to disturb the calm during the performance of the tests.

#### **5.4 The non-academic duties and obligations of the student**

1. Abide by the university's regulations, bylaws, instructions, and decisions issued in implementation thereof, and not to circumvent or violate them or present forged documents to obtain any right or advantage contrary to what is required by the relevant provisions.
2. The obligation to carry the university card while he is at the university and present it to the employees or faculty members when requested by them and upon termination of any student transaction inside the university.
3. Commitment not to violate, tamper with, disrupt university property, or take part in that, whether it is related to buildings or equipment.
4. Abide by the instructions related to arranging, organizing and using the university's facilities and equipment for the purposes assigned to them, and the necessity of obtaining prior permission from the competent authority to use those facilities or equipment when wanting to use them or benefit from them in other than what they were prepared for.
5. Commitment to dress and behave appropriately to university and Islamic norms, and not to carry out any actions that violate Islamic morals or public morals observed within the university.
6. Commitment to peace and tranquility inside the university facilities and to refrain from smoking in them and not to cause disturbance or unlawful gathering or lawful gathering in places other than those designated for this.
7. Adherence to the rules of hygiene and not to throw waste in the hallways and squares of the university, and to use the places designated for it.





## 6. Complaints and grievances

### 6.1 The right to complain

The student has the right to file a complaint or grievance with the competent authority about any matter he/she deems detracting from his academic or nonacademic rights. The applicant must file a complaint or grievance within a period not exceeding 15 days from the date on which the claimed right was created. In the event that this period ends, the application shall be rejected unless a legitimate excuse accepted by the program supervisor is raised.

### 6.2 Rules for filing a complaint or grievance request

1. All complaint or grievance requests are kept strictly confidential when necessary
2. The student has the right to submit his application to the program supervisor, then the request is referred to the Complaint or grievance Committee.
3. Submission of the complaint or grievance must not exceed fifteen days from the incident subject of the complaint or grievance, and the right to complain or grievance ends after the fixed lapse of time.
4. The applicant must submit a complaint or grievance including the following: Personal information (name, civil registry number, university number and program name) and means of contact (phone and e-mail).
5. Determining the subject of the complaint or grievance
6. Determining the person or party that is involved in the complaint or grievance
7. Causes of complaint or grievance
8. Attach the documents that prove the validity of the complaint or grievance.

### 6.3 Academic and non-academic complaint or grievances

Academic complaint or grievance procedures:

1. The department responsible of the program forms a committee whose responsibility is to study students' academic complaints.
2. This committee may form a sub-committee to study students' academic complaints

3. There are rules of students 'complaint or grievances regarding their academic affairs, complaints practices, and procedures for dealing with those complaints or grievances.
4. Every student has the right to obtain a copy of the (Student Rights Regulation) available in the department that offers the program.

#### **6.4 Non-academic complaints or grievances procedures**

Complaint or grievance procedures are as follows:

1. The complaint or grievance is submitted to the program supervisor.
2. If the complaint or grievance is against the program supervisor, the request shall be submitted to his/her direct supervisor.
3. Incomplete applications are not considered.
4. The student or faculty member is given the code and the date of complaint or grievance submission.
5. The head of the competent authority must take measures to ensure that the complaint or grievance is considered.
6. If the filed complaint or grievance requires presenting the matter to the department council, then it is referred to it for consideration given that it is not permissible for the person filing the complaint or grievance to attend to vote on the issue of the complaint or grievance.
7. The program supervisor decides on the issue of the complaint or grievance within a period not exceeding 15 days of receiving the complaint or grievance request.
8. The complaint or grievance request shall be notified to the applicant of the action taken by the appropriate means of notification.
9. The head of the competent authority may refer the complainant to the disciplinary committee, sub-branch, if it is proven that the complaint or grievance is malicious.
10. Clarification of the measures taken in advance regarding the subject in the event that the student wishes to proceed the request to higher authorities within the university.



