



كلية علوم الإنسان والتصاميم  
Faculty of Human Sciences and Design

# MSC IN FOOD AND NUTRITIONAL SCIENCES

Student and Staff Handbook

This handbook is designed to provide students and staff with the information on program requirements, policies and procedures, and available resources for the academic year 2023-2024

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## Welcome to the Program

The establishment of the MSc in Food and Nutritional Sciences program in King Abdulaziz University (KAU) is driven by the pressing need to address the demands of the job market for nutritionists and to raise public awareness regarding nutrition and related health concerns. The program's rationale is underpinned by a multifaceted approach encompassing economic and health considerations, including the alignment with Saudization policies, bolstering nutrition awareness, reducing the economic burden on the healthcare sector through preventive nutrition, and enhancing knowledge of food policy. Furthermore, it is rooted in social and cultural objectives, aiming to provide nutrition education for families and communities, elevate the standards of food and nutrition, and empower Saudi women for improved participation in the job market, family life, and society. Additionally, the program is designed to play an active role in contributing to food and nutrition policies. Its structure offers a balanced blend of foundational knowledge through mandatory courses and the opportunity for specialization and research exploration through elective choices and thesis work, ensuring a well-rounded educational experience for students in the domain of Food and Nutritional Sciences. This handbook is designed to provide students and staff with the information on program requirements, policies and procedures, and available resources.

## MSc in Food and Nutritional Sciences Mission and Goals

The mission of the MSc in Food and Nutritional Sciences Program is “Preparing highly qualified learners and independent nutritionists and researchers by providing high quality teaching and research mentorship through utilizing latest technology, resources and partnerships to improve community nutrition outcomes”.

The program goals are:

- Attract qualified undergraduate and graduate students to be enrolled in the program.
- Enrich graduate students with diverse research experience through opportunities of working closely with faculty on collaborative research.
- Promote the real-world impact translation of nutrition research that is oriented to the community needs of health and quality of life.
- Enhance graduates ability to use advanced knowledge, self-learning and nutrition skills to incorporate food and nutrition evidence-based resources in addressing and solving nutrition issues.
- Train professionals to meet community and marketplace demands of the health and industrial sectors and government agencies.

## Department Contact Information

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You are also encouraged to introduce yourself to Dr. Mahitab Hanbazaza, the Coordinator of Graduate Studies in Food and Nutrition Department. You can contact her at [mhanbazaza@kau.edu.sa](mailto:mhanbazaza@kau.edu.sa).

## Department history, mission and vision

The Food and Nutrition department was established in the year 1401-1402 Hijri as one of the Home Economics departments within the College. Subsequently, the college's name was changed to the College of Human Sciences and Designs. Currently, the department is actively involved in a comprehensive development plan that encompasses two distinct tracks: the Nutrition Sciences track and the Food Altitude track. This department comprises a dedicated team of expert faculty members who specialize in various subfields of food and nutrition, including public and community nutrition, public health, clinical nutrition, nutritional biochemistry, food chemistry, and food microbiology. Moreover, the department's staff includes several esteemed lecturers who have obtained scholarships to pursue their Ph.D. degrees in food science and nutrition from reputable universities in the USA and UK. The department is well-equipped with state-of-the-art laboratories, facilitating students' practical and research skill development. These specialized labs encompass food preparation, biochemistry, and food chemistry, offering a wide array of instruments for protein analysis, spectrophotometry, and sensory/chemical food characteristic measurements, in addition to anthropometric measuring equipment.

### Food and Nutrition Department vision and mission

#### *Vision*

Regional leadership in education, scientific research and community service in food sciences and nutrition.

#### *Mission*

Reinforcement of national identity in the food and nutrition field and sustainability of the quality of educational, research, and community service outcomes.

## Program Information and academic structure

### Program details

**NQF level:** Level 7 Master's Degree

**Location:** King Abulaziz University Main Campus, Alsulimaniah, Female Section, Administration and staff offices are in buildings 43 and 41

**Mode of delivery:** Face-to-face

**Duration:** 4-8 semesters

**Term type:** Semesters

### Program structure

The program structure for the MSc in Food and Nutritional Sciences entails a comprehensive curriculum designed to provide students with a robust understanding of the field. The program consists of a total of 11 courses, distributed across required and elective categories, as well as the inclusion of a thesis. Students are required to complete 7 specific courses, accumulating 18 credit hours, which constitute 50% of the program. Additionally, students have the flexibility to choose 3 out of 8 elective courses, totaling 9 credit

hours, contributing to 25% of the program. For the thesis, an additional 9 credit hours, comprising 25% of the program, are allocated.

| Program Structure |          | No. of Courses                             | Credit Hours | Percentage  |
|-------------------|----------|--|--------------|-------------|
| Course            | Required | 7  | 18           | 50%         |
|                   | Elective | 3 out of 8 elective courses must be taken) | 9            | 25%         |
| Thesis (if any)   |          | 1  | 9            | 25%         |
| <b>Total</b>      |          | <b>11</b>                                  | <b>36</b>    | <b>100%</b> |

### Curriculum and Course Descriptions

| Level            | Course Code    | Course Title                                  | Required or Elective | Pre-Requisite Courses            | Credit Hours |
|------------------|----------------|---|----------------------|----------------------------------|--------------|
| Required Modules | STAT 605       | Biostatistics                                 | Required             | NA                               | 4            |
|                  | FNU 600        | Nutritional Biochemistry                      | Required             | NA                               | 3            |
|                  | FNU 601        | Nutrition Laboratory Techniques               | Required             | FNU 600 Biochemistry             | 2            |
|                  | FNU 602        | Nutritional Epidemiology                      | Required             | BIO 605 Biostatistics            | 3            |
|                  | FNU 603        | Planning and Evaluation of Nutrition Programs | Required             | FNU 602 Nutritional Epidemiology | 3            |
|                  | FNU 694        | Research Methodology                          | Required             | NA                               | 2            |
|                  | FNU 695        | Seminar                                       | Required             | NA                               | 1            |
| Elective Modules | FNU 604        | Food and Drug Interactions                    | Elective             | NA                               | 3            |
|                  | FNU 605        | Advanced Nutritional counselling              | Elective             | NA                               | 2            |
|                  | FNU 620        | Biological Studies                            | Elective             | NA                               | 2            |
|                  | FNU 621        | Sports Nutrition                              | Elective             | NA                               | 3            |
|                  | FNU 622        | Geriatric Nutrition                           | Elective             | NA                               | 3            |
|                  | FNU 623        | Food Policies                                 | Elective             | NA                               | 2            |
|                  | FNU 624        | Food Service Management                       | Elective             | NA                               | 3            |
| FNU 696          | Special Topics | Elective                                      | NA                   | 3                                |              |
| Thesis           | FNU 699        | Thesis  | Required             | FNU 695 Seminar                  | 9            |

#### STAT 605 Biostatistics

Type: Core

Prerequisites: None

Credit Hours: 4

**Course Description:** Biostatistics provides an introduction to the fundamental concepts and applications of statistical methods in the field of biomedicine and public health. The course covers the principles of study design, data collection, and statistical analysis, emphasizing the interpretation and communication of statistical findings in the context of biological and health-related research.

**Course Objectives:** Biostatistics is to equip students with a solid foundation in the application of statistical techniques for analyzing biomedical and public health data. By the end of the course, students should be able to critically evaluate research studies, design sound experiments, and apply appropriate statistical methods to draw meaningful inferences and conclusions. Through practical exercises and real-world case studies, the course aims to enhance students' proficiency in using statistical software and developing the skills necessary for effective data analysis and interpretation in the field of biostatistics.

