

**Jazan University**  
**College of Business Administration**  
**Department of Business Administration**



**Business Administration Program**  
**Student Handbook**  
**Regulations & Requirements**

No.	Prepared By:	
1	Dr. Rehmath Jahan Chikkandar	Team Head
2	T. Samiha Alsum	Member

رؤية  
VISION  
2030

المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA



هيئة تقويم التعليم  
Education Evaluation Commission

المركز الوطني للتقويم والاعتماد الأكاديمي

**National Center for Academic Accreditation and Evaluation**



**Program Business Administration**

**Student Handbook**

**Regulations and Requirements**

**Revised in 2021**

## Table of Contents

No.	Title	Page
<b>PART I</b>	<b>INTRODUCTION</b>	
1.1.	Welcome	5
1.2.	Purpose of the Handbook:	6
1.3.	Identification of the Program	6
1.4.	ADMN Working Areas	7
1.5.	The MLTs responsibilities	7
1.6	Academic Terms	7
<b>PART II</b>	<b>ADMN PROGRAM ORGANIZATION</b>	
2.1.	Organization Chart	9
2.2.	Program Head and Assistants	9
2.3.	Program Administration Offices	9
2.4.	Common College Offices	10
2.6.	Program organizational Committees/Units	10
<b>PART III</b>	<b>ADMN PROGRAM IDENTIFICATION</b>	
3.1.	Overview of the Program	11
3.1.1.	<i>Vision</i>	11
3.1.2.	<i>Mission</i>	11
3.1.3.	<i>Graduate Attributes</i>	11
3.1.4.	<i>Goals</i>	11
3.2.	Why the ADMN program was established	12
3.2.1.	<i>Economic reasons</i>	12
3.2.2.	<i>Social- culture reasons</i>	12
3.2.3.	<i>Technological Development</i>	13
3.3.	ADMN Program Information:	14
3.3.1.	<i>General Program Description</i>	14
3.3.2.	<i>Brief Courses Description</i>	15
3.3.3.	<i>Curriculum Study Plan</i>	23
3.3.4.	<i>Curriculum Chart</i>	25
3.4.	Project/ Research Requirements	25
3.4.1.	<i>Academic Support to Complete the Research Project</i>	26
3.4.2.	<i>Research Assessment</i>	26
3.5.	MLT Program Assessment	27
3.5.1	<i>Assessment Method</i>	27
3.5.2.	<i>Student Assessment Strategy</i>	27
3.5.3.	<i>Feedback Analysis</i>	27
3.6.	ADMN Program Evaluation and Improvement Processes	28
3.7.	ADMN Program Outcomes	29
3.8.	Learning Resources/ Facilities	30
<b>PART IV</b>	<b>GENERAL PROGRAM REQUIREMENTS</b>	
4.1.	Admission requirements	31

4.1.1.	<i>Admission of Newcomer students/ University Polices</i>	31
4.1.2.	<i>Admission based on Ministry of High Education Regulations</i>	32
<b>PART V</b>	<b>ACADEMIC REGULATIONS</b>	
5.1.	Academic Advising:	32
5.2.	Progression in the program	33
5.3.	Passing the Examination Grading System:	33
5.4.	Program completion or graduation requirements.	34
5.5.	Attendance Regulations	34
5.6.	Making-Up Missed Examination Regulation	35
5.6.1.	<i>Re-sit Examination cases</i>	35
5.6.2.	<i>Medical Excuses Submission</i>	36
5.6.3.	<i>Make-up Examination Mechanism</i>	36
<b>PART VI</b>	<b>STUDENT SUPPORT</b>	
6.1.	Rights	36
6.2.	Duties	37
6.3.	Appeals/ Complains	38
6.4.	Student excellence/award	39
6.5.	Student Acknowledgment	40

## **PART I: INTRODUCTION**

### **1.1. Welcome**



The Department of Business Administration was established in 1429 AH, 2009 to be one of the main departments of the College of Business Administration at Jazan University. Today, the Department of Business Administration is proud of large groups of graduates from it, who contribute to advancing development in various regions and achieving the Kingdom's Vision 2030 in the field of business and commercial projects. The Department of Business Administration aims to qualify students to engage in business, spread

the culture of entrepreneurship and self-employment in the community, and empower students by connecting them with business support agencies, especially small and medium enterprises. The department also offers a range of training opportunities with several companies and institutions that will help students understand the details of business, project management and small and medium businesses.

**Welcome to the Department of Business Administration, your scientific gateway to entrepreneurship and self-employment**

**Dr. Huthaifah Madkhali**

Head - Department of Business Administration

Assistant Professor of Tourism Management and Marketing

Member of the Board of Directors of the Saudi Tourism Association.

## 1.2. Purpose of the Handbook:

This Student Handbook has been designed and well prepared to provide essential information you will need during your academic life. The requirements and regulations mentioned in this handbook are the guides that you must follow and adhere. Most of these regulations are follow the same of Jazan University policies, regulations and may be changed or modified at any time to reflect the current polices of the Kingdom\*.

The program will provide you with persons you should refer if you have any issue in addition to the academic advisor who will assigned by the program to guide you academically. We all want you to learn, know, and practice properly to be a distinct intrapreneur.

***It is your responsibility as a student to become thoroughly and be aware with all the ADMN program requirements and regulations and all the other rules and instructions mentioned inside as well. Your unawareness by the regulations does not relieve you of responsibility\*\****

## 1.3. Identification of the Program

Business administration Program is interested in consolidating the values and concept of entrepreneurship and organizations' management that would assist professionals to think analytically, lead teams, and perform research. A business administration degree allows graduates to work in nearly any industry, companies and public organizations require business professionals who can help them succeed financially. As a result, business administrators can look for a field that aligns with their expertise and passion. Students in business administration programs study the fundamentals of business and management best practices. They learn to plan, organize, lead, and support the human, financial, and physical resources that comprise a business. Through coursework and training, students develop leadership skills, including analytical, communication, and problem-solving abilities. On the other hand, the program constructed to prepare graduates to become leaders in vary field for serving the community and national economy through researches and innovations which meet the mission and goals of Jazan University.

---

\* For more general and specific information guides, you can visit the university site ([www.jazanu.edu.sa](http://www.jazanu.edu.sa)).

\*\* The ADMN Program Requirements & Regulations will be available on the College/Department websites.

#### 1.4. ADMN Career:

The Business Administrators (ADMNs) typically work in numerous industries and organizational roles that may be available in the business field.

The following positions are only a sample of the possible careers a student with a business administration degree may pursue:

- Branch Manager
- Customer Support
- Project Supervisor
- Operation Manager
- General Supervisor
- HR Executive
- Quality Controller
- Business Analyst
- Business Development
- Executives
- Entrepreneur
- Aviation
- Advertising
- Consultancy

#### 1.5. The ADMNs Responsibilities

- Sound knowledge of Business, Communication and social skills
- Ability to critically analyze and solve given business problems
- Work in an ethical and responsible manner
- Leadership and teamwork
- Self-appraisal and regular professional development

#### 1.6. Academic Terms:

**[write them in a table]**

<b>Terms</b>	<b>Description</b>
Academic Year	: Two semesters Usually and a third summer semester (if required)

- Semester: Study period not less than 15 weeks excluding registration and final

#### **1.4. ADMN Career:**

The Business Administrators (ADMNs) typically work in numerous industries and organizational roles that may be available in the business field.

