



2020

CHEMISTRY DEPARTMENT COLLEGE of SCIENCE

Department Manual
JAZAN UNIVERSITY (JU),

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



In the Name of Allah,
the Most Beneficent,
the Most Merciful.



Preface

This handbook has been prepared for the Department of Chemistry, College of Science Jazan University, Jazan. The manual contains all the information of the department including rules and regulations for the faculty members.

This manual is categorized in various sections. Section 1 and 2 provide a brief introduction and overview of the Department of Chemistry and its administration, the department profile, vision, mission goal and objectives.

Section 3 is a comprehensive section exclusively related with faculty affairs. It discusses all the academic and professional matters which faculty may come across during his stay in the department.

Section 4 is related with student affairs. It discusses all the academic matters a student may come across during his stay in the department.

Section 5 to 8 contains miscellaneous policies and procedures of the Department.



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Overview

1.1. The University

Jazan University was established in response to the Royal Decree No.6616/M/B dated 12/5/1426 Hijri corresponding to 19/6/2005 Gregorian. The colleges of medicine, engineering, computer and information systems; and the community college formed the nucleus of the university. Then the Teachers' College, which was established in 1401H (1981G), was added followed by the girls' education colleges existing in the regions and established in 1412H (1992G). Other colleges established subsequently were an addition to the university to bring the total number of colleges at the end of 1432H (2011) to 26. Aside from these, four deputyships for the university and nine support deanships were set up. A big site reaching 9 million square meters in area on the Red Sea coast north of Jazan city was allocated for the University campus. King Abdullah, Custodian of the Two Holy Mosques laid the foundation stone for the University campus on 14/10/1427H (15/11/2006G). Several projects in the campus have been completed, several others are about to be completed while many others are still being carried out.





Jazan University has 26 colleges. Of these, 25 colleges award bachelor's degrees and one college awards diplomas. The colleges and their departments are as follows:

- College of Medicine It was established in 2000 (1421H).
- College of Dentistry It was established in 2008 (1429H) .
- College of Pharmacy It was established in 2008 (1429H)
- College of Applied Medical Sciences It was established in 2005 (1426H)
- College of Public Health and Tropical Medicine It was established in 2011 (1432H)
- College of Nursing and Allied Health Science It was set up in 2011 (1432H)
- College of Engineering The college was established in 2004 (1425H)
- College of Design and Architecture It was established in 2009 (1430H)
- College of Computer and Information Systems It was established in 2004 (1425H)
- College of Science It was established in 2005 (1426H)
- College of Law It was set up in 2011 (1432H)
- College of Business Administration It was established in 2008 (1429H)
- College of Arts and Humanities The college was established in 2009 (1430H)
- College of Education It was established in 2009 (1430H)
- College of Science and Arts in Samta It was established in 2009 (1430H)
- College of Science and Arts in Farasan It was established in 2009 (1430H)
- College of Science and Arts in Darb It was set up in 2009 (1430H)
- College of Science and Arts in Al-Aridha Governorate It was established in 2010 (1431H)
- Community College It was set up in 1997 (1418H)

This is in addition to other colleges that have been restructured. These include the Teachers' College, College of Education for Women – Science, College of Education for Women – Arts, Female Teachers' College, College of Education in Farasan, and Community College for Women.

The vision of JU is “Jazan University will be a gateway to the future for Jazan Province and the Kingdom, recognized nationally and internationally for academic excellence, competent graduates, high impact research, and service that deliver social and economic impact to the region and the world”. Its mission is to, “Achieve academic excellence and prepare graduates to become regional and national leaders in business, industry, health,



education, and government. Serve the community by addressing its problems and supporting its social and economic development. Produce internationally recognized research and new knowledge that meet the needs of Jazan Province, the Kingdom, and the world”.

The University has several educational tracks or sectors. Each track has its own group of colleges.

1.2 The College of Science

The College of Science was established in 2005 (1426H) and comprises the following departments: Biology, Mathematics, Physics, and Chemistry.



Since its inception, the College has played an important role in building generations of qualified personnel capable of contributing in advancing the progress of Saudi Arabia. The College over the past three decades has more than 4,217 graduate, 2,358 males and 2,239 females.

The faculty consists of professionals and scholars who have studied at some of the world's most renowned universities. The Departments' faculty members have experience in managing, following up and supporting the research and teaching activities of undergraduates and graduate students as well as encouraging them in their community service projects. These faculty members are involved with not only their own scientific research projects, but also are involved in the supervision and assessment of research papers, theses and dissertations of undergraduates and graduate students.

1.3 Welcome Address from the Dean

In the name of Allah, the Merciful

Praise be to Allah, Lord of the Worlds, prayers and peace be upon the noble Prophet and Messenger Muhammad bin Abdullah, Peace be upon him and his family and companions.

I welcome visitors to the site of the Faculty of Science - Jazan University. I hope that the visitor will find useful information about the college and its various departments. The decision to establish the college is part of the framework of the state's interest in the basic sciences sector to cope with the remarkable development in the world in this field, which requires the education and training of



cadres capable of fulfilling the comprehensive renaissance of all fields. The Faculty of Science currently consists of four departments: Mathematics, Physics, Chemistry and Biology, as these disciplines are important pillars of the scientific renaissance in various fields.

The objectives of the Faculty of Science are summarized in several points: education, scientific research, community service, and the environmental preservation. When we provide the distinguished education service to our students, we strive to create interest in scientific research and its urgent need so that we can catch up with the developed nations.

In the midst of all this, we harness those sciences and research initiatives that serve our society and environment by applying the knowledge in different aspects of daily life, which is positively reflected in our society. The science department in its various departments is the first pillar of any targeted renaissance. It aims to be a training ground that would help to graduate a generation of scientists and researchers who shall be expected to elevate our nation up to the ranks of developed countries. It is noteworthy that the tremendous technological progress that the world is witnessing today is a combination of the efforts and research of scientists in mathematics, physics, chemistry and biology. Therefore, science faculties will remain the true nucleus of any scientific progress or cultural renaissance and technological development.

Therefore, this is an invitation to the visitors of this site, and the prospective students that shall be joining the university - God willing - to read well about the Faculty of Science and its departments and specialties and may you become one of the scientists of the future.

Dr. Ghaleb Bin Omar Souadi

Dean, Faculty of Science

1.4 Welcome Address from the Chairman

In The name of Allah the Merciful

Our Kingdom is witnessing comprehensive developmental renaissance, one of the main aspects of it is higher education, which is currently undergoing a qualitative leap. The establishment of Chemistry Department in the Faculty of Science at our esteemed University is one of the features of that overall balanced Renaissance. The Chemistry Department comes at the forefront of the University departments, due to its highly competent and internationally qualified cadres, in terms of both academic or research aspects and their achievements, which serve the university and the community to contribute in these effective developments and to join an accelerated pace of development.



Currently, the department is providing academic supervision services for the corresponding sections, in addition to teaching chemistry in other faculties such as Engineering Faculty and Preparatory Program in Colleges of Medicine. The Department is currently developing study programs and plans for Bachelor's degree, in addition to effective planning to introduce Post Graduate programs.

Dr. Ibrahim bin Ali Radini
Head, Department of Chemistry



1.5 Department of Chemistry

1.5.1 Overview

The Department of Chemistry is one of the Four departments under the College of Science, University of Jazan, Saudi Arabia. It has various who are specialized in various domains of Chemistry such as (Physical, Organic, analytical, inorganic, bio-....etc) chemistry. The administrative hierarchy starts from The Dean of the College, followed by Vice Dean and The Head of the Department. The department introduced the Bachelor of Chemistry program in 2009. The program was started with 276 students, and has currently grown to more than 550 students a year. More than Twenty batches have been graduated from the program since 2009, producing more than 1200 chemists by the end of 2019. Most of the graduates are holding prestigious positions in various industries and many of them are pursuing higher studies in reputed international universities.

1.5.2 Vision

The vision of the Chemistry Department is *“To be a leading department in the field of chemistry at the local and global level”*.

1.5.3 Mission

The mission of the Chemistry Department is *“ The Department of Chemistry, Faculty of Science at Jazan University seeks to develop highly qualified chemists and carry out outstanding scientific research that contributes effectively to the overall development of society by providing a quality educational and research environment that develops knowledge and skills and respects the ethics of education and scientific research. “*



1.5.4 Goal

The goal of the Chemistry department is to produce highly qualified chemists with adequate knowledge, and excellent professional and ethical values, to serve the Kingdom in particular and the world at large.

1.5.5 Objectives

In order to accomplish its vision, mission and goal, the department has set the following objectives:

- ✓ To provide students with a broad foundation knowledge of the main areas of chemistry: organic, inorganic, analytical, and physical.
- ✓ Students should possess critical thinking and problem-solving abilities.
- ✓ To provide students with the skills required to perform and understand chemical research.
- ✓ To provide students with the skills required to describe, both in writing and orally, chemical processes and procedures. To provide students with the skills required to succeed in a chemical work or related field.

1.5.6. Graduate Attributes

On completion of the Chemistry Program, students will be able to:

- ✓ Demonstrate relevant, practical and theoretical knowledge in chemistry.
- ✓ Communicate effectively in a variety of contexts, circumstances and modes.
- ✓ Apply relevant numeric literacy skills in a subject area.
- ✓ Apply critical, analytical thinking, and problem-solving skills for academic contexts.
- ✓ Work independently and collaboratively in a cross-cultural context.
- ✓ Apply relevant academic literacy skills in a subject area.
- ✓ Demonstrate academic integrity



1.6 Services & Common Facilities

1.6.1 Laboratories

The department has the following well equipped laboratories to meet the academic and research requirements of students and teachers as well as the professional needs of the government and private organizations.



✓ Organic Lab	(G 201)
✓ Bio Lab	(1712)
✓ Inorganic laboratory	(G 207)
✓ Physical Laboratory	(G 210)
✓ Analytical Laboratory	(G 203)
✓ General Chemistry Laboratory	(1704)
✓ Graduation Project Laboratory	(G 703)

The Department of Chemistry has (7) teaching laboratories as follows:

All Laboratories are equipped with a suitable instruments and tools for teaching and research, some of these are:

✓ Centrifuge	✓ Fluorescence Spectrometer
✓ Drying oven	✓ FT-IR Spectrometer
✓ Water Bath	✓ Atomic absorption
✓ Hot plate stirrer	✓ Flame photometer
✓ PH meter	✓ Colorimeter
✓ Vacuum pump	✓ Soxlet apparatus
✓ Analytical balance	✓ Jar for TLC
✓ Water distiller	✓ Potentiostat / galvanostat
✓ Melting point apparatus	✓ GC-MS
✓ Conductivity meter	✓ UV lamp with cabinet
✓ Potentiometer	✓ HPLC
✓ Bunsen burner	✓ Microscope
✓ Ultrasonic bath	✓ GC-MS
✓ Heating mantel	✓ Analytical HPLC
✓ Water& Soil kits	✓ UV Spectrophotometer
✓ Ice maker machine	✓ FTIR shimadzu
✓ Vortex mixer	✓ Flame photometer
✓ Water bath shaker	✓ Potentiostat \ Galvanostat
✓ UV Spectrophotometer	✓ Fluorescence Spectrophotometer
✓ PH electrode	✓ Atomic Absorption
✓ Muffle furnace	





1.6.2 Library

The Deanship of Library Affairs at the JU has a distinguished collection of both printed and electronic resources to support faculty, researchers, undergraduate and graduate students. This is in line with both the vision and mission of the Deanship of Library Affairs in its endeavor to fulfill the principles of the collection development policy in order to support all university programs and research.

Here one can find the academic materials that will support all learning endeavors by utilizing the following tools:

- SDL Services (The Saudi Digital Library) : These resources will direct the users to the JU library E-Resources Portal where they can search all electronic databases that JU has subscribed to. This site can be found as <https://sdl.jazanu.edu.sa/>
- Also, in each college there is a library that contain printed and electronic resources for all.



2

Administration



The objectives of the Administration's department of JU are as follows.

- Committed to the ideals and ethics inherent to Islam
- Employ effective communication
- Create a working environment where team spirit is encouraged
- Promote equality and excellence
- Encourage the practice of continuous learning
- Preserve the confidentiality of official transactions
- Introduce accountability into the workplace
- Promote fairness and impartiality

The Department of Chemistry is one of the Four departments of The College of Science. The other three departments of the College are as follows.

- ✓ Department of Physics
- ✓ Department of Mathematics
- ✓ Department of Biology

The college is headed by The Dean of the College and each department has Chairman of the Department. The organizational structure of the department of Chemistry is shown in Section 2.2 in the form of a chart.