### **FNU 600 Nutritional Biochemistry**

- Type: Core
- Prerequisites: None
- Credit Hours: 3
- Course Description: Provides advanced knowledge of macronutrients (carbohydrates, proteins, and lipids) and micronutrients (vitamins and minerals), including their metabolism, physiological functions, and relation to deficiency and toxicity symptoms.
- Course Objectives: Enable students to understand the advanced knowledge of major nutrients and micronutrients and their relation to health and disease prevention.

### **FNU 601 Nutrition Laboratory Techniques:**

- Type: Core
- Prerequisites: FNU 600 Nutritional Biochemistry
- Credit Hours: 2
- Course Description: Covers the biochemical markers of nutrients and diagnostic analysis techniques used in accessible human body fluids, such as blood and urine, as well as safety measures in the clinical laboratory.
- Course Objectives: Provide supplementary knowledge on state-of-the-art technologies and methodologies used in nutritional and health studies.

### **FNU 602 Nutritional Epidemiology:**

- Type: Core
- Prerequisites: BIO 605 Biostatistics
- Credit Hours: 3
- Course Description: Focuses on the design, analysis, implementation, and critical evaluation of population-based epidemiologic studies that investigate the role of dietary intake and nutritional status in disease prevention.



- Course Objectives: Equip students with skills to design, analyze, and evaluate population-based studies related to nutrition and health.

**FNU 603 Planning and Evaluation of Nutrition Programs:**

- Type: Core
- Prerequisites: None
- Credit Hours: 5
- Course Description: Explores the methods and application of planning and development for nutrition programs in the community, with a focus on assessment, goal setting, activity planning, and evaluation.
- Course Objectives: Develop skills in planning, implementing, and evaluating effective health and nutrition programs.

**FNU 604 Interaction between food and drug:**

- Type: Elective
- Prerequisites: None
- Credit Hours: 3
- Course Description: Examines the various types of interactions between food and drugs, including the mechanisms, consequences, and nutritional management of these interactions.
- Course Objectives: Provide an overview of clinically significant food-drug interactions and equip students with knowledge and skills to understand, manage, and make recommendations regarding these interactions.

**FNU 605 Advanced Nutrition Counselling:**

- Type: Elective
- Prerequisites: None
- Credit Hours: 2
- Course Description: This course focuses on providing students with essential competencies in nutritional counseling strategies and protocols including the assessment of nutritional needs, development of personalized diet plans, and strategies for behavior change.
- Course Objectives: foster students' comprehension of communication principles and behavior modification techniques. It further aims to equip students with the necessary preparation for conducting counseling interviews, the ability to construct effective nutrition care plans, and the practical application of communication skills in resolving authentic, practical challenges.

**FNU 620 Biological studies**

- Type: Elective

- Prerequisites: None
- Credit Hours: 2
- Course Description: This course covers the principles of biological experimental design, diet formulation, and methods of disease induction in experimental animals. It also introduces lab techniques, including sample collection and biological and biochemical analysis.
- Course Objectives: The course aims to equip students with the skills needed to design and implement experiments related to the role of dietary intake in disease prevention. Students will learn lab techniques common to various biological disciplines and analyze and interpret data to present research findings scientifically.

### **FNU 621 Sports Nutrition**

- Type: Elective
- Prerequisites: None
- Credit Hours: 3
- Course Description: This course provides a scientific basis for sports nutrition, emphasizing energy needs during activity and the effect of dietary intake on performance. It also covers special dietary requirements for specific sports and athletic activities.
- Course Objectives: The main objectives are to study the scientific basis of sports nutrition, understand the nutritional needs of athletes, and develop individual dietary plans. Students will also learn about the role of vitamins, minerals, and supplements in athletic performance.

### **FNU 622 Geriatric Nutrition**

- Type: Elective
- Prerequisites: None
- Credit Hours: 3
- Course Description: This course focuses on the nutritional needs of the aging population. It explores the interaction of physiological stages, age, lifestyle, health, disease, and nutrition. Students will examine research findings related to the relationship between nutrition and the aging process.
- Course Objectives: The course aims to provide students with a comprehensive understanding of the physiological, psychological, and socioeconomic aspects of aging and their impact on nutritional health. Students will learn to assess nutritional status, evaluate nutrition programs for the elderly, and identify technology-based health promotion strategies for aging populations.

### **FNU 623 Food Policy**

- Type: Elective
- Prerequisites: None
- Credit Hours: 2

- **Course Description:** This course familiarizes students with the various dimensions of food policy development, implementation, and evaluation, emphasizing both the national and international contexts.
- **Course Objectives:** The objectives are to identify food and nutrition problems amenable to policy intervention, define criteria for effective food policies, understand the knowledge and debates surrounding food policy, and identify potential solutions to real-world food policy problems.

### **FNU 624 Food Service Management**

- **Type:** Elective
- **Prerequisites:** None
- **Credit Hours:** 3
- **Course Description:** This course focuses on the principles and practices of managing food service operations. It covers topics such as menu planning, food production, quality control, facility design, financial management, and human resource management.
- **Course Objectives:** The main objectives are to develop students' knowledge and skills in food service management, including planning and organizing food service operations, ensuring food quality and safety, managing finances, and effectively managing human resources.

### **FNU 694 Research Methodology**

- **Type:** Core
- **Prerequisites:** None
- **Credit Hours:** 2
- **Course Description:** This course provides students with an understanding of research methodology and the skills needed to conduct research in the field of food and nutrition. It covers research design, data collection methods, data analysis, and research ethics.
- **Course Objectives:** The objectives are to equip students with the knowledge and skills necessary to design and conduct research in food and nutrition, understand different research methodologies, and critically evaluate research studies.

### **FNU 695 Seminar**

- **Type:** Core
- **Prerequisites:** None
- **Credit Hours:** 1
- **Course Description:** The seminar course provides an opportunity for students to present and discuss research papers, current topics, and emerging trends in food and nutrition. It promotes critical thinking, oral presentation skills, and academic discussion.
- **Course Objectives:** The objectives are to enhance students' presentation and communication skills, foster critical thinking and analysis of research papers, and promote academic discussion and collaboration.

### **FNU 696 Special topics**

- Type: Elective
- Prerequisites: None
- Credit Hours: 3
- Course Description: This course covers specialized topics in food and nutrition that are not covered in the core curriculum. The specific topics may vary depending on the offerings, interests and trends.
- Course Objectives: The course aims to provide in-depth exploration of specific areas of food and nutrition, application of specialized knowledge and skills, and critical analysis of emerging research or trends.

### **FNU 699 Thesis**

- Type: Core
- Prerequisites: None
- Credit Hours: 9
- Course Description: The thesis course involves conducting independent research under the guidance of a faculty advisor. Students will design and execute a research project, analyze data, and write a thesis report documenting their findings.
- Course Objectives: The main objective is to develop students' research skills, including formulating research questions, designing experiments, collecting and analyzing data, and communicating research findings effectively.

## Admission, Registration and Enrollment

The department follows all policies and regulations regarding student admission and transfer requirements, and courses equivalency as stated the [Regulations governing postgraduate studies and executive rules at King Abdulaziz University](#) (articles 12-20 and 30-31).

### Admission requirements for 2023-2024 (1445H)

The department follows all policies and regulations regarding student admission and transfer requirements, and courses equivalency as stated the [Regulations governing postgraduate studies and executive rules at King Abdulaziz University](#) and in the [Manual of Admission in Postgraduate Studies](#) and the [Manual of Postgraduate Studies in KAU](#) (pages 18-32). There are additional specific admission requirements in the FNU MSc Program and they are announced on the [website](#). The admission requirements for MSc in Food and Nutrition are:

- The applicant must be a Saudi national, or must have an official scholarship for postgraduate studies if they are not Saudi.
- The applicant must hold an undergraduate degree from a recognized Saudi university or another recognized university with a GPA that is equivalent to B or higher.

