

Guideline Instruction booklet for students College of Engineering - Jazan University

**First edition
1442-2021**



Engineering College

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَقُلْ عَلَّمَ مَوْثِقًا



Dr.Ahmed Abutalib
Dean of Engineering College

Dear future engineer

I am pleased to welcome you as you take your first steps in the university and I congratulate you for choosing engineering as an honorable profession and wishing you bright future by God willing. I am delighted that you have joined the College of Engineering family, that magnificent scientific institution that its sons have built. and graduates are proud. The family of the College of Engineering pleased to put in your hands this guidebook through which you will become acquainted with many of the rules and procedures that regulate your progress in your academic programs easily, and complete it without obstacles in the planned period and with the expected graduation GPA. This guide provides answers to questions that may arise to you today or in future as college duties towards you to overcome any difficulties for your request for information under its umbrella.

د عبد الإله بن ممدوح علي
وكيل كلية الهندسة للشؤون الأكاديمية

Dear future engineer

It is my pleasure to greet you in your college, which receives you with bigger hearts, enlightened minds, and high motivation, to build our beloved homeland, which represents your ancient past, your bright present, and your glorious future with the ALLAH help . All the employees of the College of Engineering will be your mentors. We present to you this guide as a reference. We hope that you will be of assistance during the period of your studies in your magnificent college, through which you will get acquainted with the questions in your minds about the work procedures that secure your progress on the path of success and achievement. This guide comes as part of the numerous initiatives that the College Vice Deanship for Academic Affairs is presenting to realize the slogan of your university, 'the student first'. May Allah grant you success and fulfill all of the hopes.

College of Engineering ...Your College

Welcome, dear student, to your college ... the College of Engineering, and let us start together, the journey of getting to know it

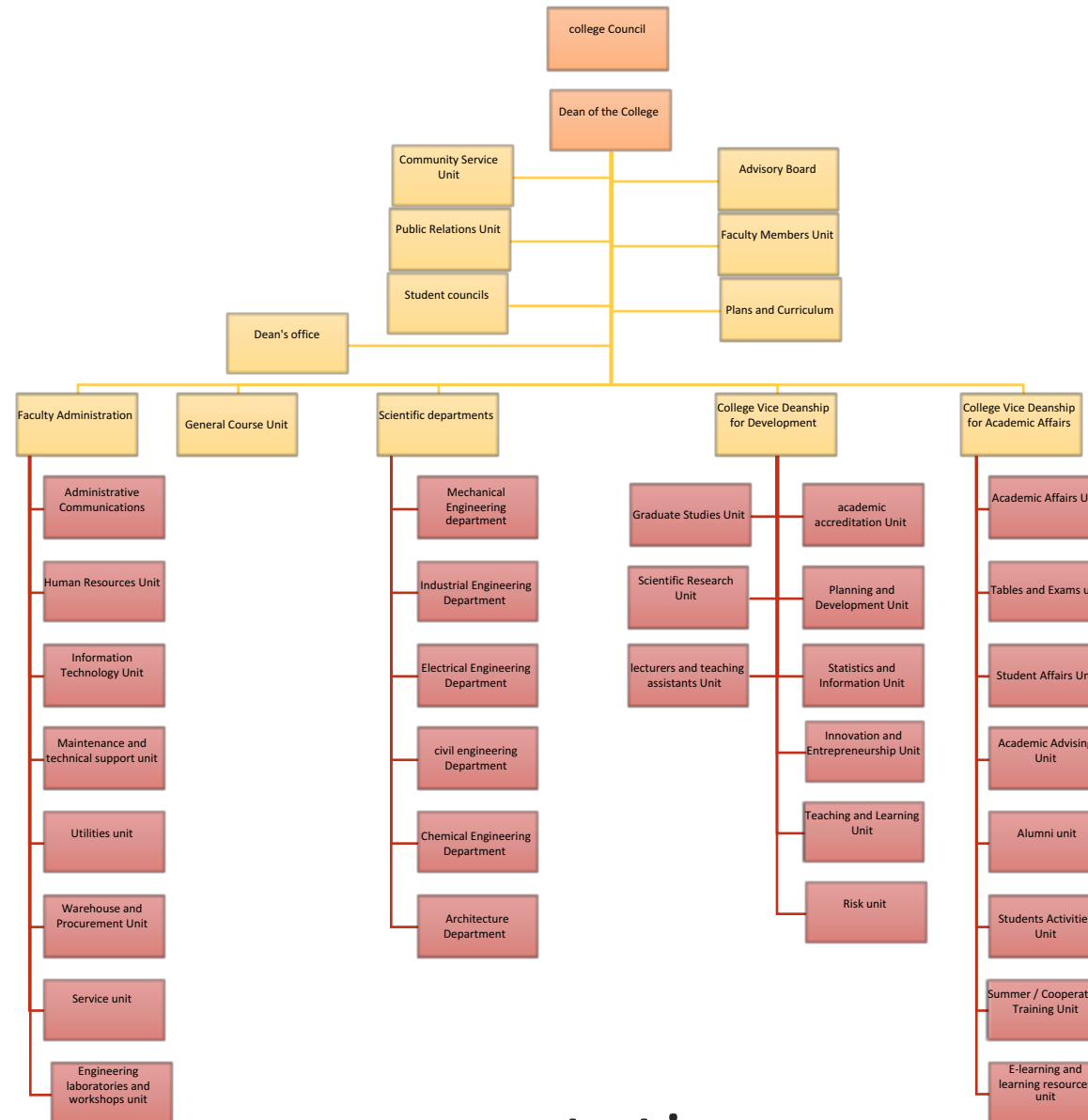
- The College of Engineering was established under the generous Order 7 / B / 24232 on 5/11 / 1425H, as an administrative affiliate of King Khalid University.
- Jazan University was established under the Royal Decree No. (6616 / M / B) issued on 5/12/1426 AH.
- After the establishment of Jazan University, the administration of the College of Engineering moved to it, starting from 1/12/1427 AH.
- The College of Engineering is currently located in the main university building sharing with the College of Computer Building, while the college's workshops and some of its laboratories are still located at the former site of the college - the site of General Administration at Magariaa .
- Website of the College: [https:// www.jazanu.edu.sa/eng/](https://www.jazanu.edu.sa/eng/)
- The faculty mailing address: eng@jazanu.edu.sa
- The college president phone: 017-3295000

College of Engineering ...Your College

The College of Engineering at Jazan University includes six scientific departments which are mechanical engineering, industrial engineering, electrical engineering, chemical engineering and architecture, each department offers the student a study program after successful completion. The study system at the College of Engineering is two semesters. And it is possible to make the study available in the summer semester optionally for some of the courses decided by the college.

English language is the main language in all courses, except for the courses on Islamic culture, Arabic language, and language skills. The study plans for majors programs at the undergraduate level consist of compulsory and optional courses, each program has a total of 160 units (160 credit hours) distributed over ten academic levels. The student who is committed to the plan studies the courses of each level in a semester and successfully finishes his studies after ten regular semesters in addition to a summer semester required - after the eighth level - for training (five years university).

The hierarchy structure of the Engineering College





Students Advisory Council for the Engineering College

Students Advisory Council

It is an advisory body representing students from all disciplines aiming to achieve effective student participation in decision-making to develop the educational and academic process, and to express students' views on the educational and service activities offered to them in order to reach a supportive university environment.