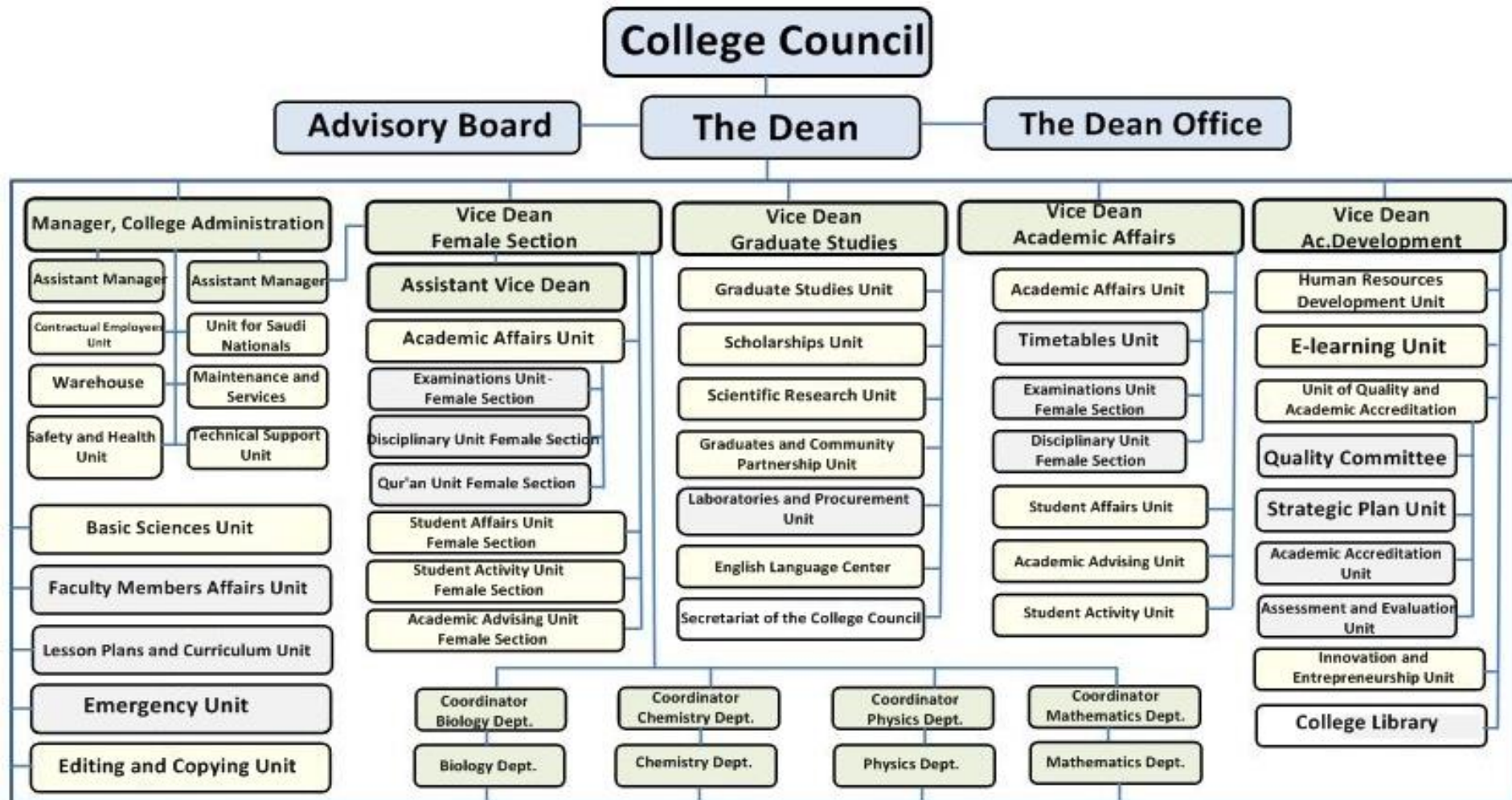
2.1 Key Contacts

Dean of Faculty	Dr. Ghalib Saudi
Vice Dean of Academic Affairs	Dr. Ahmad Masmaly
Vice Dean of Quality & Academic Accreditations	Dr. Hossain El-Nasher
Chairman of Chemistry Dept	Dr. Ibraheem Radini
Coordinator of Undergraduate Program	Dr. Ibraheem Radini

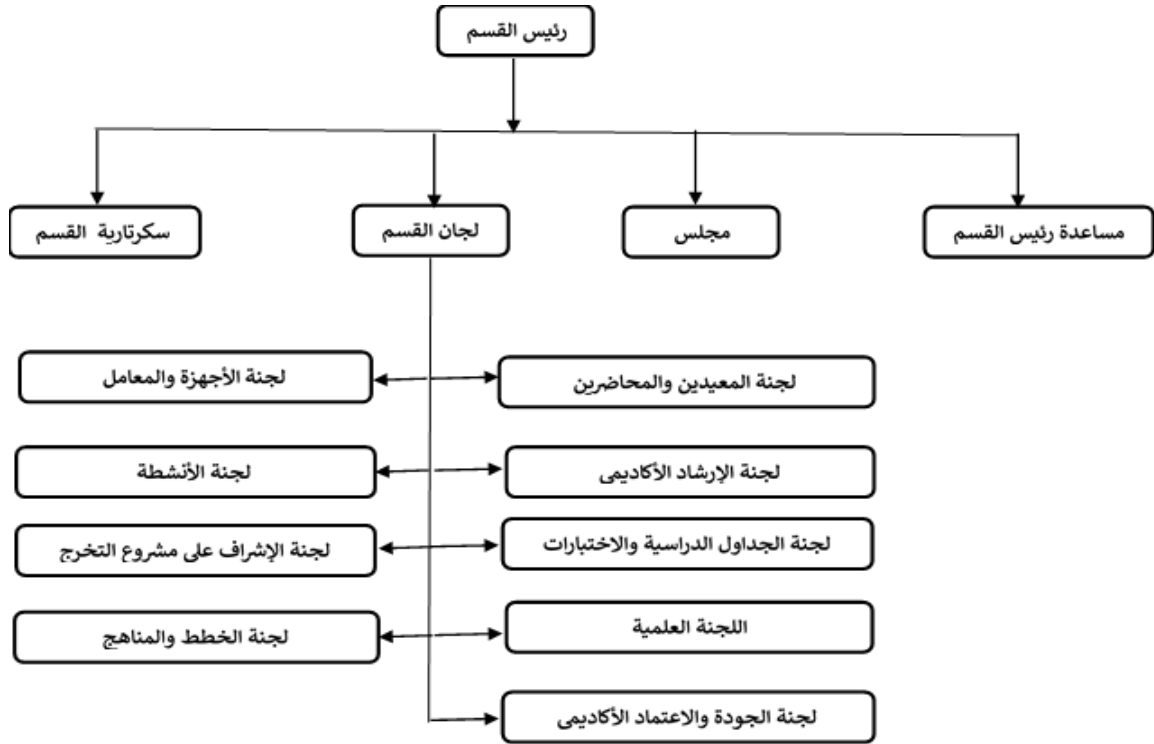




2.2 Organizational Chart of the Department



Department



3

Policies & Procedures for Faculty



3.1 Job Description of Faculty Members

3.1.1 Department Chairman

Appointment Criteria:

- Each academic department shall have a chairman, based on recommendation of the Dean of the College and the Departmental faculty board. Such appointment shall be got ratified by the Government.
- The chairman shall be the chief executive officer of the department, and Ex-officio member of the faculty board.

Job Description:

- Supports the caring chemistry students and faculty and the philosophy of the Department.
- Leads the students, faculty, and staff in achieving the missions and goals of the Department and University.
- Directs the faculty in planning, implementing, and evaluating the undergraduate and graduate programs and their curricula.
- Manages human and financial resources with input from faculty, staff, and students.
- Guides the faculty in achieving excellence in teaching, scholarship, and service, including approval/accreditation by the appropriate bodies.
- Represents the Department of chemistry at various College, University, and national meetings.
- Seeks funding opportunities from private and public sectors to enhance existing programs.
- Serves as student advocate.
- Conducts Departmental meetings.
- Serves as ex-officio member of all standing committees of the Department of chemistry.
- Prepares reports as designated by the College, the University, and approval/accreditation bodies.
- Facilitates the development and coordination of programs, policies, and procedures of the Department, the College, and the University.



3.1.2 Professor, Assistant Professor & Associate Professor

Appointment Criteria:

Academic credentials: PhD degree in the job specialty

- ✓ Practical experience: Minimum practical experience of not less than 5 years in the field of his job specialty.
- ✓ Training: Advanced training courses in the job specialty or support fields.

Other skills and abilities:

- ✓ Excellent knowledge of and familiarity with the modern teaching methods and channels of communication.
- ✓ Ability to manage and administer the lectures for maximization of benefit.
- ✓ Ability to galvanize the objectives of the academic division into tangible reality.
- ✓ Good ability to direct and orient the students in a way that enables them to attain self-development.
- ✓ Good knowledge of the regulations and laws related to the nature of his job.
- ✓ Knowledge of and familiarity with the computer systems which run the academic processes.

Job Jurisdiction:

This is an academic position attached to the head of the competent academic division. He seeks to enrich the students in all aspects of knowledge within the scope of his specialty field, offering them the most recent related advances and development in sciences, sparking in them a passion for knowledge, science and sound scientific thinking.

Duties & Responsibilities:

- ✓ Assume responsibility before the head of the competent academic division for the progress of the teaching and educational process in the sections where he teaches.
- ✓ Take up a teaching load within the designated quota or additional teaching load over and above the prescribed share in case of need.



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- ✓ Seek to transfer to his students the most recent and sophisticated advances of knowledge in the field of his specialty, recommend to the division board amendment of the components of the curriculum and propose the more developed curriculum that are likely to attain total specific quality sought.
 - ✓ Prepare the examinations on the topics he teaches.
 - ✓ Participate with his division members in the development of the study plans and promotion of the division's programs.
 - ✓ Supervise the practical and field aspects of the specific quality of the material he teaches.
 - ✓ Organize the research, studies and workshops and participate in the group research in his field of specialty.
 - ✓ Supervise the research and thesis of the postgraduate students within the limits of applicable legislations and regulations.
 - ✓ Guide, orient and direct the university students and the postgraduate students.
 - ✓ Get and keep in touch with all new developments in the field of his specialty, follow up on fresh publications, periodicals, clubs and research in the field of his specialty.
 - ✓ Participate in the sessions and committees of the division boards, the activities of the division, college, and university and community service.
 - ✓ Provide proper adequate support for the operations and activities undertaken by the university and the committees formed for this purpose.
 - ✓ Track, follow up on and pursue fresh developments in his specialty, contribute to their development, submit related reports to the competent entities and present to the division board as may be required.
 - ✓ Shoulder and assume the curriculum duties vested in him by the division head and commit to come and teach on the dates set for such curricula.



3.1.3 Lecturer

Appointment Criteria:

Academic qualification: Master's degree in the field of specialty in accordance with the applicable legislations and regulations

- ✓ Practical experience: practical experience of not less than 3 years in the field of his job specialty.
- ✓ Training: advanced training courses in the job specialty field or support fields.

Other skills and capabilities:

- ✓ Excellent knowledge of and familiarity with the modern teaching methods and channels of communication.
- ✓ Ability to manage and administer the lectures for maximization of benefit.
- ✓ Ability to galvanize the objectives of the academic division into tangible reality.
- ✓ Good ability to direct and orient the students in a way that enables them to attain self-development.
- ✓ Good knowledge of the regulations and laws related to the nature of his job.
- ✓ Knowledge of and familiarity with the computer systems which run the academic processes.

Job Jurisdiction:

This is an academic position attached to the head of the competent academic division or the support academic sectors. He seeks to enrich the students in all aspects of knowledge within the scope of his specialty field, offering them the most recent related advances and development in sciences, inculcating in them a passion for knowledge, science and sound scientific thinking.



Duties & Responsibilities:

- ✓ Assume responsibility before the competent head of the academic division or support academic division for the progress of the educational and teaching process in the sections where he works.
- ✓ Give lessons within the prescribed load of the teaching quota additional teaching load over and above the prescribed quota in case of need.
- ✓ Seek to transfer to his students the most recent and sophisticated advances of knowledge in the field of his specialty and guide them in a way that boost their skills and capabilities.
- ✓ Prepare the examinations on the topics he teaches.
- ✓ Participate in the research, studies and workshops and participate in group research in the field of his specialty.
- ✓ Participate in the research and studies related to the university guidance and orientation.
- ✓ Get and keep in touch with all new developments in the field of his specialty, follow up on fresh publications, periodicals, clubs and research in the field of his specialty.
- ✓ Take part in the activities of the division, college, and university and community service.
- ✓ Perform the curricula and other functions assigned by the division head and commit to attend and teach as per the schedules set for these curricula.

3.1.4 Teaching Assistant

Appointment Criteria:

Academic qualification: Bachelor's degree in the specialty of his job in accordance with the applicable legislations and regulations.

- ✓ Practical experience: practical experience in the specialty of his job in accordance with the applicable legislations and regulations.



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- ✓ Training: advanced training courses in the specialty of his job or support fields

Other skills and capabilities:

- ✓ Good knowledge of the specialty teaching methods related to the practical aspect.
- ✓ Ability to follow up on the lectures to maximize the benefit there from.
- ✓ Good ability to direct and orient the students in a way that enables them to attain self-development.
- ✓ Good knowledge of the regulations and laws related to the nature of his job.
- ✓ Knowledge of and familiarity with the computer systems which run the academic processes.