The following positions are only a sample of the possible careers a student with a business exams periods.

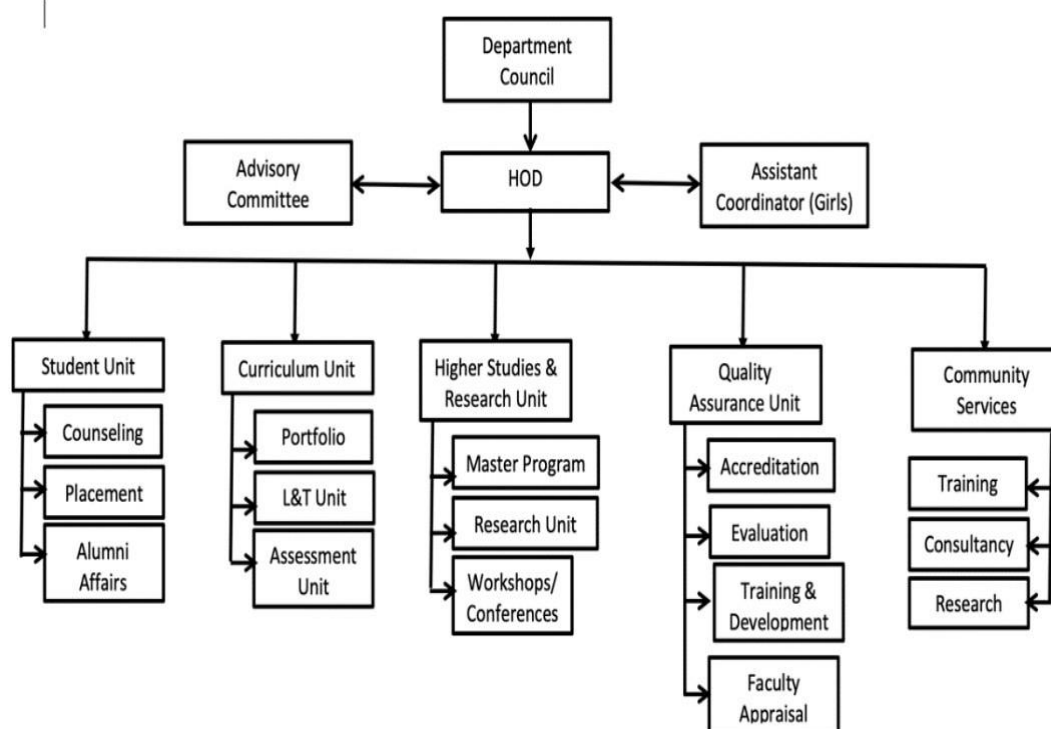
- Summer Semester: Study period not more than 8 weeks excluding registration and final exam periods. Course time is doubled during summer semester.
- Academic Level: Study level as per approved study plan.
- Study Plan: Mandatory, elective, and free courses required for graduation in a specific specialty.



- **Course:** Subject matter in a certain academic level of a study plan in a program with a course name, code, number, description, and specifications kept in course file in academic department for regular follow up, evaluation, and improvement. Course may have pre-requisite or co-requisite.
- **Academic Unit:** Weekly theoretical lecture, clinical study no less than 50 minutes, or field work no less than 100 minutes.
- **Academic Warning:** Notice issued to a student in response to a GPA lower than the minimum required score as per regulations.
- **Course Work Marks:** Marks awarded for student work, exams, research, and learning activities during a semester.
- **Final Exam:** Exam held at the end of a semester.
- **Final Exam Marks:** Marks awarded to a student in the final exam.
- **Final Mark:** Sum of course work marks and final exam marks for each course out of 100.
- **Grade:** Description of percentage of final mark of a course.
- **Incomplete:** Temporary grade for students who could not sit for the final exam, referred to as (IC).
- **In Progress:** Temporary grade for students whose study requires more than one semester, referred to as (IP).
- **Semester Grade:** Total points scored by student divided by all unites studied in a given semester. Points are calculated by product of course units and grade in each course. 4 Finance and Banking Department
- **Grade Point Average (GPA):** Total points scored by student in all studied courses in passed levels divided by the total units of studied courses.
- **General Grade:** Description of student learning level during study.
- **Credit Hours:** Points describing expected learning load required to pass a learning unit or course as part of program units.
- **Contact Hours:** Total theoretical and practical class hours that a student takes to gain the skills required in the course objectives.

## PART II: ADMN PROGRAM ORGANIZATION

### 2.1. Organization Chart\*



### 2.2. Program Head and Assistants

Position	Name	e-mail	Office
Head of Department	Dr. Huthayfah Madkhali	<a href="mailto:hmadkhali@jazanu.edu.sa">hmadkhali@jazanu.edu.sa</a>	224
Assistant HOD	Ms. Sawsan Alsuri	<a href="mailto:salsuri@jazanu.edu.sa">salsuri@jazanu.edu.sa</a>	304

### 2.3. Program Administrators

Position	Name	e-mail
Student Affairs	Mr. Mari Hatani	<a href="mailto:mmhatany@jazanu.edu.sa">mmhatany@jazanu.edu.sa</a>
Student Affairs	Ms. Ashwag Zomal	<a href="mailto:azomal@jazanu.edu.sa">azomal@jazanu.edu.sa</a>
	Ms. Noha Yaseen	<a href="mailto:nalyaseen@jazanu.edu.sa">nalyaseen@jazanu.edu.sa</a>

\* Updated information about the staff members including, name, unit, mobile no., office hours and their emails will be updated and be available in the student's affairs office.

## 2.4. Common College Offices

Service	Name
Dean	<b>Dr. Shafeeq Bin Mahdi Aseeri</b>
Vice Dean	Dr. Tahani Hakami
Vice Dean (Academic Affairs)	Dr. Mohammed Alfifi
Assistant Vice Dean (Preparatory Year)	Ms. Hala Saddam
Secretary of College	Mr. Naief Aati
Secretary of College	Ms. Samah Zoagan
College Student Affairs	Mr. Mari Hatani
College Student Affairs	Ms. Ashwag Zomal Ms. Noha Yaseen
Non-Academic Activity	Mr. Husam Alamoudi
Non-Academic Activity	Ms. Ohoud Halabi
Internship Affairs	Dr. Osama Nashaat Attia
Internship Affairs	Ms. Saleha Alhazmi
College Academic Advising	Mr Helmi Nsibi

<b>Dean Quality and Development</b>	<b>Dr Ali Hindi</b>
<b>Vice Dean Research and Development</b>	<b>Dr Abdullah Hadadi</b>

## 2.5. Program organizational Committees/Units

Committee/ Unit	Head/ Assistant (Office)	e-mail
<b>Quality Committee Head</b>	Dr. Rehmath Jahan Chikkandar	rjahan@jazanu.edu.sa
<b>Quality Coordinator</b>	Mr Raziuddin	rmohammed@jazanu.edu.sa
<b>Registration</b>	Mr. Jaber Alhagawi	<a href="mailto:jalhagawi@jazanu.edu.sa">jalhagawi@jazanu.edu.sa</a>
	Ms. Ashwag Zomal Ms. Noha Yaseen	azomal@jazanu.edu.sa nalyaseen@jazanu.edu.sa
<b>Training/Internship Unit</b>	Dr. Osama Nashaat Attia	Oattia@jazanu.edu.sa
	Ms. Umme Tayyibah	ukhatoon@jazanu.edu.sa
<b>Academic Advising Unit</b>	Dr Nayel Rababah	nrabah@jazanu.edu.sa
	Ms. Nada Medarbesh	nmedarbesh@jazanu.edu.sa

## **PART III: ADMN PROGRAM IDENTIFICATION**

### **3.1. Overview of the Program**

#### **3.1.1. Vision**

The department would be at the top of the order among business administration departments.