Vision:

Looking for the best student services through the participation of students in proposals for solutions to their problems, and contributing to creating an excellent environment that makes the College of Engineering a model for supporting students in various fields at Jazan University.

Mission

Seeking to involve distinguished student competencies in the decision-making process, and to contribute to the development of the educational, academic, and service process.



Engineering specializations at the College of Engineering

Engineering specializations are integrated in the application of science and mathematics to design, implement and develop solutions to problems , and produce needs that human society aspires to. Each engineering specializations is distinguished from others by the types of problems that it addresses to solve and the needs that it is intended to produce.

Mechanical engineering specialization providing its students with the knowledge and skills necessary to design, produce and operate machines and equipment, generate power to drive them, and control heat transfer systems.



Engineering specializations at the College of Engineering

Industrial engineering specialization providing its students with the knowledge and skills necessary to achieve optimization in the design, operation and improvement of integrated systems of people, equipment, materials, energy and information, in order to reach the highest levels of productivity and quality.

Electrical engineering specialization providing students with the knowledge and skills necessary to design and implement integrated power distribution systems in all their forms and to design communication and control systems.

Engineering specializations at the College of Engineering

- Civil engineering major providing its students with the knowledge and skills necessary to design, construct and maintain buildings and facilities, and facilities such as roads, bridges, ports, airports, pipelines, and the traffic and transportation associated with them.
- Chemical engineering specialization providing students with the knowledge and skills necessary to design and operate plants and develop the extraction, transformation and processing of raw materials for the purpose of converting them into final or intermediate products necessary for other industrial processes in base of environmental safety and security.
- Architectural engineering providing students with the necessary skills for planning urban buildings, installing buildings, residential buildings, electrical buildings, utility connections, ventilation, heating,

The plans study for a Bachelor's degree in the College of Engineering

A set of compulsory and discretionary courses. Each course has the number of study units (credit hours), and the original total of these study units is 160 study units (credit hours) and successfully passing them is one of the graduation requirements.

The courses that the student must study are divided into three groups. The first group is university requirements and 7 courses, with a total of 15 units, which must be studied by Jazan University students. The second group is students of the Faculty of Engineering at Jazan University. The third group is the department's requirements (or specialization requirements), which are the courses that one (or more) departments require their students to study, and the number of its units is 82 units.

The percentage of specialization courses in the study plan is graded with the gradation of academic levels, as the university's requirements and the college's requirements represent 100% of the first three-level courses, and specialization requirements decisions (department requirements) begin to appear in the fourth-level student's plan, and their percentage reaches 100% of the courses in the ninth and tenth levels.

Critical selection points in the study plans

Gradually, the College of Engineering student passes his study plan through the following stages:

The first stage: the general engineering stage, which is the stage of studying the courses of the first and second levels. There are 8 courses of the university requirements and the requirements of the college and the number of units is 29 units. From the study.

The second stage: the stage of specialization and begins with the decision to choose the specialization that the student takes after passing all the courses of the first and second levels. In this stage, the student studies the courses distributed into the following five levels, from the third to the seventh level.

The third stage: the stage of determining the path, after passing the seventh level courses, the student has two paths to complete his study plan to reach the same academic degree, namely the traditional path and the cooperative path.

Critical selection points in the study plans..cont.

Where the student chooses in the ninth level the elective course 1 from a group of available courses, each of which represents a requirement for a minor specialization within the main specialization of the student. There are two groups of courses linked to any subspecialty chosen by the student in the ninth level. The student chooses from each group one course in the tenth level, one of them for the optional course 2 and the second for the optional course 3.

The fourth stage: The stage of checking the specialization is concerned to the traditional path . Where the student in the ninth level chooses the elective course 1 from a group of available courses, which represents as a requirement for his specialization in the main specialty of the student. Choosing the first option for the choice 2 course and the first for the optional course 3.



The traditional and the collaborative paths in the study plans

After the seventh level, there are two paths for each specialty which the remaining units of study are equal in the study plan, and the two tracks end to the same degree (Bachelor of Science in Engineering) in the same specialty.

The traditional path in which the student studies a set of compulsory and optional courses distributed at levels from the eighth to the tenth in regular semesters at the college, in addition to the summer training course (2 units of study), which the student who is committed to the study plan studies in the summer semester after the eighth level. The total units of the summer training course and the elective courses in this path are 9 academic units.

The traditional and the collaborative paths in the study plans..cont

The cooperative path which the student studies in classes in the college the same compulsory courses [compulsory only] that the traditional path student studies, but they are divided into two levels: the eighth level and the tenth level in two semesters separated by the summer semester that follows the eighth level and the regular semester that follows. These two semesters are devoted to the ninth level of this collaborative path. And in it, the student implements the cooperative training program, where the student spends the ninth level semester outside the college in one of the appropriate application sites for his specialization in order to practice and apply - under the supervision of his department - all the knowledge and skills he received up to the eighth level. The number of cooperative training program units is 9 study units.

Academic Advising

Academic advising is one of the student support programs offered by the College of Engineering and all colleges of Jazan University, in realization of its motto, "the student first". It is a fundamental right of the student under the professional and ethical commitment of the university and the college towards its students, and according to the requirements for quality and academic accreditation of the college's programs. And through it the student receives the following services:

- Introducing and raising awareness of the rules, values and regulations of the study at the College of Engineering. And engineering majors, fields of work and study plans. And the services provided by the university and the College of Engineering to its students.
- Introducing and raising awareness of the regular work procedures that the student must follow in order to plan and manage his study plan, and the academic movements involved in that.
- Personal advice and advice that the student needs when making decisions related to organizing his study plan.



Academic Advising

- Follow up on the student's regularity in attendance and his progress in achievement levels, and intervene with warning and advice upon deterioration and with reward and honoring upon improvement.
- Direct intervention to expedite regular procedures necessary to solve problems or overcome difficulties that the student may face.
- Advice the student may need when changing specialty in the college, or when transferring to another college inside or outside the university.
- Advice students need to plan their career after graduation.
- Examining cases with special needs and recommending requests for support within a framework of respect for privacy.