# FACILITIES AND SERVICES

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## 7. Guidance and Counselling Services

### 7.1 Effective academic, professional, psychological, and social guidance, and counselling services

Jouf University has a Student Advising and Counselling Centre, which offers comprehensive counselling services to the students. The centre supports students to improve their intellectual capabilities and academic level. The Student Advising and Counselling Centre offers counselling services to the students as and when needed. Jouf University has a clear policy for academic advising and counselling. The College of Computer and Information Science has an Academic Advising Unit that provides students with advisory support on academic level. The action plan of the Academic Advising Unit is periodically evaluated and reviewed, and a plan for improvement for future is prepared. The action plan is based on a survey of students' opinions on advisory services in the academic, professional, psychological and social fields. The academic advising and counselling unit provides forms for academic advisors, and collects academic advising files for each advisor. It also draws up a plan for academic advising sessions.

Academic counselling begins when a student first admitted to the college and is maintained throughout their studies and the unit assigns new students to their academic advisors at the beginning of each academic year.

### 7.2 Career counselling

Career counselling was informally addressed by students seeking advice from the faculty members. In addition, the Academic Advising Unit prepared a career counselling guide and organized career counselling activities and events. Moreover, the MSc Cybersecurity program provides the following for Career Guidance:

1. Workshops that are conducted during the studying for students in early stages about how to choose a career path.
2. In each academic year prior to the commencement of the practical examinations, the MSc Cybersecurity program participates in the professional day. On a professional day, several workshops are held to teach students how to write a C.V., how to conduct interviews and

how to choose the right job. On a professional day, the university invites various companies specializing in Information Technology, where they watch graduation projects for senior students and graduates.

### **7.3 Sufficient number of qualified academic advisors**

For the MSc Cybersecurity program, the academic advisors represent a link that links the student with his academic major as well as with the rest of the university's resources, which makes the advisor's role important not only in the student's academic achievement but also in the development of his personality, as this relationship results in enabling the student to make decisions regarding his academic goals and are based on accurate and important information about the university's policies, resources, and professional opportunities in the field of specialization. From this point of view, the MSc Cybersecurity program was keen to provide a sufficient number of academic advisors, qualify them and train them to carry out the counseling operations in the best way.

### **7.4 Psychological an social counseling**

In the MSc Cybersecurity program, the role of the advisor is not limited to the academic aspect and follow-up of the student in implementing his study plan, but also goes beyond it to follow him in psychological, social and life matters. Therefore, the success of the counseling process requires the availability of many elements, including: the qualified advisor, the committed student, and the information according to which the counseling process is carried out, counseling, and specialists in psychological, social and other fields. In the interest of the MSc Cybersecurity program to the success of the counseling process for its students, the necessary mechanisms have been put in the hands of the academic advisors to refer students with intractable psychological and social problems when necessary to the unit of counseling and psychological measures at the university, which consists of psychiatrists and professors in clinical psychology. And unit specialists can refer students in cases that they are unable to treat to Al-Amal Hospital for Mental Health, according to the memorandum of understanding signed between the aforementioned hospital and Jouf University.



## 8. Learning Resources, Facilities, and Equipment

The department of Computer Science is located inside the building of the College of Computer and Information Sciences in the main campus of Jouf University. Suitable classrooms, Laboratories and offices are assigned for the department. Most of the equipment in the department's facilities are new and bought to accommodate the program needs, so the department members and students have adequate facilities available for conducting a successful program. The facilities include several classrooms, course labs, faculty offices, university library, and network access facilities. In the following, a description of each category is provided.

### 8.1 Classrooms

There are seventeen classrooms located on the second floor of the college building. Classrooms are adequately equipped with students' chairs and tables and also educational electronic media, such as projectors with WiFi capacity and air conditioning system. Each classroom has suitable seating for at least twenty students. The classrooms are assigned every semester based on the number of enrolled students in the different sections of the courses.