#### **3.1.2. Mission**

Keeping pace with the rapid developments in the local, regional and international business environment, by graduating male and female students who possess the necessary skills that enable them to compete with others and face its ever-changing challenges, and actively participate with community institutions to develop projects, and collaborate with international organizations.

#### **3.1.3. Values:**

- Commitment to Quality
- Commitment to Innovation
- Commitment to respect Community
- Honesty and Transparency

#### **3.1.4. Goals:**

- Graduating qualified students who are able to work in a business environment, as well as work as teaching assistants in departments of business administration.
- Developing male and female students' abilities by collaborating with business establishments through research projects and field training.
- Providing the community with graduates of a high level of scientific and professional competence in a manner that meets the needs of the local labor market.
- Providing support and consultation to the public sector and the private sector.
- The relentless pursuit to update the department's curricula in line with future scientific and professional developments, and to continuously enhance, develop and update our educational and research capabilities and programs.

## 3.2. Why the ADMN program was established?

In order to develop high quality business skills among the youths for the national needs and development etc., the College of Business Administration specializes in offering high-quality undergraduate degree in Business Management. This program aim to deliver an innovative higher education experience dedicated to teaching excellence and the highest quality student learning experience. Our graduates are highly valued by employers with recent alumni now working for a range of leading organizations and contributing in the economic development of the kingdom in general and Jazan region in particular.

### 3.2.1. Economic reasons:

While Vision 2030 and its National Transformation Program aim to diversify the economy and strengthen a variety of industries in the country, it also lays out the future of relations between the Saudi state and its citizens. In the context of a global landscape characterized by increasingly competitive entrepreneurship, Saudi Arabia prioritizes its growing youth population and outlines plans to bolster education and employment. Its efforts aim to empower young Saudi citizens to carve out a path for the Kingdom in line with traditional cultural values and an increasingly interconnected world. The Kingdom is also investing massively in research and development to strengthen the country's world-class technological universities. This will encourage and promote the finest entrepreneurial ideas among future generations. Moreover, the Kingdom's social development has led to an increase in women's participation in the workforce. Therefore, there is a high demand of business professionals in line with growing business opportunities.

### 3.2.2. Social-culture reasons:

Education is widely regarded by Saudi social and political analysts as the single most important and most challenging area for change. Saudi Arabia is the world's eighth highest education spender and recently initiated a complete review of the education system, which will include building new educational institutes in addition to funding overseas degrees and training programs for Saudi students in alignment with Vision 2030 objectives. Saudi Arabia will close the gap between the outputs of higher education and the requirements of the job market. By the year 2030, the Kingdom intends to have at least five Saudi universities among the top 200 universities in international rankings. This will help Saudi students achieve results above

international averages in global education indicators. The Kingdom is preparing a modern curriculum focused on rigorous standards in literacy, numeracy, skills and character development. Saudi Arabia is now tracking progress and will publish a sophisticated range of education outcomes, showing year-on-year improvements. Education is linked to employment opportunities. The Kingdom has partnered with the private sector to ensure higher education outcomes are in line with the requirements of the job market. By investing in strategic partnerships with apprenticeship providers, new skills councils from industry, and large private companies, Saudi Arabia is developing the job specifications of every education field. Historically, Saudi Arabia has long emphasized the importance of the arts to social development and culture. With the release of the national strategy plan, the Saudi leadership has pinpointed avenues by which culture and entertainment will contribute to long term economic growth and bring about wider civil benefits.

### **3.2.3. Technological Development:**

Technology has important effects on business operations. No matter the size of your enterprise, technology has both tangible and intangible benefits that will help you make money and produce the results your customer's demand. Technological infrastructure affects the culture, efficiency and relationships of a business. It also affects the security of confidential information and trade advantages. Saudi Arabia represents the region's largest IT market, with strong growth in consumer and enterprise end markets. Massive public investments in infrastructure, health, and education have paved the way for advanced technology and security systems in the country with the government planning for the industry to raise its contribution to the GDP by 20 percent by 2020. The IT market in the country was valued at \$3.6 billion in 2011 and was expected to reach \$4.9 billion after 2014. Liberalization is occurring across the telecommunications industry, driving increases in competition, service levels, and usage. Significant unmet demands for web-based and mobile services and increased enterprise and government commitments for web-based services provide large-scale opportunities for contractors and service providers, with massive public investments in connectivity for Economic Cities, extending unique opportunities for greenfield projects covering millions of users. On March 9, 2017, Saudi Arabia's Ministry of Communications and Information Technology signed a memorandum of understanding with IBM for the training and qualification of more than 38,000 individuals over the next four years through 30 new educational institutions in information and communication technology (ICT) programs. The agreement with IBM will address core challenges identified by the ministry, namely, "the

shortage in specialized human capital” and “poor user skills in the communication and information technology field.” The Kingdom will organize five new initiatives through the ministry involving the training, qualification, and recruitment of ICT experts. There is a broad spectrum of excellent opportunities for business graduates in Saudi Arabia. All businesses need individuals who understand information technology and how to use it to solve business problems for competitive advantage.

### 3.3. ADMN program Information:

***Program Title: Business Administration, Code: ADMN***  
***Total Credit Hours: 130 Hours needed for completion the program***  
***Award granted on completion the program:***  
***Bachelor in Business Administration***

#### 3.3.1. General Program Description

The program is a combination of different courses which are complementary for each other and distinguish into 4 stages:

Stage	Level	General Description
First	1-2	The preparatory year (level 1 and 2), which is common and prepare the students to the different programs in the college. It includes mainly English courses in the 1 <sup>st</sup> level and the core courses, computer science in the 2 <sup>nd</sup> level.
Second	3-4	The beginning of the ADMN program in which the basic and introductory courses are conducted in the 3 <sup>rd</sup> and 4 <sup>th</sup> levels
Third	5- 6	The more specific one which includes the proficient courses distributed between level 5 and 6
Fourth	7- 8	The advanced stage which includes the more advanced and applied courses distributed between the 7 <sup>th</sup> and 8 <sup>th</sup> levels.



### 3.3.2. Brief Courses Description

Course Name	Course Code	Brief Description
Introduction to Business	211 ADMN	This course provides students with an insight as to how a business is managed. Builds on the understanding of contemporary business and its environment; management, organization, and marketing. This course will give students the basics for understanding the basic aspects of business. It seeks to acquaint the students about the conceptual issues involved in Business.
Business Communication	212 ADMN	This course provides students with the theoretical and practical framework for understanding and conducting effective oral and written communication.
Basic of Accounting	221 ACCT	This course basically deals with the theory and practice of accounting. It aims to develop a deep insight among the students on the different forms of accounting.
Human Resources Management	241 HRMT	This course introduces the functions of human resource management within an organization. The topics include recruitment, selection, planning, job analysis, job design, training and development, appraisal, career planning, etc.
Introduction to Economics	251 ECON	This course aims to develop a broad understanding of the functions of Economics in a complex organization.
IT Skills	271 MGIS	This course covers an overview of the study of Information Technology fundamentals. This study aims to develop an interest and understanding among the students towards IT field.