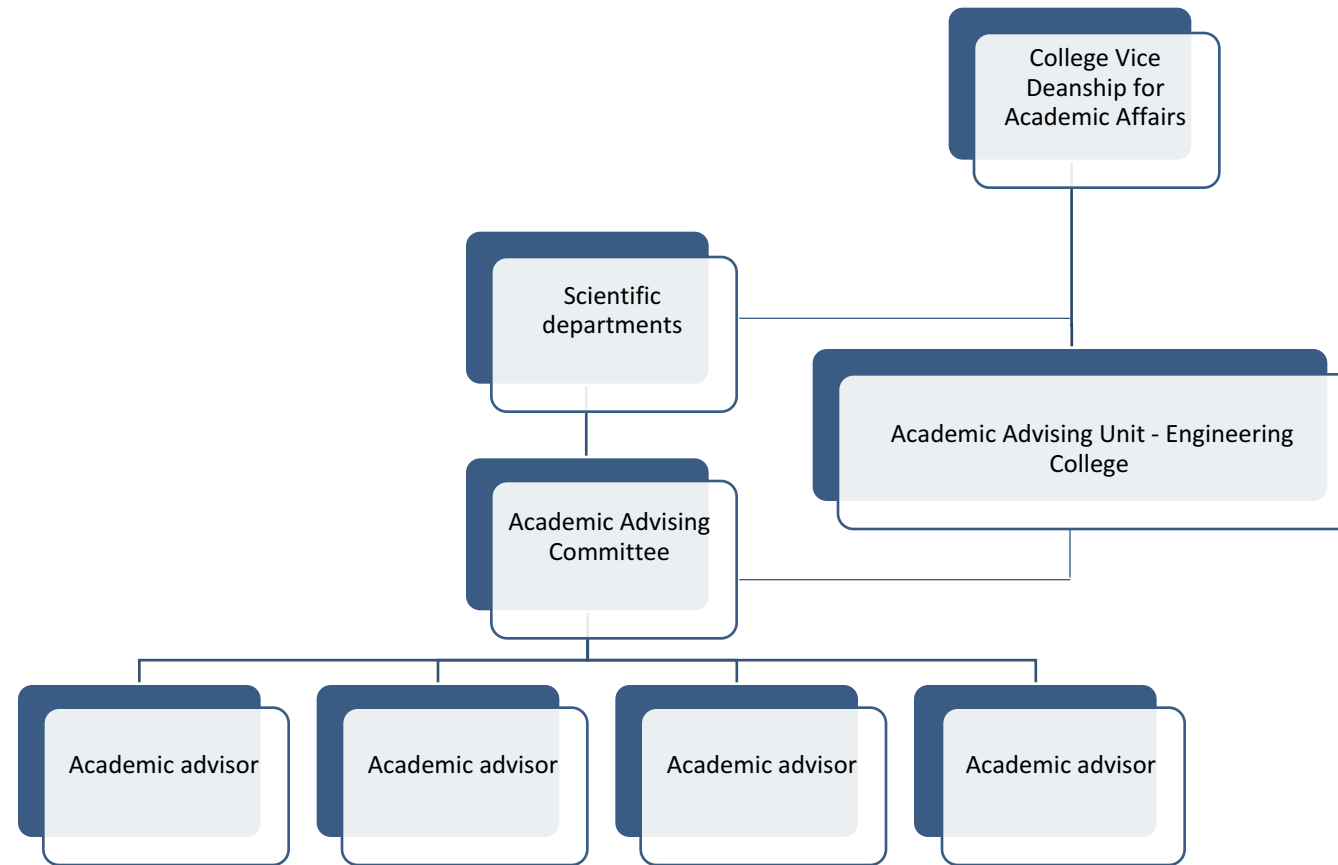


Academic Advising methods

Academic advising services reach the student through multiple methods, the most important are the following:

- Printed and electronic work guides, such as this guide that you have in your hands and what it refers to in terms of work guides and important links. Lectures, seminars, and literary and virtual forums. The websites of the deanships and centers affiliated with the university, and the websites of the faculty, departments and units related to the goals of academic advising. Explanatory videos, which explain many of the work procedures, and many of which this guide refers to. Direct contact with the academic advisor, by university mail or through a direct personal interview in the advisor's office.

Academic advising system



Academic advisor

- Despite the multiplicity of academic advising channels, communication with the academic advisor remains the most effective interactive channel when the student needs to discuss and consult those who have academic, professional and systemic experience in order to make his decisions with insight and with his own free will.
- An academic advisor is a member of the faculty who are assigned to supervise a group of students, follow up on their regularity and progress in their study plans, and provide advice necessary to guarantee their progress and graduation in the shortest possible period and at the highest possible rate, and to intervene Positive affirmation to confirm their superiority and to solve any problems they may face, and to provide technical advice that will help them in planning their professional future after graduation.



Specialty selection

Specialty selection is the most important decision that a student decides after passing all the first and second levels courses. The student must invest the general engineering stage in studying this decision well in order to reach the most appropriate specialization for his ambition, tendency and achievement abilities. During each semester, the college holds introductory meetings for new students, in which representatives of the scientific departments provide clear definitions of their specializations, fields of study and fields of work of its graduates, during which they answer students' questions about each specialty. The departments' websites also provide study plans for all specialties .

At the end of each semester, the college determines the maximum number of students that can be accepted in the next semester in each of its specialities.

Specialty selection ...Cont..

- After approving the semester result, the general engineering students who have passed all the courses of the first and second levels are arranged in descending order according to the student's cumulative average grades in the mathematics courses he passed in the first and second levels. This is what is called the allocation ratio.
- The student raises from his university account the order form of his desires to join the six engineering specialties available in the college, after carefully studying all the alternatives for selection and consulting his academic advisor.
- The first desire of the students is satisfied successively (the highest ranked in the allocation percentage, the lowest, the lowest) as long as the required specialization is available. If the available seats run out in the specialization that the student specified as a first desire, his second desire is achieved, and so with full transparency

Specialty change in the Engineering College

- A student is allowed to transfer from one major to another within the college once during his academic career.
- The student is not allowed to change the major before spending at least one semester in the major from which he wishes to transfer.
- The student is not allowed to change the major if more than four semesters have passed since his admission to the university, and the postponement semesters are not counted.
- The student must have achieved at the allocation percentage accepted by the department he wishes to transfer to, and the department can add other conditions to approve the transfer.
- It is submitted electronically from the student's academic account (academic icon - request for change of specialization) before the beginning of the semester.



Important Definition

- **The course**: a subject included in the study plan specified for each speciality. Each course has a name and description, and each course has a number and code that distinguishes it from any course taught at Jazan University. Any course is taught through one or more of three activities: theory (for theoretical lectures), practical (for practical lessons in laboratories, laboratories, workshops or field sites), and exercises (for lessons discussions, applications, and problems).
- **Study unit**: the weekly theoretical lecture of no less than fifty minutes, or the exercise lesson or the weekly practical lesson of no less than one hundred minutes.

Important Definitions .cont..

Therefore, the approved units of the course are an integer number equal to - often - the sum of the product of the number of hours of weekly theoretical lectures for the course by 1 and the weekly hours of exercises and practice for the course multiplied by 0.5, approximated of the fraction - to the lower whole number . The term credit hours is used to express the size of the burden that the student bears to study the credit hours for the course, so the number of credit hours for the course (as an academic load on the student) is equal to the number of credit hours (as educational content submitted to him). Student's academic load: It is the total number of credit hours for the courses that the student has registered for study during the semester. The allowable load depends on the student's cumulative average, but the student's load must not be less than 12 hours (the minimum load),



Important Definitions .cont..

- **The student's academic level**, which is called the student's zero-level when registering for courses: It is the lowest level in the study plan when the student has not successfully passed all his courses. [The lowest level in the study plan at which the student still has courses he did not pass successfully]
- **Student Semester GPA**: It is a numerical indicator (from 5.00 to two decimal places) to measure the student's achievement during the semester. It is equal to the quotient of dividing the total points earned by the student in the courses he studied during the semester by the total number of units of study for these courses.

Important Definitions .cont..

Student's GPA: It is a numerical indicator (out of 5.00) to measure the student's achievement during all semesters since joining the university (even if he is transferred from another college at Jazan University). It is equal to the division of the total points earned by the student in all the courses he studied at Jazan University by the total number of credits for these courses.



