جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Identification Manual

Prepared by

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Introduction

Definition

Al-Mustaqbal University is a leading institution in private higher education at both the local and national levels. It is distinguished by its comprehensive internal quality system and its commitment to an ambitious five-year strategic plan aimed at developing academic and research performance. The university actively contributes to community service through its research programs and community initiatives, focusing on equipping students with the skills and competencies necessary to meet the evolving needs of the job market. The university also has noteworthy relationships with important Saudi universities in the field of graduate studies, such as Qassim institution, King Saud University, and the University of Hail, to give advanced and distinguished education options. The institution is strategically located on Buraidah's western ring road, making it easily accessible from numerous cities and governorates in the Qassim region. It covers an area of more than 500,000 square meters. The institution provides a diverse range of academic subjects and has graduated thousands of students who have made major contributions to the labor force, demonstrating its dedication to quality and academic success.

This introductory guide to Mustaqbal University is the result of the university's dedication to institutional transparency, which includes promoting good communication with its colleges, students, and partners while also offering a clear and comprehensive overview of its academic and organizational identities. It seeks to improve knowledge of the university's institutional structure, clarify its goal, vision, values, and administrative and academic systems, and contribute to the development of a coherent relationship between the university and its internal and external communities.

This guide can also be used as an introductory resource for people interested in learning more about the university, such as new faculty members, incoming students, or partnering entities. It contains important information regarding academic programs, organizational structure, general rules, accepted regulations, available services, and institutional assistance.

This guide helps achieve the university's strategic goals by

- Unifying informational communications for the public.
- Supporting national trends in governance and transparency.
- Increasing institutional loyalty among university staff.
- Streamlining academic and administrative procedures by defining roles.

Chapter One

University Location and the Qassim Region

Mustaqbal University is situated on the Eastern Ring Road in Buraydah, the capital of the Qassim district, in a strategic location that is easily accessible from all governorates in the area. The institution has modern facilities and advanced infrastructure that are designed to match worldwide academic standards while also providing a stimulating learning environment for students and staff members.

This location was carefully chosen because of its proximity to critical centers and services, which helps to strengthen community engagement, facilitate partnerships with government and private entities, and position the university as a regional hub for innovation and scientific research in the heart of Qassim.

1.1 Geography of the Qassim region

Qassim region and governorates

The Qassim region is one of Saudi Arabia's administrative regions, and its capital is Buraydah. It is known for its copious groundwater and provides the Kingdom with some of the best dates

and vegetables. Its most notable cities include Buraydah, the main city, and Unayzah, Ar Rass, Al Mudhnib, Al Bukayriyah, Al Badai', Al Khabra, Riyadh Al Khabra.Al Asyah, Uqlat As Suqur, Dhariyah, Uyun Al Jawa, and others Antarah ibn Shaddad, Zuhayr ibn Abi Sulma, and his son Ka'b ibn Zuhayr were among the first well-known personalities to live in this region. The latter is the most famous, having lauded the Prophet Muhammad (peace be upon him) in his well-known poetry.

Qassim is situated in the heart of the Kingdom, on the Najd plateau, which also encompasses the regions of Riyadh, Qassim, and Hail. This has given it a strong foothold in terms of trade, agriculture, and people. The name Qassim appears in ancient literature. In Lisan al-Arab, Qassimah is defined as flat ground with plentiful trees, notably the proliferation of ghaf, arta, and salam trees. Historically, trade and pilgrimage routes that thrived during the Umayyad and Abbasid periods ran through the Qassim region, particularly those connecting Basra, Kufa, and Baghdad. Qassim still has vestiges and features from these routes and stations. Its residents work in trade, agriculture, herding, and industry, and they are distributed among over 400 cities, towns, and villages. Because to the availability of surface and groundwater, the people of Qassim mostly deal in agricultural items such as grains, dates, and vegetables, as well as livestock such as camels, cattle, and sheep, in addition to apparel and other luxury goods. A network of high-quality roadways connects the Qassim region with Riyadh, Medina, and Hail. It also has a regional airport in the heart of the region, from which some international flights depart for Arab countries. Furthermore, the North Train travels via the Qassim region before reaching Riyadh and subsequently the Eastern Province.

1.2 Climate

Al-Qassim's climate is similar to that of central Arabia, with chilly and rainy winters and scorching summers. The average summer temperature is roughly 38°C, and the average winter temperature is 20°C, while summer temperatures can reach 40°C and winter temperatures can dip to 10°C. Because to the region's elevation, the average rainfall is slightly higher than in the rest of the Kingdom, however it rarely reaches 200 mm per year.

1.3 Natural characteristics of the region

The Qassim region's most important natural feature is Wadi al-Rummah, which runs from west to east. It is also the longest valley on the Arabian Peninsula, spanning 600 kilometers from its source in Medina to its mouth in the Thuwairat Sands east of Qassim. From the north and south, Wadi al-Rummah is connected by dozens of valleys. The valleys that link it from the north include Wadi al-Mahalani, Wadi Marghala, Shu'aib Subaih, and Shu'aib al-Dulaimiyah. From the south, it is joined by Wadi al-Jafn, Wadi al-Rajlah, Wadi al-Jarir, Shu'aib Jarar, Shu'aib al-Dath, Shu'aib al-Khashibi, Wadi Dakhna, and Wadi al-Nisa. Wadi al-Rasha' was connected to Wadi al-Rummah near the city of Unaizah, but the Nafud al-Shaqiqah desert now divides the two valleys. The Qassim region's elevation spans from 500 to 750 meters above sea level, and the ground slopes gently from west to east. Its highest point, as previously said, is 750 meters above sea level, although in certain plateaus it reaches 900 meters, influencing

the climate. Summer nights in Qassim are similar to desert nights, with a moderate wind, clear skies, and bright stars that enchant people who enjoy the tranquil beauty of the desert.

1.4 Area and boundaries

The Qassim region covers approximately 73,000 square kilometers, representing about 3.2% of the Kingdom's total area. Its maximum width is approximately 480 kilometers from north to south and 400 kilometers from east to west. It is bordered by the Riyadh region to the east and south, the Hail region to the north, and the Madinah region to the west.

1.5 Population

According to the 2022 census, the total population of the Qassim region was 1,336,180, representing approximately 3.55% of the Kingdom's total population of around 37.6 million. The number of Saudi citizens in the Qassim region was 926,490, while the number of non-Saudi residents was 409,690.

