جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Student Manual

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Introduction

Mustaqbql University believes that the student is the focus and ultimate goal of the educational process, and its most important outcome. This is directly reflected in the first three objectives of its strategic plan, which include institutionalizing, governing, and automating best practices, obtaining institutional accreditation, and developing the quality of teaching and learning, obtaining program accreditation, and empowering university graduates scientifically, technically, and professionally. This is reflected in numerous initiatives through which the university seeks to improve all services provided to students, including admissions and registration, academic and advising services, student activities, post-graduation services, and facilities and equipment across all university branches and departments.

As a contribution to the continuous improvement of university services provided to students, this guide has been prepared as an updated version of the previous guide (issued in 1431 AH/2012 CE), to provide them with a brief overview of these services and how to benefit from them, in a manner that keeps pace with new developments in the Kingdom and the amendments made to the university's regulations and policies.

We ask God Almighty that this guide may be a help to our students, a guide for them in their university life, and that it may motivate them to participate constructively in improving the quality of the educational process.

Contents

Chapter 1

Qassim Region

Qassim is one of the administrative areas in Saudi Arabia and its Emirate is in city of Buraidah. It is characterized by the availability of groundwater and provides the Kingdom of Saudi Arabia with the finest types of dates and vegetables. One of the most important city among her cities is Buraidah the largest city, the city of Onaizah, Rass, Moznib, Bakiriyah, Badaya, Comet, Khobara, Riyadh Khobara, Al asyah, Oglat Al soqor, Dariya, Oyoon Al Gawaa and others. It is said that Antar Bin Shadad, Zohair Bin Aby Salama and his son Kab Bin Zohair are among the oldest celebrities who lived in this geographical spot and the former is the most famous who praised Prophet Muhammed (peace be upon him) in his famous poem. Qassim is located in the center of the Kingdom within the Najd Plateau, which includes the regions of Riyadh, Qassim and Hail, making it occupying a prominent position in terms of trade, agriculture and population. The word Qassim was mentioned in the old sources, as stated in the tongue of the Arabs that Qassim is a part of land with many trees, and that Al-Qasimah is the breeding ground of the ancestors and the peace. In the old days, the Trade and pilgrimage routes used to pass through the Qassim region, in particular, the routes of Basra, Kufa and Baghdad. These trips flourished especially during the Abbasi and Omawy periods. Qassim still retains the monuments and landmarks of these roads and stations. Its inhabitants work in trade, agriculture, grazing and industry, distributed in more than four hundred cities, villages. The trade of the people of Al-Qassim is generally concentrated on agricultural wealth such as grains, dates, vegetables and so on due to the availability of surface and ground water, as well as livestock in camels, cows and sheep, in addition to clothing and other luxuries. Al-Qassim's climate is not different from that of central Arabia. It is cold, rainy and hot in summer. The Qassim region is connected to the regions of Riyadh, Medina and Hail by a network of high-quality highways. It also has a regional airport in the middle of the region, from which some international flights use to fly to other Arab countries. The North Train, which connects to Riyadh and then to the Eastern Province, passes through Qassim.
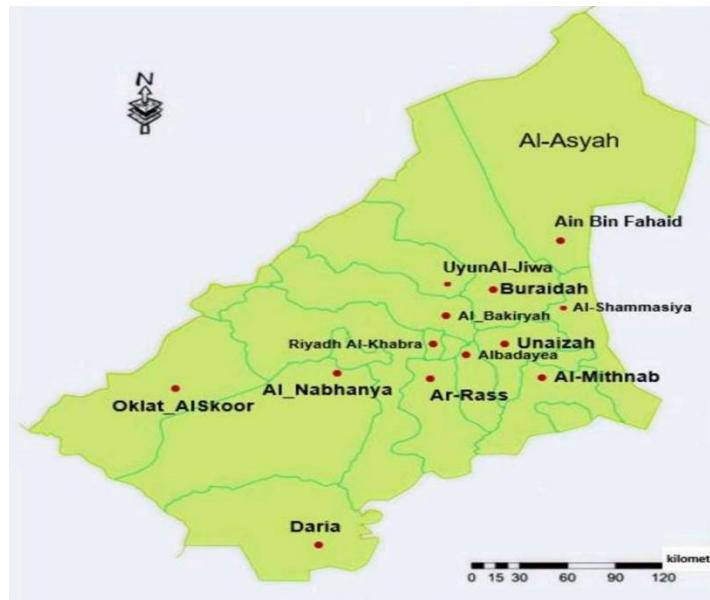
Geography of the region

The Climate

Hot in summer, cold rainy in winter, the average temperature in the summer is about 38 degrees Celsius and in winter 20 degrees Celsius and the temperature in the summer can rise to more than 40 degrees Celsius and fall in winter to 10 degrees Celsius The average rainfall in Qassim is slightly more than most parts of the Kingdom due to the height of the region but rarely more than 200 mm per year.

Natural Characteristics of the Region

Wadi Al Romah is considered the most important natural phenomenon in Al-Qassim region. It crosses the whole region from east to west. It is the longest valley on the Arabian Peninsula, with a current length of 600 km from its source near Medina to its downstream in the sands of Thuwairat east of Qassim. Dozens of valleys are connected with Wadi Alromah from the north and south. The valleys that connect to it from the northern side are Wadi Al Romah, Wadi Marghala, Shuaib Sbeih, Shuaib Al-Dulaimiya. Wadi Al Romah is connected from the southern area with the following vallyes Wadi Al-Jiflin, Wadi Al-Rajla, Wadi Al-Jarir, Shuaib Jarrar, Shuaib Al-Dath, Shuaib Al-Khushaibi and Wadi Dukhna and Wadi Al Nessaa. Wadi al-Rasha was also connected to Wadi al-Rumah near Unaizah governorate, but the Nofooz Alshakika stands between the two valleys at present. The height of the land of Qassim ranges between 500-750 m above sea level, and gradually declines, generally from west to east. The maximum height of the seabed above sea level as mentioned above 750 m, but in some hills up to 900 meters, which affects the climate. Qassim nights in the summer are similar to desert nights

that have a gentle breeze, a clear sky, and bright stars in the sky which amaze those who love the quietness of the magnificent desert.

Area and Boundaries

It covers an area of about 73,000 square kilometers and represents about 3.2% of the total area of the Kingdom. Its maximum breadth is about 480 kilometers from north to south and 400 kilometers from east to west. It is bordered to the east and south by the Riyadh region, to the north by Hail and to the west by the Medina.

Population

According to the general census conducted in 2018, the total population in the Qassim region is 1455693 people, which represents about 4.3% of the total population of the Kingdom, which amounted to about 33 million and 413.6 thousand people. The number of Saudi residents in the Qassim region is 1025915, while there are 429,778 non-residents.

Services

Medical Care

There are many hospitals in the region which offers medical care for the citizens, the non-Saudis and visitors. Some of these hospitals belong to the Ministry of Health, and some belong to the military sectors in the Kingdom. Most of these hospitals are in Buraidah city (the administration capital of the region). Of these hospitals are the followings:

- Specialized King Fahad Hospital
- Central Buraidah Hospital
- Security Forces Hospital in Buraidah
- King Saud Hospital in Unaizah
- Psychological Health Hospital
- Children and Birthing Hospital in Buraidah

Education

General Education

The beginning of the general education in Al-Qassim region was through al-Katateeb, which is the public schools and circles which are supervised by people of judges and religion scholars. Number of schools at the time of establishing the Directorate of Education in Al-Qassim region was 47 school, and their students were 3233 student. The number of schools, students and teachers depict continuous growth. The number of schools reached 1721 in the academic year 1439/1440 H (805 male schools and 916 female school), from which 374 are primary schools. The number of male students reached 91669,

and the female students reached 969939. The number of male techer are 9057, and the female teachers are 11234.

Higher Education

The main universities and colleges in the region are as follows:

- Qassim University and its colleges in the main campus and branches
- Mustaqbal University (known previously as: Public Qassim Colleges)
- Technical College in Buraidah
- Health Sciences College in Al-rass
- Public Buraidah Colleges
- Public Al-Ghad Colleges
- Sulyman Alraghy University (known as: Sulyman Alraghy Colleges)

Chapter 2

About Mustaqbal University

Mustaqbal University began its educational journey under the name Qassim Private Colleges, the first private colleges in the Qassim region. The initial license for Qassim Private College for Boys was issued under number 23206 on October 21, 1422 AH (October 21, 2001), and for the private college for girls under number 23205 on the same date. The colleges were officially established with the laying of the foundation stone by His Royal Highness Prince Sultan bin Abdulaziz Al Saud – may God have mercy on him – on Tuesday, July 19, 1424 AH (July 19, 2003). Actual studies began in the academic year 1426/1427 AH (2005/2006). After a journey of development and excellence, these colleges transformed into the first private university in the Qassim region under the name Mustaqbal University on Tuesday, July 5, 1440 AH (July 5, 2019), thus confirming its pioneering position in private education and research.

2.1 Vision, Mission, and Values of Mustaqbal University

2.1.1 University Vision

A nationally distinguished university in education and professional development for the competencies of the future.

2.1.2 University Mission

To provide distinguished education and professional development, and to promote innovation and partnership, in fulfillment of the needs of our society.

2.1.3 University Values

- Quality: We are committed to high quality in inputs, processes, and outputs.

- Integrity: We perform our work with sincerity and dedication in accordance with professional ethics.

- Transparency: We are committed to the highest levels of transparency, integrity, and accountability within a framework of institutional governance.

- Teamwork: We conduct our work as one team.

- Innovation: We foster creative thinking and an innovative spirit, both intellectually and productively.

- Continuing Education: We support lifelong learning both within and outside the university.

- Development: We believe in the necessity of development and growth in all areas and activities.

2.2 Strategic Goals and Strategic Initiatives

2.2.1 Goals

The university's strategic objectives, as outlined in its first strategic plan, are as follows:

• Institutionalizing, governing, and automating best practices and obtaining institutional accreditation.

• Enhancing the quality of education and learning and obtaining program accreditation.

• Empowering university graduates scientifically, skillfully, and professionally.

• Developing the research, development, and postgraduate studies system.

• Providing a stimulating environment for innovation and community services with sustainable value.

• Strengthening educational, research, and community partnerships.

• Developing the university's own resources, diversifying its income sources, ensuring their sustainability, and marketing its services and products.

There are also several strategic plan initiatives that are directly or indirectly linked to students, such as educational development, the scientific, skillful, and professional empowerment of university graduates, and the development of the research and postgraduate studies system.

2.2.2 Strategic Initiatives

1. Organizational Structure Development Initiative
2. Management Automation and Strategic Planning Initiative (Dashboard System)
3. Legal Affairs, Regulations, and Governance Development Initiative

4. Institutional Accreditation Initiative
5. Initiative to Establish a Research, Consulting, and Training Services Center
6. Teaching and Learning Development Initiative
7. Program Accreditation Initiative
8. Awareness Initiative for a Prosperous Future
9. E-Learning Initiative
10. Future Specializations / Careers
11. Alumni Services Initiative
12. Initiative to Offer Diverse and Flexible Professional Programs
13. Online Vocational Training Initiative
14. Engaging Competent National and International Lecturers
15. Preparation of a Research and Development Plan
16. Postgraduate Programs in Collaboration with Prestigious National and International Universities
17. Initiative to Subscribe to Selected Global Databases
18. Initiative to Establish a Peer-Reviewed University Journal (Future Scientific Journal)
19. Initiative to Study Tuition Fees, Scheduling, and Payment Mechanisms
20. Initiative to Improve the University's Electronic Infrastructure
21. Initiative to Improve the University Website
22. Recruitment, Retention, and Job Satisfaction Initiative
23. Community Programs Support Initiative
24. Improving the University's International Ranking
25. Maintenance and Facilities Development Initiative
26. Development of Research, Investment, and Community Partnerships
27. Rationalization Initiative
28. University YouTube Channel Initiative
29. Marketing and Media Dimension Development Initiative
30. Investment, Endowments, and Funding Initiative
31. Initiative to Increase Operational and Non-Operational Profits
32. Initiative to Establish a Gymnasium and Recreational Activities
33. Opening a Branch of the University

2.3 University Colleges and Academic Programs

2.3.1 University Colleges

▪ **College of Engineering and Computer Science**

The college strives to provide outstanding education in the fields of engineering and computer science, with a focus on developing students' technical and innovative skills.

Available Academic Programs:

• Computer Engineering (Tracks: Computer Engineering, Robotics, Network Engineering)

• Computer Science (Tracks: Computer Science, Software Engineering)

• Electronics and Communications Engineering

• Industrial Engineering

• Cybersecurity

• Artificial Intelligence

▪ **College of Dentistry**

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

Available Academic Program:

• Dental Medicine and Surgery

▪ **College of Administrative and Human Sciences**

The college strives to provide outstanding education in the fields of administrative and human sciences, with a focus on developing students' leadership and management skills.

Available Academic Programs:

• Business Administration (Tracks: Business Administration, Supply Chain Management, Human Resource Management, Marketing, Accounting, and Financial and Banking Management).

• Law

• Applied Linguistics

2.4 Graduate Attributes

Preparing well-prepared graduates who meet the needs of the labor market is one of the most important strategic directions of Mustaqbal University. To achieve this direction, Mustaqbal University strives, through all its academic and administrative programs and units, to cultivate the characteristics that enable it. Graduate characteristics refer to the traits and qualities that graduates demonstrate in the workplace, according to the definition of the Saudi Education and Training Evaluation Commission and the Saudi National Qualifications Framework. Based on this, the general attributes of Mustaqbal University graduates have been identified. These characteristics are acquired by graduates through learning outcomes and various university activities. These attributes are as follows:

1. A comprehensive and well-organized understanding of a body of knowledge within a specific academic program, along with familiarity with the theories and principles related to that program.

2. Mastery of a broad and integrated range of knowledge and skills required for effective practice in a professional field, if the program is professionally oriented.

3. In-depth knowledge, comprehensive understanding, and the ability to analyze and interpret issues within the field of specialization, if the program is academic and does not involve professional practice.

4. Possession of problem-solving skills for complex issues and the capacity to develop innovative solutions.

5. Ability to select and apply the most appropriate mechanisms for communicating results and outcomes to stakeholders.

6. Demonstration of leadership skills, accountability, and readiness for full cooperation with others in joint projects and initiatives.

7. Proficiency in technical and effective communication skills.

8. Commitment to professional ethics and adherence to Islamic values.

These attributes cover all graduate characteristics at the academic program levels in colleges, as well as with professional standards, employer expectations and with the National Qualifications Framework (NQF).

Chapter Three

Admissions and Registration Department

The Admissions and Registration Department works to facilitate and streamline admission, registration, transfer, and graduation procedures at Mustaqbal University. The department has developed course admission and registration procedures through an electronic portal accessible to students on the university website. The department is committed to maintaining the privacy and confidentiality of student information. It also strives to increase student awareness of their academic status, academic affairs, and related regulations and procedures, enabling them to monitor their progress through their online accounts.

3.1 Department Goals

1. To secure a university place for every student who meets the admission requirements.

2. To attract the best students to the university, including high school graduates, transfer students, and bridging students from the Qassim region and beyond.

3. To educate students about study and examination regulations and procedures through various means both within and outside the university.

4. To document students' academic records and ensure their continuous electronic updating.

5. To develop and adapt technology within the department so that students can manage their academic affairs from anywhere. 6. The university is committed to facilitating and completing student graduation procedures smoothly and efficiently within the timeframe specified in the academic calendar.