- The applicant must have the required English language proficiency and the general aptitude test score (STEP score of 67 or IELTS score of 5 or TOFEL IBT score of 45 at least).
- The applicant must have a good reputation, behavior, and physical health.
- The applicant must submit two scientific recommendations from professors who have taught them.
- The approval of their reference (supervisor/manager) is required if the applicant is an employee.

### Transfer and course equivalency requirements

#### **Transferring from one program to another within the university:**

Requirements for student transferring to MSc in Food and Nutrition from another program in KAU:

- The student must meet the admission requirements as well as any additional requirements deemed necessary by the department.
- The student must not have had their enrollment canceled for any of the reasons outlined in Article (26) of the [Unified Regulation for Graduate Studies](#).
- Credits earned previously at the university may be considered if the relevant department deems them compatible with the MSc in Food and Nutrition program and if they contribute to the cumulative GPA.
- The duration spent by the student in the program they are transferring from will be counted within the maximum period specified for obtaining the degree.
- The student must not be transferred from one program to another before as transferring is made for one time during the period specified for obtaining the degree.
- The applicant must have successfully completed a semester with a GPA of not less than (3.75 out of 5).
- The applicant must have completed at least (6) academic units from the curriculum of the enrolled degree.
- The approval of the councils of the Food and Nutrition Department and the Faculty of Human Sciences and Design and the Graduate Studies Deanship.

#### **Transfer from another university:**

Requirements for student transferring to MSc in Food and Nutrition from a program in another university:

- The student must be transferring from a recognized university.
- The student must meet the admission requirements and any additional conditions deemed necessary by the relevant department.
- The student must not have been dismissed from the previous university for any reason.
- The previous academic credits may be considered based on the following criteria:
  - a. The equivalent credits should not have been studied for more than six academic semesters.
  - b. The subject matter should align with the requirements of the program to which the student is transferring.
  - c. The total of these credits should not exceed thirty percent of the credits in the program to which the student is transferring.
  - d. The student's grades for the equivalent credits should not be less than "very good."
  - e. The equivalent credits should not be included in the cumulative GPA calculation.

- f. The equivalence should be recommended by the department council, with approval from the college and the Graduate Studies Deanship.
- The applicant must have successfully completed a semester with a GPA of not less than (3.75 out of 5).
- The applicant must have completed at least (6) academic units from the curriculum of the enrolled degree.
- The approval of the councils of the Food and Nutrition Department and the Faculty of Human sciences and Design and the Graduate Studies Deanship.

### Course Equivalency:

#### Course Equivalency Procedures:

- 1- **Course equivalency request submission:** The student sends the request including a transcript of the grades and specifications of the courses requested for equivalency to Graduate Studies Coordinator in the department.
- 2- **Curriculum Development Committee Review:** The Graduate Coordinator meets with the Curriculum Development Committee to review the request and put their decision.
- 3- **Department Council Decision:** If the Curriculum Development Committee approves the course equivalency request, the Graduate Coordinator should send the decision to the academic department to be approved in a department council.
- 4- **Faculty Vice-Dean for Graduate Studies letter of support:** The department council minutes are then sent to the Faculty Vice-Dean for Graduate Studies to prepare a letter of support on the decision and send it to the Dean of Graduate Studies for final approval.

## Study and examination policy

The department follows all policies and regulations regarding study and examination as stated the [Regulations governing postgraduate studies and executive rules at King Abdulaziz University](#) (articles 33-40) and [Testing and Student Performance Evaluation Policies at KAU](#).

- The academic year consists of two main semesters, each of which is 15 weeks long, excluding registration periods and tests.
- The prescribed period for obtaining a master's degree is no less than four semesters and not more than eight semesters.
- The statutory period begins on the date of registration for the methodological curriculum plan in which the student is accepted.
- In order to graduate students must:
  - Complete the required coursework within four to eight semesters.
  - Achieve a cumulative GPA of at least 3.75.
  - Meet all other program requirements, such as completing a research thesis or dissertation.
- Students must achieve a minimum grade of very good (GPA 3.75) to pass a course.

## Academic affairs

The department follows all policies and regulations regarding academic affairs for graduate students as stated the [Regulations governing postgraduate studies and executive rules at King Abdulaziz University](#) (articles 21-29) and in the [Manual of Postgraduate Studies in KAU](#).

### New student registration

New students may register for classes after they have received their university number from the Admissions Unit at the Deanship. The academic department of the faculty will determine the student's academic advisor, minor specialization, and supplementary courses (if any). Students can only register for classes after the data processing operation for new students is complete.

If students have any academic questions or questions about the program plan, they should contact their academic advisor. Academic advisors perform their duties as stipulated in executive rule (2-41).

Students can access the process through the following steps on the Graduate Studies Process System: University website → E-services → Unified login → Graduate Studies → Graduate Studies Process System → Reports → Process Report → Student processes → New student data process.

### Postponement of Admission

#### **Postponement of Admission Policy**

New students may request to postpone their admission for a maximum of two semesters. Each semester, students must submit a new postponement request following the established procedures. Submissions must be made according to the academic calendar. The student must not have a course schedule. Admission cannot be postponed for students of specific programs. Submissions must be made electronically through the student's account in the Application System of Graduate Studies. Submitting the application does not guarantee approval. Students must follow up with the Deanship until their request is approved. Convincing and compelling justifications must be attached to the request.

Please note that the Deanship may deny any postponement request, even if it meets all of the above criteria.

#### **Procedure of postponement of admission:**

- 1- Apply for postponement of admission via the ODUS Plus System as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (graduate studies) → New Application → Choose an Application Type → Postponement of Admission
- 2- The flow of the process:  
Student → Head of Department → Faculty Vice Dean for Graduate Studies → Vice Dean for Academic Affairs and Follow-up → Head of Academic Affairs Unit → Employee Unit Specialist → Vice Dean for Academic Affairs and Follow-up (approval)

### Supplementary stage

In some cases, the acceptance of students in the program is conditioned with the completion of additional courses before proceeding to the academic program. The department places a hold on the student's registration of program courses, which is removed when the student pass all the supplementary courses.

#### Requirements and rules of the supplementary stage:

- Passing the supplementary course with a grade not less than "Good" (70 points or more).
- Failing any of the supplementary courses (achieving a score less than 70) leads to the cancellation of enrollment from the university.
- Completing all supplementary courses with a cumulative GPA of less than "Very Good" (3.75) leads to the cancellation of enrollment from the university.
- The time period for completing the supplementary courses is within a maximum of three academic terms.
- Supplementary courses are not included in the calculation of the cumulative GPA for the graduate studies stage.
- The department at the college is authorized to allow registration in graduate courses (methodology) if the student has only one or two supplementary courses remaining.
- The department at the college can add supplementary courses for the student or exempt them from some of the supplementary courses during the first two semesters.

#### Procedure of supplementary course registration:

- Communication with the academic advisor in case of any academic inquiries or questions about the program plan.
- Register the supplementary materials via the ODUS Plus System as follows:  
University website → electronic services → single sign-in → graduate studies → graduate admission process system → reports → admission process → report- student application – new student data – supplementary materials).