Chapter Two
About the University

2. 1 University Establishment

The Mustaqbal University's educational adventure began as Al-Qassim Private Colleges, the region's first private colleges. The inaugural license for Al-Qassim Private College for Boys was issued under number 23206 on October 21, 1422 AH, and for the private college for ladies under number 23205 on the same date. On Tuesday, 19/7/1424 AH, His Royal Highness Prince Sultan bin Abdulaziz Al Saud - may God have mercy on him - laid the foundation stone, officially establishing the colleges. Actual studies began with the school year 1426/1427 AH. After a voyage of progress and quality, these colleges became the first private university in the Al-Qassim region, known as Al-Mustaqbal University, on Tuesday, 5/7/1440 AH, reaffirming their pioneering position in private education and research.

2.2 Governance and Management

Mustaqbal University is handled using an integrated organizational structure that promotes efficient performance and long-term institutional development. This structure consists of the Board of Trustees, the President-chaired University Council, and councils of the university's colleges, academic departments, administrations, and specialized centers. This organization seeks to promote good governance principles by delegating clear tasks, making transparent decisions, and evaluating strategic policy implementation. This organizational framework also ensures the quality of academic and administrative performance by developing standards, improving institutional efficiency, and fostering innovation, all of which contribute to the university's goal of providing a distinguished educational and research environment in line with the Kingdom's Vision 2030.To ensure the integration and consistency of activities and procedures with the university's vision, mission, and strategic objectives, the university's senior management has established several standing committees that set overarching policies and plan and monitor the implementation of key tasks, including:

2.2.1 The Standing Committee for Quality and Accreditation

The committee is in responsible for developing and reviewing the university's general policies for quality and academic accreditation activities, designing an internal review program for academic programs and administrative units, and supervising the university's national and international rankings.

2.2.2 The Standing Committee for Policy and Procedure Review

This committee defines the tasks and responsibilities of the university's many departments, units, and centers. It also researches and reviews the university's general rules and processes, makes any required changes and observations, and returns them to the issuing authority. Additionally, it publishes the university's administrative organization handbook and job descriptions.

2.2.3 The Standing Committee for Curricula and Study Plans

The committee undertakes several tasks, including: planning the development of study plans and academic programs within the university in accordance with national frameworks and accreditation standards, approving plans and programs by competent authorities inside and outside the university, and ensuring that plans and programs are linked to the university's strategic framework of vision, mission, goals and graduate characteristics.

2.2.4 The Standing Committee for the Website

The committee undertakes the following tasks: managing the content and updating the data on the university and colleges' website through coordination with the departments and colleges, updating the data regularly, publishing news about the events and activities held by the university and colleges, monitoring the performance of the university and colleges' website, conducting benchmarking to evaluate and identify opportunities for improvement, holding periodic meetings of the committee, and preparing an annual report on what has been accomplished.

2.2.5 The Standing Committee for Student Problems

The committee is responsible for proposing general policies for academic affairs at the university, monitoring their implementation in accordance with regulations and systems, and studying and addressing the academic problems of male and female students at the university after presenting them to the relevant councils.

2.2.6 The Standing Grievance Committee

The committee aims to protect students' rights and ensure fair and equitable handling of all grievances that cannot be resolved at the college level or that require review at the university level. It also aims to foster a cohesive university community characterized by mutual cooperation among its members, uphold the principles of justice and equity as fundamental pillars in building an ideal university society, support students' rights in accordance with applicable regulations and bylaws, and provide necessary guidance to students, informing them of their university rights and how to obtain them through official channels within the university, in accordance with established rules and regulations.

The Standing Committee convenes regularly to carry out administrative and technical tasks. It is responsible for reviewing and investigating grievances submitted to it, including: student grievances referred by the university president; student grievances that have not been resolved

by subcommittees within the legal timeframe; student grievances against decisions issued by subcommittees; and student grievances that subcommittees deem necessary to refer to the Standing Committee due to recusal or lack of jurisdiction.

2.3 The University's Organizational Structure

The University's organizational structure has evolved over the past years, and during those years the directions of the Ministry of Higher Education in the Kingdom regarding education and private universities were taken into account. The current University structure was approved by the University Council in its tenth session with Resolution No. (46/10/20) held on 19/12/1446 AH.
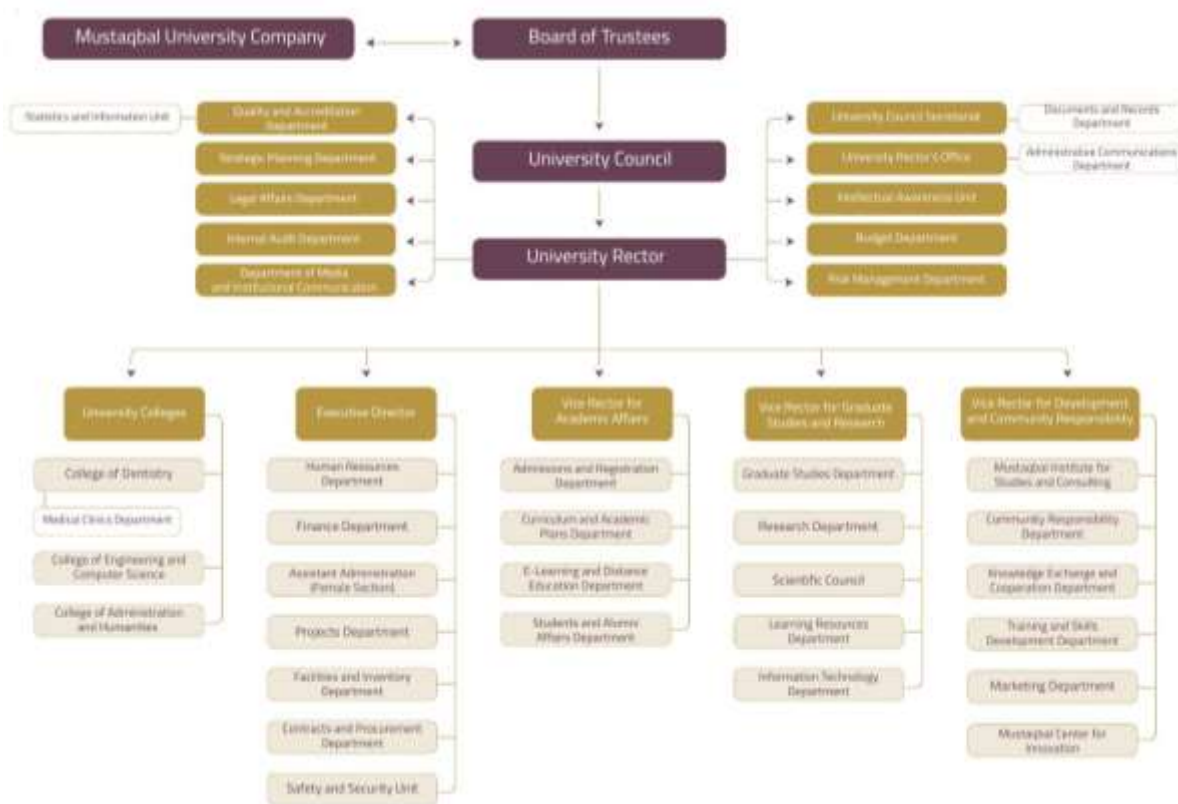

Figure 2.1: University Organizational Structure

2.4 University Strategy

2.4.1 Vision, Mission and Values

Mustaqbal University Vision

Nationally distinguished university in education and professionalization for Mustaqbal competencies.