For more information, dear student, please visit the administration's website on the Mustaqbal University page via the following link:

https://uom.edu.sa/%D8%A5%D8%AF%D8%A7%D8%B1%D8%A9-
%D8%A7%D9%84%D9%82%D8%A8%D9%88%D9%84-
%D9%88%D8%A7%D9%84%D8%AA%D8%B3%D8%AC%D9%8A%D9%84/

3.2 University Admission and Registration Requirements

The University Council approves the admission requirements and procedures for each college based on the recommendations of the college councils. The proposed enrollment numbers for each college and program are also approved annually by the University Council and published on the Deanship of Admission and Registration website.

3.3 Admissions and Registration Department Tasks

The department serves students through the following tasks:

1. Admissions Procedures:

   • Preparing the online admissions portal

   • Receiving admission applications and verifying documents

   • Applying admission requirements

   • Issuing admission results and assigning student ID numbers

   • Preparing data and statistics related to admissions results

2. Registration Procedures:

   • Opening and preparing class schedules for colleges

   • Preparing the online registration portal

   • Organizing registration periods

   • Enabling student registration for courses

3. Academic System

   • Academic structure

   • Entering study plans

   • Managing the academic system

4. Issuing Documents and Certificates:

   • Issuing lists of expected graduates

   • Preparing graduates

   • Approving graduates

   • Calculating cumulative GPA

   • Issuing and certifying documents

   • Approving graduation certificates by the authorized official

4. Academic Transactions

   • Preparing the online portal for academic transactions

   • Organizing academic transaction periods

   • Opening academic transactions for students

   • Enabling students to enter academic transactions

   • Processing academic transactions for special cases

5. Academic Transfers and Equivalencies

• Preparing the system for transfers within and outside colleges • Organizing internal and external transfer periods

• Opening academic transfer applications for students

• Processing transfers between majors within the university

• Receiving applications for equivalency and bridging programs

• Visiting the university

6. Scheduling Exams:

• Preparing the system for the final exam dates for colleges

• Organizing final exam periods

7. Issuing Statistical Data and Reports:

• Preparing periodic reports on admissions and registration

• Academic statistics

8. Communicating with Students:

• Communicating with and guiding new students

• Providing technical support to students

9. Supervising Electronic Systems:

• Managing the academic system

• Data protection

10. Handling Exceptional Cases:

• Providing solutions for students with special needs

• Reviewing emergency and exceptional academic cases

11. Continuous Review and Development:

• Implementing updates to academic regulations and systems

• Improving procedures in accordance with quality standards

12. Student Services and Procedures:

• Issuing various student identification letters as needed • Authenticating and stamping academic documents with the "Certified True Copy" seal.

• Preparing and printing official forms and submitting them to the relevant authorities (e.g., course application forms).

• Following up on and processing electronic requests submitted by students through the university portal or other official channels.

• Providing inquiry services and direct support to students, both in person and online.

3.4 Academic Calendar

Students can review the academic calendar on the university website or contact the Deanship of Admissions and Registration to find and follow it. University website: https://uom.edu.sa/

Deanship of Admissions and Registration:

https://uom.edu.sa/%D8%A5%D8%AF%D8%A7%D8%B1%D8%A9-
%D8%A7%D9%84%D9%82%D8%A8%D9%88%D9%84-
%D9%88%D8%A7%D9%84%D8%AA%D8%B3%D8%AC%D9%8A%D9%84/

Chapter Four

Student and Alumni Affairs Department

It is one of the support departments at Mustaqbal University, affiliated with the Agency for Educational Affairs, providing academic, social, and psychological guidance to students. It also serves them in cultural, athletic, and social activities, aiming to build their character and develop their personal skills. Furthermore, it fosters communication and collaboration with university alumni.

The department is committed to providing guidance and support to students, helping them overcome challenges that negatively impact their studies. It views university students as the hope of the nation and the cornerstone of its future, standing with them to guide and assist them in becoming conscious, productive, and active members of their community. Through its numerous activities and events, the department offers students ample opportunities to pursue their hobbies and utilize their free time in a structured and purposeful manner, developing their abilities and boosting their self-confidence.

The department comprises several student-related units, including the Student Activities Unit, the Guidance and Counseling Unit, and the Social and Psychological Counseling Unit, among others.

4.1 Guidance and Counseling Services

Guidance and counseling are essential services for university students throughout their studies. University life differs significantly from pre-university education. It is a crucial stage in shaping a student's academic and social character, representing a qualitative shift from general education. University students take responsibility for their academic, personal, and social affairs, making their own decisions. This period can be one of excellence and distinction, or it can be less so. To help students adapt to university life, which requires support and guidance, the Student and Graduate Affairs Department works diligently to ensure their stability and integration into the new university environment.

The department is committed to addressing students' academic, psychological, and financial needs, especially in this era of complex life challenges. It is essential to illuminate their path, enlighten them about the requirements for academic success, strengthen their resilience, help them overcome obstacles that hinder their academic progress, and provide them with proper guidance throughout their university journey. The department also monitors their various issues and problems that may negatively impact their academic performance and excellence. The Student and Graduate Affairs Department has Guidance and Counseling Units in each of the university's colleges.

4.1.1 Welcoming New Students

The Guidance and Counseling Unit within the Student and Graduate Affairs Department recognizes the importance of educating and introducing newly admitted students to the university and preparing them for their new university life. Therefore, a program is prepared and arranged for welcoming new students from the moment they are accepted. Each student receives an invitation to the orientation ceremony, along with their university acceptance letter and important instructions they need to know before beginning their studies. The program aims to prepare students for university life, familiarize them with the university's student support systems, introduce them to their colleges and the services offered, and highlight essential university facilities such as the library, cafeterias, gyms, photocopying centers, bookstores, laboratories, and more.

The university organizes a welcoming ceremony on the first day of each semester, under the patronage of the university president. Colleges also organize orientation and counseling sessions for new students at the beginning of each semester.

2.1.4 Religious and Social Awareness Programs

Through the Student Activities Unit, in cooperation with the Intellectual Awareness Unit, the administration carefully selects the materials for awareness programs to serve the public interest. These programs aim to guide, advise, and educate students, and to strengthen them culturally, religiously, and socially.

4.1.3 Exhibitions

The administration, through the Student Activities Unit, organizes several exhibitions. These exhibitions aim to raise students' awareness of current events and their negative impacts on their academic progress and future, while also guiding them toward positive opportunities that will help them build a bright future. 4.1.4 Social Studies and Services for Students with Special Needs

The Student and Graduate Affairs Department is committed to supporting students in their educational, developmental, financial, and social well-being. This is achieved through the Social and Psychological Counseling Unit. By reviewing the circumstances of students facing academic difficulties and studying their academic, social, and psychological situations, which may significantly impact their academic performance, the department has developed a program for assessing student cases. This program includes a form listing various disabilities, which is completed by the social worker. A schedule is then created and monitored by the social worker, and the student follows the assigned instructions.

4.1.5 Peer Tutoring Program

The university cares for all its students and is attentive to their diverse needs, including those facing academic difficulties. Therefore, it has established a program specifically for this group, managed by the Guidance Department within the Student and Graduate Affairs Department.

The program aims to:

1. Assist struggling students who need to improve their academic performance.

2. Foster a spirit of cooperation and teamwork, and build positive relationships among students.

3. Encourage and reward outstanding students, showcasing their excellence to their peers.

4. Developing the skills and competencies of outstanding students and utilizing them to help their peers.

5. Enhancing the educational quality of the program.

4.1.6 Honoring Outstanding Students Program

This program aims to recognize and celebrate outstanding students, encourage their continued success, and motivate other students to excel. The Guidance and Counseling Department has established the following criteria for identifying outstanding students in the university's colleges. An outstanding student at the university level is one who achieves exceptional academic and scientific accomplishments that exceed the bounds of typical academic excellence. This student combines high academic achievement with exemplary conduct and creative or community contributions that reflect positively on the university.

Objectives of Honoring Outstanding Students:

1. To contribute to preparing outstanding and gifted university students to become the core of scientific expertise and leadership in diverse and distinguished fields of talent at the university and community levels.

2. To develop and highlight the abilities and skills of outstanding and gifted university students to contribute to development efforts at the university and community levels.

3. To broaden the thinking horizons of outstanding and gifted students and enhance their ability to adapt to the demands of contemporary development.

4. To enable outstanding and talented university students to benefit from the university's external partnerships related to educational and academic aspects, as well as those related to creativity and innovation.

5. To promote and solidify a culture of excellence and talent within the university to foster a spirit of positive competition among students in all university colleges.

Nomination Requirements and Criteria

To be eligible for the title of "University-Level Outstanding Student," a candidate must meet the following criteria:

1- Academic Achievement:

• A minimum cumulative GPA of 4.75 out of 5 or its equivalent.

• Successful completion of all courses on the first attempt without failing or withdrawing.

2- Behavioral Discipline:

• Adherence to university regulations and policies.

- No academic or disciplinary penalties.

3- Additional Contributions:

- Participation in a scientific conference or specialized workshop.

- Achieving top rankings in local or international scientific competitions or Olympiads.

- Presenting impactful initiatives in community service or distinguished student activities.

Nomination Mechanism:

- The college nominates outstanding students according to the above criteria.

- Nominations are submitted to the university's committee for honoring outstanding students for approval.

Awards for Outstanding Students

The following awards are granted to outstanding students at the university level:

1- Certificates and Honorary Awards:

- A certificate of excellence accredited by the university.

- A shield of distinction or a commemorative medal.

2- Monetary Rewards:

- Monetary rewards determined by the university.

3- University Privileges:

- Inclusion of their names on the university's honor roll.

- Recognition at the university's annual ceremony.

- Highlighting their achievements through the university's media platforms.

4.2 Supporting Activities

Students are provided with recreation, and a sense of belonging to the university is fostered through cultural, sports, and social activities organized by the Student Activities Unit, which oversees sports clubs. The university boasts high-quality sports and cultural facilities for these activities.

4.2.1 University Sports and Cultural Facilities

The university is committed to developing its sports and cultural facilities. It boasts numerous halls equipped for cultural activities and conferences, located throughout its administration building and several colleges. The Future Building is also designed to host various meetings and events, such as graduation ceremonies.

Furthermore, the University provides fully equipped sports fields for football, basketball, and volleyball, facilitating various sports activities and competitions.

4.2.2 Student Clubs

Recognizing that students are the focus of these activities, the Student and Alumni Affairs Department established student clubs within the colleges. These clubs, overseen by the Student Activities Unit, are managed and run by students. Each club's board of directors consists of students, one of whom is elected as the club director. This director is fully accountable to the faculty member supervising the club, who, along with the supervisors of other clubs, reports to the General Supervisor of Clubs within the Student and Alumni Affairs Department.

Students participate in a variety of extracurricular activities through these clubs. Competitions are held between different colleges in diverse cultural and sporting fields. Colleges are ranked annually, and those that excel in their activities are recognized and honored.

4.3 Medical Care

Medical care is a student's right. Therefore, the Kingdom provides basic healthcare to its citizens, including university students, free of charge through government hospitals and various medical centers located throughout the country. Furthermore, the medical clinics in both the male and female sections of the university, as well as the dental clinic, provide healthcare services to all members of the university community, including students, faculty, and staff.

4.4 International Student Care

International students at Mustaqbal University are divided into two categories:

• International students residing in the Kingdom with valid residency permits.

• International students from outside the Kingdom residing on scholarships.

Mustaqbal University has prioritized the needs of international students in both categories and has established several units to guide and support them (see the International Student Guide).

Chapter Five

Intellectual Awareness Unit

5.1 Introduction

The Intellectual Awareness Unit is responsible for disseminating the values of citizenship, moderation, centrism, and institutional responsibility within the university, fostering loyalty to religion and belonging to the nation, and developing intellectual awareness among its students and staff. This is achieved through organizing a series of lectures and cultural activities.

5.2 Organizational Structure of the Intellectual Awareness Unit

The unit reports directly to the university president. The following figure illustrates the unit's structure.

3.5 Unit Activities

The unit presents and coordinates awareness programs and events for university staff, particularly students, through the Programs and Events Department. The unit also engages with the community by inviting speakers from various community institutions and involving community groups in its awareness activities through the Community Officer.

5.4 Coordination with University Departments

The unit coordinates with university departments and units concerned with religious, intellectual, and social culture to achieve its awareness goals. These goals include disseminating the values of citizenship, moderation, centrism, and institutional responsibility, and countering deviant ideologies. Among the departments with which coordination takes place are the Student Affairs and Alumni Department, the Learning Resources Department, student clubs, and alumni units.

Chapter Six

Student Rights and Responsibilities

6.1 University Student Rights

A. The Academic Affairs

1. Access to the student handbook, which provides information about the university, its systems, and facilities.

2. An orientation ceremony for new students.

3. The education students receive will be evaluated, and their feedback will be used to improve the quality of education at the university. Students will evaluate the course they studied and the faculty member who taught them using a designated questionnaire. Students are expected to complete this evaluation honestly and without personal, partisan, or tribal bias.

4. A suitable learning environment will be provided to facilitate comprehension and study with ease, through the provision of all available educational resources to serve this purpose.

5. Access to academic materials and knowledge related to the university courses they are studying, in accordance with the university's regulations and bylaws governing academic work.

6. Students have the right to access the college or department's study plans and available specializations, as well as review class schedules before the start of the academic year. They can then register for courses as permitted by the system and registration rules, taking into account the priority of student registration based on fair criteria when it is not possible to accommodate all students' desires to register for a particular course.

7. Students have the right to add or drop any course, or drop the entire semester, according to the university's study and registration system, within the specified and announced timeframe.

8. University faculty members are obligated to adhere to the scheduled lecture times and fulfill the required academic and practical hours. Lectures may not be canceled or rescheduled except in cases of necessity, and any such cancellations or rescheduling must be announced. Alternative lectures will be provided to compensate for any canceled or missed lectures, after coordination with the students and the relevant department.

9. Students have the right to ask questions and engage in appropriate academic discussions with faculty members without censorship or penalty, whether during lectures or during designated office hours.

10. Exam questions must be within the scope of the course syllabus, its content, and the issues raised or referred to during lectures. A balanced and logical distribution of marks must be maintained to ensure a fair assessment of the student's abilities.

11. All exams for the course must be conducted unless there is a regulatory impediment preventing their administration, in accordance with the relevant regulations and instructions. Students must be notified of any disqualification from taking an exam well in advance.

12. Students must be provided with the model answers for midterm exam questions and the distribution of marks across the different parts of the answer, which will form the basis for evaluating their performance before the final exam.

13. Students have the right to review their exam papers in accordance with the regulations and decisions issued by the university governing the review process and its procedures.

14. Students must have their full rights within the university facilitated by administrative and academic bodies, in accordance with university regulations and bylaws.

15. Students must be informed of their results in monthly, midterm, and final exams after they have been graded and approved.

16. Faculty members, staff, and employees of the university are committed to respecting students and granting them all their academic and professional rights.

17. An electronic system will be used for recording grades and tracking absences, with regular updates and no delays exceeding one week.

18. Students will be notified of their total coursework and practical grades before the final exam.

B- In the Non-Academic Sphere

1- To benefit from the social assistance and care provided by the university and to participate in activities held on campus, in accordance with the relevant university regulations and instructions.

2- To receive adequate healthcare through treatment at state-provided hospitals and health centers.