Job Jurisdiction:

This is an academic position attached to the competent head of the academic division and teaching faculty (professor, associate professor, assistant professor). The teaching assistant serves as a liaison link between faculty member and the student and seeks to enrich the students in all aspects of practical and theoretical knowledge within the scope of his specialty field in collaboration with the faculty member.

Duties & Responsibilities:

- ✓ Assume responsibility before the competent head of the support academic division and faculty member for the duties assigned to him in the sections where he teaches.
- ✓ Assist the faculty member in the practical aspects and teaching aspects as part of the designated work quota.
- ✓ Attend all meetings as directed by the faculty member.
- ✓ Attend the lectures and share opinion and consultation with the students, offering only assistance but without any intervention in the grading or examination processes.
- ✓ Document all working hours in accordance with the number of the maximum working hours a week and the teaching load quota.



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- ✓ Sufficient preparation for any task assigned to him by the head of the competent division
 - ✓ Follow up on with the students any academic gathering or knowledge enrichment as may be directed by the faculty member.
 - ✓ Assist in setting grade for the student and the exam correction process.
 - ✓ Assess the students' performance and promote their skills in acquisition of grades.
 - ✓ Provide the students' grades at the right time and in a professional manner, ensuring that the grades are documented electronically as well as in hard copies.
 - ✓ Follow up on the student's conditions where their study progress is concerned.



3.2 Faculty Code of Ethics & Charter 3.2 Faculty Code of Ethics & Charter

3.2.1 Code of Ethics

In my capacity as an employee of the University of Jazan, because I do believe in my responsibility to the University that I belong to, based on the foundations of our principles and moral ethics, at the top of which are honesty, integrity, lofty moral values and respect of the law and order, and out of my keen desire to apply the work ethics which call on me to monitor myself in the interest of the work and the transfer of its objectives, results and outputs to the community where I live, and having carefully read and clearly understood without any confusion or misperception the contents of the above introduction and after having reviewed the rules and regulations which organize the rights and duties, I undertake and pledge to commit to and abide by the highest standards of honesty, truthfulness, integrity and transparency in all activities and actions I am entrusted with, including, but not limited to, the following:

- ✓ I shall strictly comply with all regulations, instructions and laws applicable in the university.
- ✓ I shall carry out and execute with due diligence all duties and activities entrusted to me, with the maximum degree of accuracy, efficiency, transparency and professionalism.
- ✓ I shall refrain from any act or work that may constitute directly or indirectly a violation of the principles of integrity, honor, transparency and professionalism.
- ✓ I shall deal and cooperate with my colleagues in the spirit of a single professional team.
- ✓ I shall hold fast and commit to the principles of equality, integrity, respect and absence of discrimination.
- ✓ I shall refrain from any act or behavior that may be in conflict with the nature of the university's operations.
- ✓ I shall comply with the highest dictates of politeness, civility, impeccable behavior and morals.
- ✓ I shall work hard to promote the good name and image of the university.



- ✓ I shall be subject to accountability and responsible for all my acts and sayings which are in conflict with the nature of my academic profession.
- ✓ I shall boost, consolidate and propagate the culture of faith, confidence, citizenship and respect for human rights in the community.

3.2.2 Rights & Duties

Rights:

A faculty member plays a vital role in the formation and preparation of the nation's framework. A faculty member contributes through scientific research to the promotion of the economic growth and social development of the Kingdom. To be able to assume his/ her duties in the best manner possible and to be able to keep pace with the scientific development in his or her field of specialty, it is imperative that the Kingdom should warrant for him or her means and amenities of honorable living.

For more information on the rights and privileges of the faculty, please see the Civil Service Council Law and the regulation rules on the affairs of Saudi Universities' faculty members and similar categories.

Duties:

The duties of a "university professor / teaching faculty member" stem from the qualities, characteristics and principles to be fulfilled in the personality of the faculty member which include, but not limited to, integrity, rectitude, honesty, capability, efficiency, neutrality, equality and freedom of research, subject to compliance with the Islamic values and principles which constitute the bedrock foundation of the Saudi community system. Such duties can be summarized as follows:

- ✓ I shall refrain and desist from establishing personal relationships with the students, while keeping my behavior at bay from anything or act that may raise suspicions or doubts, such as accepting gifts or personal courtesies and compliments with the students or their families at the expense of the educational process.
- ✓ I shall refrain from giving private tutoring and lessons and keep at a distance from any act that is likely to diminish, compromise or tarnish the integrity of the university professor.



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- ✓ I shall exert every effort within my capacity to direct the students, seek to resolve the difficulties and problems that they may encounter, extend care to all without any discrimination or bias, avoid overloading the students with any roles or works which
 - ✓ are not part of their key duties, and allow space for discussion and objection within the boundaries of the educational process.
 - ✓ I shall refrain from disclosure of the student's secrets which I may be privy to unless such disclosure is based on a court order or avoidance of gross damage to others.
 - ✓ A university professor is prohibited from committing in a negative or a positive way any acts that may constitute participation in cruel or inhumane treatment of the student, or otherwise collude in or instigate such acts. A university professor is by the same token prohibited from taking advantage of his or her knowledge or skills to offer assistance in a way that may be detrimental to the student's psychological, emotional or academic stance.
 - ✓ A university professor must stay within the boundaries of his or her skills and solicit the help, in case of need, from the professors who are more knowledgeable and efficient than him or her, particularly in the field of scientific research. He or she must avoid negligence, variations in and falsification of the research findings and abuse a fabrication of the research conclusions.
 - ✓ A university professor is required to track and follow up on the developments as they unfold in his field of specialty, seek to develop his or her skills on an ongoing basis, should consider and be attentive to the standards of efficiency to attain perfection upon discharging his duties.
 - ✓ A university professor must be aware of and familiar with the emerging and new developments in the subject matter of his or her specialty as well as knowledge of the community's educational culture, the educational issues at hand and teaching methods and styles. A professor must apply the quality standards to the subject he or she is tasked with teaching in a manner that enables the graduate to achieve the required standards of proficiency.
 - ✓ A university professor must exercise patience be mild- mannered with his /her students and colleagues, takes under his care the students whom he or she senses have the



academic and moral aptitude and efficiency to feed the university teaching faculty with fresh and highly qualified and capable elements.

✓ A university professor will be committed to applying the university policies related to the scientific content and the targeted educational products. He or she must heed and be mindful to the relative weight of both the contents of the teaching process and the examinations alike.

✓ While assessing the students, a university professor must take into consideration the academic standards of higher education and scientific research facilities as well as clarity and transparency in assessing the grades without discrimination for any reason that is not related to the students' academic abilities.

✓ In non-urgent cases, a university professor may apologize, for personal reasons or reasons related to the profession, for not being able to offer academic help from the beginning or in any stage while the research is progressing. However, such apology will not be accepted in urgent cases.

✓ In the absence of another specialist, a specialist university professor may not refuse any scientific consultation if he or she is asked to.

✓ A university professor will be required to report to the competent authorities any suspicious cases which involve betrayal of scientific trust, giving detailed report on the case at the time it was offered to him or her. The professor may invite another colleague to participate in debating the case and drafting the report before presenting the case and the report to the competent entity in the university.

✓ In the event a university professor ceases mentoring one of his or her students for any reason whatsoever, he or she must provide his or her substitute professor with the correct and valid information, in writing or verbally, he or she believes is necessary for continuation of the work.

✓ A university professor is expected to support, encourage and back up all efforts intended to boost scientific research in universities and academic research centers and must work hard to attain the highest universal standards and levels by discharging his or her duties in support of sustainable faith in college education and academic research institution.



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- ✓ A university professor will assume any other duties he or she may be tasked with within the boundaries of his or her academic or administrative capabilities.



3.3 Academic Responsibility & Duties

3.3.1 Teaching Activities

The University considers the faculty's role in teaching and educational engagements as primary and essential. A faculty member, as a teacher, shall discharge his teaching responsibilities by presenting materials accurately and effectively in accordance with the approved course objectives and course outlines. He should make every effort to encourage students to learn and perform better, and in this respect, he shall adopt teaching methods. He should convey at the beginning of the semester the instructional objectives of each course and see that the objectives are fulfilled through course-related activities. Apart from the classroom teaching assignments, a teacher has the responsibility to develop a relationship with students in which he should act as an intellectual guide, counselor, advisor and mentor.

3.3.2 Teaching Load

Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of available staffs. Primarily, teaching load includes teaching preparatory year, undergraduate and graduate courses or other courses the department had to cover (If any). For faculty members holding professorial ranks, the maximum teaching load in a semester is 10 contact session's periods per week. Additional load, over and above the normal teaching load, would result from supervision of co-op reports, senior projects and summer work reports and coordination of multi-section courses if appointed as a course coordinator. The department may reduce the course load of a member who is assigned a special duty by the department, the College or by the University. Up to 40 hours periods per week, faculty members are expected to be available for professional duties. For other staffs (associate, assistant and Lecturer) the contact sessions are 12, 14, and 16 respectively.

3.3.3 Curriculum Development

Each faculty member should have a continuing commitment to the development of subjects in his field. He should review and update the course contents, as and when necessary, to reflect new developments and advances.

3.3.4 Course Scheduling

All on-campus credit courses are scheduled by the Registrar's Office under the Deanship of Admissions & Registration. The request for a change in the scheduled class time can be made only if there is conflict and/or a strong justification. The request must be filed with the Registrar's office through the chairman of the department, citing the reasons.

3.3.5 Hours of Instruction and Conduct of Classes

The duration of each lecture and laboratory session is indicated by the Registrar's office. An instructor is responsible to the department offering the course and to the college dean for orderly and competent conduct of classes and all teaching activities. Faculty members are expected to start and finish their scheduled classes promptly on time.

3.3.6 Classroom Supplies

Each classroom is fitted with a white board, an overhead projector, a screen, markers and dusters. A faculty member is also expected to develop new courses to include new advances and topical issues, which would strengthen the academic curricula. He should work in collaboration with other faculty members in his field to seek continuous updating and improvement of curricula.



3.3.7 Office Hours

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student conferences and consultations. Office hours should be scheduled at times convenient to students. The minimum number of office hours is normally specified by the department. The academic departments require that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

3.3.8 Class Roster

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are duly registered in the official class roster supplied by the Deanship of Admissions & Registration. The official class list is also posted on-line on the website of the Deanship, access to which can be made by the instructor.

3.3.9 Record of Class Attendance

A regular student is expected to attend all classes and laboratory sessions. To discourage class absenteeism of students, the University enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination, if his unexcused absences exceed 20% of the lecture and laboratory sessions scheduled for the course or, if his attendance, allowing for both excused and unexcused absences, is less than 66.7% of the scheduled class and laboratory sessions. A course instructor should therefore keep a record of class and laboratory attendances of all students. A grade of DN in a course is given, if the student's unexcused absences are more than 20% of the lecture and laboratory sessions scheduled for the course.



3.3.10 Cancellation of Classes and Make-up Classes

An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other unforeseen, unavoidable events. In such cases, he must inform the department of the cancellation with justification and also notify the class. For all cancelled classes, make-up classes must be scheduled to complete the course coverage. It is the responsibility of the instructor to make arrangements for the extra class meetings at a suitable time free of conflict with student`s academic engagements. The department should be informed of the scheduling of all make-up classes.

3.3.11 Textbooks and Course Materials

Wherever necessary, a scheduled course has a designated textbook, which has been adopted by the department. As all students registered in a course will have a copy of this book, an instructor may freely refer to the textbook as and when necessary. The adoption of a textbook does not restrict the instructor to use this book exclusively in his teaching and therefore he may freely adopt other references to supplement teaching material, which may include his own prepared lecture notes. Where there is no designated textbook, an instructor must rely on his own collection of materials and whenever necessary and appropriate, he should distributes the course materials to the students in his class.

An instructor can propose a new textbook, either as a replacement for an existing one or as a new addition for a course where there is no designated textbook, by following the University`s procedure, which requires approval of the department, the college and the University.



3.3.12 Course Portfolio

The University maintains a policy on course portfolio, according to which an instructor is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file should contain materials in accordance with the department's policy and may include syllabus, instructor's report, and copies of homework, projects and examinations and samples of students' work.



3. 4 Department Committees

For an optimum output and regarding maintaining the quality of the program at chemistry department, various committees are formed to keep a record of regular progress and operation of the system. Various department committees and their responsibilities are as follows.

3.4.1 Department Manual Committee

Preparation and updating of the manuals related with the department including Faculty Handbook, Student Handbook, Policy & Procedures Manual etc. with comprehensive information pertaining to the department and its academic programs.