Mustaqbal University Mission

Introducing distinguished educational and professional environment, enhancing innovation, encouraging partnerships to effectively meet community demands

Mustaqbal University Value

- **Quality**: Committed to high quality in inputs, processes, and outputs.

- **Integrity**: Performing work with sincerity and dedication, adhering to professional ethics.

- **Transparency**: committed to the highest levels of transparency, integrity, and accountability within a framework of corporate governance.

- **Teamwork**: Working with team spirit.

- **Innovation:** Foster creative thinking and a creative spirit, both in thought and production.

- **Continuous Learning:** Support lifelong learning both within and outside the university.

- **Development:** Believe in the necessity of development and growth in all fields and businesses.

2.4.2 Strategic Goals

1. Providing best practice institutionalization, governance and automation, and obtaining institutional accreditation.

2. Improving teaching and learning quality, and obtaining program accreditation.

3. Scientific, professional and skill empowerment of university graduates.

4. Enhancing research, development, and postgraduate studies.

5. Providing a stimulating environment for innovations, and sustainable community services.

6. Strengthening educational, research and community partnerships.

7. Developing the university's own resources, diversifying and sustaining its income sources, and marketing its services and products

2.4.3 Strategic Programs

Program 1: Institutionalization, Governance, and Automation.

Program 2: Education, Professional Development, and Graduate Competitiveness.

Program 3: Research, Development, and Community Service.

Program 4: Finance, Investment, Growth, and Marketing.

Chapter Three

University Colleges and Academic Programs

3.1 College of Engineering and Computer Science

3.1.1 Mission

To excel in embracing knowledge and continuing education; to be recognized as a program that offers one of the best programs in computer engineering and computer network; to provide an environment in which students are given the essential resources to address and solve real-world problems; and to promote active learning, critical thinking, and engineering judgment. In addition, offering internship, co-op and continuing education programs that produce graduates for the highest paid jobs.

3.1.2 Goals

G1: Preparing graduates who demonstrate success in the professional practice of computer and network engineering in governmental and private sector.

G2: Contribute in the development of the computer and network engineering field through recent and applied research works.

G3: Effectively contribute in the community services activities related to the computer and network engineering field.

G4: Efficiently participate in the development of the Saudi society.

3.1.3 Available academic programs

Computer Engineering

Tracks: (Computer Engineering - Robotics Engineering - Network Engineering)

Mission:

To excel in embracing knowledge and continuing education; to be recognized as a program that offers one of the best programs in computer engineering and computer network; to provide an environment in which students are given the essential resources to address and solve real-world problems; and to promote active learning, critical thinking, and engineering judgment. In addition, offering internship, co-op and continuing education programs that produce graduates for the highest paid jobs.

Goals:

1. Implement best practices in governance, automation, and accreditation to ensure continuous improvement in program quality.

2. Enhance the quality of teaching and learning through modern educational technologies and align curricula with industry standards.

3. Empower students with strong scientific, professional, and technical skills to meet societal needs and enhance their employment prospects.

4. Promote research and innovation through specialized projects and research partnerships.

5. Contribute to effective community partnerships and services.

Study Plan:

Please visit the following website to see the study plan for all programs https://uom.edu.sa/study-plan

Artificial Intelligence Program

Mission: Preparing distinguished graduates and contributing in the scientific research in the Artificial Intelligence, as well as participating in community services and holding partnerships, in an environment governed by fairness and transparency

Program Goals:

1. Graduate qualified professionals with strong knowledge and skills in artificial intelligence.

2. Enhance scientific research and promote innovative solutions and technologies in the field.

3. Support community service by promoting the applications of the artificial intelligence.

4. Establish effective partnerships with academic institutions and various sectors

5. Uphold principles of fairness and transparency to ensure the quality of education and research.

Study plan: https://uom.edu.sa/study-plan

Computer Science Program

Tracks: (Computer Science – Software Engineering)

Mission: Providing distinguished education in computer science and software engineering to prepare competitive graduates for the job market, enhancing innovation and scientific research, and establishing community partnerships, within the framework of professional and ethical values.

Program Goals

1. Implement best practices in governance, automation, and accreditation to ensure continuous improvement of program quality.

2. Enhance the quality of teaching and learning through modern educational technologies and align curricula with industry standards.

3. Empower students with strong scientific, professional, and technical skills to meet societal needs and enhance their employment prospects.

4. Promote research and innovation through specialized projects and research partnerships.

5. Contribute to effective community partnerships and services.

Study Plan: https://uom.edu.sa/study-plan

1.Computer Science

2. Software Engineering

Cybersecurity Program

Mission: Preparing distinguished graduates and contributing in the scientific research in the cybersecurity, as well as participating in community services and holding partnerships, in an environment governed by fairness and transparencyز

Program Goals:

1. Graduate qualified professionals with strong knowledge and skills in artificial intelligence in cybersecurity.

2. Enhance scientific research and promote innovative solutions and technologies in the field.

3. Support community service by promoting the applications of cybersecurity.

4. Establish effective partnerships with academic institutions and various sectors

5. Uphold principles of fairness and transparency to ensure the quality of education and research.

Study Plan: https://uom.edu.sa/study-plan

Electronics and Communications Engineering Program

Tracks (Electronics and Communications Engineering)

Mission: Providing distinguished education in Electronics and Communication Engineering to prepare competitive graduates for the job market, and enhancing innovation, scientific research, and technical skills, and establishing community partnerships, within the framework of professional and ethical values.