3- To utilize the university's services and facilities (central library, women's section library, electronic libraries, gymnasium, cafeterias, etc.) in accordance with the university's applicable regulations and systems.

4- To receive the officially stipulated incentives and financial rewards, particularly for outstanding students.

5- To be nominated for training courses, programs, and internal and external trips, and to ensure participation in cultural activities, as well as community service activities and volunteer work.

6- To file a complaint or grievance regarding any matter that harms them in their relationship with faculty members, the department, the college, or any other university unit. Complaints or grievances must be submitted in accordance with the regulations governing the grievance committees, and students must be informed of the outcome of their complaints by the responsible party.

7- Enabling him to defend himself before any university authority in any disciplinary case brought against him, and ensuring that no penalty is issued against him except after hearing his statement, unless it is proven that his absence was due to an unacceptable excuse after he has been summoned a second time.

8- The right to appeal the disciplinary decision issued against him, in accordance with the rules established in this regard under the Student Disciplinary Regulations.

9- Maintaining the confidentiality of his file within the university and ensuring its integrity, and not releasing any of it except to the student himself, his guardian, or someone authorized by investigative bodies, judicial authorities, or another governmental entity. Disclosing or publishing the contents of his file is prohibited unless such publication is a result of a disciplinary penalty imposed on the student.

10- The right of students with special needs to receive appropriate and suitable services in accordance with applicable regulations and rules.

6.2 University Student Obligations

A- In the Academic Field:

1- The student's obligation to attend classes regularly and fulfill all academic requirements.

2. The student must respect faculty members, staff, and workers of the university.

3. The student must respect the rules and regulations governing lectures.

4. The student must maintain academic integrity and refrain from any form of cheating when preparing research papers and other course requirements.

5. The student must adhere to the rules and regulations governing examinations and must not cheat.

6. The student must follow the instructions and guidance provided by the supervisor in the examination hall.

B. Non-Academic Activities:

1. The student must abide by the university's regulations, bylaws, instructions, and issued decisions.

2. The student must carry their university ID card while on campus.

3. The student must not damage, tamper with, or disable university property.

4. The student must comply with the instructions regarding the arrangement, organization, and use of university facilities and equipment.

5. The student must adhere to appropriate university dress and conduct in accordance with university and Islamic customs. 6. Students must maintain quiet and order within university facilities and refrain from smoking.

6.3 Review of an Example of Student Rights

Requesting a re-marking of exam papers is one of the most frequently needed examples for students at the end of each semester. Therefore, this right can be explained in detail, and the remaining rights can be understood from the student handbook.

1.3.6 Requesting a Re-marking of Exam Papers

Procedures for Requesting a Re-marking of Exam Papers:

Article Thirty-Six of the Study and Examination Regulations at Mustaqbal University stipulates:

Students may appeal their final grade for a course within fifteen days of the result being approved. The implementing rules of these regulations and the procedures for students appealing their final grade are specified.

Implementing Rule for Article Thirty-Six:

1. Students must submit their appeal against their final grade to the head of their department within fifteen days of the final result being approved, using the final grade appeal form.

2. The department head will obtain a statement from the course instructor regarding the student's grievance. If the instructor confirms the final grade is correct, but the student disagrees, the department head will form a committee of two specialists (excluding the course instructor) to review the final grade. This committee will submit its report to the department head, who will then recommend either adjusting the student's grade or upholding its validity. The student will be notified of the decision. These procedures must be completed within ten working days. If the student disagrees, they may appeal to the college council within ten working days of being notified. The student must formally submit the appeal to the college dean, including the reasons and justifications for the appeal. The appeal will be presented to the college council at its first meeting following the submission of the appeal.

3. If the College Council does not accept the grounds for appeal, it may issue a reasoned decision to dismiss the appeal. If the Council approves a review of the student's final grade, it shall form a committee of at least three specialists, one of whom must be from outside the department and not be a member of the course instructor or the previous committee. This committee shall submit its report to the Council within ten working days of the date of its formation. The report shall be presented to the Council for a decision at its next meeting, and the Council's decision shall be final upon approval of the meeting minutes.

4. Any amendment to the final grade must be approved by the Dean of the College, according to the designated form.

5. The appeal file for the final grade shall be kept by the academic department upon the student's acceptance of the appeal and the completion of the appeal process before it reaches the College Council. If it reaches the College Council, the file shall be kept by the College Council Secretariat after its completion.

6.4 Academic and Behavioral Violations

Committing any act that violates the provisions of Islamic Sharia, public decency, applicable regulations, and the rules and instructions in force within the university is punishable. This includes the following:

First - Academic Violations:

1. Any disruption to the conduct of examinations, their regulations, instructions, or procedures.

2. Cheating in any examination by any means, or participating in, assisting in, or attempting to cheat on any examination, or bringing any material related to the course into the examination room, even if it is not used, or obtaining examination questions before the examination. This also includes cheating on reports, course projects, and practical exercises.

3. Allowing a substitute student to take an examination or taking a substitute exam for another student.

4. Plagiarism.

5. Any violation of university regulations, rules, discipline, or the proper conduct of studies, including collective abstention from attending lectures, exercises, and practical sessions, or collusion or incitement to such abstention.

6. Bringing smart devices and similar items (smartwatches, smart headphones, recording devices, etc.) into the examination hall without prior authorization.

7. Marking up absent students or marking others for them.

Second - Behavioral Violations:

• Expressing or promoting ideas contrary to Islam, or disparaging it.

• Any action or statement that violates good conduct or behavior, or infringes upon honor, dignity, or integrity within the university or under the auspices of its activities and participation outside the university.

• Organizing activities and associations that violate the regulations, bylaws, and instructions in force at the university.

• Any behavior that leads to damage, attempted damage, or misuse of university facilities, equipment, materials, books, or any of the university's possessions and property.

• Issuing or distributing leaflets, collecting funds, or gathering signatures within the university without obtaining official approval from the relevant university authority.

• Theft of all kinds and similar offenses. • Forgery or falsification in all its forms, including the use of forged or falsified documents, papers, or medical reports, whether issued by the university or elsewhere.

• Smoking inside university buildings and facilities.

• Failure to maintain the cleanliness of university halls and facilities.

• Mistreatment of any university staff member, student, employee, or visitor, whether verbally or physically.

• Any behavior that incites sectarian, tribal, or regional tensions among students, or that undermines national unity through words or actions, or the formation of student groups to instigate fights within the university or under the guise of its external activities and participation.

• Violation of university entry or exit regulations, including those pertaining to colleges or classrooms.

• Use of electronic devices within university halls or facilities in a manner contrary to the regulations governing their use.

• Photography within the university without official permission, including the photography of university staff and students without their knowledge or consent. • Using electronic devices, including mobile phones, during lectures, practical sessions, and field training for non-educational purposes without prior permission.

• Possessing, displaying, or distributing materials that violate public morals and Islamic ethics within the university and its facilities, whether written, audio, or visual.

• Using university computers, the university network, university email, or other means of communication for unlawful purposes.

• Unauthorized access to, copying, disclosing, distributing, or publishing confidential documents, records, or information belonging to the university or any of its staff, or assisting others in obtaining them.

• Obtaining, copying, or using keys to any university facilities or property without authorization.

• Copying or using computer programs or software provided by the university without authorization.

• Giving university documents or identification to others for unlawful use.

• Using social media to harm, defame, or insult the university, its students, or staff.

• Appearing in the media or making statements on behalf of the university without its permission.

• Copying, translating, or altering any educational materials provided by the university for commercial purposes or sharing them with unauthorized individuals. • Using, displaying, distributing, threatening to use, or encouraging the use of dangerous or prohibited materials, weapons, or drugs of any kind within the university.

• Violating traffic laws and regulations within the university.

• Refusal to comply with a disciplinary penalty imposed upon the student.

• Failure to provide the student's identification documents to the relevant authorities when requested.

• Filing malicious or false reports or complaints.

• Failure to adhere to the university's dress code and appearance guidelines, particularly the following:

A. For male students:

• Wearing clothing that includes slogans or indicates support for or promotes a group, sect, or organization, or that bears images that violate Islamic values, morals, and societal norms.

• Failure to adhere to the Saudi national dress code, with the exception of the clothing designated for entering laboratories, practical training, and clinical sessions.

• Wearing inappropriate clothing, such as transparent, short, tight, or brightly colored clothing, as well as casual loungewear. • Failure to adhere to the dress code for entering laboratories, workshops, and clinics.

• Wearing earrings, necklaces, and bracelets.

• Having an unusual haircut or dyeing hair in strange colors.

• Imitating women in any way.

• Drawing or tattooing on the body.

B- For female students:

• Failure to adhere to the Islamic dress code and modest hijab.

• Wearing transparent, tight, short, or excessively decorated or brightly colored clothing or hijab.

• Wearing clothing that includes slogans or indicates discrimination or the promotion of a group, sect, or organization, or that bears images that violate Islamic values, morals, and societal norms.

• Wearing an abaya inside the classroom or examination hall. • Failure to adhere to the dress code for entering laboratories, workshops, and clinics.

• Imitating men in any way.

• Having an unusual haircut or dyeing hair in strange colors.

• Wearing earrings in an unusual or unconventional manner.

5.6 Penalties:

A student who commits the above violations will be referred to the Conduct and Discipline Committee for the application of appropriate penalties according to the nature of the violation. Penalties are divided into:

A (First Category Penalties):

1. A written warning with a written undertaking from the student not to repeat the violation.

2. Alternative penalties, such as assigning the offending student volunteer work and attendance at educational or awareness courses appropriate to their situation for a specific period that does not conflict with their academic schedule and has an effect on correcting their behavior.

3. Suspension from borrowing books from the university library for no more than one semester.

4. Suspension from participating in student visits, trips, activities, and representing the university for no more than one semester.

5. Suspension from accessing the university internet for no more than one semester.

B (Second Category Penalties):

1. Suspension from registering for a course for one semester.

2. Suspension from taking the final exam. A course from among the courses registered for the semester.

3. Cancellation of the student's registration in a course registered for the semester, and recording of their absence or withdrawal.

4. Deduction of the student's grade, or part thereof, in the coursework for the course.

5. Awarding the student a grade of zero on the exam in question.

6. Cancellation of the student's result and failing grade in the course, recording a grade of (E).

C) Third Category Penalties:

1. Prohibiting the student from registering for two or more courses for one semester.

2. Prohibiting the student from taking the final exam in two or more of the courses registered for the semester.

3. Cancellation of the student's registration in two or more of the courses registered for the semester, and recording of their absence or withdrawal.

4. Deduction of the student's grade, or part thereof, in the coursework. For two or more courses.

5. Cancellation of the student's results and failing grade in two or more courses, with a grade of (E).

6. Suspension from the university for one or more semesters, with the student not receiving credit for courses taken at any other university during the suspension period.

7. Permanent expulsion from the university, with the student's documents stamped with the seal "Disciplined Expelled."

6.6 Grievances

6.6.1 Formation of Committees:

• The Permanent Grievance Committee is formed by a decision of the University President for a renewable one-year term. This committee considers the objection submitted by the student to the disciplinary decision issued against him by the Student Conduct and Discipline Committee; The committee chair may, when necessary, invite the dean (or their representative) of the student's college to attend the committee meeting to review the disciplinary decision against the student after their appeal.

• A Student Conduct and Discipline Committee is formed in each college by a decision of the college dean for a renewable one-year term. The committee chair may invite the head of the student's department or anyone else involved in the investigation when necessary.

6.6.2 Disciplinary Procedures:

The college dean refers violations to the college's Student Conduct and Discipline Committee. Disciplinary procedures are as follows:

Regarding academic and behavioral violations:

o The college's Student Conduct and Discipline Committee handles academic violations.

o The Student Conduct and Discipline Committee submits its recommendation for review and implementation with the relevant authorities.

o The student must be notified of the alleged violation and the scheduled date for their appearance before the committee five working days in advance, through [the appropriate channels/methods]. The student will be notified of the decision via email, and no penalty will be imposed until after an investigation, hearing their statement and defense regarding the charges against them, and documenting this in the official report. If the student fails to appear before the relevant committee after being notified of the scheduled date, the committee may issue its decision or recommendation in their absence.

The student will be notified of the decision issued against them by sending a copy of the decision to their email address within 5 working days of its approval.

6.6.3 Appeals Procedures:

The student may appeal the decision issued against them as follows:

• The student submits a written request to the head of the Appeals Committee, outlining their appeal against the disciplinary decision issued by the Student Conduct and Discipline Committee of the college, within a period not exceeding 5 working days from the date of being notified of the decision via their university email address.

• The Appeals Committee reviews the request. The student must submit their appeal within 5 working days of receiving the request.

• The Grievance Committee will issue its decision regarding the overturning, reduction, confirmation, or increase of the penalty. Its decision is final unless the student appeals the decision in writing to the Permanent Grievance Committee within 5 working days of being notified of the decision via their university email.

• The Permanent Grievance Committee will decide on the student's appeal within a maximum of (15) days from the date the student submits their request to the committee.

• The student will be notified of the decision issued against them by sending a copy of the decision to their email address within 5 working days of its approval.

• If the student accepts the committee's decision or does not file an appeal within a maximum of (5) working days from the date of being notified of the decision, the appeal will be filed with the Permanent Grievance Committee.

• The student may A student must submit a written request to the university president, outlining their grievance against the decision issued by the university's Permanent Grievance Committee, within five working days of being notified of the decision via their university email.

• The university president may refer the student's objection to the Grievance Committee's decision to the university council at its next meeting. The council's decision is final.

6.7 Plagiarism

6.7.1 Reasons for Plagiarism

Plagiarism is one of the most common violations, indicating a lack of awareness or misunderstanding among students and professors. Among the reasons that lead to this error are:

• The mistaken belief among some professors and students that since information is readily available, as is the case on the internet, there is no harm in using it in their writing.

• Insufficient knowledge of the best methods for citing sources and referencing in their work.

• The mistaken assumption that using the work of others is not offensive.

• Time constraints and poor planning for completing research, projects, or preparing for exams.

• The belief that there is no harm in committing plagiarism since many professors and students do it.

• The belief that it may be difficult for the examiner or professor to detect it. 2.7.6 Reducing Plagiarism

To minimize instances of plagiarism, students must adhere to the following three principles:

• It is your responsibility to inform the reader/professor that your work is not 100% your own.

• Concealing the use of any source is considered lying, and lying is unacceptable by any standard and in all societies, regardless of the reason behind it.

• Presenting others' work as your own is plagiarism, or more precisely, intellectual theft.

6.7 Professional Ethics and Student Responsibility

As students are the most important pillars of the university, their responsibility to uphold professional and student ethics is fundamental to success. They are responsible for the following:

• Reviewing and thoroughly understanding the university's student and professional ethics guidelines.

• Reporting any violations or instances of misinformation, whether confirmed or suspected.

• Seeking assistance and guidance from the Student and Alumni Affairs Office or the academic affairs units in their colleges when needed.

• Utilizing all available information resources.

• Requesting clarifications and explanations regarding the university's student and professional ethics guidelines from the Student and Alumni Affairs Office and the academic affairs units in their colleges.

Chapter 7

Academic System and Examinations

7.1 University Concepts and Terminology

1- Semester: A period of no less than fifteen weeks during which courses are taught.

2- Summer Semester: A period of no more than eight weeks, during which the time allocated to each course is doubled.

3- Academic Level: Indicates the stage of study. The number of levels required for graduation is eight or ten.