### Study Schedule

#### Requirements for course registration:

- Students can only register their study schedule after the approval of the new student data transaction by the Deanship of Graduate Studies.
- Students may register for a minimum of 6 and a maximum of 12 course credit hours. However, students with a GPA of at least 4.50 may register for up to 15 course credit hours. Thesis hours are excluded from the course credit maximum.
- Students must register for courses in accordance with the study plan of their program.
- Students may not re-register for and take a course that they have already passed. Incomplete and credited courses from previous semesters with a grade of IC or IP may not be re-registered for.
- Curricular courses may be deleted and added in accordance with the academic calendar of the Deanship of Graduate Studies. Supplementary courses may be deleted and added in accordance with the academic calendar of the Deanship of Admission and Registration.



- If the student's deadline for deleting and adding courses has passed, they may still register for courses through the Vice Deanship for Graduate Studies and Scientific Research within the period specified in the academic calendar.
- Tuition fees for specific programs must be paid in accordance with the academic calendar in order for students to register for their study schedule.

**Procedure of course registration:**

- Communication with the **academic advisor** in case of any academic inquiries or questions about the program plan.
- Register courses via the ODUS Plus System as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Registration → Deletion and Addition → Semester Selection → Search for Study Section → Determining the Course Code according to the Program Plan → Choosing the part of the semester (Graduate) → Search for Study Sections → Choose the course to be registered → Registration.

Postponement of Study

**Postponement of study policy:**

- New students are not eligible to postpone their studies.
- Only students who have passed one or more semesters may apply for postponement.
- Applications must be submitted according to the academic calendar.
- The total period of postponement may not exceed four semesters.
- Students may not postpone for more than two consecutive semesters. Each semester must be applied for separately.
- The postponement period does not count towards the maximum time allowed to complete the degree.
- Students must provide convincing reasons for their request.
- Students may not postpone their studies during additional opportunities.
- The application for postponement should be submitted within the specified period and must have valid justifications.

**Procedure of postponement of study:**

- 1- Apply for postponement of study via the ODUS Plus System as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (graduate studies) → New Transaction → Choose a type of Application (Postponement of Studies).
- 2- The flow of the process:  
Student → Head of Department → Faculty Vice Dean for Graduate Studies → Vice Dean for Academic Affairs and Follow-up → Head of Academic Affairs Unit → Employee Unit Specialist → Vice Dean for Academic Affairs and Follow-up (approval)

## Deletion of a Semester (Withdrawal from Study)

### Deletion of a semester policy:

- This procedure is for students who have already registered for a study schedule.
- The number of times a student can withdraw from a semester is counted within the total number of times they are allowed to postpone their studies.
- Students cannot postpone their studies for more than two consecutive semesters. Each semester must be applied for separately.
- Students cannot withdraw from a semester during additional opportunities.
- When students in specific programs withdraw from a semester, they will be charged financially in accordance with the regulations approved by the Deanship of Community Service, as follows:
- If the student withdraws within the first two weeks of the semester, 5% of the paid costs will be deducted.
- If the student withdraws from the beginning of the 3rd week to the end of the 8th week of the semester, 40% of the paid costs will be deducted.
- If the student withdraws after the 8th week of the semester, no refund will be given and the student must pay the full fees again.
- The above periods are calculated according to the approved university calendar, not the actual start of the semester.

### Procedure of deletion of a semester:

- 1- Apply for postponement of study via the ODUS Plus System as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (Graduate Studies) → New Application → Choose a Type Application (withdrawal from study)
- 2- The flow of the process:  
Student → Head of Department → Faculty Vice Dean for Graduate Studies → Vice Dean for Academic Affairs and Follow-up → Head of Academic Affairs Unit → Employee Unit Specialist → Vice Dean for Academic Affairs and Follow-up (approval)

## Extra Opportunity to Exceed the Legal Duration

### Extra opportunity to exceed the legal duration eligibility:

- The student has an approved application to acknowledge the title of their thesis and to appoint a supervisor.
- The student has a cumulative GPA of at least 3.75.
- The student's thesis supervisor has a cumulative GPA of at least 3.75.
- The student has the approval of the academic department of their faculty.
- The student has not exceeded the maximum number of two extra opportunities.
- The student applies for an extra opportunity during the last semester of their regular term.
- The student is enrolled in a thesis-based program.

### Procedure of applying for extra opportunity to exceed the legal duration:

- 1- Apply for extra opportunity to exceed the legal duration via the ODUS Plus System as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (Graduate Studies) → New Application → Choose a Type Application (An Extra Opportunity to Exceed the Regular Duration)
- 2- The flow of the process:  
Student → Academic Supervisor → Vice Dean for Graduate Studies → Dean of the Faculty → Dean for Graduate Studies → Vice Dean for Academic Affairs and Follow-up → Head of Academic Affairs Unit → Administrator of the Unit → Head of Academic Affairs Unit → Vice Dean for Academic Affairs and Follow-up → Dean for Graduate Studies (Approval)

### Cancellation of a student's registration in the program

A student's registration in the program may be canceled for the following reasons:

- Failure to register on time after acceptance into the program.
- Failure to begin studies in a semester after registering for that semester.
- Failure to register within the specified period for graduate studies.
- Failure to pass supplementary courses according to the conditions set forth in Article 18.
- Withdrawal from or cessation of studies in a semester without an acceptable excuse.
- Evidence of lack of seriousness in studies or violation of any academic duties according to the provisions of Article 52 of these Regulations.
- A cumulative GPA below "Very Good" in two consecutive semesters.
- Exceeding the number of postponement opportunities specified in Article 22.
- Violation of academic integrity, either at the stage of studying courses or preparing the thesis, or committing an act that violates the university's regulations and traditions.
- Failure to pass the comprehensive exam, if any, after being allowed to repeat it once.
- A decision by the examining committee that the thesis is not suitable for discussion or is not accepted after discussion.
- Failure to obtain the degree within the maximum duration according to Article 36.

#### **The flow of the cancellation of a student's registration in the program process:**

Head of Department → Vice Dean for Graduate Studies → Dean of the Faculty → Dean for Graduate Studies → Vice Dean for Academic Affairs and Follow-up → Head of Academic Affairs Unit → Administrator of the Unit → Head of Academic Affairs Unit → Vice Dean for Academic Affairs and Follow-up → Dean for Graduate Studies (Approval)

### Re-enrollment

**A student may be re-enrolled in the graduate program for the reasons:**

- Defense the thesis and award the degree.
- Confirm the title of the thesis and appoint a supervisor.
- Complete the program plan requirements.
- Improve the GPA.

**Re-enrollment in the program eligibility requirements:**

- The student had compelling circumstances that prevented them from continuing their studies.
- No more than six semesters have passed since the student interrupted their studies.
- The student has a cumulative GPA of at least 3.25.
- The student has the approval of the department and faculty council.
- The academic department must address the reasons for the student's cancellation of enrollment in the same semester in which the student is re-enrolled.

A student who has dropped out for more than six semesters will not be re-enrolled and will be treated as a new student.

**Procedure of re-enrolment:**

- 1- Apply for re-enrolment via the ODUS Plus System as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (graduate studies) → New Application → Choose a Type Application (re-enrolment)
- 2- The flow of the process:  
Student → Head of Department → Vice Dean for Graduate Studies → Dean of the Faculty → Dean of Graduate Studies → Vice Dean for Academic Affairs and Follow-up → Head of Academic Affairs Unit → the Employee in Charge of the Unit → Head of Academic Affairs Unit → Vice Dean for Academic Affairs and Follow-up → Dean of Graduate Studies (Approval)

Final Withdrawal

**Final withdrawal policy:**

- The periods above are calculated according to the university's approved academic calendar, not according to the actual start of the semester.
- Students must submit their withdrawal application electronically through their account on the Application System of Graduate Studies.
- Students must follow up on their application until it is approved by the Deanship.
- After the application is approved, students must contact the Deanship of Community Service to recover their tuition fees, minus the applicable discount.
- Students who withdraw from graduate studies voluntarily and then wish to return and reapply will be subject to the admission requirements in effect at the time of their new registration. The academic department may credit the student with any supplementary courses that they took and passed before their withdrawal.