3.4.2 Strategic Planning Committee

Development of Strategic plan for the Department and for the Bachelor in Chemistry program, which involves the following steps:

- a) SWOT (strengths, weaknesses, opportunities and threats) analysis
- b) Setting goals
- c) Setting objectives and action plans for achieving each goal

3.4.3 Performance Analysis Committee

As part of the Self Study Report for the Chemistry program (SSRP), a minimum of 16 Key Performance Indicators (KPIs) have been identified. This committee should perform the analysis for each KPI according to the NCAAA guidelines. The committee's responsibilities are as follows:

- a) To collect the necessary data for the KPI analysis from 2 similar programs

- b) Perform the KPI analysis for each KPI according to the SSRP format.
- c) Communicate with the Deanship of Quality and Academic Accreditation (DQAA) of JU, for the necessary guidance to fulfil the task (e.g. arranging workshop or getting hands-on assistance).
- d) The completed KPI analysis should be shown to the DQAA experts and necessary revisions should be made according to their comments.

3.4.4 Alumni and community Relations Committee

The responsibilities of Alumni and community Relations committees include:

- ✓ Maintain comprehensive data base about the graduated students and their employment status.
- ✓ Work in coordination with the concerned deanship of JU.
- ✓ Conduct various surveys among graduates and employers as required by the NCAAA standards and SSRP.
- ✓ Establish relations with various industries to facilitate effective industry-institute interactions through site visits, summer trainings, etc.

3.4.5 Curriculum Committees

The responsibilities of curriculum committees include:

- ✓ Review and revision of the existing course specifications
- ✓ Revising the course learning outcomes (CLOs) in-line with the program learning outcomes (PLOs)
- ✓ Revising the course contents according to the revised CLOs.
- ✓ Mapping the CLOs with PLOs according to the NCAAA format.

4

Policies & Procedures for Students



4.1 Student Services & Activities

The Deanship of Student affairs in collaboration with the student affairs unit in the college are concerned with the services of students by taking care of their mental, psychological and cultural aspects. Their programs aim at strengthening the bonds and boost the relationship between the student and their college and university and deepening the spirit of loyalty to the country, and strives hard to fill their leisure times with the matters enhancing their cultural, psychological and mental abilities as well as provision of all means of comfort through different student services aims at creating a motivated educational environment.

4.1.1 Goals

- ✓ Enhances righteous Muslim morality and genuine national spirit among university / college student and qualify the student to be a good example for his country and nation.
- ✓ Contributes to build a balanced and integrated student character.
- ✓ Strengthens the bonds of love between the student the teacher during an undergraduate and post graduate stage.
- ✓ Enhances the spirit of belonging to the university during an undergraduate and postgraduate stage.
- ✓ Invest the leisure times for the benefit and interest of the student.
- ✓ Encourages the students to participate in volunteer activities and community service and sacrifices for the sake of the nation.
- ✓ Expand student's skills, develops their knowledge and connect them with modern means of learning.
- ✓ Creating a motivated learning environment meeting all service needs of the student.

4.1.2 The Vice-Deanship of Student Affairs

The vice-deanship offers non-academic services which in turn make the learning and education processes more enjoyable. Some of these services are as follows.



4.1.2.1 Issuing Student IDs

A student affair is responsible for Issuing students IDs after they are officially accepted and after finishing all registration procedure. The student must bring a recent photo for his ID card which must be worn at all times on campus and during exams. Losing the ID card will result in paying 50 Riyals fine deposited into the Students Fund. The student must deposit the money himself into the account number provided. The deposit slip must be handed over to the employee in charge of ID. Students are not allowed to pay in cash.

4.1.2.2 Housing

Student affairs are responsible for student housing according to the university housing policy and regulations.

Responsibilities of Housing Department

- ✓ Supervises housing accommodation units
- ✓ Following up the service problems
- ✓ Create the best means of comfort for students
- ✓ Following up the janitorial works inside the student housing accommodation with the concerned department.

4.1.2.3 Students Fund

This treasurer is responsible for providing loans to students who are not financially stable by giving those loans starting from the second year. The student must deposit the money himself into the account number provided. The deposit slip must be handed over to the employee in charge. Students are not allowed to hand in cash to the employee.



4.1.2.4 Catering Service

The Catering Department supervises the university main restaurant and other cafeterias inside the university campus. The department is also responsible for completion of contracting formalities with the catering contractors who will provide food services to the students in the university campuses after meeting the prescribed health conditions.

The catering department comprises qualified food management and health cadres who follow up and supervise the provision of food services inside the university.

Department Duties

- Supervises the procedures for start of catering contracts.
- Supervises the preparation, cooking and serving of food meals.
- Supervises and follows up the health aspects of foods services.
- Ensure that all served food is safe and clean.
- Supervises selling of food coupons for the student according to the prescribed financial policies.
- Participates in preparation of foods and meals for parties and courses organized by the deanship of student affairs and other university department.

4.1.2.5 Scholarships

The scholarship and international students department at the University of Jazan was established to supervise the scholarships and provide necessary welfare for foreign students. The council of ministers organizing the regulations of non-Saudi students admitted in the higher education institutions in Saudi Arabia.

Benefits for Scholarship Students

- ✓ Health care for the student and family dependents if they are recruited to live with him in Saudi Arabia similar to the health care provided to the Saudi citizens.



- ✓ Provided with a two- month bursary upon arrival in Saudi Arabia.
- ✓ Provided with a three-month bursary upon graduation for shipment of his books.
- ✓ The benefits availed by his Saudi students colleagues in the university
- ✓ Provided with a low-rate food meal. The council of the university will determine the amount per meal to be paid by the scholarship student.

4.1.3 The Vice-Deanship of Students Activities

The vice-deanship consists of the following departments:

- ✓ Social and educational activities.
- ✓ Athletic activities.
- ✓ Student clubs.

These activities aim at providing a solid ground for students to promote their developing needs whether on the cultural level or on the social one. Students who are interested in joining the activities can be paid per hour. They will be able to communicate online with students, Deanships and different colleges to receive suggestions that will, in turn, remove any obstacle on the students' pathway which is our ultimate objective. Different students' activities are designed to meet the needs and interests of students. They help students utilize their leisure time in useful activities. Students are permitted to join these activities under the guidance of the faculty staff.

These activities include, but not limited to:

- ✓ Social and cultural activities
- ✓ Sports activities
- ✓ Student clubs: reading forum club, student relations club, roamers club, participants club, educational club, scientific research club, excellence club, drama club, scientific club, media club and photography club
- ✓ Student competitions such as College Star Award and University Star Award



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- ✓ Open day activities
 - ✓ Leisure trips such as spring camping and university beach tours etc.



4.2 Students' Rights

Students have the right to:

1. To have student handbook, which contains information about the university, its regulations, and its facilities.
2. To have an orientation program addressed to newcomers.
3. Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion or sex.
4. To take their feedback into account after education assessment in order to improve the quality of education at the university. Students will evaluate the material they have studied and the faculty members who taught them. Students treat this issue with high credibility-- free from any personal, partisan, or tribal prejudices.
5. To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
6. To get the learning material and have an access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
7. To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period; to take registration priorities into account when achieving the wishes of all students becomes impossible.
8. To withdraw from or add any course, or to drop the entire semester, according to what the system of registration at the university permits during the period specified for that purpose.
9. The full schedule of the faculty members with respect to the date and time of lectures, and commitment to teach the theoretical and practical material effectively, and never cancel a lecture or changing its date unless there is a necessity. If that announcing alternative lectures, lectures should be given in coordination with the students and the department concerned. Asking questions and discussing the material with the professors without



restraints whether that was during the lecture or commitment during the specified office hours.

10. Exam question should be taken for the material which was taught, or the topics which were discussed or highlighted during class, and grades should be fairly distributed between topics

11. To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.

12. To be provided with model answers for the examination's questions of each semester and the distribution of points according to which the evaluation of the students' performance stands.

13. To revise his answer sheet of examinations in accordance with the provisions and regulations issued by the university concerning these matters.

14. To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.

15. To know the results obtained in all the monthly, quarterly, and final exams performed after they have been corrected and approved

16. Commitment of the faculty members and the staff workers to show respect to students and entail them their academic and human rights.

17. Using the electronic system to monitor grades and documenting absence provided that that it should not be delayed more than a week.

18. Notify the student of his total scores of their practical and quarterly works.

19. To enjoy subsidized care and social services provided by the university, and to participate in the activities undertaken in accordance with the university regulations and instructions concerning these matters.

20. To enjoy adequate health care treatments at the health care centers and the hospitals of the university.



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21. To use the services and facilities of the university (the book, electronic and branch libraries, the gym, the cafeteria etc.) and in accordance with the rules and regulations in place at the university.
 22. To get incentives and rewards and other regular financial aids especially for distinguished students.
 23. To be nominated in training courses and internal and external programs and tours, and to increase their participation in the cultural activities and the activities of community services and voluntary works
 24. The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university.
 25. The complaint or grievance process has to be followed in accordance with the rules of the organization for the Protecting Students Rights Unit, and enable the student to know the result of his complaints by the party responsible for them.
 26. To enable the student to defend himself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he\she attend the session and gives his account of the story. If the student did not attend with no acceptable excuse, a default judgment will be issued an hour after the student being summoned for the second time.
 27. To appeal the disciplinary decision issued against the student accordance with the rules laid down in this regard under the provisions of disciplining students.
 28. Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself or their guardians or their authorized representative by investigators or the judiciary or other governmental entity.
 29. The University shall not disclose the contents of a student's file unless the publication comes as a result of the decision of disciplinary punishment against the student.
 30. The right of the students with special needs to receive an appropriate service, which meets his needs according to the regulations and rules, considered.



4.3 Students' Responsibilities

Following are some of the responsibilities to be adhered by the students.

1. The students should fulfill responsibilities to respect faculty members, staff workers, and other people on campus.
2. The students should fulfill responsibilities to respect the rules and arrangements relating to the operation of the lectures.
3. The students should fulfill responsibilities in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
4. The students should fulfill responsibilities to the directions and instructions given by the official in the testing room.
5. The students should fulfill responsibilities to university systems, regulations, instructions and decisions issued.
6. The students should fulfill responsibilities to carry the ID card while at the university.
7. The students should fulfill responsibilities not to cause any damage in the facilities of the university.
8. The students should fulfill responsibilities to the instructions of arranging, organizing and use of university facilities and equipment.
9. The students should fulfill responsibilities of the student dress code and behavior suitable for Islamic norms.
10. The students should fulfill responsibilities to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

A student or group of students cannot initiate and hold an event/activity outside campus by the name of Jazan University without having written approval from authorities.



4.4 Academic Policies for Students

4.4.1 Attendance

Regular students must attend punctually at least 75% of lectures and of labs in each course. Any student failing to complete this percentage will be denied to sit for the exam and will be marked (DN).

4.4.2 Dropping a Semester

A student is allowed to submit an electronic written excuse for not attending a semester, and is not to be marked (Fail) in the courses. Deadlines for submitting this form must be checked on the university website www.JU.edu.sa

4.4.3 Postponement of Studies

A student is allowed to postpone studies when the University Council approves his application. A student cannot postpone 2 consecutive semesters or 3 non-consecutive ones; otherwise he will be expelled from the university. Only on exceptional cases, a student can be granted an exception for further postponement. The postponement is not counted in the graduation requirements. Deadlines for submitting this form must be checked on the university website www.JU.edu.sa

4.4.4 Dropout

If a student drops out a semester without submitting a postponement application, he will be expelled from the university. However, this does not apply to study abroad or exchange students

4.4.5 Transfer

A student is allowed to transfer to another college as long as he completes 24 credit hours in his current college and as long as he meets the requirements of the desired college. Deadlines for submitting this form must be checked on the university website www.JU.edu.sa

4.4.6 Rewards

Each student is rewarded a monthly stipend to be deposited into his account.

- The amount due for each student is 1000 Saudi Riyals. Ten Riyals will be deducted monthly for the Student Fund.
- Students must open a bank account to get his monthly stipend transferred.
- All students must fill in the application in the Admission and Registration section of the university website.

4.4.7 Grading and Cumulative Grades

The grading scale used in the college is as follows

Percentage	Evaluation	Grade	Weight
95-100	Excellent+	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Very Good+	B+	4.50
80 to less than 85	Very Good	B	4.00
75 to less than 80	Good+	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	Pass+	D+	2.50
60 to less than 65	Pass	D	2.00



4.4.8 Pre-Requisites/Co-Requisites

The student is expected to know and follow the academic rules and regulations. It is entirely his responsibility to make sure that both pre-requisite and co-requisite requirements have been met for the courses added during the Early Registration period. He should refer to the Undergraduate Bulletin or consult his Advisor for these requirements.

4.4.9 Withdrawal

A Student may be allowed to withdraw from the College for a semester and not be considered as having failed if the Student furnishes an acceptable excuse to the authorized body as determined by the College Council, at least five (5) weeks before the commencement of the final examinations. If absolutely necessary, the College Council may extend this period. A grade of "W" will be recorded for the Student in that semester, and the semester will be included in the period within which the Student is required to complete graduation requirements.