4- Course: A course that follows a specific level within the approved study plan of the college in each specialization. Each course has a number, code, name, and a description of its components.

5- Credit Hour: A credit hour is a weekly theoretical lecture of no less than fifty minutes, or a practical or field lesson of no less than one hundred minutes.

6- Academic Warning: A notification issued to a student due to their cumulative GPA falling below 2 out of 5.

7- Coursework Grade: The grade awarded for work that demonstrates the student's achievement during a semester, including exams, research papers, reports, and educational activities. 8. Final Exam: A single exam covering the course material, held at the end of the semester.

9. Final Exam Grade: The grade a student receives in each course for their performance on the final exam.

2.7 Study and Examination Regulations

1- Study System:

1- Undergraduate studies are based on a level system.

2- The program consists of eight or ten levels.

3- Each level lasts one semester.

4- The academic year is divided into two semesters. There may also be a summer semester, which is half the length of a regular semester.

2- Course Load

The course load is the total number of credit hours for courses a student registers for in a semester and is determined according to the following rules:

- Minimum:

The minimum course load is 12 credit hours in the regular semester and one credit hour in the summer semester.

- Maximum:

The maximum course load is 20 credit hours in the regular semester and 10 credit hours in the summer semester, subject to the following:

Students on academic probation are not permitted to exceed 14 credit hours.

Students with a passing grade are not permitted to exceed 16 credit hours.

Graduating students are permitted to exceed the maximum by no more than three credit hours. 3- Registration

Students can register for or drop courses according to the following system:

• Students can add courses they wish to take one week before the start of the semester, and this period ends at the end of the first week.

• Students can drop courses they do not wish to take until the end of the second week of the semester.

• Registered credit hours must not exceed the maximum course load and must not fall below the minimum.

• The course registration process is conducted after consultation with the student's academic advisor. The student is responsible for any shortcomings or errors that occur due to a lack of knowledge of the instructions.

• If a student does not register for any courses during the official registration period, they will be considered to have withdrawn from their studies.

• If students register electronically, they must confirm their course schedule through their personal profile on the university's computer system.

• A student will be considered to have withdrawn from their studies, and the computer system will display the message "Withdrawn due to non-registration" if they do not confirm their course schedule during the add/drop period and by the end of the second week of the semester. 4- Postponement of studies

The student may, before commencing his studies, submit a request to postpone his studies for an excuse accepted by the college council, provided that the postponement period does not exceed two consecutive semesters or three non-consecutive semesters as a maximum during his stay at the university, and the postponement period is not counted within the time necessary to complete the graduation requirements.

1. **Study System:**
a. The study system at the university is based on levels.
b. The study consists of eight levels.
c. The duration of the study in a level is one semester.
d. The academic year is divided into two semesters. There may be a summer semester in which its duration is calculated as half of the term.

2. **Study Load:**
The academic load is the sum of the academic hours of the courses recorded by the student in the semester and is determined according to the following rules:

a. **Minimum Load:**
The minimum academic load is 12 credit hours in the semester and one hour in the summer semester.

b.   Maximum Load:

The maximum academic load is 20 credits per semester and 10 credits per summer semester taking into account the following:

Academically Warned students may not exceed their academic load for more than 14 hours.

A student with an acceptable grade may not have more than 16 hours of work.

A graduate student is allowed to exceed the maximum limit by no more than three credit hours.

3.   Registration:

Students are allowed to register or delete courses they wish to study according to the following system:

• Students can add courses they wish to study one week before the beginning of the semester and maximum till the end of the first week.

• Students can drop courses they do not want to study up to the end of the second week of the beginning of the semester.

• The registered hours must not exceed the maximum study load and not less than the minimum.

• Registration of courses is done after consultation with the academic advisor. The student is responsible for any deficiencies or errors that occur as a result of his ignorance of the instructions.

• If the student does not register in any course during the regular registration period, he/she will be considered forfeited from studying.

• In case of automatic enrollment, the student must approve his schedule through his profile in the university computer system.

• The student is considered to be suspended from the study. If he did not approve his schedule during the period of dropping/adding courses until the end of the second week of the beginning of the semester.

4.   Postpone the Study

The student may, before attending his academic level, apply for postponement of the study for an excuse accepted by the College Council. This happens providing that the period of postponement does not exceed two consecutive semesters or three non-consecutive semesters as a maximum during his stay at the University. The period of postponement will not be counted within the period required to complete the graduation requirements.

5- Attendance and Disqualification

• Regular students are required to attend lectures and practical sessions. Students whose attendance falls below 75% of the scheduled lectures and practical sessions for each course during the semester will be

disqualified from taking the final exam. Students who are disqualified from the exam due to absence will fail the course and receive a failing grade.

• Students who are absent from the final exam will receive a zero for that exam, and their grade for the course will be calculated based on their coursework grades.

• If a student is unable to attend the final exam in any course due to a compelling reason, the college council may, in cases of extreme necessity, accept their excuse and allow them to take a make-up exam. The student must submit their excuse for missing the exam between the time the reason arose and the end of the second week following the end of the exam period. The student will receive the grade they obtain after taking the make-up exam. 6- Withdrawal from a Course

A student may, with the approval of the Dean of the College or their designee, withdraw from a course during the semester within eight weeks of the start of classes and four weeks for the summer semester, provided that the course load does not fall below the minimum requirement.

7- Withdrawal from a Semester

• A student may withdraw from a semester without failing if they submit an acceptable excuse to the College Council. This withdrawal must be submitted from the beginning of the semester until at least three weeks before the final exams. This semester will be counted towards the time required to complete graduation requirements.

• If a student who has withdrawn or deferred returns to resume their studies within the specified timeframe, they must submit a request to the Dean of Admissions and Registration for approval.

• The number of semesters of withdrawal must not exceed two semesters during a student's entire university studies; after this, their registration will be terminated.

8- Academic Warnings

A student receives their first academic warning if their cumulative GPA falls below the minimum threshold of 2.00 out of 5.00. If a student receives three consecutive academic warnings for having a cumulative GPA below the minimum threshold, they will be academically dismissed.

9- Suspension of Enrollment

• If a full-time student is absent from studies without an acceptable excuse for one semester without requesting a deferral, their enrollment will be suspended. The University Council may also suspend a student's enrollment if the absence is for a shorter period.

• If a student who has taken a leave of absence or deferred their studies does not resume within the specified timeframe, the Dean of Admissions and Registration will issue a decision to suspend their enrollment.

• A student who has suspended their enrollment due to non-registration will have their enrollment suspended if they do not rectify their academic status before the end of the seventh week of classes.

10- Reinstatement

A student whose enrollment has been suspended may submit a reinstatement application to the Dean of Admissions and Registration, using their student ID number and record number prior to the suspension, according to the following regulations:

a. a. The student must submit a readmission application to the Dean of Admissions and Registration within four semesters of the date of dismissal.

b. The relevant college council and other relevant authorities must approve the student's readmission.

c. If four or more semesters have passed since the student's dismissal, they may reapply to the university as a new student without reverting to their previous record, provided they meet all the admission requirements announced at that time.

d. A student may not be readmitted more than once.

e. A student whose enrollment was suspended may not be readmitted if they were academically dismissed.

f. A student may not be readmitted in the semester in which they were dismissed.

• A student who was dismissed from the university for academic or disciplinary reasons, or who was dismissed from another university for disciplinary reasons, may not be readmitted. If it is discovered after readmission that they were previously dismissed for such reasons, their enrollment will be considered canceled as of the date of readmission. 11- Dismissal from the University

A student may be dismissed from the university in the following cases:

1- If they receive three consecutive warnings for their cumulative GPA falling below 2.0 out of 5.

2- If they fail to complete the graduation requirements within a period not exceeding half the prescribed graduation period plus the program duration. The University Council, based on the recommendation of the College Council, may grant the student an exceptional opportunity to complete the graduation requirements within a maximum period not exceeding twice the original duration.

In exceptional cases, the University Council may address the situations of students to whom the provisions of the two preceding paragraphs apply by granting an exceptional opportunity not exceeding two semesters.

3- These rules (1 and 2) also apply to scholarship students, after coordination with the granting entities.

12- Graduation

A student graduates after completing the requirements for passing according to the study plan, provided their cumulative GPA is not less than a passing grade (GPA of 2).

13- Student Violations Requiring Disciplinary Action

• Any statement or action that impugns honor and dignity or violates good conduct, behavior, and integrity in religion and morals, both within and outside the university.

• Deliberate absence from lectures, classes, or other college activities that require attendance according to regulations.

• Any cheating on an exam, or attempting to cheat, or bringing any materials related to the course, even if not used.

• Misuse of college premises and facilities.

• Any organization of associations within the college without prior authorization from the relevant university authorities.

• Any disruption to the exam process or the required quiet, such as by causing noise.

• Issuing or distributing leaflets, or collecting funds or signatures before obtaining authorization from the relevant university authorities.

• A student taking an exam on behalf of another student, or having someone else take an exam on their behalf, whether inside or outside the college.

• Smoking on campus or failing to maintain cleanliness. • Violating the rules of decorum in dealing with colleagues, staff, faculty members, or employees of companies operating within the university, or verbally or physically assaulting them.

14- Disciplinary Penalties for Students

• Written Warning

• Reprimand

• Deprivation of some or all university privileges.

• Suspension from registration in one or more courses for one or more semesters.

• Cancellation of registration for one or more semesters and failing the registered courses.

• Cancellation of exams in one or more courses and failing the canceled course(s).

• Prohibition from taking exams in one or more courses.

• Suspension from the university for one or more semesters.

• Permanent expulsion from the university.

In all cases, the student is responsible for the cost of any damage caused, plus the cost of repair or installation, and any resulting consequences. The student may not claim ignorance of university regulations, guidelines, or instructions.

15- Transfer

1.15 Transferring from One University to Another:

A student may transfer from outside the university according to the following regulations:

• The student must have studied at a recognized college or university.

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

• The student must meet the transfer requirements set by the University Council.

Implementation Rules:

A student may transfer from outside the colleges according to the following regulations:

• The student must have studied at a recognized college or university.

• The student must not have been dismissed from their previous university or college for disciplinary reasons.

• The student must meet the transfer regulations stipulated by the colleges.

• The dean of the college to which the student wishes to transfer must approve the transfer according to the transfer requirements approved by the college council.

• The number of credit hours the transferring student is required to complete at Mustaqbal University colleges must not be less than 60% of the total credit hours required for a bachelor's degree.

2.15 Internal Transfer Between Colleges:

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

Implementation Rules:

• 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.

3.15 Transfer Between Majors Within the College:

A student may transfer from one major to another within the college after obtaining the Dean's approval, according to the regulations of the University Council.

4.15 Recording Transferred Courses:

All courses taken by a student transferring between majors shall be recorded in the academic transcript, including grades, semester GPAs, and cumulative GPAs throughout their studies at the university, taking into account the regulations stipulated in the executive rule of Article 43 of the Study and Examinations Regulations at Mustaqbal University:

- The College Council offering the course, or its designee, is responsible for approving the equivalency of courses passed by a student transferring from one college to another within the university, based on the recommendation of the departments offering 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.

5.15 Transfer Procedures

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

16- Visiting Student

This is a student who studies some courses at another university or college, or at a branch of their home university, without transferring.

Regulations for Studying as a Visiting Student according to Article (28) of the Study and Examinations Regulations at Mustaqbal University:

First - A Mustaqbal University student may study as a visiting student at another university or college, whether within or outside the Kingdom, or at a branch of the university, without transferring, according to the following:

a. Approval of the college dean for the student to study one or more courses outside the university, after the academic department verifies that the course to be studied is similar to or equivalent in content, with at least 70% of the content of the course for which equivalence is sought, and with a minimum number of credit hours.

b. The number of credit hours to be registered for by the student outside the university must not exceed the maximum course load. The college dean may grant exceptions to this limit, as stated in (13-2) of the executive rules of these regulations.

c. Courses that are credited to a visiting student's academic record are recorded there, but their grades are not included in the cumulative GPA. The college council may grant exceptions to this rule according to the regulations approved by the university council.

d. Credit units that can be credited to a visiting student are counted within the percentage specified in Article 24 (paragraph 1) of the executive rules of these regulations.

e. The student must provide the academic department with their results obtained during the first week of the semester following their visiting student period.

f. Any other regulations established by the university council.

Second: A Mustaqbal University student may study concurrently with their studies at another university or college within or outside the Kingdom, or at a branch of the university, without transferring, according to the following:

a. Approval from the college dean for the student to study one or more courses outside the university, after the academic department verifies that the course to be taken is similar or equivalent in content to at least 70% of the course content for which credit is sought, and that it has at least the same number of credit units.

b. This will not affect the student's regular attendance in registered courses both on and off campus.

C. The number of credit hours registered for a student on and off campus must not exceed the maximum allowed course load. The Dean of the College may grant exceptions to this limit in accordance with Article (13-2) of the Executive Regulations of these Bylaws.

D. Courses that are credited to a visiting student will be recorded on their academic transcript, but their grades will not be included in the cumulative GPA. The College Council may grant exceptions to this rule according to the regulations approved by the University Council.

E. Credit hours that can be credited to a visiting student will be counted within the percentage specified in Article 24 (Paragraph 1) of the Executive Regulations of these Bylaws.

F. The student must provide the academic department with their results obtained during the first week of the semester following their concurrent study period.

G. Any other regulations established by the University Council.

Third: A student from another university or college may study as a visiting student at Mustaqbal University, according to the following regulations:

A. a. Obtain approval from the student's home university or college to study as a visiting student at Mustaqbal University, including a list of the courses the student wishes to take.

b. Obtain approval from the dean of the college at Mustaqbal University for the student to study as a visiting student.

c.   The student will be registered for courses according to Mustaqbal University's course registration regulations and deadlines, and will be subject to all applicable rules and regulations of Mustaqbal University.

17- Grades and Graduation

The grades obtained by the student in each course are calculated based on a weight of (5) points as follows:

Percentage	Grade	Letter Grade	Point Grade from (5)
95 - 100	High Excellent	A+	5.0
90 - 94	Excellent	A	4.75
85 - 89	High Very Good	B+	4.5
80 - 84	Very Good	B	4.0

75 - 79	High Good	C+	3.5
70 - 74	Good	C	3.0
65 - 69	High Pass	D+	2.5
60 - 64	pass	e	2.0
Less than 60	Fail	f	1.0

• The overall grade point average (GPA) upon graduation is determined based on the student's cumulative GPA as follows:

1. (Excellent): If the cumulative GPA is at least 4.50 out of 5.00

2. (Very Good): If the cumulative GPA is between 3.75 and less than 4.50 out of 5.00

3. (Good): If the cumulative GPA is between 2.75 and less than 3.75 out of 5.00

4. (Pass): If the cumulative GPA is between 2.00 and less than 2.75 out of 5.00

• First-class honors are awarded to students with a cumulative GPA between 4.75 and 5.00 out of 5.00 upon graduation. Second-class honors are awarded to students with a cumulative GPA between 4.25 and less than 4.75 out of 5.00 upon graduation. The following conditions must be met to receive first or second-class honors:

a. The student must not have failed any course taken at this university or any other university.

b. The student must have completed all graduation requirements within a maximum of twelve semesters.

c. The student must have completed at least 60% of the graduation requirements at the college. • Students graduate after successfully completing all graduation requirements according to the study plan, provided their cumulative GPA is at least a passing grade (GPA 2).