Program Goals:

1. Enhance education quality in electronics and communication engineering.

2. Promote research and innovation in the recent technologies.

3. Develop the technical and professional skills of the graduates to meet society's demands.

4. Contribute to community partnerships and offer society services.

5. Participate in the region and country development

Study Plan: https://uom.edu.sa/study-plan

Industrial Engineering Program

Track (Industrial Engineering)

Mission: The mission of the program is to ensure that the Industrial Engineering graduates will be equipped with a well-balanced scientific, practical, and general knowledge relevant to Industrial Engineering as well as the command of communication skills and ethics in order to excel in working professionally in different industrial specialized areas in the government and private sectors in Saudi Arabia fulfilling the technological needs and well-being of society

Program Goals:

1. Equip the graduates with solid and diversified knowledge and hands-on experience of appropriate industrial engineering methods and tools to develop their intellectual ability for independent judgment and problem-solving through critical and creative thinking, problem-solving, analysis, evaluation, and improvement of systems and processes.

2. Provide the graduates with various cognitive and communication skills that promote them to succeed in their professional careers through teamwork, proactive involvement, critical thinking, ethical behavior and responsibility, and influential roles in their organizations and communities.

3. Offer the graduate the opportunity to identify Industrial engineering research and utilize its results and findings in evidence-based IE professional practice.

4. Enhance the graduate's ability to assume leadership roles in their profession and communities and self-professional development and life-long learning through pursuing continuing education, training and/or postgraduate studies and succeed in academic and practical careers.

Study Plan:

https://uom.edu.sa/study-pla

3.2 College of Dentistry

3.2.1 Mission

To dedicate its resources to excellence in education, patient care, research and contribution to the improvement of oral health across the Al-Qassim region in particular and Kingdom of Saudi Arabia in general.

3.2.2 Goals

1: To equip students with the knowledge, skills, and attitudes needed to begin the practice of dentistry & the promotion of dental health care in the community, and to graduate dentists competent in providing high-quality, holistic, patient-centered care.

2: Promote a research-conducive environment and to encourage and work to establish strategic partnerships with renowned research institutions to improve the health and well-being of the people of the community and the region by addressing relevant health issues.

3: To provide and maintain a high level of community services, and to educate and improve the oral health and wellbeing of the community, including minority and underserved populations.

4: Provide the highest level of patient care by applying national and international standards in the field of oral health care.

5: Improve College of Dentistry's infrastructure to ensure sustainable development.

6: Improving excellence in the field of information technology and expanding its use in the field of dentistry

The college offers a specialized academic program in oral and dental medicine and surgery, with an emphasis on developing students' practical and theoretical skills.

3.2.3 Available Academic Programs

Dentistry Program

Study Plan: https://uom.edu.sa/study-plan

3.3 College of Administrative and Human Sciences

3.3.1 Mission

Preparing highly qualified and professionally distinguished cadres who are capable of competing in the labor market and equipped with the skills, knowledge, and competencies that meet the needs of society in the fields of Human Resource Management, Financial and Banking Administration, Accounting, Marketing, Supply Chain Management, and Administration.

3.3.2 Goals

1. Provide distinguished administrative and financial education in the fields of Human Resource Management, Accounting, Financial Management, Marketing, Supply Chain Management, and Administration.

2. Meet labor market needs for specialists in Human Resource Management, Accounting, Finance, Marketing, Supply Chain Management, and Administration.

3. Ensure continuous improvement and systematic follow-up of the quality of the educational process, with ongoing development of courses across all tracks.

4. Enhance the competencies of faculty members and specialists in Human Resource Management, Accounting, and Financial Management by offering ongoing professional training.

5. Support faculty members and students in conducting applied research in Financial Management, Accounting, Human Resource Management, Marketing, Supply Chain Management, and Administration.

6. Develop students' cognitive abilities and skills by designing and advancing comprehensive plans for extracurricular activities.

3.3.3 Available Academic Programs

• Business Administration Program

Mission: Prepare distinguished professionals in the field of management by developing leadership and innovation skills and supporting local partnerships in line with the needs of society, the labor market, national trends, and sustainable development.

Goals:

1. Ensure the quality of education in the Business Administration program.

2. Enhance students' competence, leadership abilities, competitiveness, and professionalism.

3. Support and encourage scientific and applied research and innovation to promote sustainable development.

4. Foster a commitment to the values of scientific integrity to serve the community and local partnerships with the business sector.

5. Equip students with the ability to understand the effectiveness of using modern technologies in management to assist in decision-making.

Program Tracks:

• Business Administration

• Human Resource Management

• Supply Chain Management

• Marketing

• Accounting

• Financial and Banking Management

• Study Plan

Business Administration Track

Second - Human Resources Management Track

Supply Chain Management Track

Marketing Track

Financial and Banking Track

https://uom.edu.sa/study-plan
• Law Program

(Law) Track

Mission: provide outstanding legal education and prepare highly competent graduates with strong professional ethics, capable of competing in the job market and actively participating in community partnerships and scientific research.

Goals:

1.Provide high-quality legal education that keeps pace with legal developments

2.Qualify graduates who possess the knowledge, skills, and values in the legal field necessary for the job market.

3.Support community development by providing a stimulating learning environment that fosters professional growth and supports the use of modern technologies.

4.Contribute to legal research activities to solve community legal problems.

5. Establish effective partnerships with relevant entities to contribute to community service.

Study Plan: https://uom.edu.sa/study-plan

• English Language Program

•Mission: Provide high-quality educational, research, and community services that lead to proficiency in English in general, and in the fields of linguistics, literature, translation, and culture in particular, meeting the demands of the job market and enhancing scientific research skills to serve the community.

Goals

1.Equip students with the necessary knowledge and skills to pursue postgraduate studies in linguistics, translation, literature, and teaching English as a foreign language.

2.Help students develop their communication skills by utilizing their language proficiency within their communities and across cultures, while preserving their principles and identity.

3.Cultivate students' self-confidence, self-directed learning, problem-solving abilities, and commitment to lifelong learning and continuous education.

4.Promote the use of technology in language learning and communication skills development.

5.Develop creative and critical thinking skills.

6.Prepare students to meet the demands of various English-related fields of work.

• Study Plan: https://uom.edu.sa/study-plan

Chapter Four

University Admission System

4.14. Admissions System

4.1.1 Admission Requirement

The following are often necessary for admission to the university:

- Applicants must have a high school diploma or equivalent, from within or outside the Kingdom.

-A high school diploma or equivalent should be obtained within the last five years. Applicants who have exceeded this deadline must contact the institution to have their status evaluated.

-The applicant should have a positive reputation and conduct.