4.4.10 Suspension & Interruption of Enrollment

- A Student may submit an application for suspension of enrollment, for reasons acceptable to the appropriate authority designated by the College Council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during the Student's entire course of study at the College. Otherwise, the Student's enrollment status will be canceled. However, the College Council may, at its discretion, make exceptions to this rule. The period of suspension will not be included in the period within which the Student is required to complete graduation requirements.

- If a regular Student interrupts studies for one semester without submitting an application for suspension of enrollment, the Student's enrollment status at the College will be canceled. The College Council however, may at its discretion, cancel a Student's enrollment status if the Student discontinues studies for a period of less than one semester. The enrollment status of a Student studying by affiliation will be canceled if the Student makes himself absent from the final examination of all the courses in the semester without submitting a valid excuse.
- A Student is not considered to have interrupted studies during the terms spent as a visiting student in other universities.

4.4.11 Re-Enrollment

Student, whose enrolment status has been canceled, may apply for re-enrollment with the same College ID number and academic record the Student had before his suspension, if provided:

- The Student applies for re-enrollment within four regular semesters from the date of cancellation of his enrolment status.
- The Student obtains the approval of the College Council and related bodies for reenrollment.
- That four or more semesters have lapsed since cancellation of the Student's enrollment, in which the Student can apply to the College for admission as a new Student without considering the Student's old academic record, if the Student fulfills all the admission requirements for new Students. However, the College Council may make exception to this rule, in accordance with the regulations established by the Council.
- The Student has not been re-enrolled previously. The however exempt the Student from this restriction, if needed.
- The Student was not on academic probation prior to the cancellation of his enrollment.



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- A Student who has been dismissed from the College for academic or disciplinary reasons - or from other universities for disciplinary reasons - will not be re-enrolled at the College. If it becomes known later that a Student has been dismissed for such reasons, enrollment will automatically be considered null and void as of the reenrollment date.

4.4.12 Dismissal

The Dismissal from the University will occur in the following circumstances:

- A Student will be dismissed if the Student obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than 2.00 out of 5.00 (or 1.00 out of 4.00). The College Council may allow the student a fourth opportunity if the Student is able to improve his cumulative by taking additional courses.
- A Student will be dismissed if the Student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for the Student's graduation in the original program period. The College Council, however, may exempt the Student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.
- In exceptional cases, the University Council may allow the student to complete the graduation requirements within an additional period of a maximum duration equal to two semesters at most.

4.4.13 Probation

Students are expected to maintain satisfactory academic progress toward graduation. Any student not making satisfactory academic progress may be placed on academic probation upon recommendation of the ACC. The ACC seeks to uphold the essence and the spirit of the College's rules and regulations, and is therefore empowered to make



exceptions in cases where regulations may be working to a student's educational disadvantage.

1. A minimum cumulative GPA of 2.75 which must be maintained throughout the program to be considered for graduation from the program.

2. If a GPA below 2.75 minimum is achieved, or if the student earns an "F" grade in a course, the student is placed on probation with specific requirements that must be fulfilled. The student remains on probation until the course with the "F" grade is successfully remediated.

3. A student will be placed on probation if either the semester GPA or the cumulative GPA falls below 2.75. A student will remain on probation until both the semester and the cumulative GPA are 2.75 or above. A student will remain on probation if the semester GPA

falls below 2.75, regardless of whether the cumulative GPA is above 2.75. A student may be suspended or dismissed, as determined by the ACC if, while on probation

- ✓ the cumulative GPA falls below 2.75;
- ✓ the student receives a failing grade; or
- ✓ the semester GPA falls below 2.75 for two consecutive semesters.

4. A student on probation must successfully complete all requirements for academic performance developed by the ACC. If the student meets the requirements for academic performance and the semester and cumulative GPA are at least 2.75, the student may be removed from probation. If the requirements are met but the cumulative GPA is still less than 2.75, the student will remain on probation. If goals are not met, the student may be suspended or dismissed as determined by the ACC.

5. A student on probation for any reason, or who has a GPA less than 3.0 may not serve in a leadership position (i.e. class officer).



4.4.14 Probationary Procedures

1. It is the student's responsibility to be aware of his academic status, including the status of probation. The ACC Chair will contact the student regarding the probationary status and requirements for the student to be removed from probation.
2. A student will normally have one probationary semester to raise his term or cumulative grade point averages to 2.0 or above, or to remediate a failed course.
3. If the student's semester or cumulative GPAs are between 2.0-2.74 at the end of the probationary semester, or if a course is not remediated by the end of the next term, the ACC will decide whether to place the student on probation for a second semester or to dismiss the student from the program.

4.4.15 Graduation

A Student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative is not less than "pass". Following the recommendation of a department council, the College Council may determine certain additional courses the student should take to improve the Student's cumulative GPA if the Student has passed the required courses, but with a low GPA.

4.5 Code of Academic Conduct

4.5.1 Documentation and Academic Honesty

- Submit your homework covered with a sheet containing your name, number, course title and number, and type and number of the homework (e.g. tutorial, assignment, and project).
- Any completed homework must be handed on the due date.
- Submission after the deadline will lead to one grade decrease in the score of the homework for each delayed day in addition to decrease in score of professional behavior.
- You must keep a duplicate copy of your work because it may be needed while the original is being marked.
- Coursework, laboratory exercises, reports, and essays submitted for assessment must be your own work, unless in the case of group projects a joint effort is expected and is indicated as such.
- Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given.
- Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly your own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
- Sources of quotations used should be listed in full in a bibliography at the end of your piece of work.

4.5.2 Avoiding Plagiarism

- Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles.
- Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.
- Direct quotations from an earlier piece of your own work, if not attributed, suggest that your work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.

4.5.3 Plagiarism Policy

Plagiarism is the submission of another's work as one's own. It includes:

1. Use of another's exact words without use of quotation marks and acknowledgement of that use in a footnote or endnote.
2. Use of another's organizational scheme without acknowledgement of that use in a footnote or endnote.
3. Either close paraphrasing of the work of another without attribution or submission of a work which is largely a paraphrasing of another's work without attribution.

Procedures

Upon discovering what is believed to be plagiarism on written work submitted by a student in a course, a faculty member may:

1. Assign a grade to the written work based on the faculty member's determination of plagiarism. This determination and the explanation thereof shall be expressed in writing and transmitted to the student with a copy to the Chairman of the department and Vice dean for academic affair;
2. Refer the matter to the Disciplinary Committee or an Ad hoc committee formed by the dean with defined responsibilities. The committee will deal the situation according to the given mandate. A student found guilty of plagiarism by the committee may appeal to the Dean for review of the penalty assessed.

4.5.4 Sanctions for Student Plagiarism

In the academic world, plagiarism by students is usually considered a very serious offense that can result in punishments such as a failing grade on the particular assignment, the entire course, or even being expelled from the institution. Generally, the punishment increases as a person enters higher institutions of learning. For cases of repeated plagiarism, or for cases in which a student commits severe plagiarism (e.g., submitting a copied piece of writing as original work), suspension or expulsion is likely.

1. Upon receiving notification from a faculty member of his determination of plagiarism, and determining that plagiarism has been committed, the Dean, shall appoint a committee of five faculty members to conduct a hearing to determine whether plagiarism has been committed by the student.
2. At the hearing, the faculty member will introduce evidence relevant to the question of whether plagiarism has been committed. The student is entitled to be represented by counsel of his choice, to introduce relevant evidence and to confront and cross-examine any witnesses against him.



3. To support a finding of plagiarism at least four members of the committee must identify plagiarism beyond a reasonable doubt. A finding of plagiarism by the committee in accord with the procedures established by this policy shall be final and binding on the dean and the student.

4. The committee shall file with the dean a written report on its proceedings and its findings. If plagiarism has been found by the committee, the report shall include a recommended sanction. The presumptive sanction shall be a one semester suspension, but the committee may recommend a different sanction, either more or less severe. Such sanctions include, but are not limited to, expulsion, suspension for a longer period, probation or remedial activity.

5. The final determination of the appropriate sanction for plagiarism shall be made by the dean. It may be more or less severe than any sanction recommended by the committee. This determination shall be expressed in writing and provided to the student within 14 days of the filing of the committee's report with the dean. The committee members and the complaining professor shall receive copies of the dean's determination of sanction. The dean's determination of sanction may be appealed to the provost of the University.

6. In response to appropriate inquiries, the College shall make available to appropriate bar officials the written committee report and the dean's final determination of sanction.

4.5.5 Disciplinary Offenses

Any student or student organization found to have committed or to have attempted to commit the following actions is subject to appropriate disciplinary action under this policy:

1. Scholastic Dishonesty: Scholastic dishonesty includes plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on any academic activity; accepting, acquiring, or using test materials without faculty permission; submitting



false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards, or professional endorsement in a dishonest manner; altering, forging, or misusing a College academic record; or fabricating or falsifying data, research procedures, or data analysis.

2. Disruptive Classroom Conduct: Disruptive classroom conduct includes engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or a student's ability to learn. A "classroom" is intended to include any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements, or related activities.

3. Falsification: Falsification means willfully providing University/College offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University / College records or documents, or conspiring with or inducing others to forge or alter University/College records or documents without proper authorization; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a disaster or other emergency to a University/College official or an emergency service agency.

4. Refusal to Identify and Comply: Refusal to identify and comply includes the willful refusal to properly identifying oneself or willfully failing to comply with a proper order or summons when requested by an authorized University official.

5. Attempts to Injure or Defraud: Attempts to injure or defraud includes accepting, creating, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University/ College when done with intent to injure, threaten, defraud, or misinform.

6. Threatening, Harassing, or Assaultive Conduct: Threatening, harassing, or assaultive conduct includes engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

7. Disorderly Conduct: Disorderly conduct includes engaging in conduct that incites or threatens to incite an assault or breach of the peace; obstructing or disrupting teaching,



research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University/College activities.

8. Illegal or Unauthorized Possession or Use of Drugs or Alcohol: Illegal or unauthorized possession or use of drugs or alcohol includes possessing or using drugs or alcohol illegally or, where applicable, without proper University/College authorization.

9. Unauthorized Use of College Facilities and Services: Unauthorized use of College facilities and services includes the wrongful use of College properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment, or interfering with the performance of those specifically charged to carry out emergency services.

10. Theft, Property Damage, and Vandalism: This includes theft or misuse of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

11. Unauthorized Access: It includes accessing without authorization College property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys and /or access codes.

12. Disruptive Behavior: Disruptive behavior includes willfully disrupting University/College events; participating in a campus demonstration that disrupts the normal operations of the University/College and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University/College; engaging in intentional obstruction that interferes with freedom of movement on campus, either pedestrian or vehicular; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University/ College activities or functions.

13. Rioting: Rioting includes engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas approximating the campus, or in any location when the riot occurs in connection with, or in response to, a University/ College sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others,



damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

14. Violation of University/College Rules: It includes engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

15. Violation of Laws: It includes engaging in conduct that violates a law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, and/or arson.

16. Persistent Violations: Persistent violations include engaging in repeated conduct or actions that are in violation of this Code.

4.5.6 Sanctions for Academic Dishonesty and Cheating During Examinations

According to University Guidelines, the following sanctions may be imposed upon student (s)

found to have violated the Code:

1. If a student commits actions disturbing or disrupting the examination process, the Dean may delegate the decision of whether or not student continues the examination to senior faculty who are supervising (proctoring) the examination.
2. The proctor has the authority to order the student out of the examination room.
3. The Dean may report the incident to the University's Vice Rector for Academic Affairs, in order to discuss the incident in the Rectifying/Disciplinary Committee at the University.
4. The Rectifying/Disciplinary Committee will determine the appropriate sanction.
5. The University Rectifying Committee will decide whether the student's examination in one or more courses will be cancelled or voided.
6. The student's grade results will not be released until the Rectifying/Disciplinary Committee's decision is finalized.



4.5.7 Violations Other Than Examination Misconduct

The following sanctions may be imposed upon student(s) or student organizations found to be in violation of the Code:

1. Alert Note: The issuance of an oral or written notice of misconduct.
2. Warning: A written document that is to be maintained in the student's file.
3. Injunction of University's privileges for students
4. Cancellation /Voiding of one or more course examinations.
5. Prohibited participation in one or more final examination(s)
6. Probation: Probation confers special status with conditions imposed for a defined period of time, and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
7. Required Compliance: Required compliance necessitates the mandatory completion of University requirements, work assignments, community service, or other discretionary assignments.
8. Confiscation: Confiscation means confiscation of goods used or possessed in violation of University regulations, or confiscation of falsified identification or identification wrongly used.
9. Restitution: Restitution means making compensation for any loss, injury, or damage.
10. Restriction of Privileges: Restriction of privileges includes the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.
11. Suspension: Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University.
12. Expulsion: Expulsion means the permanent separation of the student from the University.



13. Withholding of Degree: With holding of a degree means not releasing a degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

For further details of misconduct and sanctions authorization, please refer to University Guidelines.



4.6 Student Grade Reporting & Appeals

Grade reports for each course are submitted to the University Registrar at the close of each semester by a date and time determined by the University Registrar. Once a grade has been posted it becomes part of the student's permanent record and can be changed only by the faculty member and with the approval of the college council.