<b>Principles and Practices of Mgmt</b>	<b>213 ADMIN</b>	This course provides basic understanding of Management and aims to prepare the foundation for students to persevere further studies in this field. They are expected to develop a better understanding about management and its functions and they will develop their analytical and oral communication skills via case study work carried out in seminar sessions. The course covers topics such as the managerial functions of planning, organizing, leading and controlling.
---	------------------	---

<b>Financial Accounting</b>	<b>222 ACCT</b>	This course basically deals with the theory and practice of Financial Accounting used in business organizations. It aims to develop better understanding about financial accounting.
<b>Marketing Management</b>	<b>231 MRKT</b>	This course deals with the introductory aspects of Marketing Management. It is meant to prepare a foundation for the students, which will help them to persevere further study in the field of marketing.
<b>Organizational Behavior</b>	<b>242 HRMT</b>	This course is oriented toward developing a better understanding of human behavior and using that knowledge to help people be more productive and satisfied in organizational settings. Students would study the behavior of individuals and groups as part of the social and technical system in the workplace. They examine individual and group behavior, communication, conflict and various management styles, motivational techniques and coordination in the work environment and apply these concepts to the development of an organization's human resources. The course explores concepts and theories related to the individual, the group, and the organization. Emphasis is given on developing knowledge and skills to assist you in understanding the way people behave in work setting.

<b>Managerial Economics</b>	<b>252 ECON</b>	. Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings such as a firm or a government agency. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision making under uncertainty. Students taking this course are expected to have had some exposure to economics and be comfortable with basic algebra. Some knowledge of calculus would also be helpful although not necessary.
<b>Mgmt. Information System</b>	<b>272 MGIS</b>	This course is the study of organized collection of people, procedure and devices used to provide the right information to right person at the right time for facilitating effective decision making.
<b>Financial Management</b>	<b>321 ACCT</b>	This course basically deals with the theory and practice of Financial Management. It aims to develop a deep insight among the students on the different facet of financial Management.
<b>Event Management</b>	<b>311 ADMN</b>	The demands of an event manager are far greater than one expects. The aim of this course is to assist the students in their career to become an event manager of the highest caliber.

<b>Logistics and Material Mgmt.</b>	<b>312 ADMN</b>	The Program focuses on planning, organizing and controlling Logistics, Materials & Supply Chain Management activities which are key elements for successful management in any enterprise and it covers strategic planning and decision-making as an important part of the management process. This course also covers the study of knowledge of logistics and various techniques to be applied for acquiring the materials according to the need of a business/ organization without extra wastage with minimum expenditure which is an essential element for the development of any organization.
-------------------------------------	-----------------	--

<p>Entrepreneurship and Small Business Mgmt.</p>	<p><b>313 ADMIN</b></p>	<p>This course provides an understanding of the risks and rewards associated with entrepreneurship. It examines the principles and problems of operating a small business after it established.</p>
<p>Employees Administration</p>	<p><b>341 HRMT</b></p>	<p>This course is an overview of Human Resource administrative functions for employees in contemporary organizations including human resource planning, human resource strategy, performance evaluation, employee benefits, compensation, career planning, labor relations, discipline, and safety and health. This course will examine how organizations meet their objectives through human resource administration, and how human resources align with the organization's mission, vision, and strategy.</p>
<p>Business Environment in KSA</p>	<p><b>314 ADMIN</b></p>	<p>This course basically covers the study of various environmental forces/factors which affect the working of an organization. It also provides a comprehensive study of Saudi Arabia economy.</p>
<p>Strategic Management</p>	<p><b>315 ADMIN</b></p>	<p>This course is designed to give the students experience in strategic analysis and decision making using the case study method. Students will learn to identify analyze, propose alternative solutions and make effective decisions for the business. The syllabus is devoted to create an understanding of the basic issues involve Business Policy and Strategic Management.</p>

Crisis Management	316 ADMIN	<p>This course offers students the basics in identifying, preventing, and controlling crisis situations. Crisis management basics, from preparation to training and compliance are discussed, as are various stages of a crisis, and the need to establish a crisis management team. Clearly identifying the roles and functions of each crisis management team member is essential for the ultimate success of contingency planning, which is also discussed.</p>
E- Business	317 ADMIN	<p>The Internet and more specifically, the worldwide web has brought about significant change in the way business is conducted. The rules and business models, however, for the new economy are still in their infancy. This course provides grounding in the concepts of electronic commerce, and then moves to an examination of the emergent and emerging business models. The IT/IS infrastructure that supports these various business models is addressed, particularly architecting systems including privacy and security issues.</p>
Production and Operation Mgmt.	318 ADMIN	<p>Production and Operations are the resources and the processes, by which an organization transforms inputs (e.g., labor, material, and knowledge) into outputs (products and/or services). This course provides proper understanding about different issues related to production &amp; operation functions of an organization. Also, the course focuses on the basic concepts and tools employed by operations/production managers to provide their organizations with competitive advantages in terms of operations strategy, process design, quality, supply chain management, and resource planning and utilization. Further, the course focuses on how Production &amp; Operation is created, captured, represented, stored and reused so as to fully leverage the intellectual assets of a firm. Then, This course introduces the students to the theory and practice of production management as a functional area in the management of business enterprise</p>

<b>Course Name</b>	<b>Course Code</b>	<b>Description</b>
<b>Negotiation and Consulting</b>	<b>342 HRMT</b>	This course focuses on the different aspects of negotiation and counseling and opportunity to the students to develop the required skills in this field.
<b>Internship Training Report</b>	<b>410 ADMN</b>	Trainees will select the business in which they want to train from the list of available training sites. HOD will issue a letter to request accepting the student. Once a student is accepted for training, the department will approve the training request and students begin their training.
<b>Money and Banking</b>	<b>421 ACCT</b>	The Objective of this course is to provide exposure to the students about the fundamental of Money and Banking.

<b>Project Planning and Control</b>	<b>411 ADMN</b>	This course focuses on the different aspects of negotiation and counseling and opportunity to the students to develop the required skills in this field
<b>Global Outsourcing</b>	<b>412 ADMN</b>	This course focuses on issues faced when organizations engage in outsourcing. It equips students with the theoretical framework and tools to identify and analyze relevant activities for outsourcing. This course will provide an overview of global outsourcing concepts and practices and discuss new directions of outsourcing. Specifically, it introduced students to the fundamentals and theoretical perspectives of these phenomena and expose them to practical issues ranging from managerial to economical, from cultural to political, from methodological to regulatory. As such, the course leads students to understand global outsourcing and examine outsourcing from a wide range of perspectives, including economic, cultural and political.