-Applicants must pass any tests or interviews required by the university council.

-Must be medically fit.

-Must meet any other requirements stipulated by the University Council and announced at the time of application.

Selection among applicants who meet all the requirements will be based on their scores in the General Secondary Education Certificate examination, personal interviews, and any required entrance examinations.

4.1.2 Admission Procedure and Documents for New Students

Registration is done through the online site. Please attach the following documents:

• The original high school diploma.
• Certificate of Good Conduct (if available).
• A copy of the national ID card/residence permit.
• Copy of passport.
• Copy of aptitude test results.
• Copies of achievement test results.
• A medical examination report from the university.

• For male students, provide four passport-size pictures with a white backdrop.

 To complete enrollment, the registration fees must be paid and the student ID number granted, or the full semester fees must be paid if a special discount is desired.

4.2 Transfer

4.2.1 Transfer from one university to another

A student may transfer from outside the university subject to the following conditions:

• The student must have attended a recognized college or university.

• The student cannot have been dismissed from their previous university for disciplinary reasons.

 • The student must fulfill the transfer requirements established by the university council.

Executive Regulations

Transferring students from other colleges may be accepted if they have attended a recognized college or university, subject to the following regulations.

 o The student must not have been dismissed from a previous institution or college due to disciplinary issues.

 o The student must follow the transfer regulations established by the colleges.

 The dean of the college to which the student intends to transfer must approve the transfer in accordance with the transfer requirements agreed by the college council.

 o At Mustaqbal University colleges, the transferring student must finish at least 60% of the total credit hours required for a bachelor's degree.

4.2.3 Internal Transfers Between Colleges

Students may transfer from one college to another within the university according to the regulations approved by the University Council.

Executive Regulations

• The Dean of the college may approve the transfer according to the conditions set by the College Council and the regulations of the Board of Trustees.

4.2.4 Transfers Between Majors Within the College

Students may transfer from one major to another within the college with the Dean's approval, according to University Council requirements.

4.2.5 Recording Transferred Courses

All courses taken by students transferring between majors are recorded in the academic transcript, including grades, semester GPAs, and cumulative GPAs throughout their studies at the university, in accordance with the regulations stipulated in the executive rule of Article 43 of the Study and Examination Regulations at Mustaqbal University.

 - The council of the college offering the course, or its designee, is in charge of recognizing the equivalence of courses passed by students transferring from one college to another within the university's colleges, based on the suggestion of the departments delivering these courses.

- The academic record of a student transferring from one college to another within Qassim Private Colleges includes all courses previously completed at the same undergraduate level, along with the grade received in each course. All courses taken at the colleges are included in the calculation of the student's cumulative GPA.

- Course equivalency may be considered for students admitted to a bachelor's degree program who hold degrees below the bachelor's level from Qassim Private Colleges, subject to the provisions of paragraph one, and according to the following:

• The number of credit hours the student is required to complete must be at least 60% of the total credit hours required for a bachelor's degree from Qassim Private Colleges.

• The grades for credited courses are not included in the student's cumulative GPA, but the courses are recorded on their academic record.

The standard study period for a student admitted to a bachelor's degree program who holds a degree below a bachelor's degree from Qassim Private Colleges is calculated according to the number of credit units that are accepted for transfer, as stipulated in Article 47 of these regulations and its implementing rules, as follows:

• The calculation includes the student's entitlement to credit opportunities.

• The full standard study period is calculated for the student if 14 credit hours or less are transferred from their bachelor's degree program.

• One semester is counted towards the study period for every 15 credit units transferred.

4.2.6 Transfer procedures

The student is transferred in any semester according to the procedures and deadlines announced by the receiving university.

4.3 Academic Bridging

Academic bridging is an educational pathway that allows diploma holders to continue their studies toward a bachelor's degree, subject to regulations and standards set by regulatory bodies to ensure quality education and academic fairness. Bridging is defined as:

"A program to complete studies from a diploma to a bachelor's degree at public and private universities, aimed at raising the students' level of knowledge and developing their academic and professional qualifications." (Wikipedia, Bridging Education)

Bridging Program Regulations at Mustaqbal University:

- Students holding a diploma or intermediate university degree in the relevant specializations are eligible for admission to the program at the specified level. Exemption from certain courses is possible, based on the bridging regulations issued

by the Council of University Affairs in its 19th session of 1445 AH (2023/2024 CE) and the Mustaqbal University Study and Examination Regulations.

- Bridging students may be required to complete supplementary courses before enrolling in a specific level, depending on the program. The student is required to take any supplementary courses in their first semester.

- It will be verified that the remaining specialized courses cover all learning outcomes, with a minimum of 40% of the total credit hours being completed in the specialized subjects, in accordance with the bridging regulations and systems.

- The student is responsible for ensuring adequate preparation and readiness for subsequent courses after completing the bridging program. Students may register for additional courses to enhance their knowledge and improve their preparedness.

- Students are not permitted to change their major through internal transfer.

- College councils are authorized to offer academic advancement (bridging) programs in accordance with the regulations approved by the Council of University Affairs. (Executive Rule of Article Nine - Study and Examination Regulations).

4.4. Equivalency Certificates

Equivalence: A procedure whereby a student is considered to have passed a course from their study plan that they had not previously passed, provided they have successfully completed another course, whether taken within or outside the college, that is equivalent to the required course in their plan, according to the regulations stipulated in these bylaws.

The following rules apply to course equivalence:

o The maximum number of credit hours transferred must not exceed 40% of the total credit hours for the program at Mustaqbal University.

o The description of the course to be transferred must be identical to any course in the program at Mustaqbal University.

To have a course credited, the student must have passed the course at:

- A public university in the Kingdom of Saudi Arabia.

- A private university or private college.

- A technical college.

The number of credit hours for the credited course must be greater than or equal to the number of credit hours for the course in the program at Al-Mustaqbal University.

4.4.1 Equivalence of courses from outside the university

The college council equates courses studied by the student outside the university based on the recommendation of the departments, and they are recorded in the academic record and are not included in the calculation of the cumulative grade point average.

Executive Regulations:

The college council offering the course is responsible for course equivalency according to the following criteria:

o The course must have been studied at a recognized university or college.

o The course must be equivalent in its content or have at least the same number of credit hours as the requested course.

o The maximum number of credit hours transferred from outside the college is 40% of the total graduation credit hours.

o No more than five years should have passed since the course was completed, although exceptions may be made.

o The equivalency process must be completed within ten working days of receiving the application.

o Equivalency courses will be recorded on the academic transcript but will not be included in the cumulative GPA.