Students who want grade information before the end of the semester and prior to official posting of grades must ask their Faculty.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Students who have reasons which can be substantiated to request grade changes must:

- Write a formal letter to the Instructor (or to the Vice Dean of academic requesting a re- evaluation of their performance in the course.
- Provide the following information in the letter: name and student ID, course number, title, and section; semester and year taken; name of the Instructor and a clear statement of the grade change request and reasons which justify the request.

I. Incomplete Grades

Course work is considered “incomplete” when a student fails to submit all required assignments when they are due, or is absent from the final examination. An ‘IC’ grade may be assigned instead of a failing grade only when:

1. The student has demonstrated satisfactory progress and attendance in the course;
2. The student is unable to complete all course work due to unusual circumstances that are beyond personal control (e.g. illness or family emergency)



3. The student must submit reasons supporting a grade of “IC” to the Course coordinator prior to the time that the final grades are due. The Course coordinator will make a determination based on these reasons. If the Course coordinator determines that the student should receive a grade of “IC”, the student must complete the coursework by the end of the subsequent semester or the ‘IC’ grade will be changed to an ‘F’ grade until remediated.

II. Failing Grades

Rectifying Failing Grades: The Course Director will provide input before the Committee on Student’s Circumstances to determine actions for remediation (whether the F can be remediated and/or what activities or assignments will be required to remediate). All Failure and Incompletes grades must be rectified by the end of the subsequent semester.

4.6.1 Grading and Testing Disputes

Complaints regarding grades and testing must first be discussed with the Course coordinator. If the dispute is not resolved; the student must then discuss the matter with the department chair. If the matter remains unresolved at that level; the Vice Dean for Academic Affairs should be notified in writing. It will be shared with the appropriate committee, and a meeting will be established for further discussion. The student will have the opportunity to discuss the complaint directly with the committee. The committee will then make a recommendation to the Vice Dean for Academic Affairs, who will make a final decision on the disposition of the complaint. Disputes, requests and complaints **MUST** be submitted and resolved according to announced deadline each semester.

Faculty members, upon receiving of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization Form, with appropriate documentation and submit it to the Vice Dean and to the Dean for authorization.

The grade change is forwarded to the Office of the Registrar. A faculty member may not change an F grade to a W grade in those cases in which the student did not follow the proper procedures for withdrawing from the course.



The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

- Present the appeal to the faculty member's College Dean who refer the appeal to a committee for hearing and decision.
- Based on committee decision, college dean authorize a grade change, and must notify the involved individual of his action, i.e., the College Dean must notify the student and the faculty member of his decision.

4.6.2 Policy for a Review of Exam Sheet

The student submits a review of course grade appeal to the dean of the faculty concerned during two weeks from the date when the students' GPA's have been submitted according to university academic calendar or the announcement of the results. In the Appeal, the student states reasons for the change, and he pledges that the information he provided are all correct. The college concerned prepares a form including the following data: student name; university ID number; number, code, and title of the course; number of the student's section; the grade of the quarterly works; the semester; the student's GPA; number of academic warnings, if any; name of the instructor; date of having the exam.

The college council, where the course is taught, may take a decision concerning the appeal submitted by the student. Reviewing the test answer sheet must be done in time not exceeding two weeks from the beginning of the following semester. If the appeal has been accepted, the council of the concerned collage forms a committee to revise the test sheets. Then the committee submits the acceptance report to the faculty council to take its decision which is the final decision.

Procedures

In general, through this operational foundation, the colleges may follow the following procedure for reviewing a grade.



1. The student, who has questioned his grade, submits exam review request form no longer than two weeks from the announcement of the grade concerned. The form is submitted to the concerned department. By that, his request enters the academic system and he\she is given a notice (using the review form attached).
2. The head of the department shows the student his answers in comparison to the modal answer sheet. If the student is convinced of the correctness of the review, he\she signs a waiver, and the then file is saved after shall be signed by the head of the department.
3. In the case that the student is not convinced of the result of the review, the head of the department forms a committee includes two faculty members from the department- the teacher of the course concerned is not one of them. Then the committee submits a report to the head of the department to take his decision of either changing the grade or not. Then the student will immediately be informed.
4. In the case that the student is still not convinced, he\she may appeal to the collage council within two weeks from the date he\she is informed. The appeal is submitted officially to the Dean of the collage explaining reasons and justifications of this appeal, supporting his case with tangible and convincing set of evidence. The appeal should also include a statement from the deanship of admission and registration showing the previous requests of review submitted by the student if any, along with the decisions taken concerning them.
5. If the college council rejects the case once more and does not agree on the grade change, it takes the decision to close the case.
6. If the college council agrees on the grade change, it forms a committee of at least three faculty members, one of them is to be from outside the department, and the teacher of the course should not be the member.
7. The committee gathers to re-correct the student's answer sheet. And then it submits its report to the collage council within fifteen days from the day of its establishment. Then the appeal is discussed by the council to take the final decision in its next session.



4.6.3 Make-Up Exams

A student who is unable to take an examination due to unavoidable circumstances (e.g., hospitalization, car accident, major illness) is expected to:

Contact the Office of Academic Affairs prior to the time of the examination (except during unexpected circumstances), to notify the College about his absence. At the discretion of the course director, the student may make-up the examination at an alternative pre-arranged time only when the unavoidable circumstances have been substantiated by the Office of Academic Affairs in concert with the Course Director. Make-up exams are to be completed within 2

College days of the student's return to the College. Make-up exams should cover the same content area of the missed examination, but should not be the same exam that was administered to other students.

Procedure

1. The student makes the request in writing and in a timely manner before the scheduled exam, to request an opportunity to complete a makeup exam
2. The student provides the Instructor with the required originally-signed documentation, regarding the reason he is not able to complete the test on the originally scheduled exam date. Without this documentation, the student will not be granted an accommodation to complete a makeup exam and will be assigned a zero grade for the exam. No incomplete (I) grade can be assigned in this situation.
3. All communications with the student must be via e-mail, with the University Registrar copied on each exchange.
4. Assign an incomplete (IC) grade to the student if unable to grade the final exam before the final grade deadline and submit a Grade Change.
5. Authorization Form to the Vice dean of academic affair and the College Dean for approval on line copy to the Office of the Registrar.

4.7 Hearing & Appeal of Student Disciplinary Decisions

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing.

1. In cases of academic or general misconduct, the Dean will form a committee comprised of the following members:

- Vice Dean for Academic Affairs
- Chair of department related to incident
- College faculty member

2. The committee will investigate the incident.

3. The committee will schedule a meeting not later than one week from the date of the incident.

4. A report with committee recommendations will be submitted to the Dean, who will forward it to the Permanent Disciplinary Committee of the University to determine the appropriate action.

Note: Please also refer to the “Policy and Guidelines for Student Code of Conduct” and annexure therein “University of Jazan Student Disciplinary Bylaws”.



4.8 Students Advising & Counselling

Academic advising & counseling service is an assistant educational system, whereby faculty members introduce the students to the university and college systems and inform them by their roles, responsibilities and rights. Academic advising & counseling service provides guidance and support for students to overcome any academic problems or personal difficulties that may hamper student's academic progress, as well as develops the students' capacities and potentials, that enhances their academic performance.

Academic advising and counseling services are basic steps that guarantee collaborative relationship between faculty members and students. The intent of this collaboration is to facilitate learning by providing opportunities for students to achieve their goals and uphold the academic standards of the college.

Roles and Responsibilities of the Academic Advisors

- Acquaint students with rules and regulations of JU, especially the newcomer students and provide outreaching programs about advising and counseling.
- Assist students in their decision-making related to course selection and registration in collaboration with the Registrar's office.
- Provide accessible advising services to students by scheduling and maintaining regular office hours throughout the semester;
- Send invitations to students encouraging them to visit the counseling office to discuss and review their academic and nonacademic problems.
- Identify and Select meritorious and ideal students, continuously encouraging them and honored them at the University level to maintain excellence
- Maintain confidentiality of students' information and academic records unless student requesting approval in written.
- Assist in overcoming barriers that may prevent the students from completing their educational plan.

- Provide supportive academic advising by recognizing the personal, social or educational difficulties and responding to the different students ' needs.
- Follow-up and monitoring student 'academic progress and provide guidance program
Provide information regarding courses, requirements, tests, registration, course changes, and so forth.
- Provide encouragement and assistance for student with academic difficulties. Assist them in managing their time, develop more effective study skills, and send recommendations to the responsible course coordinator.
- Provide a private space in which student feel free to discuss their thoughts, aspirations, concerns, and interests
- Become knowledgeable concerning university rules, policies, regulations and procedures that affect academic programs and activity.
- Help students have better understanding skills, self-development and enhance their self- confidence by identifying their strength and weakness.
- Keep resource materials as the Student Handbook, college rules and Regulation, academic calendar, class schedules and other useful resources on hand to answer questions about academic and non-academic concern.

5

Policies & Procedures for Scholarship & Training



5. Policies and Procedures for Scholarship & Trainings

The scholarships and Training Committee was established by the University Council for professional development and enhancement of teaching skills, administrative, and technical through training and workshops according to the needs of the department.

The following subjects are considered by the training committee:

- ✓ The Committee makes general policy for Scholarship and training.
- ✓ Providing Annual Plan for Scholarship and Training for the University and coordinate with the training facilitator of the University.
- ✓ Consider the recommendation of the Faculty board for Scholarships annual plan for Demonstrator and lectures.
- ✓ Recommends Training needs and records on the training matrix according to the plan approved by the University.
- ✓ Prepared detailed annual report on the Scholarships and Training in Colleges, departments and administrations, and presenting it to the University Council.

Scholarships of Lectures and Demonstrators

According to Article 4 stipulated from the rules and regulation for training and Scholarship from Commission of higher education the requirements for Foreign or International Scholarship program as follows:

- ✓ For Master Degree.
- ✓ For Doctorate.
- ✓ For both Masters and Doctorate, taking into consideration what is mentioned in the 7th paragraph of the 3rd Article.
- ✓ For fellowship in medical specialties.



Scholarship Provisions

For Foreign and International Scholarship for Demonstrator and Lecturers is conditioned by the following:

- ✓ Saudi national.
- ✓ Working in the University for a period not less than one year after appointment, and should be given a suitable work program to be done accordingly.
- ✓ Getting an acceptance from a recognized University.
- ✓ A demonstrator should be not more than thirty years of age, and a lecturer should be not more than thirty-five years of age. The University Council might make exceptions to this provision.
- ✓ Undertake working at the University for a period of at least equivalent to the Scholarships duration.

Scholarship Duration

The rules and regulations for Scholarship and training from the Commission of higher education stipulate that the Scholarship duration is as follows:

- ✓ One year for language study. The University Council might extend this period to two years, if necessary.
- ✓ Two years for Masters.
- ✓ Three years for Doctorate or equivalent, wherein the duration is determined according to the regulations of the country where the concerned University is located.

- ✓ The scholarship student should travel to the place of study after the administrative order is issued. The order would be cancelled if the student fails to arrive at the place of study after three months from the date specified in the order.
- ✓ Payment for scholarship students starts upon their arrival at the place of study, provided that they start their study within one month upon their arrival.

Extension in Duration

The University Council might extend the duration of internal or foreign scholarship for one year for Masters, and, two years for Doctorate and medical fellowship, based on the recommendation of the supervisor of the student and the recommendations of the Faculty Board of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee. The University Council, based on the recommendation of the supervisor of the student and the recommendations of the Faculty Board of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee, might extend the duration for a maximum period of one more year for each level after presenting convincing justifications. As for foreign scholarship, the supervisor's opinion should be supported by the Saudi Cultural Attaché in the Country concerned.

Switch of Specialization and Transfer from the University

- ✓ The scholarship student is not allowed to switch the major or minor specialization except if the University Council, based on the recommendations of the Faculty Boards of the department, the College or the Institute, or their equivalent, and, the Scholarships and Training Committee, agrees to that. In case of switch the major or minor specialization without the agreement of the University Council, all scholarship benefits are suspended and the University Council considers the termination of the scholarship.
- ✓ The scholarship student is not allowed to transfer from University to another or from country to another except if the University Council, based on the recommendations of the



Faculty Boards of the department, the College or the Institute, or their equivalent, and, the Scholarships and Training Committee, agree to that. As for foreign scholarship, the recommendations should be supported by the Saudi Cultural Attaché.

Financial Benefits

According to the Article 13 & 14 the Scholarship student is eligible for the same benefits given to the government employees who are foreign scholarship students. And, chaperon accompanying a foreign scholarship female student is eligible for the same benefits given to the foreign scholarship student's wife mentioned in the scholarships regulations. And the foreign scholarship student who received a scholarship from a different institution is eligible for only half of the salary paid by his/her employer. If the scholarship or fellowship benefits are less than the benefits and merits fixed for other scholarship students, he/she is paid the difference between the two.