**Procedure of final withdrawal:**

- 1- Apply for final withdrawal via the ODUS Plus System as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (graduate studies) → New Application → Choose a Type Application (Final Withdrawal)
- 2- The flow of the process:

Student → Head of Department → Vice Dean for Graduate Studies → Vice Dean for Academic Affairs and Follow-up → Head of Academic Affairs Unit → Vice Dean for Academic Affairs and Follow-up (Approval)

## Thesis and its requirements

The department follows all policies and regulations regarding academic affairs for graduate students as stated in the [Regulations governing postgraduate studies and executive rules at King Abdulaziz University](#) (articles 41-61) and in the [Manual of Postgraduate Studies in KAU](#).

### Selection of the supervisory committee and registration of the thesis

**Requirements for Selection of the Scientific Supervisor and Thesis Registration:** According to article 32 of [Unified Regulation for Graduate Studies](#) these are:

- Completion of 50% of the required courses in the program.
- The average grade of the student should not be less than "very good" (3.75).
- Submission of a research proposal outlining the objectives, methodology, and timeline of the thesis project.
- Approval of the thesis topic and supervisory committee by the academic department or committee.
- The appointment of the supervisor should comply with the [Unified Regulation for Graduate Studies](#).
- The application for the confirmation of thesis title and appointment of a supervisor is submitted electronically through the HoD account.

### Procedures for Selection of the Scientific Supervisor and Thesis Registration:

- Meet with your academic advisor to discuss the thesis topic, research plan, and any specific requirements. You will also discuss connecting with potential supervisors.
- Connect with the potential supervisor prior to submitting your proposal to ensure her interest in supervision.
- Prepare a research proposal based on [the specific guidelines](#) from the Graduate Deanship in KAU.
- Send the research proposal to the Postgraduate Studies Coordinator to be evaluated by proposal evaluating committee consisting of two anonymous teaching staff in the same field using specific [evaluation forms](#).
- Modify the research proposals based on the evaluator comments.
- Present your research proposal to the faculty staff in the department (Seminar date should be arranged with the Coordinator of Graduate Studies). The proposal presentation must include:
  - Background and the importance of their research project.
  - Aim of the research project.
  - Detailed proposed methodology.
  - How it differs from other similar research that had been done before in the field.
  - Beneficial impact that could be gained from the research.
  - Detailed timetable with a timeframe that is not more than 1 year for fulltime students.

- If there are no remarks or they have been fulfilled and approved by the potential supervisor, arrange with your potential supervisor to submit the research proposal to obtain the approval of thesis title and appointment of the supervisory committee by the academic Department Council.
- Once the proposal is approved, proceed with conducting the research and writing the thesis under the guidance of your supervisor.
- Follow the prescribed timeline and deadlines for the completion and submission of the thesis.
- Before submitting the final thesis, ensure that it meets all the formatting, documentation, and citation requirements specified by KAU ([KAU thesis template](#)).

**Proposal guidelines:**

1. **Title:**
  - a. Title should be briefly described, expressing the thesis content in Arabic and English as well
  - b. The main title can include a subtitle.
2. **Research Problem:** *(About 300 words).*  
The research problem expresses the study's main topic, its dimensions, motives, nature, which can provoke a series of questions revealing the research's necessity, scientific gap, lack of knowledge. It also deals with a topic deficiency in a current knowledge-based interpretation which needs an improvement, creating an integration towards the findings of similar literature reviews. It is preferred to talk about the research problem at the end of the paragraph, in a form of a declarative statement or question.
3. **Research Objectives:** *(About 50 words).*  
The research objectives specify the purpose of the study and describe what the research is expected to achieve by a project.
4. **Importance of the Research:** *(About 175 words).*  
This explains the scientific and practical value, if any, on the completion of the research's objectives.
5. **Literature Review:** *(About 500 words).*  
A literature review discusses critically published information in a particular subject area, and usually has an organizational pattern and combines both summary and synthesis.
6. **Hypothesis:** *(About 75 words), (if necessary).*  
It is a form of logical prediction or temporary solutions verified by the research via:
  - a. Procedures and research's scientific, analytical and logical steps.
  - b. Statistical evidences and proofs.
7. **Research Methodology and Procedures:** *(About 250 words).*
  - a. To identify the method used through the units of analysis, research community, research sample, research tools, statistical handling(if required).
  - b. To describe the procedural steps in how to treat the search.
8. **Research Limitations:** *(About 50 words).*  
The limitations of the study are those characteristics of design or methodology that impacted or influenced the interpretation of the findings from your research.
9. **Study's Overall Structure:** *(About 100 word).*
  - a. Suggests dividing the study into chapters and sections.
  - b. Identifies the proposed timetable for the study's overall execution.
10. **Expected Findings:** *(About 50 word).*

This is a brief presentation of the research's probable findings, their fields, cognitive additional content, beneficiary sectors, extent of the application of the findings and their impact upon the community service and the environment progress.

**11. Definition of Terms:** (About 150 words), (if necessary).

This refers to the list of the most significant scientific terms *used* in the study, if needed.

**12. Research and References:** (About 250 words).

They include a list of preliminary relevant sources and references that were used in the study. This must be done in compliance with the principles of the Manual of Scientific Thesis Writing, approved by the university ([KAU thesis template](#)).

**Controls and Responsibilities of Scientific Supervisor:**

- The thesis supervisor plays a vital role in guiding and mentoring the student throughout the research process.
- The supervisor provides academic and technical guidance, advises on research design and methodology, and ensures the quality and integrity of the work.
- The supervisor monitors the progress of the thesis, provides feedback and constructive criticism, and assists in resolving any issues or challenges that may arise.
- The supervisor must provide evaluation for the student's progress each semester through ODUS-Plus portal.
- The supervisor may also be responsible for evaluating and approving the final thesis before submission.

### Amendment of the Supervisory Committee

Students may request an amendment to their supervisory committee if they have a previously approved application to acknowledge the title of their thesis and to appoint a supervisor, and if their cumulative GPA is at least 3.75. Students must also submit a revised research plan to the academic department for approval if the research has been changed. The academic department of the faculty must also approve the change in the supervisory committee. The selection of the new supervisor must be in accordance with the Unified Regulation for Graduate Studies.

Department heads must submit amendment requests electronically on behalf of their students.

### Amendment of Thesis Title

Students who have a previously approved application for recognizing the thesis title and appointing a supervisor may request an amendment of the thesis title with the following requirements:

- It is imperative to process the application prior to the conferral of the degree.
- The academic department of the faculty must grant its approval.
- Applications should be electronically submitted via the department head's account.

### Thesis writing

Students must ensure the adherence to the university's thesis academic and formatting guidelines ([English](#) and [Arabic](#) versions). The KAU Thesis Formatting Manual provides students with a comprehensive

guide to formatting their theses in accordance with the university's requirements. The goal of the manual is to ensure that all theses are formatted in a consistent and professional manner, which will make them easier to read and evaluate.

The manual covers a wide range of topics, including the thesis's general framework, thesis preparation, citation, citation styles, reference writing, and tables and figures. It also includes a number of templates that students can use to format their theses.

The KAU Thesis Formatting Manual is an essential resource for all students who are writing a thesis at King Abdulaziz University. By following the guidelines in the manual, students can ensure that their theses are formatted correctly and meet the university's standards.