4.4.2 Course Equivalence Within Colleges

All courses taken by the transferring student within the university, including grades and GPAs, will be recorded in the academic transcript.

Executive Regulations:

1. The college council, or its designee, is responsible for approving course equivalence based on departmental recommendations.

2. All courses taken by the student at the same level will be recorded and included in the cumulative GPA.

3. Course equivalence may be considered for students with degrees below a bachelor's degree, provided that:

- The required units are at least 60% of the total bachelor's degree units.
- The grades for equivalent courses are not included in the cumulative GPA.

4. The standard study period is calculated based on the number of equivalent units:

- One semester is calculated for every 15 equivalent units.

Chapter Five

Main Departments and Centers

5.1 University Departments

At Mustaqbal University, the various departments and units work together to ensure the efficient and effective operation of academic and administrative processes. These departments and units aim to provide comprehensive services to students and faculty members while maintaining quality standards and academic accreditation. They also contribute to human resource development, support technological innovation, and provide a modern and safe learning environment.

Through this administrative diversity, the university ensures the efficient and professional fulfillment of its academic and community mission. An overview of these departments and their functions will be presented below:

5.1.1 Quality and Accreditation Department

The quality and accreditation department is responsible for organizing and developing academic quality activities within colleges, departments, and centers, with the aim of enhancing institutional performance and ensuring its alignment with national and international standards. Its tasks include contributing to the formulation of strategic objectives related to development and accreditation, providing consultative support to colleges, building effective partnerships with quality assurance bodies, promoting a culture of quality among university staff, and preparing programs for academic accreditation. The department's work is based on the values of integrity, transparency, fairness, quality, innovation, and teamwork. Through the Standing Committee for Quality and Academic Accreditation, it strives to develop general policies and periodically review institutional and program performance, thereby contributing to enhancing the university's ranking and fulfilling its mission of excellence in education, innovation, and community service.

5.1.2 Curriculum and Study Plans Department

This department is a specialized academic department responsible for overseeing the development of plans and programs within the university in accordance with national frameworks and accreditation standards. It provides scientific consultations, reports, and proposals related to these plans and programs. The department also archives study plans approved by the university council, ensures their alignment with the academic system in coordination with the body overseeing the academic system, conducts periodic evaluations of programs and plans, and proposes the creation, development, or cancellation of programs based on national priorities.

5.1.3 Documents and Records Department

This department aims to document the work of the University Council, organize academic and administrative records, and ensure their preservation and easy retrieval when needed.

Among its most important tasks and responsibilities are: documenting the work of the University Council, including preparing agendas, copying memoranda, and documenting decisions issued by the Council; printing academic documents and records; verifying the authenticity of documents; preparing reports and statistics; compiling required data from university departments and colleges; submitting an annual report on the unit's achievements; and providing a user guide for the services offered.

5.1.4 Administrative Communications Department

The Administrative Communications Department is responsible for facilitating all technical and administrative functions related to sending, receiving, and archiving official transactions. Its aim is to ensure the smooth flow of correspondence between the University President's office and internal and external entities, and to provide an effective and secure digital communication environment that contributes to increased administrative efficiency.

The department's tasks and responsibilities include receiving incoming transactions and correspondence addressed to the University President's office, completing their registration and delivery to the relevant authorities, sending official transactions after verifying their approval, registration, and scanning, ensuring their electronic documentation, tracking and distributing correspondence within and outside the office to ensure timely completion and accurate delivery, archiving documents and transactions, organizing internal and external mail, and coordinating sending and receiving processes between the university and external entities.

5.1.5 Internal Audit Department

The Internal Audit Department aims to enhance institutional performance by reviewing administrative and financial processes, identifying operational and financial deficiencies and risks, and proposing improvements and recommendations to develop the university's work environment.

The department's tasks include conducting periodic reviews of administrative and financial systems and procedures to ensure their effectiveness and efficiency, analyzing operational processes and identifying potential areas for improvement, monitoring compliance with regulations and bylaws approved by regulatory bodies, preparing periodic audit reports and submitting them to the university president, participating in internal investigation and audit committees when necessary, providing recommendations aimed at improving institutional

performance and ensuring the achievement of strategic objectives, and collaborating with other departments to enhance the quality of processes and reduce risks.

5.1.6 Admissions and Registration Department

The Admissions and Registration Department has been a pivotal element since the start of the academic year in 1426 AH (2005/2006 CE). Its responsibilities extend beyond academic monitoring of students until graduation. These responsibilities include providing comprehensive information about the university, its colleges, and majors; announcing admission requirements and regulations, as well as academic bylaws; responding to all inquiries; and preparing necessary statistics for internal and external entities. The department focuses on developing admissions and registration mechanisms, standards, and services; supporting the professional growth of its staff; and contributing to the development of academic programs and fee collection mechanisms. It strives to achieve 95% automation in these processes and facilitate electronic procedures for students. The department's work is based on the values of quality, integrity, transparency, teamwork, innovation, continuous learning, and development. It aspires to be a leading admissions and registration department both locally and nationally, providing outstanding services using modern technologies.

5.1.7 Students and Alumni Affairs Department

This department is a cornerstone in enhancing the university experience for students. It focuses on developing students' personalities through a variety of activities and programs. The administration strives to raise awareness among male and female students, strengthen their sense of belonging to their nation, and develop their skills and creative abilities. It also organizes meetings with distinguished graduates to share their success stories. The administration's vision is to be a leading model in shaping students' character, meeting their needs, and guiding their energies in ways that benefit both themselves and their community. Its mission focuses on contributing to the development of students' personalities during their studies, enabling them to become active members of society after graduation, through diverse cultural, social, and athletic programs and activities. The administration is founded on core values including quality, integrity, transparency, teamwork, innovation, lifelong learning, and development, reflecting its commitment to providing a comprehensive educational environment that supports student growth and prepares them for the demands of the job market.

5.1.8 Facilities and Inventory Department

One of the largest departments at the university, it was established on June 22, 2019 (22/6/1441 AH). The department undertakes multiple responsibilities, including the operation and maintenance of university infrastructure and facilities, as well as developing the university campus in accordance with a future vision, while ensuring a sustainable environment and applying the highest standards of quality and safety. It is divided into

three main sections: Operations and Maintenance, Development, and Services. The department works to implement modern systems and technologies for efficient building operation, enhance user satisfaction, prepare and monitor maintenance contracts, and improve internal and external facilities. The department is based on core values such as quality, integrity, transparency, teamwork, innovation, continuous learning, and development, with the aim of becoming a leading department in providing operation, maintenance, and development services that reflect the university's vision and provide a stimulating and accessible learning environment for all.