How to Calculate Cumulative GPA

Semester GPA and Cumulative GPA

Semester GPA: This is calculated by dividing the total points earned in a semester by the total credit hours for all courses taken that semester.

Points: Number of credit hours x Grade weight.

Cumulative GPA: This is calculated by dividing the total points earned in all courses taken since enrolling at the university by the total credit hours for those courses.

Earned Credit Hours (Graduation Credit Hours): The total credit hours for completed courses.

Example of Calculating Semester and Cumulative GPA

First Semester

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
IC 101	2	85	B+	2	4.5	9
ARAB 101	3	70	C	3	3.0	9
نفس 101	3	92	A	3	4.75	14.25
ENGP 101	4	80	B	4	4.0	16
Semester Sum	12			12		48.25
Cumulative Sum	12			12		48.25

First Semester Grade =	$\dfrac{\text{Sum of Points (48.25)}}{\text{Registered Credit Hrs}}$	4.02

Second Semester

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
MATH 101	2	96	A=	2	5.0	10
CHEM 101	3	83	B	3	4.0	12
ENGP 102	4	71	C	4	3.0	12
ARAB 102	3	81	B	3	4.0	12
Semester Sum	12			12		46
Cumulative Sum	24			24		94.25

Cumulative Grade =	$\dfrac{\text{Sum of Points } (48.25 + 46)}{\text{Registered Credit Hrs } (12 + 12)}$	=	$\dfrac{94.25}{24}$	=	3.93

Chapter 8

Study plans

8.1 College of Engineering and Computer Science

Available Academic Programs

- **Computer Engineering Program**

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

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

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

4. Efficiently participate in the development of the Saudi society.

- **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 with the fairness and transparency>

❖ **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.

- ▪ **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, and enhancing innovation and scientific research, and establishing community partnerships, within the framework of professional and ethical values.

❖ **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.

❖ **Cybersecurity Programs**
❖ **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 with the fairness and transparency.

❖ **Goals:**

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

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

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

❖ Electronics and Communication Engineering Program

❖ 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.

❖ 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.

❖ Industrial Engineering Program

❖ 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 pecialized areas in the government and private sectors in Saudi Arabia fulfilling the technological needs and well-being of society

❖ 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.

8.2 Dentistry College

Available Academic Programs

❖ **Dental Medicine and Surgery Program**
❖ **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.

❖ **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.

8.3 College of Administrative and Human Sciences

Available Academic Programs

❖ Business Administration Program
Tracks: Human Resource Management, Financial and Banking Administration, Accounting, Marketing, Supply Chain Management, and Administration
❖ **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.

❖ 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.

▪ Law Program

❖ Mission

To provide distinguished legal education, prepare highly skilled graduates with professional ethics capable of competing in the labor market, and actively participate in community partnerships and scientific research.

❖ Goals:

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

2. Prepare graduates equipped with the knowledge, skills, and values required by the legal labor market.

3. Support community development by offering a learning environment that promotes professional growth and encourages the use of modern technologies.

4. Contribute to legal research activities aimed at addressing the community's legal issues.

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

▪ Applied Linguistics Program

❖ **Mission**

Providing high quality educational, research and community services, that leads to mastery in English language generally, and linguistics, literature, and translation, culture in particular, meeting the requirement of the job market, and enhancing research skills that serve the community.

❖ **Goals**

1. To equip students with good knowledge and skills to enable them to pursue their postgraduate studies in linguistics, translation, literature, and teaching English as a foreign language.

2. To help students to develop their ability to communicate by applying linguistic competence within their community and across cultures keeping their principles and Identity.

3. To develop student ability to be self-confident and self-directed in solving problems; and pursue lifelong learning and continuing education.

4. To promote the use of technology in the field of language learning and communication skills.

5. To cultivate innovative and critical thinking skills.

6. To prepare the students to cater for the various fields related to English language in the job market.

8.4 Study Plans of the University's Academic Programs

The details of the study plan and the distribution of its courses over the study levels can be gone over through the using the following link: **https://uom.edu.sa/study-plan**, or scanning the following barcode:

Chapter Nine

Student Committees at Mustaqbal University

9.1 Introduction

Based on the university administration's commitment to strengthening and improving communication between the university's various components and its students, and emphasizing the importance of student participation in expressing their opinions on all matters that concern them, this chapter outlines several rules and provisions that govern the work of student committees at all levels.

The inclusion of students in decision-making processes is one of the most important criteria by which universities are evaluated in their performance, whether in academic or institutional administrative affairs. Therefore, this process must be a commitment upheld by the university and all its colleges.

9.2 Objectives of the Student Advisory Committees

The general objective of student advisory committees is to achieve high-quality academic performance and to activate student activities. Specifically, the university aims, through the formation of student advisory committees, to:

1) Achieve constructive communication between the university administration and its students.

2) Instill a sense of responsibility among committee representatives and a commitment to upholding the university and its members.

3) Providing advice to the university president, deans of colleges, and others in matters that serve the best interests of university students.

4) Expanding student participation in the academic environment and student affairs.

5) Affirming the principle of dialogue, promoting transparency, and activating communication channels between all university departments.

6) Reducing the unilateral nature of decisions concerning students without considering their opinions.

7) Recognizing student initiatives and projects that aim to improve the educational and service processes and develop the university environment.

9.3 Student Committees' Work Mechanisms

9.3.1 The University Student Advisory Committee

Rules for Forming the University Student Advisory Committee

It is formed by the university president according to the following rules:

1) The university president, or their designee, serves as the committee chair.

2) Members are selected from among the members of the student advisory committees in the colleges, ensuring representation from all colleges.

3) The committee shall consist of at least nine student members, ensuring a balance between different colleges and genders.

4) The university president, upon the recommendation of the Director of Student and Graduate Affairs, may add a number of distinguished students to the committee.

5) A faculty member may be added to the committee upon the recommendation of the colleges or their elected students to benefit from their expertise.

6) The committee may add any administrative staff member from within the college who is deemed suitable for achieving its objectives.

Committee Tasks:

1) Providing feedback on the suitability of the university's mission and vision, graduate characteristics, and learning outcomes

2) Providing feedback on developing current programs and introducing new ones.

3) Providing feedback on educational partnerships.

4) Providing feedback on field training programs and ways to improve them.

5) Providing feedback on the suitability of learning resources and information technology.

6) Providing feedback on facilities, laboratories, equipment, and safety procedures.

7) Providing feedback on student support and guidance.

8) Providing feedback on the quality of student services.

9) Discussing ways to enhance student participation in extracurricular activities.

10) Discussing ways to enhance student participation in community service activities.

Rules for Forming the College Student Advisory Committee

The committee is formed in each college by the college dean. It is formed according to the following rules:

1) The college dean or their designee serves as chair.

2) A number of elected students from the college, no fewer than 7 and no more than 12.

3) All programs must be represented on the committee. This representation must be reflected in the election process for allocating seats to each program, ensuring a balance between different departments and between male and female students.

4) The dean, upon the recommendation of the college's academic affairs officer, may add a number of distinguished male and female students to the committee.

5) A faculty member may be added to the committee upon the recommendation of the departments or their elected students to benefit from their expertise.

6) The committee may add any administrative staff member from within the college whom it deems suitable for achieving its objectives.

7) Points (5) and (6) will be agreed upon after the committee's first meeting. 8) Representatives from the student committee are proposed to attend the college council when necessary or when there are student-related topics in the college council.

Committee Tasks

1) Expressing the opinion on the suitability of the college's mission, vision, messages, goals, and learning outcomes of the programs.

2) Providing feedback on developing current programs and introducing new ones.

3) Providing feedback on educational partnerships.

4) Providing feedback on field training programs and ways to improve them.

5) Providing feedback on the suitability of learning resources and information technology.

6) Providing feedback on facilities, laboratories, equipment, and safety procedures.

7) Providing feedback on student support and guidance.

8) Providing feedback on the quality of student services.

9) Discussing ways to enhance student participation in extracurricular activities.

10) Discussing ways to enhance student participation in community service activities.

9.4 Rules Governing the Work of Student Advisory Committees

1) The University President appoints a Secretary-General for the University-wide Student Advisory Committee, and each college elects a Secretary for its committee, either from among the students or one of the members, during its first meeting.

2) The committees hold their meetings at least twice each semester.

3) It is preferable for the committees to hold their meetings during the first month and the last month of each semester.

4) Meetings may be brought forward or postponed as needed or at the request of a majority of the committee representatives.

5) Topics to be discussed must be submitted to the committee secretariat well in advance.

6) Topics of general student concern are considered, without regard to individual cases.

7) Each student committee may contact university administrations or any other relevant entity regarding any matter of concern.

8) Meeting minutes must be signed, and observations and recommendations on the topics discussed are submitted to the chair of each committee. The secretariat then follows up on their implementation.

9) The conclusions of each meeting are recorded, and the secretariat of each committee sends them to the relevant authorities after approval by the committee chair.

10) Any obstacles hindering the implementation of committee recommendations that serve the student interest are reported to the university president and the head of the student committee.

11) The secretariat of the student advisory committee at the university level is contacted regarding any issue or project recommended for discussion in the student advisory committees of the colleges.

9.5 General Provisions

1) Each member of the committees is bound by confidentiality and the established norms of the university academic environment.

2) Council membership is for a maximum term of two years, renewable once and not extendable.

3) Graduate students are replaced using the same election mechanisms and conditions.

4) The secretariat of the Supreme Student Council and the council secretariats prepare meeting agendas and minutes, record all recommendations, and present them to the authorized official for follow-up.

5) Each student council president approves the decisions made by the college's student council and submits to the Supreme Council Secretariat any matters requiring the university president's approval (they may also address the president directly).

6) Student committees are the legitimate channels for expressing all student needs within the university.

7) Each student council must define the tools and methods through which university students can voice their opinions and proposals. These may include, for example, websites, committee secretariats or designated voting boxes, and social media platforms (such as Facebook and X).

8) The university-wide student committee secretariat prepares a report at the end of each academic year detailing the committee's most significant achievements, which is then submitted to the university president. Similarly, each college's student committee secretariat prepares its own report and submits it to the university-wide student committee secretariat.

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Chapter Ten

Student Guidance and Support

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10.1 Introduction

Student orientation, and academic guidance in particular, is a cornerstone of university education. It aims to guide students toward achieving optimal results, adapting to the university environment, and seizing opportunities. This is accomplished by equipping them with academic skills that enhance their academic performance, as well as providing guidance, support, and addressing social and psychological challenges. Given the importance of student guidance in colleges, an effective system of academic, career, social, and psychological guidance is essential.

10.2 Orientation of New Students

New students receive guidance upon enrollment at the university through:

- Scheduled meetings with university, college, and program leaders, as well as experienced faculty members.

- The student handbook and related brochures.

- Guides and instructions available on the college website and program pages. 3.10 Academic Advising

At the beginning of the first semester for students in the program, a faculty member is assigned as a direct academic advisor to each student, whether they are admitted from secondary education, transfer students, or students admitted through the bridging program. The advisor, in addition to the college's Academic Support and Advising Unit, guides and advises the student in all academic matters.

10.3.1 Objectives of Advising

• Preparing students to understand and adapt to the requirements of university education.

• Providing students with accurate information about the college, its educational policies, resources, and study programs.

• Enhancing students' academic achievement, developing their abilities, and overcoming obstacles they may encounter during their studies.

• Reducing the likelihood of academic failure (preventive advising).

• Providing guidance and assistance to students experiencing academic difficulties.

- Supporting and monitoring students with low academic performance to help them improve their academic standing.

- Nurturing high-achieving and gifted students, providing them with opportunities to develop their abilities and support their creativity. 2.3.10 Academic Advisor Responsibilities

- Be aware of the registration, add/drop, and drop dates announced by the Admissions and Registration Office.

- Be familiar with the college's study plan and graduation requirements. Ensure that the student's schedule aligns with the college's study plan.

- Prepare and update each student's academic advising file. The advisor creates a file for each student or group within a group, including the registered course, the student's grade level, cumulative GPA, minutes of periodic meetings between the student and the advisor, and any reports or warnings issued by the course instructor that can be used to assess the student's performance.

- Review student performance in the previous semester.

- Discuss any difficulties encountered and find appropriate solutions.

- Discuss suitable options for the student in the upcoming semester (registering for or dropping courses, improving GPA, choosing a major, etc.).

- Assist students with registration difficulties or appeals regarding certain courses.

- Closely monitor the student's academic progress in registered courses, write periodic reports, and include them in the student's file.

- Communicate with faculty members if a student's performance is low. • If a student is absent or their academic performance is poor, the advisor will intensify regular meetings and discuss the reasons thoroughly with the student, attempting to resolve the issue or escalate it to the Academic Advising Committee.

- Discovering and developing students' talents.

- Helping students make the most of the college's e-learning platform.

- Encouraging students to participate in academic and extracurricular activities.

- Building a friendly academic relationship between the advisor and the student.

- Acting as a social and career advisor to the student to understand their social circumstances. Helping students stabilize their professional future and contributing to opening up opportunities for employment, training, or further education.

- Allocating office hours to meet with students in their office to discuss any problems they encounter during their studies.

- Submitting periodic reports on student performance to the Dean of Academic Affairs. The report should include the student's academic performance (improved or worse than previous performances) and the actions taken to address any deficiencies.

• Encouraging students to utilize the library and manage their time effectively.

Some guidelines and instructions to ensure the success of the academic advising process:

o It is preferable to maintain the same advisor throughout the student's life, from enrollment to graduation, to ensure continuous support and mentorship.

o Each semester, during pre-registration or registration periods, students are required to meet with their advisors to review their progress and schedule the courses they will take in the following semester.

o During the advising appointment, the student and advisor utilize the student's file, student transcript, and a variety of reports available to faculty members through the online information system, departmental student records, etc., to create the course schedule. This process ensures optimal progress toward meeting requirements in all areas and guarantees that all prerequisites and other initial constraints are met. The student then registers for their courses through the university website.

o Students are fully responsible for completing their graduation credits; however, academic advisors have mandatory duties to verify the student's goals and, consequently, the college's goals. Therefore, during the student course registration period, academic advisors should review the following:

- Ensure the student is on their supervision list.

- Ensure the student attends at the time specified by the Student Affairs and Graduates Department. For example, final-year students have priority in course registration.

- Ensure the student has their student ID number.

- Ensure the student has the latest updated copy of their last semester's transcript.

- Ensure the prepared lecture schedule is complete and respects the time slots. That is, there are no time conflicts between the selected courses.

- No course may be registered without fulfilling the course prerequisites and/or co-curricular requirements (this can be found on the department's webpage in the course description).

- It is strongly recommended that you use your expertise to advise students on which courses to study first.

- Students are strongly advised to print their final schedule from the Student Affairs Office.

- Senior students typically seek guidance and advice regarding their future careers from their advisors. Advisors are encouraged to play this important role and provide students with valuable information related to career planning.

10.3.3 Student Responsibility and Role

• Students are fully responsible for their academic performance, as academic advising is the support mechanism.

• Students should consult the college handbook and website to familiarize themselves with all department, college, and university requirements.

• Students should be familiar with the academic calendar and important dates related to registration, withdrawal, leave of absence, etc.

• Students should know their academic advisor and their office hours.

• Students should follow the handbook recommendations and attend advising sessions as scheduled.

• Notify the advisor of any changes that may affect his program or academic performance.