Grades in the Course



The faculty council determines the degree of the semester work between (40%) to (50%) of the final grade of the course. based on the proposal of the department council

The grades obtained by the student in each course are calculated as follows:

Estimated weight of (5.00)	Grade Code		Grade	Degree
5.00	A+	A+	Higher Excellent	95-100
4.75	A	A	Excellent	90 to less than 95
4.50	B+	B+	Higher very good	85 to less than 90
4.00	B	B	Very good	80 to less than 85
3.50	C+	C+	Higher good	75 to less than 80
3.00	C	C	good	70 to less than 75
2.50	D+	D+	Higher pass	65 to less than 70
2.00	D	D	pass	60 to less than 65

Grade calculation

2 nd . Semester					
Points gained	Estimate d weight	التقدير	Degree	number of units	course
10.00	5.00	أ ⁺	96	2	102سليم
21.00	3.50	ج ⁺	75	6	102نجل
13.50	4.50	ب ⁺	87	3	211ريض
8.00	2.00	د	62	4	101فيز
52.50				15	المجموع
$\text{average Semester grade} = \frac{52.50}{15} = 3.50$ $\text{GPA} = \frac{97.50}{29} = \frac{52.50 + 47.00}{15 + 14} = 3.43 = \text{ال}$					

1 ST . Semester					
Points gained	Estimate d weight	Grade	Degree	number of units	course
9.50	4.75	أ	92	2	101سليم
18.00	3.00	ج	70	6	101نجل
12.00	4.00	ب	81	3	101ريض
7.50	2.50	د ⁺	67	3	101حال
47.00				14	المجموع
$\text{average Semester grade} = \frac{47.00}{14} = 3.36$					



GPA declining below 2.00

If the student's cumulative GPA drops below 2.00 after the result of any semester, he will receive an "Academic Warning" as a notification from the college that the student's level has decreased and a warning that efforts should be made to raise the grade. If the cumulative average drop below 2.00 continues or is repeated, the warning is repeated. If the GPA continues to drop below 2.00 after the student receives three academic warnings, the student will be dismissed, and his status will be transferred to "Academic Dismissed", and his academic account does not show any courses available for registration in the next semester, waiting the university's decision, as it is possible to grant him an additional opportunity according to for certain conditions. If the student successfully passes all the courses of his study plan and his cumulative average is less than 2.00, he is not allowed to graduate.

However, the student is required - according to specific rules constraints - to study additional courses not existed in his study plan determined by the department in order to be able to raise his cumulative average to 2.00 or more.



Semester course Registration



Time Tables



- Originally, each exercise and practical section of one of the courses is linked to one section of the theoretical section of this course. It is not permissible for the student to register an exercise section or a practical section that is not related to the theoretical section that he registered for the course.
- Because some courses are taught for more than one specialization, it can distribute the course sections to the departments, so one or more sections are allocated to the students of one department and not others, and it is withheld from the students of the rest of the departments, and some sections can be made available to students of more than one department and withheld from the students of the rest of the departments.

important information

- The registration of the courses that the student studies during the semester is the first decision he takes and the first activities that he practices during the semester, in which his academic advisor can support him. Therefore, the student should not hesitate to contact his academic advisor and consult him before registering.
- The Vice Dean for Academic Affairs, before the beginning of each semester, prepares and approves the study schedules for all academic levels for all departments of the college. Each course activity (theoretical, practical, and exercises - according to what is specified in the study plan for each specialization) is allocated one or more groups according to the expected number of students who can register for the course. Each group has a single, unique number, and each group has a maximum number of students that can be registered.

General rules for registering courses

Important note

The academic load allowed to be registered for the student is linked to his cumulative average, provided that it is not less than the minimum academic load and not more than the number of hours of the level the student is restricted to, according to the following:

Hours No.

GPA

12-14 hours	< 2
14-16 hours	2.74-2
16-18 hours	3.74-2.75
18-20 hours	>3.75

Exceptions may be made and the divisions in violation of the registration regulations may be cancelled.



1- Adding and deleting courses should be within constraint of the study plan and time tables approved by the college.



3- The student registers courses within the limits of the allowed load according to his cumulative average from zero-level courses and higher-level courses with a maximum of two levels after the zero level.



5- The student is required to study failing courses only if he fails all zero-level courses, or the number of hours he has failed has reached the minimum academic load or more.



7. The student is responsible for reviewing his schedule and making sure that there are no conflicts or violations of the registration rules (Article 34 of the Student Rights and Duties Regulation).



2- The minimum academic load for a student is 12 hours. The maximum is 20 hours.



4- The student is required to register the zero-level courses first, then the higher-level courses in ascending order of levels, starting with the failing courses - if any - from these levels.



6. The student registers his courses by himself during the self-registration period, followed by the manual addition and deletion period specified in the university calendar. It is not allowed to register after these two periods.





Mechanism for self-registration of courses



Self-registration is an electronic service that is available from the student's university account for a period of time prior to the beginning of each semester and specified in the university calendar, during which the student can register his choices of the courses he wishes to study during the semester with the appropriate number of available groups.



When handle an application



- 1- Entering the academic page and requesting the addition of courses with the start of self-registration to ensure the registration of the desired sections.
- 2- Make sure to request the addition of all the courses to be studied and recommended by the academic advisor.
- 3- Make sure to click the install icon to add the courses permanently.

After submitting the application

- 1- Go through the study schedule and save a copy.
- 2- Communicating with the academic advisor and providing him with a copy of the schedule and consulting him about the schedule.
- 3- Ensure that all activities of each course are included in the schedule.
- 4- Ensure that no course is added that violates the rules of addition and deletion and communication with the college in case of a registered course despite its violation of the rules and duties.

Before submitting an application



- 1- Reviewing the general rules for adding and deleting and observing them when submitting the application (link). Watch the video prepared to explain how to add self-paced courses through the student's academic page (link).
- 2- Reviewing the study plan for the specialization and knowing the first priority courses to be added. (link).
- 3- Recording the data of the courses to be added and making sure of the activities of each course (theoretical, practical, exercises).
- 4- Reviewing the academic schedule to know the dates of the divisions of the courses to be added and to make sure that there is no conflict between the dates of the divisions
- 5- Communicate with the academic advisor and advise him on the courses to be added in the new semester.

important information



- 1- The necessity of consulting the academic advisor in selecting the appropriate courses that help the student's progress and distinction.
- 2- The self-registration service enables the student to build the study schedule by himself, where he can register the available classes.
- 4- It is preferable to finish adding all the courses during the regular self-registration period, but in case of the student is unable to do so, the university gives another opportunity to the student by submitting his application to the college during the regular manual registration period.