5.1.9 Human Resources Department

The Human Resources Department at Mustaqbal University was established under its current name on May 22, 2018 (22/5/1439 AH), after being elevated from the Financial and Administrative Affairs Department to become an independent entity keeping pace with institutional change and development. It comprises specialized units including: Human Resources, Faculty Affairs, Development and Quality, Recruitment and Contracts, and Performance Measurement and Evaluation. Its objectives are to attract and retain qualified talent, foster organizational satisfaction and employee loyalty, develop performance appraisal systems to improve work outcomes, and establish training programs to enhance performance and output. The department's work is based on clear values including quality, integrity, transparency, teamwork, innovation, continuous learning, and sustainable development. It strives to be a leading department in attracting and retaining top talent by developing flexible policies, providing effective administrative support, and promoting initiatives to enhance job performance.

5.1.10 Training and Skills Development Department

The Training and Skills Development Department is a strategic gateway for developing the staff of Mustaqbal University. It focuses on developing and preparing university employees by implementing training and development programs that enhance their competencies and capabilities to meet the demands of the evolving work environment, in line with the goals of the Kingdom's Vision 2030. The department's objectives are achieved through high-quality qualification programs, raising the level of performance and job awareness among employees, and empowering them to face future challenges effectively and efficiently. This contributes to the application of the concept of total quality management and the promotion of sustainable development in university performance and services.

5.1.11 Information Technology Department

The Information Technology Department at Mustaqbal University plays a pivotal and strategic role in supporting all university activities by establishing an integrated and secure technological infrastructure. This infrastructure enables the provision of advanced electronic services and enhances institutional decision-making. Its most prominent tasks include developing the information technology infrastructure using the latest high-quality

and reliable technological solutions, employing information technology to support and accelerate communication between different colleges and departments through an advanced local area network, providing electronic solutions, and preparing technical studies and providing training in the field of information technology within the university. The administration embodies its values of commitment to quality, honesty, transparency, teamwork, innovation, continuous learning, and development – striving to be a leading administration in providing outstanding technical services and advanced technical support to the university.

5.1.12 Legal Affairs Department

This is the official body responsible for providing legal advice, reviewing contracts, and handling legal cases. It was established by University President's Decision No. 1628/M/J/40 dated 09/01/1440 AH. It reports directly to the University President and comprises specialized units including the Director's Office, the Litigation Unit, the Legal Advice Unit, the Investigations Unit, and the Contracts Unit. The department focuses on enhancing its performance, developing staff skills and competencies, updating and refining regulations and policies, improving legal procedures, and fostering a culture of respect for regulations and knowledge. Its core values are defined as integrity, quality, transparency, teamwork, innovation, continuous learning, and development. The department aspires to excellence in providing legal and procedural services that promote governance and productivity within the university.

5.1.13 Finance Department

The Financial Department at Mustaqbal University is a fundamental pillar supporting the university's sustainability and development. It is responsible for managing accounting policies and procedures, preparing financial reports, and providing financial services to students and university staff. The department aims to increase revenues, reduce expenses, and improve the quality and accuracy of financial records, while developing management systems and payment mechanisms. Its work is based on the values of quality, integrity, transparency, teamwork, innovation, continuous learning, and development, striving to provide the best financial services using the latest systems and technologies. This enhances institutional excellence and fulfills Future University's vision and mission of providing an efficient and reliable financial environment for all its members.

5.1.14 Strategic Planning Department

The Strategic Planning Department at Mustaqbal University is a cornerstone of institutional excellence. It was established to be responsible for preparing, implementing, and monitoring the university's strategic plan. The department operates on the concept of strategic planning as a key approach to defining and achieving long-term goals in the educational and research fields, contributing to the university's sustainable development and ensuring its continued growth. The department's vision is to excel in activating strategic

thinking within the university, while its mission focuses on actively contributing to the preparation, implementation, and monitoring of the strategic plan according to best scientific and professional practices. Through these efforts, the university seeks to achieve its strategic goals, including developing a national human capital in line with the Kingdom's Vision 2030.

15.1.5 Scientific Council

This Council oversees the academic affairs of faculty members, as well as research, studies, and publications, in accordance with Article 19 of the Regulations for Private Universities and Colleges, issued by the Council of University Affairs Resolution No. (3/16/45) at its sixteenth meeting held on 14/2/1445 AH, and the bylaws of Future University, approved by the University's Board of Trustees at its first meeting held on 27/8/1446 AH, corresponding to 26/2/2025 AD.

Its responsibilities include recommending approval for faculty members' contracts, academic promotions, sabbatical leaves and scientific collaboration, and external scientific and academic participation, and submitting these recommendations to the University Council.

Proposing rules and regulations governing the appointment, promotion, secondment, assignment, scholarship, and training of faculty members and those in similar positions, along with their executive and financial regulations.

Proposing policies to encourage scientific research, innovation, authorship, translation, and publication, and developing strategic plans, executive, operational, and financial regulations for these activities, and submitting them to the University Council.

5.1.16 Learning Resources Department

The Learning Resources Management aims to provide diverse and up-to-date information resources to support the educational and research process, develop the infrastructure of university libraries and improve their services, enhance information literacy among university staff, and support the digital transformation of the learning and research environment.

The tasks of the Learning Resources Management include: managing university libraries and overseeing their development and equipping; organizing subscriptions to international scientific databases; providing lending, search, and retrieval services to users; organizing workshops and training courses on the use of digital information resources; and preparing statistical reports on the use of library resources and services.

5 .1.17 Risk Management Department

The Risk Management Department is responsible for strategic foresight at the university, enabling it to identify, classify, and assess all types of potential risks at the university and establish the foundations and standards for identifying financial risks and funding alternatives.

It also assesses the risks of laboratories and facilities, establishes a mechanism for hazardous waste disposal, identifies solutions and steps to be taken to prevent risks, and promotes a culture of risk management at the university.

5.1.18 Safety and Security Department

The Security and Safety Department at Mustaqbal University is a vital department that contributes to providing a safe and healthy learning environment for all university members. The department also implements specialized training programs, such as joint courses with the Civil Defense, which focus on dealing with risks and disasters and conducting effective evacuation procedures. The department also conducts periodic evacuation drills for all university staff and students, enhancing preparedness and rapid response in emergencies. The department strives to achieve the highest standards of safety and security, contributing to a safe and sustainable learning environment.