Total Quality Management	413 ADMN	This course aims at introducing the philosophy of Total Quality Management (TQM), its historical evolutions and elements such as historical evolution of TQM, customer satisfaction, Employee involvement, continuous process improvement, supplier partnership and performance measurement. The course introduces the tools and techniques of total quality management; TQM involves all departments and employees into improvement of processes and products. It helps to reduce costs and to meet and exceed needs and expectations of customers and other stakeholders of an organization.
Change Management	441 HRMT	This course is meant to develop a deep insight about “Managing Change” among the students. As future executives, they may have to lead variety of organizations; therefore, knowledge about Management of Change will definitely be very much helpful for them.
Business Legislation	461 LAWS	Business managers have to deal with the legislations prevailed in the country in which they operate their business. Therefore, keeping in view this aspect, the course of business legislation is designed for management students.
Insurance and Risk Management	414 ADMN	The course covers the risks that are faced by an individual or firm and the various methods for their treatment. Methods of treatment include, but are not limited to, insurance, loss prevention, suretyship, simple retention, and self-insurance. Topics include personal and business insurance.

<b>Course Name</b>	<b>Course Code</b>	<b>Description</b>
International Business Mgmt.	415 ADMIN	With the rapid expansion in global world trade, there will be continuous demand for professionals who have the knowledge to manage and bring results for the company which is already present in the sector or plans to foray into it. This course has been developed after investigating the whole gambit of International Business.
Industrial Psychology	416 ADMIN	Industrial psychology is a scientific study of human behavior in organizations and workplace. The main purpose of this course is to teach the students how to make the work interesting and inspiring so that everyone puts forth his best in an organization.
Knowledge Management	442 HRMT	This is about the creation, capture, representation, storage and reuse of knowledge, in order to fully utilize intellectual resources of a business. Business situations in many cases need the tools and techniques for knowledge acquisition, assessment, evaluation, management, organization and dissemination. Four topics will be studied including Introduction to Knowledge Management, Knowledge Management Life Cycle, Knowledge Management Models and Management and the Future of Knowledge Management.
Graduation Research	490 ADMIN	Graduation Project is a whole hearted purposeful activity proceeding in a purposeful environment. It gives practical shape to theoretical learning and involves practical problems. By preparing projects students can have real learning. This is the systemized process to make an enquiry, verify the truth or test the real situation. Project is undertaken with certain specified and predetermined purpose.



### 3.3.3. Curriculum Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ENGL 107	English Language I	Required	None	6	Business Administration (BA)
	ISLM101	Islamic Culture I	Required	None	2	University
	ARAB 101	Arabic Language Skills	Required	None	2	University
	COMP 101	Introduction to Computer	Required	None	3	University
	HLCL101	Health Culture	Required	None	2	BA
Level 2	ENGL 108	English Language II	Required	None	6	College
	ISLM102	Islamic Culture II	Required	None	2	University
	ARAB 102	Arabic Writing Skills	Required	None	2	University
	DVAS 101	Developing Analytical Skills	Required	None	3	College
	RCHM 101	Research Methodology	Required	None	2	College
Level 3	MATH 101	Mathematics & Statistics	Required	None	3	College
	ADMN 211	Introduction to Business	Required	None	3	College
	ADMN 212	Business Communication	Required	None	2	College
	ACCT 221	Basics of Accounting	Required	None	2	College
	HRMT 241	Human Resource Management	Required	None	2	College
	ECON 251	Introduction to Economics	Required	None	2	College
	MGIS271	IT Skills	Required	COMP101	2	College
Level 4	ISLM103	Islamic Culture III	Required	None	2	University
	ADMN 213	Principles & Practice of Mgmt.	Required	ADMN 211	3	College
	ACCT 222	Financial Accounting	Required	ACCT221	3	College
	MRKT 231	Marketing Management	Required	None	2	College



Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	HRMT 242	Organizational Behavior	Required	None	2	College
	ECON 252	Managerial Economics	Required	None	2	College
	MGIS2 72	Mgmt. Information System	Required	None	2	College
Level 5	ISLM1 04	Islamic Culture IV	Required	None	ISLM10 4	University
	ACCT 321	Financial Management	Required	ACCT22 2	ACCT32 1	College
	ADMN 311	Event Management	Required	None	ADMN3 11	BA
	ADMN 312	Logistics & Material Mgmt.	Required	None	ADMN3 12	BA
	ADMN 313	Entrepreneurship & Small Business Mgmt.	Required	None	ADMN3 13	BA
	HRMT 341	Employees Administration	Required	None	HRMT3 41	BA
Level 6	ADMN 314	Business Environment in KSA	Required	None	3	College
	ADMN 315	Strategic Management	Required	None	2	College
	ADMN 316	Crisis Management	Required	None	3	BA
	ADMN 317	E-Business	Required	MGIS 271	3	BA
	ADMN 318	Production & Operations Mgmt.	Required	None	3	BA
	HRMT 342	Negotiation & Counseling	Required	None	3	BA
Level 7	ADMN 410	Internship Training Report	Required	None	3	BA
	ACCT 421	Money & Banking	Required	None	3	College
	ADMN 411	Project Planning & Control	Required	None	3	BA
	ADMN 412	Global Outsourcing	Required	None	3	BA
	ADMN 413	Total Quality Management	Required	None	3	BA
	HRMT 441	Change Management	Required	None	3	BA
Level 8	LAWS 461	Business Legislations	Required	None	2	College
	ADMN 414	Insurance & Risk Management	Required	None	3	BA
	ADMN 415	International Business Mgmt.	Required	ADMN 412	3	BA

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	ADMN 416	Industrial Psychology	Required	None	3	BA
	HRMT 442	Knowledge Management	Required	None	3	BA
	ADMN 490	Graduation Research	Required	ADMN 410	3	BA

### 3.3.4. Curriculum Chart

Level	Course Code							
L1		101HLCL		101 COMP		101ISLM	101ARaB	107 ENGL
L2		101RCHM		101DVAS		102ISLM	102ARAB	108 ENGL
L3	211ADMN	212ADMN	221ACCT	241HRMT	251ECON	101MATH	271MGIS	
L4	213ADMN	222 ACCT	231MRKT	242HRMT	252ECON	103ISLM	272MGIS	
L5	321ACCT	311ADMN	312ADMN	313ADMN	341HRMT	104ISLM		
L6	314ADMN	315ADMN	316ADMN	317ADMN	318ADMN	342HRMT		
L7	441HRMT	421ACCT	411ADMN	412ADMN	413ADMN	410ADMN		
L8	461LAWS	414ADMN	415ADMN	416ADMN	442HRMT	490ADMN		

General Subjects	English Courses	Preparatory Courses	Basic & Introductory Courses	Specific Courses	Advanced & Applied Courses	Research & Seminar Courses	Internship (Training)

### 3.4. Project/ Research Requirements

- Student Project and Research Methodology course (490 ADMN ) is conducted in the 4<sup>th</sup> academic year of the program.
- This course is group work research in which the students are divided into groups and each group carry out their research on an assigned topic under the supervision of a faculty member.
- The students are required to first write and submit a proposal and then perform research on the assigned problem. Then, the results and analyses are incorporated in to a written

project then final thesis are submitted in the 8<sup>th</sup> level then evaluated by internal evaluators in addition to the viva voce discussion.

- The purpose of the course is to familiarize students with the methods of literature search, research proposal writing, experimental work, data collection and analysis, and presentation of results and conclusions of the research in a project form.
- Students are also encouraged to write research papers for publication in scientific journals and participating in the scientific conferences, forums and in the funded projects enforced by Jazan University (Scientific Research Deanship).