The mechanism of adding and deleting courses from the college

Deadlines for submitting requests for addition and deletion

As announced in the approved academic calendar



The process of submitting requests for adding and deleting courses electronically through the student's academic page via the Requests and Inquiries icon



After submitting the application



- 1- Not to raise the second addition and deletion request until at least two working days have passed from the date of raising the first request, as raising repeated requests leads to an increase in the number of requests, which negatively affects the fast handling of requests.
- 2- Follow up the application on the academic system portal (link) Continuous access to the academic schedule and registered courses, bearing in mind that receiving the application does not necessarily
- 3- Ensure that no course is added that violates the rules of addition and deletion and communication with the college in the event of a registered course despite its violation of the rules.
- 4- Communicate with the academic advisor and provide him with a copy of the schedule and consult him about the schedule.
- 5- Communicate with the scientific department in case of any inquiry or suggestion by sending an official e-mail to the department

When Submit an application



- 1- Correctly writing the name, number and code of the course to be added or deleted.
- 2- Not to request adding courses that, when added, would exceed the upper limit of the academic load, bearing in mind that the study load is linked to the cumulative average (link):

The student who has only four or less unregistered hours left from the entire plan (graduate student) is excluded by adding four hours in addition to his load so that, if he succeeds in all the registered courses, he can graduate at the end of the semester.
- 3- Make sure to write the application carefully, with high accuracy and without errors, so that the registrar can complete the application from the first time, knowing that the priority in dealing with applications is for those submitted first.

Before starting the application process



- 1- Reviewing the general rules for adding and deleting and observing them when submitting the application (link). Watch the video prepared to explain how to add self-paced courses through the student's academic page (link).
- 2- Reviewing the study plan for the specialization and knowing the first priority courses in the addition (link).
- 3- Recording the data of the courses to be added and making sure of the activities of each course (theoretical, practical, exercises).
- 4- Reviewing the academic schedule to know the dates of the sections of the courses to be added and to ensure that there is no conflict between the dates of the sections
- 5- Communicate with the academic advisor and advise him on the courses to be added in the new semester.



كلية الهندسة



Graduation project registration



The graduation project is one of the elements of the student's study plan and is registered in the ninth level and extends to the tenth level



The student has the right to register the project at the ninth level, after passing the previous requirements according to the department's plan, and the hours passed should be at least 118 hours.



The project coordinator in the department organizes an introductory lecture for the qualified students to register the graduation project, in which he explains the concept of graduation projects as well as the ethics of the engineering profession, during which the student submits a copy of the academic record.



All projects submitted by faculty members are presented to students without mentioning the name of the supervisor, and each project has its own code



After informing the students about the projects, each student fills out the desire project form and signs a commitment to follow up by the project supervisor's directives and ab the ethics of the engineering profession, which is defined by some of its items.



Students are distributed to projects based on their desires and cumulative grade point average, which determines preference in case the desires are similar. After distributing the students to the projects, the department registrar registers the project for the students





Summer Training Registration



It is one of the courses of the study plan that aims to link the engineering concepts that are taught theoretically with the engineering reality in the real fields of work.



After registration



The student is obligated to attend the training and submit to the training coordinator in the department a form for the summer training start notification form immediately after the start of the training

The student submits to the department's training coordinator: The student's weekly progress report shows his progress in the training The form of absence and weekly evaluation shows his commitment to daily attendance at the training committee.

The training committee evaluates the student during the training period and sets for him an evaluation score out of a total of 25 marks in the training committee evaluation form for a trainee student, and it is placed in a sealed envelope and delivered to the training supervisor

The department sets a committee to discuss the student, and the discussion takes place in the first week of the following semester after training

Registration Mechanism



Registration on the academic system by the student using the field training registration link.

The student submits the following documents to the training coordinator in the department Training registration request • academic registrations • Request to arrange the desires (noting that the student has the right to train with a specific company he wishes to train with, after the approval of the department, which is called (special opportunity).

The training is registered during the add and drop period in the summer semester, and it is ensured that the student's passed hours are 110 hours, and the student is not has right to register the training if the hours are less than this number

The students who are eligible for training are distributed to the different parties according to the desires and the cumulative grade. Students of special opportunities are excluded from the distribution, as they train in the company from which they obtained approval and were approved by the department.

Training objectives



- ✓ Giving students the opportunity to gain practical experience and training before graduation.
- ✓ Strength students' understanding of the theoretical sciences they have received in their field of specialization.
- ✓ Directing students to take responsibility and adhere to deadlines.
- ✓ Directing students to deal with members of the community outside the university.



Visitor student registration



For a student from the university who wishes to study as a visiting student in any of the university's branches:

Acceptance of the student to study as a visiting student depends on the capacity of the target college, taking into account the following:

1. The student must be a regular when submitting the application, have a cumulative GPA, and have successfully passed no less than (12) credits.
2. The student must have approval from his college to study in the other college.
3. To obtain the approval of the college in which he wishes to study as a visitor student.
4. The maximum number of semesters that a student is allowed to study as a visiting student is two semesters at most.
5. The academic record of the visitor student in any branch of the university shall include all the subjects he studied, including semester and cumulative grades and averages.

For a student from another university who wishes to study as a visitor student at Jazan University:

1. The student must have an academic record (with a cumulative grade point average) for at least one semester from the university in which he is enrolled.
2. To obtain a prior written approval from his university to study as a visiting student at Jazan University, specifying the courses he wishes to study.
3. The student submits his application to the Deanship of Admission and Registration within the period specified in the academic calendar.
4. To obtain the approval of the college in which he wishes to study as a visitor student.
5. The maximum number of semesters a student is allowed to study as a visitor is two semesters at most.
6. A visitor student is not entitled to request housing from the university, and no stipend is paid to him from Jazan University.

For a student from Jazan University who wishes to study as a visitor at another

1. The student must have an academic record (with a cumulative average) for at least one semester in the college he joined before applying to study as a visitor student.
2. The study should be at a recognized college or university.
3. The student obtains the approval of his college to study as a visitor student.
4. A student's stipend ceases in the semester in which he is enrolled as a visitor student. It is disbursed to him - if he is entitled to the award - after equivalency of his courses at the end of his studies as a visitor student.
5. The maximum total of credits that can be calculated from outside the university is (40%) of the total units required for graduation at the university, including the number of equivalent hours for a transferred student.
6. The visitor student must notify the Deanship of Admission and Registration with a certified copy of the result of his studies as a visitor student, before the end of the add and drop period in the next semester. If he does not submit the results of his studies, he is considered to have dropped out of those classes, and is treated according to Article (15) of these regulations.
7. Courses are recorded in the student's academic record as equivalent courses, and are not included in the calculation of his cumulative average.



The second group , academic transfers

Postponing studies

Last date for receiving applications

The end of the first week of the beginning of each term



Postponement: is to stop studying for one semester and then continue studying again in the next semester.



كلية الهندسة

A regular student may postpone studies for two consecutive semesters or three non-consecutive semesters without being considered a failure if he submits his application on time and all conditions for postponement apply to him.

Important notes



3 The student communicates with his academic advisor and discusses with him the postponement request according to the student's academic record, study plan, and justifications for postponement (the student provides the advisor with the academic record and documents justifying the postponement before the consulting session).



2 The student reviews the university calendar and checks the period allowed for the postponement request (link).



1 The student reviews the fourteenth article of the study and examination regulations and the executive rule regulating them, and makes sure that all postponement rules are met (link).



6 The student communicates with his academic advisor and informs him of the application result.



5 The student follows up on his application by entering his academic page on a continuous basis, making sure that the application is accepted, and changing the student's status on the academic page from regular to deferred.