5.1.19 Media and Institutional Communication Department

The Media and Corporate Communication Department aims to support and enhance the university's positive image by highlighting and professionally documenting university events and activities, thus achieving effective communication with the local and national community. The department adheres to standards of quality, transparency, and innovation in all its media services, committed to the institutional and professional values that reinforce the university's identity.

The department is committed to a set of principles and policies, including: professional quality, internal coordination, public engagement, visual identity implementation, and media documentation.

5.1.20 Community Responsibility Department

The Community Service Center at Mustaqbal University is a vital center that reflects the university's commitment to serving the local community and contributing to the achievement of the Sustainable Development Goals. The center aims to provide training and educational services that meet community needs and to strengthen cooperation and partnerships with various entities by organizing training courses, workshops, and seminars that contribute to raising cultural and health awareness and developing individuals' skills. The center's work is based on the values of quality, integrity, transparency, teamwork,

innovation, continuous learning, and development, striving to be a distinguished model in providing high-quality community services that align with the Kingdom's Vision 2030.

5.1.21 Knowledge Exchange and Cooperation Department

The Knowledge Exchange and Cooperation Department is responsible for strengthening the university's relationships with internal and external entities, with the aim of exchanging knowledge and expertise.

It also works in collaboration with the university's various colleges, research departments, community responsibility departments, and training departments to develop joint programs. This department works to promote strategic partnerships that contribute to raising the university's standing.

5.1.22 Marketing Department

The Marketing Department is responsible for enhancing and promoting the university's image and showcasing its identity and media presence through marketing strategies targeting various audiences. Its tasks include: developing and implementing marketing strategies; attracting new students and expanding into the market; utilizing digital marketing; developing marketing materials and advertisements; producing diverse marketing materials; managing the university's reputation and resolving problems; managing marketing for special programs and continuing education; developing and training university staff; managing and evaluating performance; and planning and preparing periodic reports.

5.1.23 Contracts and Procurement Department

This department is responsible for securing the needs of academic and administrative bodies for materials and services, and for organizing tenders and contracts in accordance with government regulations, ensuring efficiency and transparency.

The tasks of the Contracts and Procurement Management Department include: issuing public and limited tenders and direct procurement in accordance with the Tenders and Procurement Law; preparing contracts, monitoring their implementation, and ensuring compliance with their terms; receiving and reviewing purchase requests from various entities and defining technical specifications; communicating with suppliers and companies to obtain the best offers; concluding contracts; and preparing periodic reports on the department's performance and procurement activities.

5.1.24 Projects Department

This department is responsible for planning, implementing, and monitoring construction and development projects; developing university infrastructure and facilities; organizing the technical handover and acceptance of projects; preparing periodic reports on project progress and performance indicators; coordinating with other departments to ensure the

integration of projects with the university's needs; implementing safety and quality systems at all stages of implementation; and using digital project management systems to document and monitor work, thus contributing to the achievement of the university's strategic objectives.

5.1.25 Assistant Administration (Female Section)

This is an administrative unit that aims to provide support and care for female students and staff within the university, as well as to enhance their academic and social participation. The role of the Women's Support Administration includes several responsibilities and powers related to facilitating the academic and administrative environment within the female student section of the university.

5.2 University Centers and Institutes

5.2.1 Mustaqbal Institute for Studies and Consultations

The Institute aims to strengthen ties between the university and its surrounding environment by leveraging the university's human, scientific, research, technological, consulting, and administrative capabilities to provide studies and consultations that meet the needs of various sectors. It also aims to invest in research and study findings and build a knowledge-based economy that contributes to achieving the university's strategy and the Kingdom's Vision.

5.2.2 Mustaqbal Center for Innovation

The Mustaqbal Center for Industrial Innovation at Mustaqbal University is a pioneering initiative that reflects the university's commitment to fostering innovation and contributing to the goals of the Kingdom's Vision 2030. Established as the first of its kind in the region, the center offers innovative services and projects in multiple fields, most notably industrial, medical, and technological. It was officially inaugurated in the presence of His Royal Highness Prince Dr. Faisal bin Mishaal bin Saud bin Abdulaziz, Governor of Qassim Region. The center aims to support research and development in industrial, medical, and technological fields by providing innovative solutions that contribute to developing products and services and strengthening the knowledge economy. The center also seeks to activate partnerships with the public and private sectors and provide a stimulating environment for innovation, in line with the requirements of the Fourth Industrial Revolution (Industry 4). Through these initiatives, the center contributes to achieving sustainable development and enhances the role of Mustaqbal University as a leading educational and research institution in the Kingdom of Saudi Arabia.

5.3 University Unites

5.3.1 Intellectual Awareness Unit

This unit aims to strengthen loyalty to religion and then to the rulers, and to promote national belonging and its values by disseminating a culture of moderation, tolerance, and coexistence, and by preventing and addressing the effects of extremist ideology. It also monitors intellectual deviations, extremist ideas and behaviors, and negative phenomena within the university, while encouraging research initiatives on intellectual issues and promoting national belonging and unity.

5.3.2 Statistics and Information Unit

The Statistics and Information Unit is responsible for supporting the university's decision-making process based on accurate data and statistics. It prepares and compiles statistics related to students, faculty members, and those in similar positions, as well as university staff. The unit coordinates with university programs and units to design and implement electronic forms for measuring institutional performance indicators. It conducts descriptive statistical and analytical studies based on the data available to the unit, establishes and continuously updates a statistical database, provides the university's colleges, units, and committees with the required statistics, and participates in preparing the university's annual report.

Closure

 Finally, this Mustaqbal University Guide embodies the university's unwavering commitment to providing high-quality education and cultivating an academic environment conducive to innovation and scientific research, all within the framework of an ambitious national vision aimed at regional and global leadership.   The university has worked hard to clarify its organizational structure, mission, objectives, facilities, and services through this guide, allowing its staff and visitors to gain a thorough understanding of the institution's operations while also improving communication and integration among its departments.

The university affirms that this guide is a dynamic document that is constantly updated to reflect organizational and operational advancements, thereby contributing to institutional excellence, assuring quality performance, and upholding governance and transparency.

 Mustaqbal University aspires that this guide will serve as a unified reference for all of its members, and encourages everyone to use it and contribute to its development, thereby serving the university's objectives and reflecting its mission of serving the community, developing human capital, and achieving academic and research excellence. We beg our great ALAHA for success and guidance in serving science and knowledge, as well as attaining the wise leadership's vision of a globally competitive knowledge society.

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