10.4 Career and Professional Guidance

The university is committed to guiding and advising students regarding the career paths available to them upon graduation and the requirements for demonstrating their suitability for these professions. Academic advisors play a crucial role in this at the program level. The Graduates Unit and the "Hadaf" Office also have significant responsibilities in career guidance across the university. The Hadaf Office organizes regular lectures to guide students on effective resume writing and interview preparation, as well as clarifying suitable career paths related to their qualifications.

10.5 Social and Psychological Counseling

The programs offer psychological counseling to their students, either through the college's Academic Advising Unit, which refers students requiring social and psychological support to the University's Social and Psychological Counseling Unit. The responsibilities of this unit include:

1- Developing a guide to social and psychological counseling.

2- Providing individual and group counseling sessions for students to address social and psychological challenges.

3- Conducting awareness workshops in the areas of mental health, stress management, emotional intelligence, and effective communication.

4. Coordinating with relevant entities within and outside the university to refer cases requiring more specialized intervention.

5. Collaborating with academic advisors to monitor and follow up on student cases exhibiting signs of social or psychological distress.

6. Establishing a database to track cases that have received social and psychological counseling services, while ensuring confidentiality and privacy.

7. Measuring student satisfaction with the unit's services.

8. Preparing annual reports on the unit's activities.

Chapter Eleven

Student Electronic Portal

11.1 Introduction

The University provides an electronic portal through its website, enabling university staff to complete numerous transactions, access e-learning resources, and monitor their academic standing. The portal serves as a platform for students to register for courses, view their academic progress (including their GPA), and manage all transactions related to their academic journey, such as dropping courses or semesters, deferring courses, submitting excuses, and more.

The main screen for accessing the electronic portal is shown in Figure (1).

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Figure 1: The main screen for accessing the electronic portal.

The portal provides the student with many services and transactions, as shown in the following screen, which is part of the main screen of the university website (Figure 2).

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These services include:

1- Admission: A service that allows prospective students to fill out their information and upload the required documents to the university's online portal, as shown in Figure (3).

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2- Username Creation: A service that enables students to create a username by entering their personal information (civil registration number, university ID number, and mobile phone number), as shown in Figure (4).

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3- Student Login: This service allows students to log in to the online portal using their username (university ID number) and password (national ID number) to access the portal's services, as shown in Figure (5).

4- Student Information: This service allows students to view their academic status, current semester, GPA, college and department details, academic advisor information, and other relevant information, as illustrated in Figure (6).

5- Student Record: This record allows students to access all their academic data and manage their academic activities, including adding, dropping, and completing all other academic tasks without needing to visit the university. As shown in Figure (7).

6- Academic Services: These services allow students to view their study plan, exam dates, completed courses, remaining courses, course results, academic transcript, and more. As shown in Figure (8).

7- Academic Actions: These include course withdrawal, semester withdrawal, semester deferral, absences, and other services. These services are displayed in drop-down menus, as shown in Figure (9).

8- Online Registration: Through this service, students can add, drop, and add courses, view their class schedule, and see the courses they are registered for in the semester, as illustrated in Figure (10).

9- Financial Record: This service allows students to view their previous financial transactions, as shown in Figure (11).

10- Online Payment: This service allows students to pay fees and expenses electronically, as shown in Figure (12).

11- Password Change and Recovery: This service allows students to recover their password if they forget it, or to create a new password, as shown in Figure (13).

12- University Libraries: These are diverse and advanced information resources that meet the needs of users and contribute to the development of educational and research performance at the university, as shown in Figure (14).

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Chapter Twelve

Libraries

12.1 Introduction

Libraries are a primary source of information in the teaching and learning process. Learning resources encompass all materials available in the Mustaqbal University libraries, whether printed (books, periodicals, journals, manuscripts, dissertations, etc.) or non-print (electronic) (databases, e-books, microfilms, CDs, audio materials, etc.), in addition to equipment such as computers, self-service lending machines, scanners, etc.). The university libraries provide these resources to meet the needs of the programs they offer at an appropriate level, ensuring access at times convenient for students. To this end, Mustaqbal University has established an Information Resources Department, which manages the main library and the women's section library according to specific mechanisms and procedures, staffed with a suitable number of qualified and specialized personnel.

2.12 About the University Library

Mustaqbal University strives to transform its libraries from mere repositories of information into hubs for study, research, and learning, in order to achieve educational goals. This includes hosting educational activities such as workshops, seminars, lectures, and training courses.

The University's Central Library, under the Libraries Department, was established to serve university students and faculty members. It houses books, references, and academic journals. The library's services include guidance, lending, access, photocopying, and internet research.

The University Center Library for Female Students, also under the Libraries Department, has been established to serve female students and faculty members. It houses books, references, and academic journals. Its services include guidance, lending, access, photocopying, and internet research.

12.3 Vision, Mission, Values, and goals

12.3.1 Vision

A leading department that empowers excellence in teaching, learning, and research through high-quality knowledge resources.

12.3.2 Mission

To deliver comprehensive printed and digital knowledge resources, foster information channels, provide advanced user-centered training, and create an inclusive environment that enhances teaching, learning, and research.

12.3.3 Strategic Goals

The Central Library aligns with the strategic vision of Mustaqbal University and contributes to achieving its long-term goals through the following goalss:

1. Supporting Academic Excellence: Enhancing access to high-quality resources that support teaching, learning, and scientific research across various disciplines.

2. Promoting Innovation and Lifelong Learning: Establishing a culture of continuous learning through digital tools, training workshops, and reading initiatives.

3. Strengthening Community Partnerships: Reinforcing the library's role as a hub for intellectual and cultural exchange within and beyond the university.

4. Developing Digital Transformation: Fully automating library operations and expanding digital access to global academic databases.

12.3.4 Values

• Excellence: We provide high-quality resources and services that support teaching, learning, and research.

• Innovation: We embrace digital tools and new ideas to enhance library services.

• accessibility: We ensure fair and easy access to information and digital resources for all users.

• Lifelong Learning: We promote continuous learning and personal development for the university and the community.

• Community Engagement: We maintain contact with our community and support learning and cultural growth.

12.4 The Mustaqbal University Electronic Library Website:

The website can be accessed through the university website: vr.sr@uom.edu.sa

Or using the following link: https://gate.uom.edu.sa/qpc/init

12.5 Library Services:

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12.6 The Saudi Digital Library

The Information Technology Department has reactivated access to electronic databases through the Saudi Digital Library, the largest academic repository of information resources in the Arab world. It contains over 310,000 scientific references covering all academic disciplines and is continuously updated, resulting in a vast accumulation of knowledge over the long term. The library has partnered with more than 300 international publishers across various disciplines, supporting the educational process and meeting the needs of users. It organizes electronic information resources for faculty members, researchers, students, and other higher education professionals.

12.6.1 Steps to Access the Digital Library

Students can access the digital library by following these steps:

Step 1:

Access the electronic portal (https://gate.uom.edu.sa/qpc/init), which contains the following:

Step 2:

Access the Knowledge Portal

Step 3:

Then access Knowledge Resources
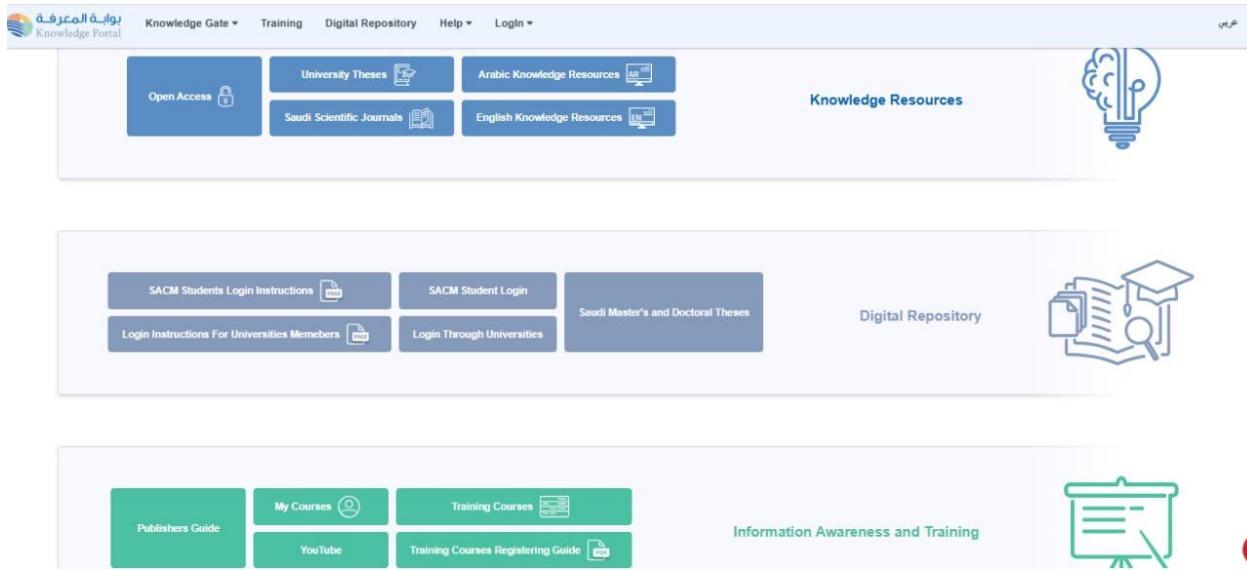
Step 4:

A drop-down list of Arabic knowledge resources will appear, including Dar Al-Manzuma

Step 5:

Enter your username and password

Step 6:

Search for any research topic using the search function
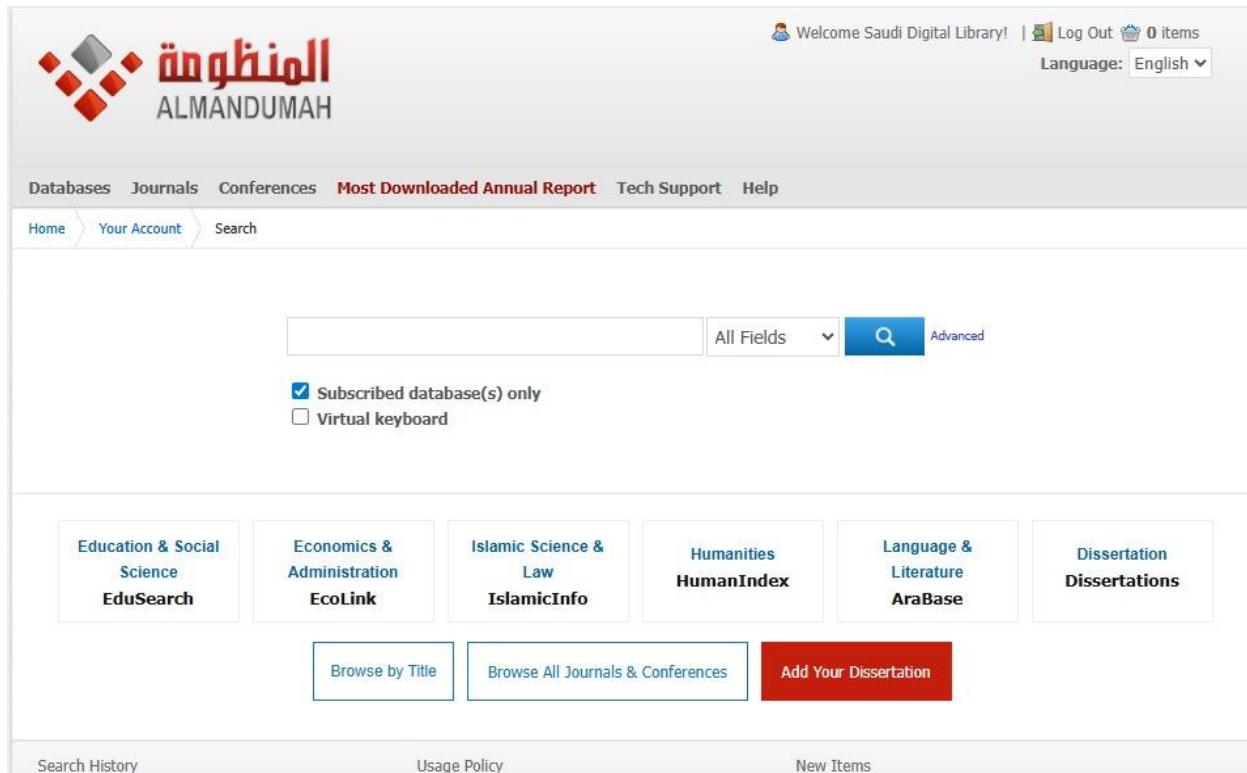
Step 7:

You can also access knowledge resources in English

Academic Video Online - Alexander Street	هي جزء من ProQuest وهي شركة عالمية في توفير خدمات المعلومات وتقدم وسائط متعددة في عدة مجالات تحتوي على أكثر من 38,000 فيديو وهي مصدر أساسي في البحث العلمي
UN iLibrary	The United Nations iLibrary is the comprehensive global search, discovery, and viewing source for digital content created by the United Nations
ABI/INFORM Complete - ProQuest	توفر قاعدة البيانات الآلاف من النصوص الكاملة للدوريات ، والرسائل العلمية ، وأوراق العمل ، والمجلات الاقتصادية والتجارية الهامة مثل الإيكونومست ، والتقارير المختصة بالبلد والصناعة ، والبيانات القابلة للتحميل ، كما إن تغطيتها العالمية تعطي للباحثين صورة كاملة وواضحة للشركات والاتجاهات التجارية حول العالم.
Access Medicine	تقدم ال Access Medicine وصول الى مجموعة كاملة من الكتب الطبية المعروفة تحتوي على العديد من الكتب السريرية والتعليمية من الكتب الرائدة والمراجع.عتبر احسن من أي مصدر آخر على الانترنت يحتوي على أدوات عملية وشخصية مصممة لجعل استخدام والبحث عن معلومات طبية سريعة ومباشرة ، والعملية. فوائد للممارسين وطلاب الطب: حق الوصول الكامل إلى العناوين والمحتوى للتحضير للجولات والممارسة اليومية. متكاملة تماما مع قواعد بيانات متخصصة بالادوية ، مما يسمح للمستخدمين للبحث لهم استعلامات النص الكامل مع علامات محددة بوضوح عن الأدوية، والعلامات التجارية. مزيجا فريدا من أفضل المراجع الطبية مبيعا ، ونصوص الامتحانات وتساعد طلاب الطب في الإعداد للاختبار. USMLEasy: إجابات سريعة مع فهرس من الألف إلى الياء. إعداد لتقديم العروض بما في ذلك استخدام الصور؛ Use of CMDT for quick point-of-care Dx and Tx خيارات للبحث عن طريق PubMed لتحميل محتوى على PDA
Accounting & Tax - ProQuest	قاعدة بيانات للمحاسبين. وهي تجمع بين دوريات علمية وعالمية مع مصادر رئيسية لتحديد نتائج سريعة ودقيقة تغطي الأخبار والموضوعات الحالية ، فضلاً عن الاتجاهات والتاريخ التي تؤثر على المسائل الحسابية والضريبية الهامة لليوم.
Acland Anatomy	A 360-degree 3D video atlas showing anatomy specimens in their natural color, for more than 328 educational videos
ACM Digital Library	The ACM Digital Library is a research, discovery and networking platform containing the full-Text Collection of all ACM publications, including

Step 8:

The most important available foreign language resources will be **displayed**

Step 9:

You can also access Saudi journals
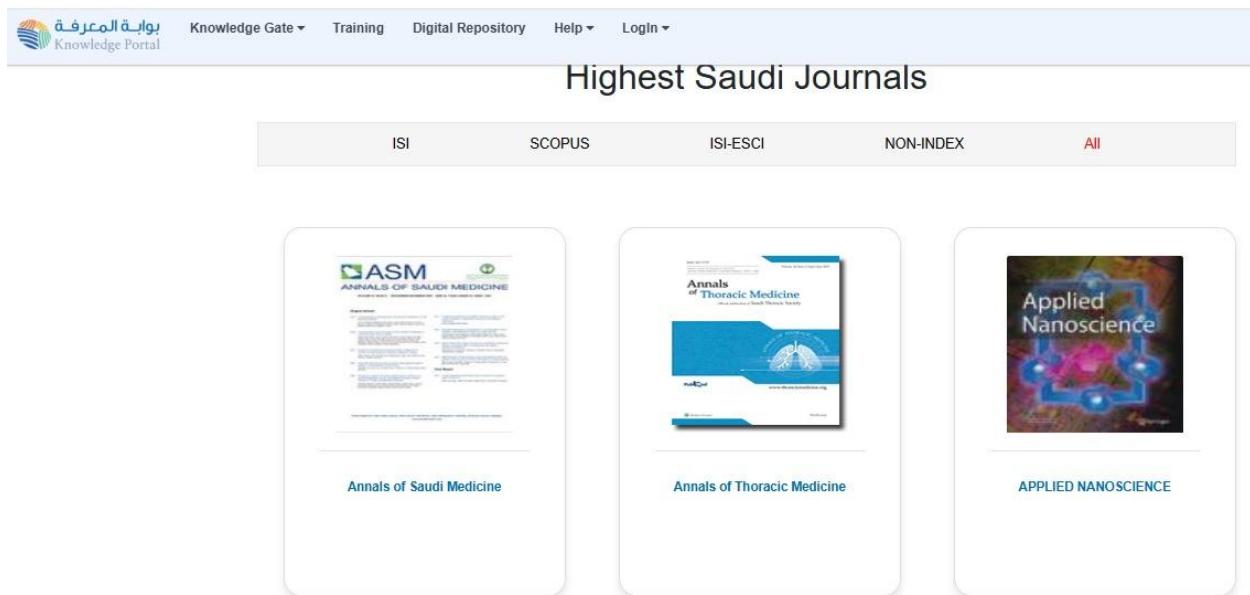
Step 10:

You can search for topics in English using the search engine

SDL

My dashboard ∧

　🔖　Saved

　🕘　Recent activity

Research tools

　🔍　New search

　📄　Publication Finder

　⚛　Concept map

　❓　Help

Search articles, books, journals & more

Advanced search

Search articles, books, journals & more　🔍

Full Text　　⊙ Academic (Peer-Reviewed) Journals　　Available in Library Collection　　All time ∨

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Chapter Thirteen

Quality and Academic Accreditation

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13.1 The Standing Committee for Quality and Accreditation

The Standing Committee for Quality and Accreditation is formed annually by a decision of the University President in consultation with the Vice Presidents. The proposed membership of the Standing Committee for Quality is based on the following:

1. Representation of most colleges and branches on the committee (e.g., medical colleges, science colleges, humanities colleges).

2. Balanced representation between males and females.

3. The proposed member possesses the necessary expertise (e.g., directors of quality units in colleges, deans or vice deans of colleges whose programs have received academic accreditation, former consultants to accreditation bodies).

4. The connection of the entity the member represents to programmatic or institutional standards (e.g., supervisor of the Scientific Research Center, supervisor of the Community Service Center).

The committee is responsible for developing and reviewing general policies for development, quality, and academic accreditation activities at the university; studying and approving applications for national and international program accreditation; designing the internal review program for academic programs, and departments; and proposing training plans for university staff.

13.2 Quality and Accreditation Department

The university's structure includes a "Quality and Accreditation Department" to manage and support academic quality activities in the university's colleges, departments, and centers.

13.2.1 Department Vision:

Effective institutional, national, and international Department that strongly contributes to achieving quality and excellence.

13.2.2 Department Mission:

Establishing a culture of quality and continuous improvement, and developing academic and administrative performance in accordance with the best local and international standards in a governed and stimulating environment, to achieve institutional excellence, academic accreditation and enhance the university's standing and ranking.

13.2.3 Department Objectives:

1) Contributing in achieving the university's mission using advanced methods and mechanisms.

2) Contributing in formulating the University's strategic goals in the areas of development, quality, and academic accreditation.

3) Providing effective consulting support to the University's colleges and units to ensure quality and achieve institutional and programmatic accreditation.

4) Building collaborative relationships and partnerships with prestigious institutions in the fields of quality and accreditation to achieve strategic benefits for the university.

5) Developing distinguished expertise in the areas of quality, evaluation, and academic accreditation in higher education.

6) Supporting efforts to improve the university's academic ranking.

7) Promoting a culture of quality among university staff, organizing events related to quality and academic accreditation, and encouraging research in this field.

4.2.13 Values of Quality and Accreditation Department

• Integrity: The administration is committed to the highest standards of integrity in all its dealings.

• Transparency: The administration is committed to disclosing transactions and procedures.

• Fairness: The administration is committed to fairness and integrity in its evaluations of programs, departments, and individuals.

• Quality: The administration is committed to the highest quality standards in all its work.

• Creativity: The administration is keen to create an organizational climate and a stimulating environment that supports creative work and innovative practices.

• Teamwork: The administration adopts a culture of teamwork in thought and action.

13.3 Reasons for Increased Interest in Implementing Quality in Higher Education

• Achieving a high level of performance in the educational process.

• Increasing the number of students enrolled in higher education.

• The information and communication technology revolution and its impact on the educational process.

• Ensuring that the outputs of higher education institutions align with the aspirations and requirements of society, in accordance with the Kingdom's Vision 2030.

• Intense competition among educational institutions in providing higher education.

• Rationalizing spending and identifying priorities and opportunities for continuous improvement.

13.4 Quality Terminology

To help achieve a common understanding of the important concepts and terminology used in the accreditation and quality assurance system, we provide definitions of some commonly used terms.

Term	Definition
Accreditation	It is a recognized certificate issued from an approved organization that approves that the educational program or the institution is following a specific required set of standards and criteria.
Programmatic Accreditation	Accrediting a program by providing the program a certificate that explains that it applies the proper standards of being acceptable as a valid educational program in a certain area with the required level.
Institutional Accreditation	Achieving the level of the educational quality of the institution according to a specific set of standards and criteria established by an external authority.
Assessment	A diagnostic formula for reviewing quality and assessing the learning and the teaching process and programs by examining the course curriculums, the organization and infrastructure and the mechanisms of assessing the internal quality in the university.
Academic Program	A set of correlated courses spread over a specified period which qualify the candidate in a specific specialization according to predefined rule.
Benchmarking	The comparison points or the performance levels used to determine the goals and evaluate the outcomes.
Evaluation	Measuring the performance according to set of standards and predefined criteria and thresholds.
Goals	Specific statements that apply missions or desires of the institution/program in specific subjects.
Graduate Attributes; GA	Characteristics and qualities demonstrated by the graduates in the field.

International Accreditation	Accrediting an institution or its programs through an accreditation agency in a different country.
KPI(s)	Selected principal performance indicators used in assessing the performance.
Learning Outcomes	Knowledge, skills and values gained from participating in a specific program or taking a specific course.
Mission	It is a general short clear statement describing the work and purpose of a certain body
Objectives	General statements that describe and provide a guide on putting goals and detailed plans
Outcomes	The results of the teaching, learning, research and community activities in the institution.
Quality	There is a lot of definitions for quality: It is summarized in achieving the accuracy and high standards with continuous improvement.
Internal Quality Assurance	The processes done by the institution/program to ensure quality in all the activities, and is assessed by internal agency.
Quality Management	The management job is to specify and implement the quality strategy and dedicate the recourses and activities towards achieving quality.
Quality Inspection	Quality inspection is the process of evaluating and examining products (outcomes) or services to verify their conformity to required standards and specifications.
Quality Control	The process of inspecting the products (outcomes) and services, detecting variations from standard specifications, and making necessary corrections during the production process to achieve results that conform to specifications.
Quality Assurance	Quality assurance is a system or process that aims to ensure that all activities related to product (outcomes) development or service provision are carried out in accordance with predefined standards and procedures to ensure consistently high quality.
Comprehensive Quality	It is a philosophy with tools and techniques that aims to achieve the culture of continuous improvement which is achieved by all the institution workers in order to make the clients happy.
Standards	Diagnostic evaluation criteria for evaluating the education; research and community partnerships, the organization infrastructure, the governing policies, the leadership performance, and the mechanisms of assessing the quality in the university.

13.5 Education and Training Evaluation Commission

The Education and Training Evaluation Commission (ETEC) was established in 1438 AH, by the Council of Ministers Resolution No. (94), as a legal independent body financially and administratively linked organizationally to the Prime Minister. It's new organization was declared in 1440 AH by the Council of Ministers Resolution No. (108) to enhance its role in evaluation, measurement and accreditation of qualifications in education and training in the public and private sectors, and raising qualifications' quality and efficiency, to contribute, serve and develop the national economy, working with all national relevant parties to ensure and control education and training institutions and programs' quality and outputs in the Kingdom and harmonize it with the labor market to achieve the objectives of its 2030 Vision and its Human Capacity Development Program. The Commission has many centers and committees as shown in Fig. 7.1.
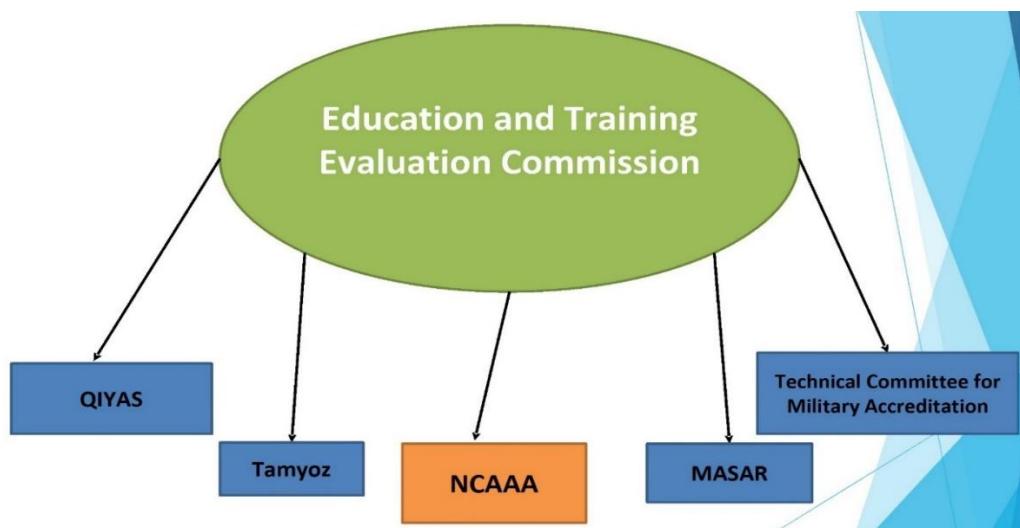

Fig. 7.1: Education and Training Evaluation Commission structure

13.6 National Centre of Academic Accreditation and Evaluation (NCAAA)

- It is the National Centre of Academic Accreditation and Evaluation (Previously National Centre of Academic Accreditation and Evaluation)

- NCAAA is one of the centers of: *"Education and Training Evaluation Commission"*

13.7 Types of Academic Accreditation

- Accreditation is a scheme for inspecting and certifying the academic quality. Accreditation necessitates that the strategies and activities of educational institutions or programs to be evaluated by an independent agency, either ***international or national***. There are two types of academic accreditation offered by NCAAA:

- a) Institutional Academic Accreditation
- b) Programmatic Academic Accreditation

13.8 Advantages and Importance of Academic Accreditation

For students:

• Accreditation helps students in the process of choosing a university and knowing its reputation.

• Accreditation convinces employers that the college graduate is qualified and possesses the qualities and skills necessary for the labor market.

• Accreditation increases the opportunity for students graduating from accredited programs to pursue graduate studies.

For educational institutions:

• The direct advantage of accreditation for the University is to help build fame, so that the University members will be proud to belong to it.

• Accreditation strengthens the University's reputation and popularity and facilitates the process of attracting outstanding staff and students.

For educational institutions:

• The direct advantage of accreditation for the University is to help build fame, so that the University members will be proud to belong to it.

• Accreditation strengthens the University's reputation and popularity and facilitates the process of attracting outstanding staff and students.

For employers and businessmen:

• Accredited universities and majors give local and international employers and businessmen a good idea of the level of skills and behaviors of graduates (potential employees) before any actual hiring is done.

• Accreditation by international accreditation bodies opens borders and facilitates the free movement of qualified and skilled competencies between different countries.

For the country:

• National and international academic accreditation, based on stringent quality standards, helps to build a stereotype of the country as an attraction for students seeking higher education

• Accreditation helps to promote educational tourism.

• Accreditation helps build a realistic image of the country as a source of high-standard competencies to work in universal markets.

13.9 Programmatic Academic Accreditation Standards

In 2022, the National Center for Academic Accreditation and Evaluation (NCAAA) revised its programmatic accreditation standards, reducing them from eleven to five. The details are as follows:

Standard 1: Program Management and Quality Assurance

The program must have effective leadership that implements institutional systems, policies, and regulations, and that plans, executes, monitors, and activates quality systems to ensure continuous improvement within a framework of integrity, transparency, fairness, and a supportive organizational climate.

1-1	Program Management
1-1-1	The program's mission and goals are consistent with the mission of the institution/college and guide all its operations and activities.
1-1-2	**The program has a sufficient number of qualified staff to perform its administrative, professional, and technical tasks, and they have defined tasks and authorities. ***
1-1-3	The program provides an organizational climate and a supportive academic environment.
1-1-4	The program management monitors the achievement of its goals, and actions are taken for improvement.
1-1-5	The program management applies mechanisms ensuring integrity, fairness, and equality in all its academic and administrative practices, and between the male and female student sections and branches (if any).
1-1-6	The program builds on the views of professionals and experts in the program specialization, contributing to its evaluation, development, and performance improvement.
1-1-7	The program management provides reliable and publicly disclosed information to the community about the program description, performance, and achievements that suit the needs of the stakeholders.
1-1-8	**The program management is committed to activating the values of scientific integrity, intellectual property rights, rules of ethical practices, and proper conduct in all academic, research, administrative, and service fields and activities. ***
1-1-9	The program management applies the systems, regulations, and procedures the institution/college approves, including grievances, complaints, and disciplinary cases.
1-2	Program Quality Assurance
1-2-1	The program management implements an effective quality assurance and management system that is consistent with the institution's quality system.

1-2-2	**The program analyzes the key performance indicators and the evaluation data annually, and results are used in planning, development, and decision-making processes. ***
1-2-3	The program conducts a periodic comprehensive evaluation, prepares improvement plans, and follows up on its implementation.

Standard 2. Teaching and Learning

Learning outcomes at the program level must be precisely defined and consistent with the requirements of the National Qualifications Framework, related specialized academic standards, and labor market requirements. The curriculum must conform to professional requirements. The teaching staff must implement diverse and effective teaching and learning strategies and assessment methods appropriate to the different learning outcomes. The extent of achievement of learning outcomes must be assessed through a variety of means, and the results must be used for continuous improvement.