4 The student submits the postponement request from his academic page within the permitted period (link).



- 1- Postponement is different from an apology as described in the link.
2. The postponement request is submitted electronically through the student's page on the dates specified in the university calendar. The postponement request is not accepted after the allowed period has expired.
3. Submitting the postponement request electronically does not mean accepting the postponement, and the student must follow up his application on the academic system portal on an ongoing basis until it becomes clear to him whether the postponement will be accepted or not.
4. The postponement period is one semester, so the student is automatically returned as a regular student to the system, and the student does not have to request that.
5. The student must continue studying in the semester following the postponement semester and is fully responsible for that. If he wishes to postpone the semester following the postponement semester, he must submit a new application.
6. The student may withdraw the postponement if he submits a withdrawal request during the add and drop period specified in the academic calendar.



Apologies for not completing a semester



Apology: It is a request not to continue studying in the remainder of the semester and then to continue studying again in the next semester.



A regular student may apologize for two consecutive semesters or three non-consecutive semesters without being considered a failure if he submits his application on time and all the conditions for apology apply to him.



3 The student communicates with his academic advisor and discusses with him the request for apology according to the student's academic record, study plan and justifications for the apology (the student provides the advisor with the academic record and documents justifying the apology before the counseling session).



2 The student reviews the university calendar and checks the period allowed for the request for apology (link).



1 The student reviews by himself the thirteenth article of the study and examination regulations and the executive rule , and makes sure that all the conditions for apology are met (link).



6 The student communicates with his academic advisor and informs him of the application result.



5 The student follows up on his request by entering his academic page on a continuous basis, making sure that the request is implemented and changing the student's status from regular to apologetic.



4 The student requests an apology request from his academic page within the permitted period as shown in the video (link).

Important notes

An apology differs from a postponement, as described in the link. The apology request is submitted electronically through the student's page, and the apology request is not accepted after the allowed period has expired.

3. Submitting an apology request electronically does not mean accepting the apology, and the student must continuously follow up his request on the academic system portal until it becomes clear to him whether the apology request is accepted or not.

4. The duration of the apology is one semester, so the student is automatically returned as a regular student to the system, and the student does not have to request that.











5. The student must continue studying in the semester following the apology semester and is fully responsible for that.

6. The student may withdraw the apology if he submits a retraction request during the add and drop period specified in the academic calendar.



The difference between postponing and apologizing for continuing to study the semester



apology	Postponement	
At least four weeks before the start of the final exams, as specified in the academic calendar	Before the end of the first week of the semester as specified in the academic calendar	Application period 
Two consecutive semesters or three non-consecutive semesters		number of semesters 
The student may withdraw the apology if he submits a retraction request within five days at most from the date of submitting the apology, and he is counted as absent in the lectures he was absent after submitting the request.	The student may withdraw the postponement if he submits a withdrawal request during the add and drop period specified in the academic calendar	Undo Execution 
	Not affected	Cumulative average 
The apology semester is counted as part of the regular period required to complete graduation requirements	The Postponement semester is not counted as part of the regular period required to complete graduation requirements	Regular duration 
It is recorded for the apologizing student (P) or (W) in the semester in which he apologized for his studies The reward is suspended from the date on which the apology is implemented	It does not appear in the academic record The bonus is not paid in the postponed semester	acadimec record 
		Reward 
Through the student's page on the academic system portal (EduGate)		Request Mechanism 
Affected by an apology if the regular per for graduation is exceeded Article Fourteen and its executive rule	Not affected by the Postponement Article Thirteen and its executive	Honours 
		The regular document in the regulation of studies and ex 



Mechanism for withdrawing from a course



Withdrawing from a course: It is an apology for not continuing to study a certain course without the student being considered a failure in the course.



3 The student communicates with his academic advisor and asks him to schedule an orientation session to discuss the withdrawal request. He also provides his academic advisor with his academic record, the university calendar, and all the reasons that support the request to withdraw from the course.



2 The student reviews the university calendar and checks the period allowed to request withdrawal from a course (link).

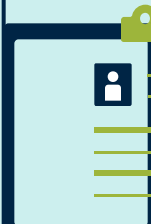


1 The student reviews by himself the thirteenth article of the study and examination regulations and the executive rule, and makes sure that all the postponement rules are met (link).



6 The student communicates with his academic advisor and informs him of the application result.

6



5 The student follows up his application by entering his academic page on a continuous basis and making sure that the application is implemented and changing the status of the course in the academic record to Excuse (P).

5



4 The student requests to withdraw from a course from his academic page within the permitted period, as shown in the video (link).



4

Important notes

The request to withdraw from a course is submitted electronically through the student's page, and the withdrawal request is not accepted after the end of the permitted period.

2. It is not permissible to withdraw from any course in which the student attended the final exam.

3. The student has no right to withdraw from a course twice, whether in two consecutive semesters or in separate semesters.

4. The number of hours registered for the student after accepting withdrawal from the course must be more than or equal to 12 credits.

5. Submitting a request to withdraw from a course electronically does not mean acceptance of withdrawal, and the student must continuously follow up his request on the academic system portal until it becomes clear to him whether the request will be accepted or not.

6. The student may not turn back from the withdrawal.



3rd group final exams



Final exam procedures



The student is not allowed to enter the final exam after half an hour has passed from its beginning, and he is not allowed to leave the exam before half an hour has passed from its start.



A student not allowed has more than two courses in one day, and the University Council may make an exception.





Prohibition from entering a course exam



a course prohibition : the student not able to enter the final exam due to his irregular attendance and his absence 25% of the total hours of lectures or more.

important information



- 8- The college enables the student to enter the final exam if the prohibition is dropped before the final exam date.
- 9- The college announces by e-mail the last date for modifying the absences to which the rules and constraints.
- 10- The prohibition lists shall be approved at the end of the semester on the date specified in the academic calendar (link to the academic calendar).
- 11- It is not legally permissible to drop the prohibition for any course in which the percentage of absence exceeds 50%. In case of compelling excuses that prove the student's absence with an excuse, the student has the right to request withdrawal from the course where the request is presented to the specialized committees and councils to decide whether to accept the withdrawal request or not.
- 12- The college cannot handle any absence and drop the prohibition for any student after approving the lists.

important information



- 1- The student must attend all lectures regularly, and he is excused in the absence of some lectures that his circumstances prevent him from attending, provided that his absence does not reach 25% or more of the total hours of lectures.
- 2- A regular student is denied entry to the final exam for the course, and is considered a failure if his absence from lectures reaches 25% or more.
- 3- A prohibited student is assigned a score of (zero) in the final exam grade field, and a grade of (H) is given to him, and this negatively affects his semester and cumulative average.
- 4- The student can find out the percentage of his absence by entering his academic page (link).
- 5- The student is responsible to follow up on his absence on his academic page constantly, and the failure to follow it does not excuse him of responsibility.



dropping prohibition of the student



Important notes

- 1- The student has the right to keep the original excuses after matching them with the copies of the documents submitted, and the college is not responsible for losing them.
- 2- The student must keep a copy of the excuses form and its supporting documents.
- 3- The student is responsible for handing over the excuse to the professor of the course after it is accepted by the competent committee, within a period not exceeding three working days from the date of accepting the excuse from the committee. The department's excuses committee is the body responsible for accepting or rejecting excuses.