#### **3.4.1. Academic Support to Complete the Research Project**

- Each staff will be assigned to supervise a group of students for their ongoing research project to follow them up and help in planning the work .
- A consultant will be available for each research group in addition to the general supervision of course coordinator, all of them are assigned to help and guide the student in the research .
- A practical course plan is designed to be followed to manage the time.
- A course report is submitted weekly to ensure the attendance and commitment with the course plan as well.

#### **3.4.2. Research assessment**

<b>Assessment tasks</b>	<b>Proportion of Final Assessment</b>
<b>Midterm Theory</b>	<b>30 %</b>
<b>Supervisor Evaluation<sup>1</sup></b>	<b>20 %</b>
<b>Final exam evaluation<sup>3</sup></b>	<b>50 %</b>
<b>Total</b>	<b>100</b>

#### **By the guide:**

1. Evaluation of the students' performance in the research during the whole semester.
2. Student will have to face a research panel and defend his research or project and provide findings and justifications for the same through the viva voce exam at the end of the semester.
3. Supervisor and departmental committee will evaluate the submitted thesis and write their feedback.

### **3.5. ADMN Program Assessment**

#### **3.5.1. Assessment methods:**

**(i): Direct Method:** The students submit their own work to the reviewers who can assess how well the students meet expectations and based on sample of actual student work including:

- ✓ Midterm/ Final Exam (Multiple-Choice-Question & Short Answer Question)
- ✓ Quizzes
- ✓ Homework assignment
- ✓ Case Studies
- ✓ Class Seminar/Discussion

**(ii): Indirect Method:** This method based on a report of perceived student learning. It gives the students the chance to report their opinion and to reflect on their learning outcomes and experience. It is including:

- ✓ Student feedback
- ✓ Surveys: (Current, graduated, internship students and supervisors).
- ✓ Graduation/ Retention rates (University Portal System)
- ✓ Percentage of graduated students who joining scholarship programs.

#### **3.5.2. Student Assessment Strategy:**

**(i): Preparation of Examination Questions:**

All the examinations are prepared by the participation of both instructors in male/female campus in which each one put half of the questions and submit the agreement final form in addition to the answer key. All question should cover whole the course and constructed from the curriculum contents.

**(ii): Student's marking Guidelines:**

These guidelines including the rules followed in marking the students, distribution of marks (in details) for each question. It can be verified by checking/revising the marks/grades of students' random samples.

#### **3.5.3. Feedback Analysis:**

- ✓ Select random sample of final test
- ✓ Factor analysis for each course exam
- ✓ Sample of high, low and average marks
- ✓ Assessment students benchmark

- ✓ Peer-review of assessments
- ✓ Review of the assessments by the exam committee formulated through faculty council
- ✓ Quality verification of exams results by the ACRAD committee and quality assurance unit.

### **3.6. ADMN Program Evaluation and Improvement Processes**

The program develops evaluation questions and collects data to inform the annual work-plan for the coming year. Evaluation data are used to monitor how the five-year strategic plan is progressing. The products of the Evaluate step are evaluation findings, summaries of how the strategic plan is progressing, and description of changes to program activities based on evaluation findings.

#### **(i) Current students and graduates of the program**

- Students Survey about courses
- Course reports which reflect the performance variations
- Reports of Midterm and Final Exams
- Quality of Graduation Projects as per the approval from the research committee.

#### **(ii) Independent advisors and/or evaluator**

- Percentage of students passing the licensure exam, benchmark with the graduates of another similar program.
- Assessment of overall intern's impact on the training institutes.
- Analysis and advise of the visiting advisors and faculty

#### **(iii) Employers and other stakeholders**

- Annual feedback from employing agencies with benchmark with similar graduates of another similar program.
- Feedback from relevant stake holders after the graduation of Students (Performance report conducted by Stake Holders).
- Internship evaluation from the listed sites submitted by the site supervisors.

### 3.7. ADMN Program Outcomes

Program Learning Outcomes, Assessment Methods, and Teaching Strategy according to the five *National Qualification Framework* (NQF) learning domains:

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	<b>Knowledge</b> A successful learner from Business Administration Program will be able to ;		
1.1	Recognize significant knowledge and articulate disciplinary and interdisciplinary theories, concepts, principles and practices of Business.	<ul style="list-style-type: none"> <li>- Lectures</li> <li>- Seminars</li> <li>- Conduct scientific research</li> <li>- Group discussion</li> <li>- Field visits</li> </ul>	<b>-Direct Assessment:</b> <ol style="list-style-type: none"> <li>1. Pre and post-tests:               <ol style="list-style-type: none"> <li>a) Multiple- choice test question</li> <li>b) Essay test question</li> </ol> </li> <li>2. Course –embedded assessment:               <ol style="list-style-type: none"> <li>a) Homework assignment</li> <li>b) Discussion seminars.</li> </ol> </li> <li>3. Case study</li> <li>4. Class Project</li> </ol>
1.2	Demonstrate sound knowledge to become an entrepreneur themselves or will be able to contribute to the realization of entrepreneurs’ business vision.		<b>-Indirect Assessment:</b> Departmental Survey
1.3	Recognize the new trends in the business world.		
2.0	<b>Cognitive Skills</b> At the end of the program , graduates should be able to		
2.1	Analyze and implement secure solutions to complex business issues.	<ul style="list-style-type: none"> <li>- Laboratory assignment</li> <li>- Problem- based learning</li> </ul>	<b>- Direct Assessment:</b> <ol style="list-style-type: none"> <li>1. Oral presentation.</li> <li>2. Reflective journals</li> <li>3. Internship and clinical evaluation.</li> <li>4. Capstone projects</li> <li>5. Focus Groups Discussion.</li> <li>6. Brain Storming</li> </ol>
2.2	Demonstrate use of appropriate technologies and related technical skills to run a business organization.	<ul style="list-style-type: none"> <li>- Student- centred instruction</li> <li>- Competency- based instruction</li> <li>- Pre- assignments</li> <li>- Critical Thinking</li> </ul>	<ol style="list-style-type: none"> <li>5. Focus Groups Discussion.</li> <li>6. Brain Storming</li> </ol> <b>- Indirect Assessment:</b> <ol style="list-style-type: none"> <li>1. Graduate Survey</li> </ol>
3.0	<b>Interpersonal Skills &amp; Responsibility</b> At the end of the program , graduates should be able to		
3.1	Demonstrate effective decision making, leadership, public speaking skills.	<ul style="list-style-type: none"> <li>- Creating working groups.</li> </ul>	<b>- Direct assessment:</b> <ol style="list-style-type: none"> <li>1. Poster presentation</li> </ol>

3.2	Show the ability to be an influential team player for effective interaction with the peers and health personals.	- Students Tasks	2. Class project (individual or group) 3. Viva 4. Class and out class assignment. - <b>Indirect Assessment</b> 1. Employers surveys
3.3	Participate actively in community service by contributing towards the emerging issues in clinical diagnostic field.		
3.4	Appraise Life-long learning for personal development.		
4.0	<b>Communication, Information Technology, Numerical</b> <b>At the end of the program , graduates should be able to</b>		
4.1	Ensure effective communications skills for accurate and appropriate information transfer	- Journal Reflection - E- lectures - Electronic references and materials - Virtual Classes	- <b>Direct Assessment</b> 1. Research 2. Observation checklist to evaluate each student presentation. 3. E- quizzes 4. E-homework - <b>Indirect Assessment:</b> Exit interview
4.2	Assess latest technology for data analysis to rejuvenate academic development.		