Students can use the [KAU Thesis Template](#) for writing their thesis.

### Submitting the thesis to the academic department

#### Thesis initial submission requirements:

- The successful completion of the entire approved Program Plan.
- Students must have at least one scientific paper accepted for publication in a peer-reviewed journal or present their research at a scientific conference. This publication or presentation must result from the student's thesis research.

#### Thesis submission procedure:

- 1- Pre-submission: The student must submit an order for **Completion of Study Plan and Documenting Student's Achievements** via ODUS Plus as follow:

University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (graduate studies) → New Application → Choose a Type Application (Completion of Study Plan and Documenting Student's Achievements).

- 2- Submission of thesis:

University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (graduate studies) → New Application → Choose a Type Application (Submission of thesis to the Scientific Department and approving it for discussion and defense).

The flow of the process will be as follows:

Student → Supervisor → Head of Department → Evaluator in the Department → Evaluating member of the standing committee for academic council → Standing Committee for Academic Council Approval.

#### Approval of thesis for discussion and defense evaluation criteria:

- **Quranic Verses:** Checks if the thesis includes any verses from the Quran. If so, it evaluates whether they are correctly written and referenced to their appropriate surahs (chapters).
- **Hadiths (Prophetic traditions):** Verifies if the thesis contains any Hadiths. If it does, it checks the correct attribution of these Hadiths to their sources.



- **Islamic Values:** Determines if there are any texts in the thesis that conflict with Islamic moral foundations, cultural values, customs, and traditions.
- **Relevance to Saudi Arabia:** Evaluates if the thesis contains any statements or data related to Saudi Arabia from various perspectives such as religious, social, historical, and cultural. It also checks the accuracy and recency of any government-related data.
- **University's Formatting Guidelines:** Ensures the thesis adheres to the [university's academic and formatting guidelines](#).

## Formation of the Defense Committee

### Requirements for the Formation of a Defense Committee:

- The application process commences after the successful completion of the entire approved Program Plan.
- The Thesis must have been reviewed and received approval from the Academic Council prior to the formation of a defense Committee.
- The candidate's average grade must not be less than "very good" (3.75).
- Students must attach one publication paper at least.
- The Viva Committee can only be formed after a minimum of four semesters have elapsed.
- The aforementioned statutory period begins from the commencement of the curricular courses as per the program plan.
- The academic department of the faculty must grant its approval.
- The members of the Defense Committee should be selected in line with the criteria set out in the Unified Regulation for Graduate Studies.
- The Viva should be conducted no later than one semester after submitting the finalized thesis to the academic department.
- The application must be electronically submitted through the head of the department's account.
- The defense committee is formed by a decision of the Graduate Studies Deanship based on the recommendation of the department and faculty councils.

### The following conditions apply to the thesis defense committee for master's theses:

- The number of its members must be odd, and the supervisor must be its chairman.
- The number of members of the committee must not be less than three from among the faculty members, and the supervisor and assistant supervisor (if any) must not constitute a majority in it.
- The conditions for supervising theses must apply to the members of the committee.
- One of the members of the committee must be at least an associate professor or a professor.
- Its decisions must be taken with the approval of at least two-thirds of the members.
- One of the members of the master's thesis examination committee must be from outside the scientific department, and preferably from outside the university.
- When discussing a master's thesis, the supervisor, assistant supervisor, or assistant supervisors, if any, have one vote only.

### The procedures for defense and approval of the thesis are as follows:

- The supervisor must submit a request for formation of the VIVA Committee to be approved by the Department Council. The following documents should be attached with the request:
  - CVs of the examiners.
  - Proof of research publication.
  - A letter from the external examiner agreeing to discuss the student's thesis.
- The supervisor must submit a request for the formation of a defense committee via ODUS Plus as follows:  
University Website → Electronic Services → Single Sign-on → ODUS Plus → Student → Electronic Applications (graduate studies) → New Application → Choose a Type Application (Formation of Defense Committee) and attach the minutes of the Departmental and Faculty Council meetings approving the formation of the Discussion Committee → approval.

### Announcement of the defense date

The supervisor submits a request to the head of the department which includes the proposed date, time, and venue for the defense, who then submits it to the Vice Dean of Graduate Studies, who then submits it to the Media Center in KAU after approval. The thesis discussion must be held within one semester of the date of the decision of the Graduate Studies Deanship to form the Defense Committee.

### Thesis defense

- The scientific theses defense in the presence of:
  - The head of the scientific department or his representative, as a representative of the Graduate Studies Deanship (not considered a member of the examination committee).
  - The members of the Defense Committee approved by the Deanship of Graduate Studies.
- The Defense Committee should review the thesis and prepare feedback and suggestions for improvement to be given to the student after the defense.
- The student should prepare a presentation based on the thesis to be presented during the defense.
- The defense should be conducted in an oral examination format, where the student presents their work and answers questions from the committee members.
- The committee members evaluate the thesis and the student's defense performance.
- If the defense is successful, the committee recommends the approval of the thesis to the Academic Council.
- The criteria for the evaluation of the thesis include originality and significance of the research, methodology and research design, quality of data collection and analysis, clarity and organization of the thesis, contribution to the field of study, compliance with ethical standards and overall academic rigor.

### **Defense Committee report:**

The Defense Committee prepares a report signed by all its members, submitted to the head of the department within one week of the date of the examination, including one of the following recommendations:

- Acceptance of the thesis and recommendation for the award of the degree.

- Acceptance of the thesis with some modifications, without discussing it again and one of the members of the examination committee is authorized to recommend the award of the degree after ensuring the taking of these modifications within a period not exceeding three months from the date of the examination and the university council may make an exception to this.
- Completing the deficiencies in the thesis, and re-examining it within the period specified by the Graduate Studies Deanship based on the recommendation of the relevant department council, provided that it does not exceed one year from the date of the examination.
- Non-acceptance of the thesis.

Each member of the examination committee on the thesis has the right to submit any dissenting or reservation views in a detailed report to the head of the department and the dean of graduate studies within two weeks of the date of the discussion.

The head of the department shall submit the report of the Defense Committee to the Dean of Graduate Studies through the Faculty Dean. The dean of graduate studies submits the recommendation for the award of the degree to the University Council for decision.

### Conferral of the degree

- The student submits a request to the supervisor, attaching an abstract of the thesis in Arabic and English
- The supervisor submits the request to the head of the department, attaching the thesis Defense Committee report and a sample of discussion amendments (if any).
- The request is then submitted to the Vice Dean of Graduate Studies and then to the Dean of Graduate Studies.

## Graduation and Certification

### Graduation Application

**The procedures for graduation application are as follows:**

**First:** Ensure the completion of all the following commitments:

- Return all the pledges on the student (if any).
- Deliver the books to the Central Library (if any).
- Submit an electronic copy of the scientific thesis via the [platform of the scientific theses](#) on the Central Library website.
- Submit two hard copies of the scientific thesis to the library, including the committee's decision of the defense.

**Second:** Submit an electronic order to grant the academic degree according to the following steps:

Access the KAUwebsite → Choose e-Services → Select Unified Login for University Systems → Choose the Graduate Studies tab → Select Electronic Graduate Studies Processes → New request → Choose the procedure for applying for the academic degree based on the program (Thesis) → Fill out the questionnaire

and complete the Arabic and English abstract fields in the order → Attach the Arabic and English abstract in Word format.

Note:

- A report from the defense committee must be attached by the supervisor
- The student must ensure the accuracy of the name and ID information before issuing the document to avoid paying amendment fees.
- If the name matches the student's ID information, the student does not need to take any action.
- If the name in the degree-granting transaction does not match the ID data, the student should select the non-matching data box, and then write the name in Arabic/English.