Constraints of accepting excuses

- 1- Notifying the college of the reasons for the absence, using the form prepared for this, within five working days from the date of the absence, and no excuse is accepted after that.
- 2- The excuse submitted should be an official documents accepted by the college as excuses for absence.
- 3- Attach all the official documents that support the application, and in case that official documents are not available, the student is given an additional period not exceeding five working days from the date the excuse is removed, to bring medical reports or official statements confirming the reasons for absence.

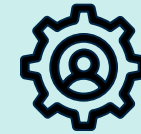


Official Documents

- 1- A medical report related to the student issued by a government hospital.
- 2- A medical report related to the student issued by a private hospital and certified by the university's medical services.
- 3- Death certificate of a first-degree family member.
- 4- A letter concerning the student addressed to the college from a security authority, explaining convincing justifications.
- 5- A traffic accident involving the student.
- 6- Other circumstances and they are evaluated by the concerned authority in the college.



Re-correction for Final exam



2. The student may not submit a request to re-mark the answer sheets for more than three courses in the semester.

3. The student's application is decided upon before the end of the second week of the next semester.



The College Council - in cases of necessity - approves the re-correction of the answer sheets, according to the following rules:

1. The student may submit a request to his college to re-mark the answer sheets for a particular course within three working days from the date of announcing the final result of the course.





Alternative final exams



Last date for receiving applications
As announced in the approved academic calendar

Any student who has not been able to attend a final exam and has excuses justifying his absence, may submit a request for an alternative exam, according to the following procedures:



5

In the event that the student does not receive a response to his request no later than the first academic day of the following semester, the student must write to the College Vice Deanship for Academic Affairs at the following email: engvdaa@jazanu.edu.sa

4

The final schedule of alternative exams will be announced via the university e-mail, noting that all alternative exams for engineering courses and the courses of the College of Science (Math, Phys, Chemistry) will be held in the first week of the second semester (link to the university calendar)



1

The student is acquainted with the eleventh article as well as the twelfth article of the study and examination regulations and the executive rule regulating them in the regulations (page No. 8)

2

The student requests an alternative test by entering the link and filling in all the required data and attaching all the documents that support the request, noting that the university email data must be used as the user name and password

3

The student follows his university e-mail to know the decision of acceptance his application or not (student email link)

If the student passes the alternative test successfully after the end of the add and drop period; He is not entitled to request the addition of other courses,





Exam results



Overall grade point average



The general estimate of the cumulative average upon the student's graduation based on his cumulative grade is as follows:

Very Good



If the GPA is from 3.75 to less than 4.50 out of 5.00

If the GPA is at least 4.50 out of 5.00

excellent



Pass



If the GPA is from 2.00 to less than 2.75 out of 5.00

If the GPA is from 2.75 to less than 3.75 out of 5.00

good



Graduation

The student graduates after successfully completing the graduation requirements according to the study plan:

The college council determines appropriate courses that the student has not studied before in order to be able to raise his cumulative average, if he succeeds in the courses and fails in the cumulative average. ✓

✗ The student's cumulative GPA upon graduation must not be less than (2.00) out of (5.00) with an pass grade

Students who obtain an incomplete grade (L), or who are allowed to take an alternative test in one or more courses in the last academic level of the graduation program, or the like, for whom individual graduation notes are raised once they complete the graduation requirements, and it is considered the last semester in the student's record It is the graduation semester. ✓

✗ A student is not considered a graduate except after the approval of the University Council or its authorized representative to grant him the academic degree

The student will be graduated only after completing the training period, and the student's graduation date will be according to the graduation date specified in the academic calendar for the semester in which the training is completed. ✓

✗ The practical training must end before the graduation date specified in the academic calendar.

. The graduating student receives one original copy of the graduation document and academic record. He may obtain alternative or additional copies, according to the regulation approved by the University chancellor. ✓

✗ If the training is a complementary part that is not approved in the specialization programme; The graduation of the student will be in the semester in which he completes the requirements for graduation according to the approved plan of the specialization program, and the delivery of the graduation document is postponed until the completion of the training period.



Honor's Degree

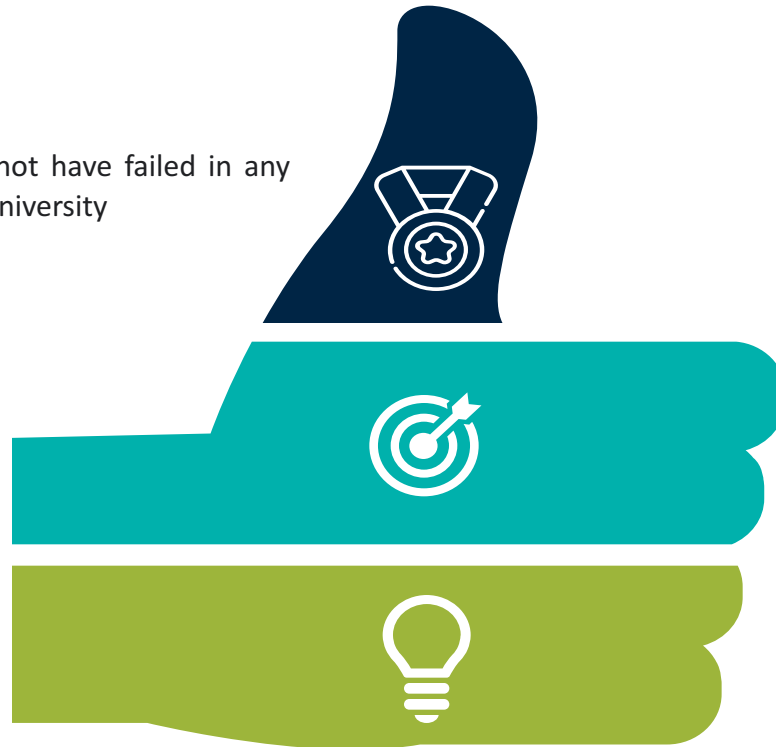


كلية الهندسة

to obtain the honors degree, the student must not have failed in any course he studied at the university or at another university

In order to obtain the honors degree, the student must have completed the graduation requirements within a maximum period of average duration between the minimum and maximum period of stay in his college.

In order to obtain the honors degree, the student must have studied at the university from which he will graduate with no less than (60%) of the graduation requirements.



مرتبة الشرف الثانية

2

Granted to the student with a GPA of (4.25) to less than (4.75) out of (5.00) upon graduation.



First Class Honors

1

It is awarded to the student with a cumulative average of (4.75) to (5.00) out of (5.00) upon graduation.



Completion of studies in specialization / college / university



Academic dismiss and How to Treat It



A student is dismissed from the College of Engineering for an academic semester in the following cases:

If he has finished the prescribed period for graduation and did not complete the graduation requirements within a maximum period of (15) semesters

2

1

If he receives at most three consecutive warnings for his cumulative average drop below (2.00) out of (5.00).

The conditions of dismissed students are handled as follows:



The student may be granted an exceptional opportunity to complete the graduation requirements with a maximum limit not exceeding twice the original period specified for the program (20 semesters), provided that he submits his application for the exceptional opportunity through his academic page within the specified period in the academic calendar as shown in the video.



A student who has been dismissed due to the finishing of twice the duration of the program (20 semesters) may be granted an opportunity that does not exceed two semesters at most, for a total of 20 semesters, provided that the student has to graduate (30) credit units at most.