### 3.8. Learning Resources/ Facilities

#### 3.8.1 Learning Resources.

Mechanism for providing and quality assurance of learning resources (textbooks, references and other resource materials, including electronic and web-based resources, etc.)

- For every course, there is an appointment of a expert called "Course Coordinator". His/Her job is to take care of the entire responsibilities of the course such as to design and maintain the course curriculum, arrange the meeting with the faculties to synchronize the course teaching material etc. In addition, this coordinator is responsible to select the textbook and other referenced teaching material for his course.
- The entire material is designed by the Course Coordinator and inspected by the Curriculum Unit in terms of outcomes, content, assessment strategies, teaching strategies and the authors.
- Finally, the entire material is thoroughly inspected by the HOD / Academic Council and then the Final Syllabus and as well as the Text Book and other referenced teaching material is approved. Once the Text Books and other referenced teaching materials are approved then the students are informed that they can use the required Book for the said course.



- The Course Coordinator is responsible to upload the approved Text Book and other referenced teaching material online on Blackboard in LMS (Learning Management System) so that the students would be benefited with the online Text Book.
- These selected books are forwarded to HOD to consult with the higher authority for acquisition at University and Library level.
- They are required to consult the main University Library for the required textbook or reference.
- If the required text is not available, they are required to consult the College internal library for books.

They are also required to check the online resources for text and reference on the e-books databases. \*

### **3.8.2 Facilities and Equipment**

(Library, laboratories, medical facilities, classrooms, etc.).

College has a library, sufficient number of classrooms and computer labs for present strength. College infrastructure covers all government norms that include provision for medical facilities and dealing with emergency situation.

### **3.8.3 Arrangements to Maintain a Healthy and Safe Environment** (According to the nature of the program )

Well maintained classroom with projector facilities. There are fire extinguishers and alarm system at every floor.

## **PART IV: GENERAL PROGRAM REQUIREMENTS**

### **4.1. Admission requirements**

#### **4.1.1. Admission of Newcomer Students according to the university policies**

In order to identify the administrative rules, conditions and admission requirements of Jazan University in details, please visit [www.jazanu.edu.sa](http://www.jazanu.edu.sa). Admission and registration deanship, article 2, 3 and 4.

---

\*deanships.jazanu.edu.sa/lib/Pages/lib142.aspx <https://lms.jazanu.edu.sa/webapps>



#### 4.1.2. Based on Ministry of High Education regulations and Acceptance

1. Obtain a high school degree or its equivalent within or without the Kingdom of Saudi Arabia.
2. The date of graduation from the secondary school should not exceed two years from the date of submission for admission to the college.
3. Original secondary certificate with two copies of the original.
4. Original certificate of good conduct with a copy of the original.
5. Modern color photographs measuring 4 × 6.
6. Copy of the civil status card (national identity) with the original to be submitted for verification.
7. Capacity testing of the National Center for Measurement.
8. The achievement test of the National Center for Measurement.
9. Personal interview test of the college.
10. Not to be expelled from Jazan University or any other university for academic or disciplinary reasons.
11. The maximum age limit for applicants (to regular status) is 25 for males and 30 for females.

No	Test Type	%
1	Secondary School Certificate Rate.	30
2	Capacity test (National Center for Measurement	30
3	Achievement test (National Center for Measurement).	40
<b>Total</b>		100

## PART V: ACADEMIC REGULATIONS

### 5.1. Academic Advising:

When you enter to the program in the 3<sup>rd</sup> level, an academic advisor will be assigned to assist advice and follow up your academic performance. You **MUST** meet with your advisor at least twice per semester during his/her office hours or academic advising hours. You could find the name of your assigned academic advisor recorded in your academic page.

When you meet, your advisor will review your progress toward graduation and help you adhere to your academic plan. However, it's your responsibility to be sure you have completed all the courses you need to get your degree\*.

***Dropping a course can postpone your graduation and impact your financial aid award, so be careful and don't take a decision affect your plan without referring to your advisor.***

## 5.2. Progression in the program

The ADMN program follows Jazan University system in which each academic year is divided into two semesters (semester= level) and each semester is consist of fifteen weeks.

ADMN Program is a four years Bachelor program which allocated as:

- ◆ One year (2 semesters/levels) in the preparatory year
- ◆ Three years (6 semesters/levels) in the ADMN program
- ◆ **Preparatory Courses:** Have to be completed before starting the program
- ◆ The student who fails in one or more courses in one level is obliged to study and pass this course at first before registration any other courses from the higher levels according to the course plan and time table.
- ◆ Also, the student is obligated to pass the prerequisite courses prior to register the next assigned courses (refer to the curriculum plan).
- ◆ The course load of study for the students has to be in accordance with their accumulative average which must not be less than the minimum limit according to the Jazan University regulations.

## 5.3. Passing the Examination Grading System:

The examination and grading system of the program are limited by the following regulations:

- ✓ Each course will have a total of 100 marks, and these are distributed as follows:
- ✓ 50% for the course work (quizzes, assignments, homework, midterm exams)
- ✓ 40% for the final examination.
- ✓ The passing mark in each course is 60% out of the total.

---

\* *Students enrolled in ADMN Program are encouraged to contact their academic advisor and the Academic Advising Unit periodically for solving any academic default and get benefit from the supportive services.*

The program grading system follows the requirements at JU which is based on a maximum of 5 as shown in the following.

Letter Grade	Numerical	Point Average	Meaning
A+	95-100	5.0	Excellent
A	90- less than 95	4.75	
B+	85- less than 90	4.5	Very Good
B	80- less than 85	4.0	
C+	75- less than 80	3.5	Good
C	70- less than 75	3.0	
D+	65- less than 70	2.5	Acceptable
D	60- less than 65	2.0	
F	Below 60	1.0	Failure

#### **5.4. Program completion or graduation requirements.**

The student graduates after successful completion of graduation requirements according to the approved program study plan with cumulative GPA not less than (2.00) out of (5.00) with grade – Acceptable. In order to obtain the degree of Bachelor of Business Administration, the students should complete the following requirement successfully:

##### **5.4.1. Completion of 130 credit hours according to the study plan of the program:**

- ✓ 1<sup>st</sup> preparatory Year (Level1+ Level2) = 30 credit hours
- ✓ 2<sup>nd</sup> Year (Level 3 + Level4) = 32 credit hours
- ✓ 3<sup>rd</sup> Year (Level5+ Level 6) = 34 credit hours
- ✓ 4<sup>th</sup> Year (Level7+ Level8) = 34 credit hours

#### **5.5. Attendance Regulations**

- ❖ All the students are required to attend all the classes regularly during the 15 academic weeks/ semester.
- ❖ Students who their attendance is less than (75%) out of the total hours of any course will be prohibited from entering the final examination and will have an F (Fail) grade in that course.

- ❖ Students who are absent in the Midterm/final examination of a course(s) will not be given a substitute examination, except for a valid reason accepted by the excuse committee and college council (See the following point).
- ❖ The attendance of the students in the class will be taken during the first 15 minutes of the scheduled time.