### 8.2 Administrative

The head of the department has an office within the CS department suite of the college building. His office is equipped with furniture (tables, chairs, bookshelves, sofas, notice board), an internal telephone line, a personal computer connected to the Internet, a laser printer, necessary office stationery, and a photocopying/scanning machine and shelving cupboards for departmental documentation and archives. There is a meeting room for the department, it is equipped with a data show, a photocopy machine and a whiteboard. This room is utilized for department council meetings, faculty interviews, teaching assistant interviews, and other departmental activities.

### 8.3 Faculty Offices

There are 13 faculty offices which are located in the CS department on the second floor of the college building. Every faculty member has his/her own office that has adequate furniture (tables, chairs, bookshelves, and notice board), and is equipped with a desktop and/or notebook connected to the Internet, a printer, and office supplies. In addition, some of the faculty offices are also equipped with a scanner.

### 8.4 Library

There are libraries at the college that contain many books including the textbooks used for the main courses in the program. In addition, the Central Library of the university is located near the college building and students can access the library online through the blackboard system. The Central library is managed by the Deanship of Library Affairs at Jouf University in addition to the other eight libraries. The entire library system has a distinguished collection of both printed and electronic resources to support faculty, researchers, undergraduate, and graduate students. The Deanship also provides different online tools and a dedicated portal for accessing its resources. These include:

#### 8.4.1 E-Resources:

is a portal for electronic databases that Jouf University is subscribed to.

#### 8.4.2 Library Catalogue:

This enables one to find resources from books and with a link for full-text display.

In addition to the resources, the following services are also provided by the Deanship:

- Interlibrary loan.
- Subject liaison librarians to assist University faculty.
- Information Literacy (IL) programs ranging from one-on-one sessions to undergraduate courses for Common First Year students.
- Integrated Library Systems (ILS), provision of self-service "check-out", "scanning and photocopying" online renewal, and reservation of library material.
- Computer labs, Wi-Fi, and assistance in device connectivity and technical support.
- Scanning and photocopying facilities.

More details about the Deanship and Jouf University library is available at:

<http://www.ju.edu.sa/en/administrations-portal/deanships/deanship-of-library-affairs/home/>

### 8.5 Laboratories

The program focuses on having modern and sufficient labs that cover all the program needs and have the flexibility to cover more and different experiments in case of courses updates. All laboratories are located on the ground, and on the first floor of the college building. The laboratories are well equipped for practical training of students according to courses requirements, such as scientific equipment, computers, and the associated tools that support instruction. All laboratories fulfil the safety instructions that ensure the safety of students and equipment. The general safety of students, staff, faculty, and visitors is the top priority in the college. The laboratories are open to students during working hours. However, there is a schedule for each laboratory stating the times of each course. For a specific course, only students of that course should use the laboratories during the allocated time for that course. The students can also use the laboratories under the supervision of the department lecturer for courses or projects. There is one computer laboratory assigned for



free-access for the students. Students can access this laboratory and use the equipment inside it whenever they want.

## 8.6 Network access

Faculty members and students can access the internet anywhere on campus within the buildings via WiFi connection provided by the department of Information Technology.

## 8.7 Additional facilities

There are two spacious rooms for non-class activities. Besides, there is one room as a cafeteria with hot and cold drinks, snacks, and sandwiches. In addition, there is a masjid on the ground floor for prayers. The building has 6 lifts on each floor with 15-person capacity. Details of facilities available in the College of Computer and Information Sciences are provided in Table below.

Type of Facility	Number		Capacity
	Male Section	Female Section	ALL
Small classroom	7	13	20
Medium classroom	5	3	30
Large classroom	5	1	60
Computer lab	6	9	25
Scientific labs	2	2	16
Auditorium	1	1	830
Non-class room	3	0	10
Meeting rooms((for departments, vice deans and dean)	4	1	10
Lifts	6	4	15
WC	6	3	3
Library	1	1	Not indicated
Photocopying/Scanning Room	1	1	Not indicated