**Third:** The estimated time period for completing the graduation procedures and printing the document depending on the requested [type of document and method of delivery](#).

## Academic Advising and Academic and Career Support Services

### Academic advising and support

Academic guidance aims to assist students academically, psychologically, socially, and professionally. Each student is assigned an academic advisor upon enrollment in program. This assignment is accompanied by an advisory meeting, led by the Head of the Department and the Postgraduate Studies Coordinator, during which new students are familiarized with the faculty's internal regulations. They are also encouraged to maintain regular communication with their academic advisors for educational guidance and support. Students can consult their advisors during office hours or through the university's online system, ODUS PLUS.

The Deanship of Admissions and Registration in KAU provides the [Student Guide for Academic Guidance](#). Their website also features an [academic guidance web page](#) offering comprehensive guidance manuals for both academic advisors and students. These manuals include the academic advisory procedures and unified forms, which have received approval from the Vice Deanship in the Faculty of Human Sciences and Design.

The academic advisor:

An academic advisor is a faculty member with the rank of assistant professor or higher who is responsible for providing guidance and support to graduate students. Academic advisory tasks include:

- Advising students on course selection and registration.
- Informing students of graduate school policies and procedures.
- Monitoring students' academic progress and providing support as needed.
- Helping students to identify and overcome obstacles to their success.
- Guiding students in the development and execution of their research projects.
- Serving as a mentor and source of support for students throughout their graduate studies.
- In the context of the dissertation system, the academic advisor plays a particularly important role in helping the student to select a research topic, develop a research proposal, and select the supervisor.

Upon approval of the student's supervisory committee, the first supervisor will assume the role of academic advisor.

### **Socio-psychological support**

The department works collaboratively with the faculty to address any socio-psychological issues impacting students, ensuring the highest level of confidentiality. For more complex cases, students are referred to the University Counseling Center. The Deanship of Student Affairs in the female sector provides a comprehensive service brochure, outlining the objectives and responsibilities of the center. In instances necessitating psychological counseling, students can avail themselves of the services at the [Psychological Counseling and Counseling Unit](#) under the Deanship of Student Affairs, as well as the [University Counseling Unit](#) under the Deanship of Students' Affairs. These units, along with the Deanship of Students' Affairs in the female sector, offer a range of psychological, social guidance, and various other support services for students.

Students can visit the University Counseling Center in Building (65), First Floor, Room (2B-2) to schedule an appointment with a psychologist. If they are unable to make the appointment, they can contact the center's secretariat at Mobile (0565040232) or Telephone (012-6400000) Ext. (73387).

### **Special support**

The Faculty of Human Sciences and Design has established a systematic procedure, endorsed by the Vice Deanship, to identify talented students. This process relies on nominations from departments, self-nomination, or recommendations from fellow students. Nominated students must meet specific criteria, including demonstrating leadership skills, creativity, active participation in faculty and university activities, among other qualifications. Upon nomination, the selected names are forwarded to the Talent Center within the Deanship of Student Affairs, facilitating their enrollment in talent development programs. The faculty's approach to nurturing talent encompasses the implementation of a tailored program in collaboration with the Student Clubs at the Deanship of Student Affairs, offering skill enhancement workshops, field visits, lectures, and exhibitions. Regular meetings with identified talented students provide an avenue for progress updates, alongside continuous evaluations to monitor their skill development. Acknowledgment of their achievements is showcased within the faculty, with comprehensive reports regarding the talent programs submitted to the Deanship of Student Affairs. Notably, identified talented students benefit from priority access to academic services, assuming roles as faculty ambassadors, and other related privileges. At the university level, students with exemplary academic performance for two consecutive semesters are eligible for financial rewards.

Similarly, the Faculty has instituted a specific protocol, authorized by the Vice Deanship for Postgraduate Studies, to identify underachieving students. The Postgraduate Studies Coordinator is tasked with informing the Committee of Student Affairs within the department about students whose Grade Point Average (GPA) falls below 3.75. The department conducts a thorough review of these cases to identify the underlying challenges and devise suitable resolutions to support their academic progress. Subsequently, students are required to acknowledge their academic status and commit to enhancing their performance by signing an agreement stipulating their intention to improve their academic standing.

Students can reach the Educational Guidance department by visiting the Deanship of Student Affairs, Building (65), Fourth Floor, Room (5B-13). They can also contact the department by phone at 012-6400000 Ext: 73374 or by email at [dsag-educationalguidance@kau.edu.sa](mailto:dsag-educationalguidance@kau.edu.sa).

## Career and Professional Development Services

The Graduate Coordinator in the department in coordination with the Graduate Unit in the Faculty who are responsible for:

- Collecting data and information about the students and their expected graduation through individual interviews, resumes, and aptitude tests studied by the Career Guidance Coordinator.
- Setting goals for the students and graduates and guiding them to achieve these goals through regular monitoring.
- Developing an annual plan for training the students.
- Monitoring the students by the career counselor to understand the results of the aptitude tests reached through regular and group sessions.
- Discussing the professional needs of the students and graduates with the advisory committees in the academic departments annually to find solutions that contribute to assisting the students in employment.

The Graduate Unit in the faculty can be contacted using the email [hsd-graduates@kau.edu.sa](mailto:hsd-graduates@kau.edu.sa).

The Career Counseling and Job Support Center at KAU also provides:

- Career counseling: The center offers career counseling services to help beneficiaries explore their interests, skills, and values. Counselors work with beneficiaries to develop their career goals and create a plan to achieve them.
- Job search assistance: The center offers job search assistance services to help beneficiaries find jobs that are a good fit for their skills and interests. Services include resume writing, interview preparation, and networking.
- Career development workshops: The center offers career development workshops on a variety of topics, such as resume writing, interview skills, and job search strategies.

The center's [webpage](#) enables students and graduates to reach out to all its services.

## Program and University Policies

The department follows all policies and regulations regarding academic affairs for graduate students as stated in the [Regulations governing postgraduate studies and executive rules at King Abdulaziz University](#).

### Academic Integrity and Plagiarism

The procedure for dealing with plagiarism in the mentioned context involves the following steps:

- 1- Reporting of Plagiarism or cheating:** When a case is suspected or identified of one of the following:
  - Plagiarism in various academic works, including reports, assignments, projects, and any information obtained illegally, provided that it exceeded 15% without proper attribution.
  - Exam cheating, whether in written or electronic exams.

it should be reported to the Faculty's Vice Dean for Graduate Studies and Scientific Research.

- 2- **Referral to the Cheating Committee in the faculty:** The case is then referred to the Cheating Committee in the faculty for a thorough investigation.
- 3- **Handling Exam Cheating:** the committee ensures that the regulations and guidelines of the Dean of Student Affairs are applied accordingly.
- 4- **Committee's Recommendations:** Following the investigation, the Cheating Committee formulates recommendations or actions to address the case of plagiarism.
- 5- **Communication with Student Affairs:** In cases involving students, relevant information and recommendations are communicated to the Dean of Student Affairs for further action and resolution.

### Achievement policies

Based on the [Unified Regulation for Graduate Studies:](#)

- Academic warning will be issued to the student if the GPA falls below 3.75 or the thesis evaluation was less than 75 out of 100 (NF).
- If the student's cumulative GPA falls below a Very Good grade (3.75) for two consecutive academic semesters, the student's enrollment will be canceled by a decision of the Graduate Studies Council (Article 26, paragraph 5 ).
- If the student receives an NF grade in the thesis for the second time, their enrollment will be canceled based on the recommendation of the Department and Faculty Councils (Article 50, paragraph 4).
- If the student's lack of seriousness in their studies is proven or if they fail to fulfill any of their academic duties based on the report of their main supervisor, the student will be warned by a letter from the department (Article 52).