Scientific Travel

The foreign scholarship student might make one travel during the preparation of the thesis within the period of one level of study to the Kingdom, or, another country outside the place of study according to the following rules:

1. The supervisor recommends that the research requires the scientific travel.
2. The support of the Saudi Cultural Attaché.
3. The approval of the Faculty Boards of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee at the University granting the scholarship.
4. The duration of the travel should not exceed a maximum period of three months.

5. If the travel is inside the kingdom, the scholarship student should carry out work under the supervision of the department he/she belongs to. The department then should write a comprehensive report about the travel.

6. If the travel is in another country and outside the place of study, the supervisor should submit a report about the travel to the Cultural Attaché which will provide the University with a copy of it.

Travel Tickets

✓ The foreign scholarship student is eligible for an air ticket by economy class as follows:

1. The foreign scholarship single student or the married student who is not accompanied by his family:

✓ A one-way ticket from the Kingdom to the place of study.

✓ A return ticket from the place of study to the Kingdom, on completion of one full academic year, for vacation.

✓ A return ticket from the place of study to the destination of the scientific travel.

✓ A return ticket inside the country of study for examinations or research. This ticket is granted only once for a distance exceeding a hundred (100) kilometer.

✓ A return ticket from the place of study to the Kingdom in case of death of one of the parents, a spouse, a son or a daughter.

✓ A one-way ticket from the place of study to the Kingdom on graduation or termination of scholarship.

2. The foreign scholarship married student who is accompanied by his family:

The foreign scholarship married student who is accompanied by his family, his wife, his underage children, his unmarried daughters and his mother if legally defendant and



accompanied him to the place of study, are eligible for the tickets mentioned in No. 1. a, b, c, d, e and f above.

· A return ticket is granted to the scholarship student only once to attend conferences, scientific symposiums or short courses during one level of study according to these rules:

1. The conference, scientific symposium or the short course should have a direct relationship with the specialty or the subject of research.
2. The approval of the Scholarships and Training Committee at the University based on the recommendation of the supervisor and the support of the Saudi Cultural Attaché.

Internal Scholarship

Internal Scholarship is granted in these cases:

- ✓ From one educational institution to another in two different places.
- ✓ From one educational institution to another in the same city.
- ✓ From one branch to another in the same educational institution in two different places.
- The internal scholarship student, whether a demonstrator or a lecturer, is charged with administrative or teaching tasks suitable for the specialty, provided that this will not affect his/her academic attainments, according to what is decided by the Faculty Board of the department where he/she studies.

The scholarship student might make one journey during the preparation of the thesis within the period of one level of study outside the place of study whether inside or outside the Kingdom, according to the following rules:

1. The supervisor recommends that the research requires the scientific journey.
2. The approval of the Faculty Boards of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee at the University granting the scholarship.



3. The duration of the journey should not exceed a maximum period of three months.

✓ The scholarship student earns his/her full salary and transport allowance paid to him/her monthly.

✓ If the scholarship is in an educational institution in a different city, the scholarship student is entitled to freight allowance equal to one-month salary, if the distance between the two cities is similar to the distance determined for secondment.

✓ The scholarship student, his wife, his underage children, his unmarried daughters and his mother if legally dependent, are eligible for air tickets as follows:

- One-way tickets by economy class from the place of work to the place of study.
- Return tickets by economy class from the place of study to the place of work, at the end of each academic year.
- In case of impossibility of air travel between the place of work and the place of study, the student is entitled to compensation equal to the travel fare by public transport.

The scholarship student is entitled to annual books and references allowance equal to one-month salary, paid for the period of the scholarship without extension.

The scholarship student is entitled to thesis printing and binding allowance equal to (SAR 3000) three thousand Saudi Riyals for Masters, and (SAR 4000) four thousand Saudi Riyals for Doctorate, paid only once.

The demonstrator or lecturer, who joins a graduate program in the same educational institution in the same place, is treated as an internal scholarship student.

Suspension of Benefits and Termination of Scholarship

In regards to Suspension of Benefits and Termination of Scholarship according to the rules and regulation from the commission of higher education the following grounds are:



- Scholarship benefits are suspended when he/she gets the degree, or, if he/she changes the place of study, the specialty or the University without the approval of the University Council.
- The University Council might terminate the scholarship, based on the recommendations of the Faculty Boards of the department, the College or the Institute, or their equivalent, and the Scholarships and Training Committee, in the following cases:
 - ✓ Inability to continue the study, according to performance reports.
 - ✓ The scholarship student requests to terminate the scholarship and return to the Kingdom.
 - ✓ Violation of regulations and instructions or refusing to follow them.
 - ✓ Inability to get the degree within the determined time.
 - ✓ Discontinuation of study without an acceptable excuse.
- The internal or foreign scholarship student, who requests to terminate his /her scholarship, is not allowed to leave the place of study before the approval of the University Council. In case of returning before the approval of the University Council, Item 1 or 2 of Article 30 of these regulations is applied.
- In case of approval of scholarship termination according to Article 28 of these regulations, the University Council might:
 - Decide to terminate his/her service within a period not more than one year from the date of the termination of scholarship,
 - Transfer him/her to an administrative job, if the University needs his/her service, or
 - Leave him/her on the same job and determine a duration, not more than two years, to pursue his/her graduate study. In case of exceeding this duration, Item 1 or 2 of this Article is applied.
- In case of spouse and children accompanying the scholarship student, the instructions mentioned in the decisions and regulations governing this are applied.

Scholarship and Training for non-academic Faculty

The requirements for Scholarship and training program for non-academic Faculty:

- ✓ Must be a Saudi National.
- ✓ Age not more than forty (40) years. The University Council might make exceptions to this provision.
- ✓ General standard of University certificate or equivalent should not be less than "Good".
- ✓ Working for the University for a period not less than one year after appointment.
- ✓ Except for doctors who might be granted scholarship on completion of one year after appointment.
- ✓ There should be a direct relationship between the scholarship specialty and the work he/she will do.
- ✓ Performance evaluation for the last two years should not be less than "Very Good".
- ✓ Getting an acceptance from a recognized educational Institution.

Taking into consideration what is mentioned in Articles 32 and 36, the regulations governing the scholarship of demonstrators and lecturers are applied to the scholarship of other University faculty.

The scholarship student is not allowed to join two graduate study programs at the same time. However, the University Council might make exceptions to this.

A scholarship for Training is conditioned by the following:

- ✓ Saudi national.
- ✓ Working for the University for a period not less than one year after appointment.
Except for doctors, who might be granted scholarship on completion of one year after their appointment.



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- ✓ There should be a direct relationship between the scholarship specialty and the work he/she will do.
 - ✓ Performance evaluation for the last two years should not be less than "Very Good".
 - ✓ Getting an acceptance from a recognized training Institution.
 - ✓ Should be competent in the language of the training program.
 - ✓ The training program aims at providing the trainers with new skills needed for their present and future work.
 - ✓ Nomination for Training should be by the trainer's place of work which should also the kind of program and the work to be done by him/her after training.

Scholarships and Training are awarded by a decision from the University Council based on the recommendations of the institution which the employee belongs to and the Scholarships and Training Committee. The decision should include the degree, the major, the minor specialization, the duration of the scholarship and the educational institution where he/she will study. The non-academic scholarship students (administrative and technicians) are eligible for the same financial benefits given to other government civil employees.

6

Policies & Procedures

for

Scientific Research



6. Policies and Procedures for Scientific Research

Faculty and staff members and students researchers should be encouraged to carry out excellent and repeated research that enrich specialized knowledge and serve the community, and be provided with all research requirements to accomplish their research and utilize them. In this respect the Universities might:

- a. Publish the results of the scientific research in national and international journals and provide the means of scientific documentation to facilitate researchers' tasks.
- b. Cooperate with scientific and research bodies and institutions inside and outside the Kingdom through carrying out research and exchange of knowledge and experiences.
- c. Find ways and means to encourage individuals and institutions to support and finance research projects wherewith to strengthen the role of the University.
- d. Provide modern methods of communication, scientific journals, books, etc.

The Scientific Research Deanship was established under the University President for Postgraduate Studies and Scientific Research.

The Scientific Research Deanship has a Council called "The Scientific Research Council" which includes:

- a. The Dean of Scientific Research as a Chairman.
- b. The Dean of Postgraduate Studies as a member.
- c. The Deputy Dean (Deputy Deans) of the Scientific Research Deanship as members. One of whom should be the secretary of the Council.
- d. Not more than five of the directors of Research Centers as members selected by the University Council based on the recommendation of the President of the University.
- e. Not more than seven of excellent staff members in the field of research as members selected by the University Council based on the recommendation of the president of the University, for a renewable period of two years.

The Scientific Research Council holds its meetings and takes its decisions which are then approved according to Article 35 of the Regulations of Higher Education and Universities. Unless there is a conflict with the tasks of the Scientific Council and the Faculty Boards of Colleges and Departments, the Deanship of Scientific Research Council is concerned with the following:

- ✓ Suggesting the annual research plan for the University and preparing the project of the required budget in preparation of presenting it to the Scientific Council.
- ✓ Suggesting the rules, regulations and procedures that organize scientific research in the University.
- ✓ Approving study and research projects and following up executing, arbitrating and financing them according to the rules.
- ✓ Suggesting the methods that organize the relationship and cooperation with different research centers outside the University.
- ✓ Coordinating the work between the research centers in the University, preventing duplication in their performance and encouraging joint research between the Colleges and Departments to raise the quality and effectiveness of using the available materials.
- ✓ Recommending the approval of publishing arbitrated research according to the regulations of arbitration and publication in the University.
- ✓ Encouraging faculty and staff members and other researchers, and urging them to conduct scientific research and innovation, and provide the means and research opportunities for them, especially full-time faculty, and to enable them to finish their research in an appropriate scientific atmosphere.
- ✓ Organizing the communication process with research centers outside the University, locally and internationally, and developing cooperation with them to take advantage of all new developments.
- ✓ Establishing an information database for ongoing and completed research at the University, and exchanging research information with other Universities and research centers.



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- ✓ Studying the annual report and final statement of account of the activity of the scientific research at the University in preparation for submission to the University deputy president for Graduate Studies and Scientific Research.
 - ✓ Supervising and following-up research funded from other sectors outside the University, which fall within its competence.
 - ✓ Setting specialized committees from among its members or others as needed.
 - ✓ Studying the delegations of the President of the University or the Deputy President for Graduate Studies and Scientific Research.

The Dean of Scientific Research is responsible for financial, administrative, technical affairs related to scientific research in the University according to the rules and regulations in force. In particular, he has the following tasks:

- ✓ Supervising the preparation of the research annual plan for the University and its required budget in preparation for submission to the Deanship Council.
- ✓ Spending from the determined research budget in the financial limits of the powers delegated to him.
- ✓ Technical and administrative supervision of the various activities of the Deanship, developing plans and work programs and following-up their implementation.
- ✓ Supervising the work of the research centers associated with the Deanship of Scientific Research, and following-up their activities, and evaluating their performance.
- ✓ Cooperation and coordination with the research organizations, institutes and centers inside and outside the University, and contacting foreign research institutions and centers and utilizing what can be used to modernize and develop the research activity and technology at the University.
- ✓ Coordinating with the Deanship of Graduate Studies in everything related to the completion of research work by graduate students, and providing means and methods of research to complete their research or theses.

- ✓ The permanent follow-up and providing the necessary financial resources to spend on research financed from the budget of the University or from sectors outside the University.
- ✓ Recommending contract with researchers, staff, and technicians for specific periods on the budget of research projects sponsored by the Deanship.
- ✓ Evaluating the performance of the employees of the Deanship and reporting them to the University administration.
- ✓ Preparing a draft budget and the annual report of the Deanship in preparation for submission to the Deanship Council.

Each of the research centers of the Deanship is managed by:

- a. The Council of the center.
- b. The Director of the center.

According to the limits of the powers delegated to each **The Council of the center** is formed as follows:

- The Director of the Center, who takes the presidency of the Council, is appointed from the Saudi staff members by a decision from the President of the University on the nomination of the Dean of Scientific Research and the support of the Deputy President for Graduate Studies and Scientific Research for two years subject to renewal, and financially treated as a head of department.
- A number of faculty members who have excellence in scientific research, not more than five appointed by the President of the University on the nomination of the Dean of scientific research, supported by the Deputy President for Graduate Studies and Research for two years subject to renewal.

The Council of the Center to consider all matters related to it, in particular:

- ✓ Suggesting the annual research plan, and prepare a draft budget for it. b. Studying the research projects of faculty members and their likes and following-up implementation.



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- ✓ Studying the research projects and studies requested from destinations outside the University, selecting the researchers, following-up implementation and suggesting rewards for those who performed them according to the rules governing these activities.
 - ✓ Recommending spending from the determined research budget in the limits of the powers governing that.
 - ✓ Studying the annual report, final statement of account and the draft budget of the center in preparation for submission to the concerned authorities.
 - ✓ Studying the delegations of the Council of the Deanship of Graduate Studies and Scientific Research.