2-1	Learning Outcomes
2-1-1	The program identifies its intended learning outcomes that are consistent with its mission and aligned with the specialized academic standards and the graduate attributes at the institutional level; they are approved, publicly disclosed, and periodically reviewed.
2-1-2	**The learning outcomes are consistent with the requirements of the National Qualifications Framework, academic standards, and labor market needs. ***
2-1-3	The program identifies the learning outcomes for the different tracks (if any).
2-1-4	The program applies appropriate mechanisms and tools for measuring the learning outcomes and verifying their achievement according to specific performance levels and assessment plans. *
2-1-5	The program implements a clear and approved teaching, learning, and evaluation strategy that articulates its educational philosophy and ensures that the program's intended learning outcomes are achieved.
2-2	Curriculum
2-2-1	**The curriculum design considers fulfilling the program goals and learning outcomes and the educational, scientific, technical, and professional developments in the field of specialization, and it is periodically reviewed. ***
2-2-2	**The study plan ensures the balance between the general and specialty requirements and between theoretical and applied aspects, and it considers the courses' sequencing and integration. ***

2-2-3	The construction of the program study plan considers identifying exit-point requirements (if any) per international practices and similar programs.
2-2-4	The learning outcomes in the courses are aligned with the program learning outcomes (e.g., Matrix for aligning the learning outcomes of the courses with program learning outcomes).
2-2-5	The program's teaching and learning strategies and assessment methods vary according to its nature and level and are aligned with its learning outcomes.
2-2-6	The program verifies the effectiveness of field training and the quality of its supervision and follows up on the commitment of its operators to their mandated tasks according to specific mechanisms.
2-2-7	**The program ensures a unified application of its study plan as well as the program and the course specifications offered at more than one site (sections of male and female students and different branches). ***
2-3	Quality of Teaching and Students' Assessment
2-3-1	**The program monitors the commitment of the teaching staff to the learning and teaching strategies and assessment methods included in the program and course specifications through specific mechanisms. ***
2-3-2	The required training is provided for the teaching staff on learning and teaching strategies and assessment methods identified in the program and course specifications, along with the effective use of modern and advanced technology, and their use is monitored.
2-3-3	At the beginning of each course, students are provided with comprehensive information about the course, including learning outcomes, teaching and learning strategies, and assessment methods and dates, as well as what is expected from them during the study of the course and feedback on their performance is provided for them.
2-3-4	The program applies mechanisms to support and motivate excellence in teaching and encourages creativity and innovation of the teaching staff.
2-3-5	The program implements clear and publicized procedures to verify the quality and validity of the assessment methods and ensure the level of students' achievement.
2-3-6	**Effective procedures are used to control academic integrity at the program level to verify that the work and assignments of students are their own. ***

Standard 3. Students

The criteria and requirements for student admissions in the program must be clear and publicly disclosed and must be applied fairly. The information about the program and the requirements for completion of the study must be available, and students must be informed about their rights and duties.

The program must provide students with effective guidance, counseling services, and extracurricular and enriching activities. The program must evaluate the quality of all services and activities offered to its students and improve them. The program must follow its graduates.

3-0-1	The program applies approved and disclosed criteria and requirements for the admission, registration, and graduation of students, the transition to another program, and the equivalent of what students have previously learned, commensurate with the nature of the program, and are applied fairly.
3-0-2	The program provides essential information to students, such as study requirements, services, and financial fees (if any), through various means.
3-0-3	**Students are provided with effective academic, professional, psychological, and social guidance and counseling services through qualified and sufficient staff. ***
3-0-4	Mechanisms are applied to identify gifted, creative, talented, and underachieving students in the program, and appropriate programs are available to care for, motivate, and support each group.
3-0-5	Students in the program are offered extracurricular activities in various fields to develop their abilities and skills, and the program takes appropriate actions to support and motivate their participation.
3-0-6	The program effectively communicates with alumni, involves them in its events and activities, explores their views and benefits from their expertise and support, and provides updated and comprehensive databases about them.
3-0-7	**Effective mechanisms are applied to evaluate the adequacy and quality of services provided to students and measure their satisfaction with them, and the results are used for improvement. ***

Standard 4. Faculty

The program must have a sufficient number of teaching staff who are qualified and with the necessary competence and experience to carry out their responsibilities. The teaching staff must be aware of current academic and professional developments in their fields of specialization, participate in research and community service, and improve the program and institutional performance. Teaching staff performance must be evaluated according to specific criteria, and the results of these evaluations must be used for development.

4-0-1	**The program has an adequate number of faculty members at all sites where it is offered, and appropriate verification mechanisms are applied. ***
4-0-2	The teaching and adjunct staff in the professional programs include some experienced and highly skilled professionals in the program field.
4-0-3	The teaching staff participate in academic, research, and scientific output activities efficiently and regularly, which is considered one of the criteria for their evaluation and promotion.
4-0-4	Teaching staff participate in community partnership activities; their participation in these activities is considered one of the criteria for their evaluation and promotion.
4-0-5	Teaching staff participate in professional and academic development programs per a plan that meets their needs and contributes to their performance development.
4-0-6	The performance of the teaching staff is regularly assessed according to specific and published criteria; feedback is provided to them, and the results are used to improve the performance.

Standard 5. Learning Resources, Facilities, and Equipment

Learning resources, facilities, and equipment must be adequate to meet the program's and its courses' needs and must be available to all beneficiaries using an appropriate arrangement. Teaching staff and students must participate in identifying such resources based on their needs and in assessing their effectiveness.

5-0-1	The program ensures the adequacy and appropriateness of learning sources and services provided in accordance with its needs and student numbers and updates them periodically.
5-0-2	The program's teaching staff, students, and employees have the appropriate orientation, technical training, and support for the effective use of resources and means of learning.
5-0-3	**Safety, environmental conservation, and hazardous waste disposal standards are applied efficiently and effectively, and all public and occupational health and safety requirements are made available in facilities, equipment, and educational and research activities. ***
5-0-4	The program has the appropriate technologies, services, and environment for courses offered through distance or e-learning according to their own specific standards.
5-0-5	The program evaluates the effectiveness and efficiency of all types of learning resources, facilities, and equipment; the results are used for improvement.

13.10 Academic Program Learning Outcomes

The program's learning outcomes (or learning results) refer to what a student will gain as a result of learning through the academic program. These outcomes directly reflect the knowledge, understanding, skills, abilities, competencies, values, and ethics that the student will acquire upon graduation.

It is important to ensure that graduate attributes and learning outcomes align with the qualifications framework adopted by the Saudi Ministry of Higher Education and accreditation agencies. The curriculum, assessment methods, and performance evaluation criteria must be consistent with the learning outcomes of Level 6 of the National Qualifications Framework.

Sixth Level of NQF PLOs

NQF Sixth Level of PLOs
Knowledge and Understanding   • Broad in-depth integrated body of knowledge and comprehension of the underlying theories, principles, and concepts in one or more disciplines or field of work,   • In-depth knowledge and comprehension of processes, materials, techniques, practices, conventions, and/or terminology,   • A broad range of specialized knowledge and understanding informed by current developments of a discipline, profession, or field of work,   • Knowledge and comprehension of research and inquiry methodologies
Cognitive Skills   • Apply integrated theories, principles, and concepts in various contexts, related to a discipline, profession, or field of work,   • Solve problems in various complex contexts in one or more disciplines or fields of work,   • Use critical thinking and develop creative solutions to   current issues and problems, in various complex contexts, in a discipline, profession or field of work,   • Conduct inquiries, investigations, and research for complex issues and problems   **Practical and Physical Skills**   • Use and adapt advanced processes, techniques, tools, in-struments, and/or materials in dealing with various complex practical activities,   • Carry out various complex practical tasks and proceduresrelated to a discipline, professional practice, or field of work.   • Communication and ICT Skills   • Communicate effectively to demonstrate theoretical knowledge comprehension and specialized transfer of knowledge, skills, and complex ideas to a variety of audiences,

- Use mathematical operations and quantitative methods to process data and information in various complex contexts, related to a discipline or field of work,

- Select, use, and adapt various standard and specialized digital technological and ICT tools and applications to process and analyze data and information to support and enhance research and/or projects

Values and Ethics

- Demonstrate commitment to professional and academic values, standards, and ethical codes of conduct, and represent responsible citizenship and coexistence with others

Autonomy and Responsibility

- Effectively plan for and achieve academic and/or profession-al self-development, assess own learning and performance, and autonomously make decisions regarding self-development and/or tasks based on convincing evidences.

- Autonomously and professionally manage tasks and activities related to the discipline and/or work,

- Collaborate responsibly and constructively on leading diverse teams to perform a wide range of tasks while playing a major role in planning and evaluating joint work,

- Actively participate in advancing the discipline and society.

13.11 Mustaqbal University's Experience with Accreditation

Formal Institutional Accreditation Project

The university embarked on the institutional accreditation project at the beginning of the 2019-2020 academic year.

Project Achievements

• Preparation of the implementation plan for the external auditors' recommendations, its approval by the Standing Committee for Quality and Accreditation, and commencement of its implementation.

• Completion of the quality assurance system for academic programs.

• The university obtained conditional institutional accreditation from March 2022 to February 2024.

• Preparation of several undergraduate programs for national program accreditation.

• The Computer Engineering program obtained conditional program accreditation for two years, expiring on March 31, 2026.

• The Law program obtained conditional program accreditation for two years, expiring on April 30, 2026.

13.12 The Student's Role in Quality Processes and Activities

First - Quality Activities:

• Engage transparently and diligently with questionnaires distributed by the university, college, or department, such as course evaluation questionnaires, program evaluation questionnaires, and student experience questionnaires.

• Participate actively in quality activities at the university or college level, striving to understand and embrace its culture.

• Uphold student rights and benefits, both academic and extracurricular, by participating in the evaluation of these services, suggesting ways to improve them, and contributing to their advancement.

• Maintain transparency and objectivity when participating in focus groups to discuss topics related to quality issues at the university or college level.

• Maintain contact with the university's alumni unit after graduation to follow up on university activities that serve alumni and contribute to their development.

• Respond effectively to invitations from the university, college, or department to participate in external review committees.

Second - Development Activities

• Actively participate in external and internal university activities that contribute to raising the university's ranking in student activities.

• Actively participate in the academic and extracurricular activities of the departments, as this is crucial for the review of the college's or department's work and activities for accreditation purposes.

• Adhere to the university's values as outlined in its strategic plan.

• Take the initiative in submitting development proposals for the college or department to enhance the educational process.

• Participate in college and departmental councils and committees related to student activities, thus ensuring active participation in decision-making.

• Maintain and complete personal data with the college's Student Affairs Unit during and after graduation.

Third - Educational Activities

• Utilize the academic support offered by faculty members, particularly office hours, and evaluate their effectiveness in assisting students.

• Engage in and participate in classroom activities that contribute to the quality of the educational process.

Chapter Fourteen

Scientific Research and Innovation

14.1 Supporting Students in Scientific Research

The university supports undergraduate students in scientific research activities through the Scientific Research Department and the colleges.

14.2 The Role of the Scientific Research Department

The department is responsible for the following tasks:

1. Overseeing all work and tasks related to building the university's research identity and priorities in accordance with its strategic plan and scientific parameters, with a sustainable development perspective.

2. Overseeing the implementation of all strategic initiatives in the field of scientific research according to the approved strategic implementation plan.

3. Developing the operational plan for scientific research within the approved budget.

4. Formulating proposals and mechanisms that contribute to achieving the highest levels of efficiency and effectiveness in scientific research, thereby contributing to the development of the university's own resources.

5. Formulating proposals and mechanisms to contribute to improving the university's ranking in prestigious international research classifications.

6. Formulating proposals and recommendations regarding scientific and professional events in targeted research areas, in accordance with the university's research identity and priorities.

14.2.1 Supporting Undergraduate Students

The Scientific Research Department's role extends beyond supporting teaching staff members and researchers. It plays a pivotal part in empowering undergraduate students by engaging them in research, training them in scientific skills, and facilitating the publication of their work and their participation in conferences. This support contributes to developing a globally competitive academic generation and enhances the university's standing in international rankings. The objectives of this support are :

1- To motivate undergraduate students at the university.

2- To raise awareness among undergraduate students about the importance of scientific research.

3- To train undergraduate students in conducting scientific research to prepare them as qualified researchers.

4- To provide undergraduate students with moral and financial support.

14.3 Mustaqbal Center for Innovation

Mustaqbal Innovation Center at Mustaqbal University is considered one of the leading initiatives that reflect the university's commitment to fostering innovation and contributing to the achievement of the objectives of Saudi Vision 2030. The Center was established as the first of its kind in the region, offering innovative services and projects across multiple fields, most notably industrial, medical, and technological fields, in addition to innovations in administrative, human, and social domains. The Center was officially inaugurated in the presence of His Royal Highness Prince Dr. Faisal bin Mishaal bin Saud bin Abdulaziz, Governor of the Qassim Region.

The Center aims to support research and development, particularly in the industrial, medical, and technological sectors, by providing innovative solutions that contribute to the development of products and services and enhance the knowledge-based economy, as well as addressing social and humanitarian aspects in support of comprehensive development. It also seeks to activate partnerships with both public and private sectors and to provide a stimulating environment for innovation in alignment with the requirements of the Fourth Industrial Revolution. Through these contributions, the Center supports the achievement of sustainable development and strengthens the role of Mustaqbal University as a leading educational and research institution in the Kingdom of Saudi Arabia.

14.3.1 Center Vision

National excellence in delivering innovative works, products, and solutions.

2.4.14 Center Mission

Supporting and providing innovative products and ideas in the fields of modern technical manufacturing and digital applications, as well as administrative and social fields, to contribute to meeting the needs of society and sustainable development.

14.3.2 Center Objectives

The center aims to achieve the following:

• Creating an attractive environment to stimulate innovative industrial and digital ideas and facilitate their transformation into economically valuable products.

• Creating an attractive environment to stimulate innovative administrative and social ideas and facilitate their transformation into impactful policies and systems.

- Strengthening the relationship between the university and national for-profit and non-profit institutions in the field of innovation.

- Incubating innovative entrepreneurial projects within institutional accelerators in collaboration with relevant entities.

- Promoting awareness and fostering a culture of innovation and intellectual property rights within the community.

14.3.4 Beneficiaries of the Center's Services

First - Internal Entities:

• University Colleges

• Medical Clinics

• Scientific Research Department

• Strategic Planning Department

• Admissions and Registration Department

• Student and Graduate Affairs Department

• Media and Corporate Communications Department

Second - External Entities:

• Hospitals and Health Departments in the Qassim Region

• Factories in the region, such as Qassim Cement Factory, Nektel Industrial Factory, and Mahd Al-Ru'ya Factory

• The Qassim Region Education Department and Educational Institutions and Institutes

14.3.4 Beneficiaries of the Center's Services

First - Internal Entities:

• University Colleges

• Scientific Research Department

• Strategic Planning Department

• Admissions and Registration Department

• Students and Alumni Affairs Department

• Media and Institutional Communication Department

• Medical Clinics

Second - External Entities:

• Hospitals and Health Departments in the Qassim Region

• Factories in the region, such as Qassim Cement Factory, Nektel Industrial Factory, and Mahd Al-Ru'ya Factory

• Qassim Education Department

14.3.5 Contact Means

1. Through the Center's website on the University's electronic portal: https://uom.edu.sa/miic

2. By calling 0502180020

3. By emailing computer.dean@uom.edu.sa