## 5.6. Making-Up Missed Examination Regulation

There are clear guidelines for students who failed to attend any of their exams due to genuine reasons by asking to apply for a re-sit exam (Theory & Practical- Midterm/Final).

*There is no retake examination in the courses have more than two quizzes. While, the courses that have just two quizzes the students allowed to submit their excuses which treated as the same manner of the other excuses.*

### 5.6.1 Re-sit examination is only possible in the following cases:

- ✓ In case of absence due to serious illness (accident/hospitalization), the student is required to submit the following:
  - Medical report of a specialist consultant (not a general practitioner) on his/her printed letterhead duly signed and stamped within 7 days of absence.
  - A discharge letter of hospital (in case the student was admitted in hospital)
- ✓ In the instance of death in immediate family, the student is required to provide proof of death (death certificate).

#### **Absences and Excuses Regulations:**

1. Medical admission in governmental or private hospital\*.
  2. Chronic diseases: Sickle cell anemia, Cancer, Heart, Liver hepatitis, Diabetic, Epileps....)
  3. Infectious diseases: Chicken box, pulmonary infection, Measles, Tuberculosis, Epilepsy).
  4. Delivery and abortion.
  5. Medical bed- sitting to primary dependent relatives.
  6. Fainting and dizziness in exams due to chronic diseases; Diabetic, Blood pressure...
  7. Official arrested by adjudication authority.
  8. Participation in University authorized activities that approved by a document from students' affairs.
  9. Participation in Youth Care activities that approved by documents from the hosted authority.
- Approved documents should be taken from the authorized hospital with official medical report is a must.

### **5.6.2. Medical Excuses Submission**

- ✓ The student should submit a written formal request in the administration office asking to re-take the missed exam and mention the genuine reason. This request should be provided with an official medical report from a governmental clinical source or any other supporting documents within a maximum of one week (five working days from the exam they failed to attend). No applications will be considered after this period.
- ✓ The student's documents will be submitted and checked by the Excuses Committee of the college to be approved or refused (according to the regulations of the college/University).
- ✓ The students should be announced by the student's affairs in the department.

### **5.6.3. Make-up Exam Mechanism**

- ✓ Make-up midterm examinations should be conducted in the week 12<sup>th</sup> of the academic calendar according to a schedule monitoring by control committee. While the re-sit for the midterm practical examination should be conducted in the 13<sup>th</sup> week by direct coordination between the staff member and the student after informing the department.
- ✓ The departments should conduct the make-up final examination within the first week of the next semester (according to the code of conduct of the university).

## **PART VI: STUDENT SUPPORT**

The student is the most important member in this program and his participation in the decision making of all student affairs, evaluation and improvement of the program is his main rights.

A student council is established in the college for this objective, to give the students the full chance to be a positive partner and active member of the institute. Your participation is highly recommended to represent the MLT program in the student college council.

### **6.1. Rights**

- ✓ Receive an orientation regarding the MLT program at the first two weeks of 3<sup>rd</sup> level.
- ✓ Receive the course description, syllabus, plan and lab manuals at the beginning of the semester.
- ✓ Gain a full knowledge of the course plan and the schedules before the start of the study to enable him to register in the courses during the allowed period of the university.

- ✓ Provide guidance information and to appoint an academic advisor to follow up his/her needs according to the academic guidance adopted at the university or college.
- ✓ Know in advance the dates of the final and midterm examinations to hold it according to the updated university calendar.
- ✓ The exam questions should come from the contents of the course taking into account the balanced and logical distribution of the evaluation scores of the questions.
- ✓ Understand the methods of documentation that guarantee the right of the student in all methods of evaluation approved for the course, whether theoretical tests, activities, participation, training or scientific research in accordance with the regulations and executive rules in force at the university.
- ✓ Get up his/her results and to request a review of his/her answer to the final examination (theoretical or practical) or other approved methods of evaluation, in accordance with the regulations and rules in force at the university.
- ✓ Inform by his/her punishment or prohibition before the start of exams by sufficient time through the official ways used at the university.
- ✓ Commitment of the faculty member by the dates and times of lectures, the completion of scientific and practical hours and not to cancel any of them except in case of necessity after the approval of department.
- ✓ Announce by the office hours of the faculty members which specified to answer the student's academic inquiries.
- ✓ Maintain the confidentiality and privacy of the academic file information of the student.
- ✓ Express his/her opinion freely, discuss and evaluate the educational matters related to the curriculum.

## **6.2. Duties**

- ✓ Respect all the academic and non-academic rules, instructions, guidelines and Islamic Laws as well.
- ✓ Respect the staff members, your colleagues, supervisors, employees and all persons.
- ✓ Commitment to attend the lectures and practical sessions on time and not to delay without an excuse (attendance of the student late more than ten minutes recorded will be recorded as absent).

- ✓ Commitment to the dress code and the instructions specified by the college and university.
- ✓ Accompany the university card (ID) during the whole time inside the campus.
- ✓ Avoid using your mobile in taking photographs, video or recording audio (including lectures) without permission of the administration office of the campus.
- ✓ Make sure that there are no mistakes or conflicts in your schedule and quickly review the college registrar during the period of deletion and addition only to solve.
- ✓ Use the university e-mail for official contacts and follow-up daily the announcements from the university.
- ✓ Compliance with the rules and arrangements related to the preparation of research, reports or tests, avoid plagiarism, cheating or any other violation affect the examinations process.
- ✓ Respect the deadline and submit your work on time to avoid decrease your marks.
- ✓ Learn how to enter to your page to benefit from the available academic facilities.
- ✓ Read all the University polices to be aware of your rights and responsibilities.

### **6.3. Appeals/ Complains**

The student Affairs Committee (SAC) is concerned with the protection of the rights of students in the college. The students start towards claiming his/her right by submitting his/her request in the student affairs office. In turn, it is the committee responsible about student investigations, irregularities and suggest the impose penalties on the offending students in accordance with these regulations.

#### **The Student Affairs Committee is responsible for the following:**

1. Consider everything related to student matters.
2. Consider the irregularities that occur from students.
3. Raise exceptional cases to the College Council.
4. Coordinating the work of academic guidance.
5. To consider all academic applications related to the apology and extraordinary postponement, re-registration after exhausting the statutory period, and granting exceptional opportunities in cases that are not accepted through e-student's account.
6. Receiving complaints from the student regarding any academic and non-academic problems that are faced within the college in order to protect the rights of the student.

7. Follow-up of the tasks assigned to follow up the progress of the study and the tests within the college according to the executive rules of the study and testing regulations at the university

#### **6.4. Student excellence/award**

First five high grade students will be honored and receive an appreciated certificate from the college dean. In addition to the honor of all the students participated in different activities including; researches, 3- minutes Competition, non- academic and community services activities.



## 6.5. ADMN Student Acknowledgment

### ADMN Student Acknowledgment

I, \_\_\_\_\_, have received the Business Administration (ADMN) Student Handbook and have read, understand and will adhere by all the regulations and instructions mentioned. I also understand that I am representing the College of Business Administration and must conduct myself according to the regulations established in the ADMN Student and College Handbook.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

*For more information and details, please refer to the student rights and duties list of Jazan University, student affairs deanship*

---