The **Director of the Research Center** is duly qualified to carry out the following:

- ✓ Supervision and follow up the research work of faculty members, and their equivalent, and the assistants of researchers, including the direct supervision of the administrative and technical body of the center.
- ✓ Contacting Scientific Departments, urging faculty members on research, coordinating between their researches projects, providing the means and resources that assist to prepare and publish them in the most efficient way possible.
- ✓ Contacting and coordinating with other research centers inside or outside the University in everything related to the research conducted under the supervision of the Center, or, to be prepared for bodies outside the University.
- ✓ Preparation of a draft annual budget for the activities of the Center in preparation for presenting it to the Council of the Center, and submission to the concerned authority at the University.
- ✓ Preparing the annual report of the activities of the center in preparation for submission to the concerned authorities.

The expenditure on research funded by the University budget, whether initiated by the researcher, or by the relevant scientific bodies in accordance with the approved plan and



the procedures governing that approved by the Scientific Council within the following maximum amounts:

- ✓ A reward of one thousand two hundred Riyals (1,200) per month is paid to the principal investigator of PhD holders, and a thousand Riyals (1,000) per month for each of the participating members of the faculty and their equivalent of PhD holders during the basic period determined in the research plan.
- ✓ A reward of 30 (thirty) Riyals per hour, not to exceed 800 (eight hundred) Riyals per month is paid to the assistant researcher of Master degree holders, within the basic period identified in the research plan, and, for no more than three assistants.
- ✓ A reward of 25 (twenty-five) Riyals per hour, not to exceed 600 (six hundred) Riyals per month is paid to the assistant researcher of Master degree holders within the basic period specified in the basic research plan.
- ✓ A reward of 20 (twenty) Riyals per hour, not to exceed 400 (four hundred) Riyals per month is paid to the assistant researcher of undergraduate students, technicians or professionals within the basic period specified in the research plan.
- ✓ A reward of 500 (five hundred) Riyals for each day of consultation with a total earned not exceeding 7,000 (seven thousand) Riyals per year is paid to a consultant from inside the city.
- ✓ A reward of 1,000 (one thousand) Riyals for each day of consultation, including accommodation and living expenses, with a total earned not exceeding 14,000 (fourteen thousand) Riyals per year is paid to a consultant from outside the city. He is also given a return ticket.
- ✓ A reward of 2,000 (two thousand) Riyals for each day of consultation, including accommodation and living expenses, with a total earned not exceeding 20,000 (twenty thousand) Riyals per year is paid to a consultant from outside the Kingdom. He is also given a return ticket.

The above-mentioned rewards are not paid unless the researcher is working full time in scientific research.



The President of the University might assign some Saudi faculty and staff members to prepare research or studies for special purposes not within the publishing programs at the University with an amount of reward not to exceed 10,000 (ten thousand) Riyals per researcher for each research and reporting this to the Head of the University Council at the end of each academic year.

It is permissible to provide the necessary services for research and studies being done by the researcher on his own initiative for the purposes of publication or promotion and not have it included within the plan of approved researches.

The research which is financially supported by governmental research institutions or other institutions, are implemented in accordance with the regulations issued by these institutions, provided that the Scientific Council, on the recommendation of the Deanship of Scientific Research, makes regulations for implementation.

Taking into account the provisions in the Regulations governing the affairs of the Saudi faculty members and their equivalent at the Universities, the University Council, on the proposal of the Scientific Council, makes the rules and procedures governing research carried out by the staff members during their sabbatical leave.

Incentive annual rewards and prizes may be granted to outstanding researchers. The University Council, on the recommendation of the Scientific Council, determines the number of such awards and rewards and the criteria and methods of selection.

Incentive annual prizes may be granted for outstanding research work. The University Council, on the recommendation of the Scientific Council, determines the number of such prizes and the criteria of selection according to the following:

- ✓ The research is characterized by originality and innovation and should not have been on publication for more than two years.
- ✓ The research had been completed at the University and subjected to the arbitration system enforced.
- ✓ The research must not have obtained a prize before.
- ✓ The research must not be taken from Master or Doctorate theses.



Each prize consists of a certificate of appreciation and a financial reward not exceeding

20,000 (twenty thousand) Riyals, determined by the University Council on the recommendation of the Scientific Council. The prize may involve more than one researcher, where the prize is distributed equally between them.

The Scientific Council establishes the rules governing the mechanism for nomination and progress to achieve these prizes and rewards provided by the University or those announced by other scientific bodies or institutions.

The outputs submitted for publication in the University includes the following:

- Theses.
- Scientific researches.
- Methodological textbooks.
- Books and library references.
- Translations of references, textbooks, etc. f. Investigations.
- Scientific encyclopedias and dictionaries.
- What the Scientific Council deems appropriate for publication and consistent with the objectives of the University.

It is permissible, after the approval of the Scientific Council, to publish some Master or PhD theses that can be of scientific interest, or, linked to the development objectives in the Kingdom.

If the thesis is written in a foreign language, and the Scientific Council considers the importance of its scientific publication in Arabic, the Council, then, decides a financial reward for translation.

It is permissible for publication purposes to consider publishing theses that are already approved by other Universities within or outside the Kingdom, if it serves the objectives of the University.



A reward of 8,000 (eight thousand) Riyals for publishing Master thesis, and, a reward of 15,000 (fifteen thousand) Riyals for publishing the Doctorate thesis.

The Scientific Council deems all research products presented to it (a research, a book, a translation, an investigation) for publication on behalf of the University that they should be consistent with the objectives of the University and characterized by originality.

The Scientific Council establishes rules and detailed regulations for the publication of any kind of product mentioned in Article (21) of these Regulations.

The product submitted for publication is subject to arbitration of at least two specialists. The Scientific Council makes the Rules and the detailed procedures for arbitration, examination and revision system.

The authors, investigators, translators are paid a reward, not exceeding 50,000 (fifty thousand) Riyals per book, estimated by the Scientific Council on the reports of arbitrators according to the theme of the book, its scientific value and the effort made on it.

The rewards of authorship or translation of encyclopedias and encyclopedic books are specified according to the plan and procedures approved by the Scientific Council. The reward should not exceed 50,000 (fifty thousand) Riyals per volume.

A reward of not more than 2,000 (two thousand) Riyals, per book, is paid to those assigned to examine or arbitrate the compiled, translated or judged books, both from inside or outside the University.

Reward of not more than 2,000 (two thousand) Riyals per book is paid to language correctors for a book published by the University.

A reward of up to 500 (five hundred) Riyals for each research and up to no more than 3,000 (three thousand) Riyals for the entire scientific product is paid to those who participate in the arbitration and examination of the scientific production presented for promotion.

The owner of the product submitted for publication should correct the test version, prepare full indexes and give the producer a hundred copies from the number published by the University.

In case of translated product, the following conditions should be fulfilled:

- a. The translated work should be of scientific or practical and concrete feasibility.
- b. The translated work should be subject to arbitration by one arbitrator or more.
- c. The translator and reviewer should be fully fluent and proficient bilingual.
- d. The translator should take into account the reviewer's observations and proposed amendments.
- e. Getting the right of translation and publication from authorized bodies before starting that.

A payment to the author for copyright is a waiver of his right of the book which he has written, investigated or translated for a term of five years from the date of approval of print by the Scientific Council.

When re-printing published works by the University, the owners are treated according to the following:

- ✓ If the works were included in scientific projects funded by the University, or it bought the rights of print completely or carried out by faculty members who were temporarily discharged from their jobs by the University to accomplish these works, the owners do not have any new financial rights when the works are reprinted.
- ✓ If the University bought the copyright of works prepared by the owners, they are paid a reward not more than that paid to them the first time, when their works are re-printed.

The University has the right to reconsider the publication of titles for a period of five years, and if the product owner adds important material to the edition, the Scientific Council estimates special bonus for what he added after approval by the arbitrator (the examiner).

After five years of the product print approval by the Scientific Council, the right to re-publish reverts fully to the owner or his heirs, and re-publishing will be subject to a special agreement with the University.



The Scientific Council might consider reprinting a product that is out of print, or, has not been published by the University, if it has a particular scientific value. The Council estimates the financial reward for that.

Scientific magazines in the University are published according to the University Council decision on the recommendation of the Scientific Council.

The University Council appoints, for a renewable period of two years, the Editorial Board based on the proposal of the Scientific Council. The Chairman and members of the Editorial Board should have at least the degree of "Associate Professor".

The Editorial Board is morally responsible for what is published in the magazine. It supervises the issuance of the magazine and determines the number of copies to print. Research work and articles are not published in the magazine of the University, unless two specialized referees, at least one of them from outside the University, approve their suitability for publication.



7

Policies & Procedures for Financial Planning



i7. Policies and Procedures for Financial Planning & Budgeting

The financial aspects of programs in the Department of Chemistry are funded by the central budgetary division of the JU, based on the executive rules and regulations for the universities in Saudi Arabia, set by the Ministry of Finance. Budget for the colleges in the university is controlled and managed by the office of the Vice president and provides sufficient financial resources for the successful management of the programs. The budget is allocated by the university based on the budgetary proposal submitted by the college far in advance to get approval in the institutional budgeting process. The expenditure of approved budget is then monitored by the Directorate of the office of financial controller.

Financial planning and budgeting is a centralized function at the JU and is controlled and coordinated by the Central Budgeting Department of the University. The budgeting process of the program is initiated with a letter from the President seeking budget proposals of the college for the upcoming financial year.

The central budgeting department of the university requests the college or respective department to submit its requirements before finalization of the budget.

The university also circulates within the different units with the statement of information required for preparing budget proposals under different headings (Statement of Information). As and when the intimation arrives, the Dean communicates with the respective heads of departments to prepare their requirements and budget estimates for the department.

After receiving the financial requirements from the departments, the Dean finalizes the budget proposal for the forthcoming year. Before sending the budget proposal to the central budgeting department of the university through the President, the proposal gets verified and approved by the faculty board of college.

When the budget for the university is finalized the Director of Budget and Planning informs the Dean of the approved budget for the college and respective departments.

8

Policies & Procedures for Facilities & Equipment

8. Policies and Procedures for Facilities & Equipment

A structured process is in place in the JU, for the possession of facilities which comprises tendering processes, procurement procedures, and an invoicing system to document and track procurement.

The department is following the institutional policy for planning, acquisition and maintenance of all its facilities and equipment. Accordingly, all purchase requests for equipment, which are necessary for teaching and training, are processed by abiding to the government and university policies.

The faculty belonging to the department is consulted for the required equipment and materials. Likewise, technicians are also consulted for consumables, tools and required maintenance.

A final list is prepared by senior technician from each department at the beginning of each academic year. These lists are endorsed and signed by the chairperson of the department. The lists are collected by the college laboratory committee and sent to the authority concerned.

The committee is formed by the faculty member (Chairman) and technician from each department. The tenders are sent to the departments for final selection.

The general administration of Projects & Public service department is charged with ensuring that facilities and equipment remain in good order and this department is supported by a number of External contractors who provide specialist maintenance and repair services. IT technical Support is delivered by the Deanship of Information & Communications Technology and security systems are in place to protect privacy of institutional information and to guard against externally introduced viruses. A code of conduct has been established relating to inappropriate use of material on the Internet and compliance with this code of conduct is checked regularly and any violation is dealt with appropriately.

The planning for acquisition and maintenance needs to be monitored regularly through consultation of end users, faculty staff and students.



The facilities in the college and laboratories are arranged according to universal safety guidelines and practices. A laboratory committee is in place to ensure safety of laboratories.

All the safety and security related issues documented and reported appropriately.

Each department has a list of devices and instruments available in its laboratory and an annual inventory list is in place and it is revised on a regular basis and kept for future reference.

All the facilities meet the general tests of safety, usefulness, cleanliness, maintenance, health, lighting and compliance as per latest international standards such as *Saudi Building Code* (SBC) by Saudi Building Code National Committee (SBCNC) and *International Building Code* (IBC), USA to guarantee the high degree of protection and safety. Cleaning, waste disposal, and environmental management are efficiently carried out by an outside agency naming, where the university administration entered into a contract with it.

The University hired a third party which is responsible for the daily cleaning of all the facilities, and in around the college building daily basis.

Special system for waste disposal is followed; potential biohazards and chemical waste products are disposed via a specialized company. Remnants of human cadavers are disposed via an official communication between Dean of the College and Head of environmental health.

All the provisions in the laboratories are periodically assessed and a report about the status of the safety in these laboratories generated. Besides this, regular assessments of the condition of all equipment and materials are carried out by the Biomedical Maintenance Department, and preventative and corrective maintenance is provided as required by the vendors.

Security Guards are functioning across the campus who works round the clock within the university Security systems and cameras are in place to ensure safety for both the workers and equipment.



Information Technology

The Department of Chemistry provides fully equipped computing equipment, software and related support services for students. Secure, efficient and effective utilization of the study rooms is ensured.

The privacy of personal and institutional information is protected by highly effective security systems. To protect computers in the university and to aid security, several systems are in place to guard networks and devices from security threats including viruses.

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