A student who is academically dismissed because of warnings is given a fourth chance if the following conditions are met:



1. To submit his application for the opportunity through his academic page in the period specified in the academic calendar as shown in the video. 2. That he can raise his cumulative average assuming that he obtains (56) points from studying (14) academic units.

A student who is academically dismissed because of warnings is given a fifth chance if the following conditions are met:



3. That he can raise his cumulative average assuming that he obtains (56) points from studying (14) academic units.

عفوات شريحة الفرق بين طي القيد و الفصل



Re-enrollment request mechanism



Re-enrollment : It is the dismissal of the student from the university and not able him to continue studying temporarily or permanently, due to his interruption of studies.

A student who withdraws from the university (a student who withdraws his file from the university) is treated as a student whose registration has been closed.

Important notes



3

The student communicates with his academic advisor and discusses the request for re-enrollment according to the student's academic record, study plan and reasons for re-enrollment (the student provides the academic record and supporting documents for the request before the consulting session).



2

The student reviews the university calendar and checks the period allowed for submitting the re-enrollment request (link).



1

The student reviews by himself with Articles 15, 16, 17 and 18 of the study and examination regulations and the executive rules and ensures that all the controls for re-enrollment are met (link).



6

The student communicates with his academic advisor and informs him of the application result.



5

The student follows up on his application by entering his academic page on a continuous basis and making sure that the application is implemented and the student's status is changed from enrollment to regular.



4

The application is raised from the academic page within the allowed period, as shown in the video (link). Confirmation that the student has not passed four semesters of enrollment; Including the enrollment semester.

Enrollment is different from Academic dismissing as described in the link.

2. The re-enrollment request is submitted electronically through the student's page, and the re-enrollment request is not accepted after the allowed period has expired.

3. Submitting a re-enrollment request electronically does not mean accepting the request, and the student must continuously follow up his request on the academic system portal until it becomes clear to him whether the re-enrollment request is accepted or not.

4. The application for re-enrollment must be submitted within four semesters; Including the semester in which he was closed.

5. A student whose enrollment has been suspended may not be re-enrolled if he has been academically dismissed.

6. If four semesters or more have passed since the student's registration was terminated, including the semester in which the student's registration was terminated (or two academic years for colleges that apply the academic year system); He can apply to the university as a new student.

8. The student is not c

7. The semester in which the interruption or withdrawal occurred is counted within the regular period required to complete the graduation requirements, and the following semesters are not counted within that period. considered to have dropped out for the semesters he studies as a visitor at another university

10. A student may not be re-enrolled more than once.



Exceptional Opportunity Request Mechanism



Academic dismissal: It is the transfer of the student's status from a regular student to a dismissed student and not enabling him to continue studying because of his academic stumble.

A student who withdraws from the university (a student who withdraws his file from the university) is treated as a student whose registration has been closed.



3 The student communicates with his academic advisor and discusses the request for re-enrollment according to the student's academic record, study plan and reasons for re-enrollment (the student provides the academic record and supporting documents for the request before the consulting session).



2 The student reviews the university calendar and checks the period allowed to apply for an exceptional opportunity (link).



1 The student reviews by himself Article 20 of the study and examination regulations and the executive rule, and makes sure that all the controls for re-enrollment are met (link).



6 The student communicates with his academic advisor and informs him of the application result.



5 The student follows up on his application by entering his academic page on a continuous basis and making sure that the application is implemented and the student's status is changed from enrollment to regular.



4 The application is raised from the academic page within the allowed period at the beginning of the semester as shown in the video (link). With the assurance that the student should not have completed four semesters of enrollment; Including the semester in which he was closed.

Important notes

- 1- Academic Semester is different from Enrollment as described in the link.
2. A student is dismissed if: a. If he receives at most three consecutive warnings for his cumulative average drop below (2.00) out of (5.00). B. If he has finish the prescribed period for graduation and did not complete the graduation requirements within a maximum period of (15) semesters
3. The conditions of dismissed students are handled as shown in the link.

Student activity at the university and college

In addition to the support channels that your university and college provide you with in order to complete your academic path easily , they provide you with the opportunity to practice the cultural, sports, social and artistic activities that you like, leading to an integrated personality that contributes to the renaissance of the loved country with awareness and positivity and achieve the ambitious vision 2030.

In addition to this goal, the practice of student activities increases the attractiveness of the study environment and enables you to enjoy your university life. Do not hesitate, dear future engineer, to participates in any student activity you like.

What are the student activities available at the university and college?

Cultural activity: It includes memorizing and reciting the holy Qur'an and the Prophet's hadith, poetry, story, article, theatrical text, lectures, meetings, cultural seminars, and various training courses.

Social activity: It includes internal and external trips, itinerants, visits to factories and production sites, participation in celebrations of national occasions and awareness campaigns on public issues.

Sports Activity: It includes practice and competition in football, volleyball, beach volleyball, ground tennis, table tennis and various sports.

Artistic activity: It includes various arts such as photography, sound arts, folklore, theater and Volunteer work:



Student activity unit at the university and college



Student Clubs



Engineering club



important links



for all students

Self-registration for courses
University calendar
Saudi Digital Library
Blackboard system
Blackboard technical support
Explanation of the Blackboard system (video)
Student's university mail
Request to reset the password for the academic account
Technical support for students
Modifying the name in English for graduates and prospective graduates
Student's guide to academic transfer
A student's guide to reset the password for his academic account
Important questions about student rewards

For new students

New Student Services Portal
Self-registration for courses
Contact form for new students
Student rewards
Important question about student rewards
Applying for student residence
<u>University card appointment service</u>
ATM card request service
Special Needs Form (students with Disabilities)
Contacting university administrations by phone
Technical support for students
Student club registration form (male and female)
Registration form for university teams
Registration form in the Voluntary Work Unit at Jazan University



important links



Program Paths for Departments of engineering College

Industrial Engineering Department

Industrial Engineering Department

Electrical Engineering Department

civil engineering Department

Mechanical Engineering Department

Architecture Engineering Department

courses Description for Departments of engineering College

Industrial Engineering Department

Industrial Engineering Department

Electrical Engineering Department

civil engineering Department

Mechanical Engineering Department

Architecture Engineering Department



important links



general links

Electronic Disclaimer Request (Withdrawal from the University)

Public services

Training courses and workshops

Financial Services

Scholarship application service for non-Saudis

distance education students

sub Libraries

Form Links

[Contact form for new students](#)

[Special Needs Form \(Disabilities students\)](#)

[book request form](#)

[disclaimer form](#)

[Transferable Course Equivalency Form](#)

[Marks Modification Form](#)

[Visiting Student Form](#)

[Student club registration form \(male and female\)](#)

[Registration form for university teams](#)

[Registration form in the Voluntary Work Unit at Jazan University](#)

[Employment Center and Alumni Relations registration form](#)

Important Links

Contacts

Service to communicate with an official

Contact and inquire for new students

Contacting university administrations by phone

Contact with Engineering College

Electronic communication service with the Deanship of Admission and Registration

Technical support from the Deanship of E-Learning and Information Technology

Services

Speciality change service (internal transfer)


University card receipt appointment service

ATM card request service

Office 365 services and university mail activation

National Address Data Update Service

 e000@jazanu.edu.sa

 017-3295000

 <https://www.jazanu.edu.sa/eng/>