### Exam policies

- Students are not allowed to enter the examination room after half an hour from the start of the exam.
- Students are not allowed to leave the examination room before half an hour has passed.
- The use of smartphones, digital watches, and Bluetooth earpieces is prohibited.
- Ensure the signature on the answer sheet for each course.
- Do not wear the cloak, sunglasses, or hat during the exam.
- Write the name and university ID number.
- Submit the answer sheet before the specified exam time ends.

### Attendance and Punctuality

- Regular attendance in all university lectures and scientific classes is mandatory for students at all academic levels.
- Students are prohibited from taking the final exam if their attendance falls below the percentage set by the university council which is 75% of the specified lectures and practical classes for each course during the academic semester.
- Students who were prohibited from entering the final exam due to low attendance are considered failed in the course and are assigned a "Deprived" grade (DN).

- The Deprivation Committee convenes to consider cases of deprivation and recommend issuing decisions.
- According to Article 10 of the Study and Examination Regulations, the Faculty Council or its authorized representatives may grant exceptions to deprivation and allow the student to take the exam, provided the student provides an acceptable excuse supported by the committee.
- If the student's attendance falls below 50% of the specified lectures and practical classes for the course, the deprivation is lifted upon submission of an acceptable excuse endorsed by the committee.

### Rights and Responsibilities

The [University Student Regulations Rights and Responsibilities](#) contains information about the student rights, student responsibilities, the goals of the regulations, and the bodies concerned with these regulations.

### Grievance and Appeals Procedures

- The faculty has an administrative system for handling student complaints, ensuring the confidentiality of the complaint, and preventing any harm to the student due to her complaint, with a speedy resolution of the issue.
- Complaints from students or faculty members are received through the concerned deanship email, student complaint boxes, and the academic department.
- Students have the right to complain or appeal against any harmful actions by faculty members or those in authority, in accordance with university regulations and systems.
- Complaints are submitted by students using a designated form, accurately specifying the complaint's subjects and providing evidence to support their claim.
- The student's appeal is reviewed by the Student Affairs Committee in the academic department, with the presence of all parties and the department head, to issue the necessary recommendations according to the [Regulations for Academic Studies and Examinations](#).
- The confidentiality of the complaint submitted by the student against a faculty member is ensured, provided the authenticity of the complaint is verified.
- If no resolution or solution is reached, the matter is referred to the relevant authority for further consideration.

### Disciplinary regulations

The department is required to apply [Disciplinary regulation in KAU](#) when in cases of students violation.

### Evaluations by students

Students are required to fill the centralized e-surveys as they provide valuable feedback to faculty and administrators about the quality of teaching and learning and students and graduates experience at KAU. The feedback can be used to improve the educational experience for all students. These centralized e-surveys are convenient for students to complete. They can be accessed from anywhere with an internet connection, and they are typically short and easy to complete.

These are the required centralized e-surveys to complete:



| Survey   | Target group                          | Goal   | Activation time                               |
|--|---------------------------------------|--|---|
| Evaluation of the course                       | All students                          | To improve quality of courses  | 4 weeks prior to final exams in each semester |
| Evaluation of student's experience             | For those who exceed 50% of total hrs | To improve quality of academic programs  | 5 weeks prior to final exams in each semester |
| Evaluation of a program                        | For students expected to graduate     | to improve quality of academic programs through data gathering from students in their final year, which reflects their experience of the program they studied. | 5 weeks prior to final exams in each semester |
| Evaluation of university services for students | All students                          | To evaluate the quality of university services for students  | 5 weeks prior to final exams in each semester |
| Graduates survey                               | Graduates within 1 year of graduation | To measure graduates satisfaction of the academic program and the skills they acquired   |   |
| Supervision survey                             | Students in the thesis stage          | To measure students satisfaction about the supervision process   | 5 weeks prior to final exams in each semester |

The mechanism of filling a survey through Odus-Plus is as follows: Login to Odus-Plus → Select Surveys → Click the survey link → Fill up the survey.

## Program Resources and Academic Services

### E-services

#### **BlackBoard**

KAU uses Blackboard because it is a comprehensive learning management system that provides a variety of features and benefits for students, faculty, and administrators. Blackboard allows students to access course materials, communicate with instructors and classmates, and complete assignments and assessments online. It also provides instructors with tools to create and deliver engaging content, assess student learning, and track student progress. Additionally, Blackboard offers a variety of security features to protect student data. BlackBoard can be accessed [here](#) or from KAU homepage.

More information about each service can be found on the [BlackBoard manuals](#).

#### **MyKAU**

MyKAU is a mobile application that provides students, faculty, and administrative staff at KAU with access to a variety of services and information.

MyKAU provides students with access to a variety of services, including:

- **Course Schedule:** Students can view their course schedule, including course times, locations, and instructors.
- **Transcript:** Students can request and view their official transcript.
- **Inquire about your transaction:** Students can inquire about the status of their transactions, such as financial aid applications and registration requests.
- **Student Information:** Students can view their student information, such as their contact information and academic progress.
- **System Alerts:** Students can receive alerts about important events and announcements, such as class cancellations and exam dates.
- **Communicate with your teacher:** Students can communicate with their instructors via email or discussion forums.
- **Support and communication:** Students can access support services and communicate with other students through the portal.
- **News:** Students can read news and announcements about the university.
- **Contacts:** Students can find contact information for university departments and staff.
- **University Map:** Students can view a map of the university campus.

MyKAU provides academic staff with access to a variety of services, including:

- **Scientific Research:** Faculty can access information about scientific research opportunities and funding.
- **Circulars and Decisions:** Faculty can read circulars and decisions issued by the university administration.
- **Inquire about your transaction:** Faculty can inquire about the status of their transactions, such as research grant applications and leave requests.
- **Strategic Marz:** Faculty can access information and resources about the university's strategic plan.
- **System Alerts:** Faculty can receive alerts about important events and announcements, such as faculty meetings and deadline extensions.
- **Communicate with your Students:** Faculty can communicate with their students via email or discussion forums.
- **Support and communication:** Faculty can access support services and communicate with other faculty members through the portal.
- **News:** Faculty can read news and announcements about the university.
- **Contacts:** Faculty can find contact information for university departments and staff.
- **University Map:** Faculty can view a map of the university campus.

More information about each service can be found on [MyKAU webpage](#).

### **ODUS-Plus**

ODUS Plus is a self-service system for students and faculty at KAU(KAU). It is a comprehensive academic system that provides a variety of services related to the educational process, including:

- Student services: course deletion and addition, class schedules, Deanship of Student Affairs forms, extracurricular activities, My Document service, certificates and transcripts
- Faculty services: grade entry, grade modification, course schedule viewing, student roster viewing, attendance and absence tracking, academic advising
- Department head services: course section modification, department section grade approval, grade modification and approval modification, adding/activating adjunct faculty, tracking and section monitoring reports, advisor selection, student assignment to advisors, and instructor schedule viewing

ODUS Plus is used in KAU to provide students and faculty with a convenient and efficient way to access a variety of services and information. The system helps to streamline university operations and improve efficiency. It also helps to foster communication and collaboration between different members of the university community.

ODUS-Plus can be accessed [here](#) or from KAU homepage

### **Software and programs**

KAU provide students with needed software to be downloaded such as Office 365, Adobe and Java which are available on KAU [e-services](#) and on the [Deanship of Information Technology in KAU website](#). Any specialized software requests should be sent from the department to the through the Deanship of Information Technology in KAU in order to obtain them.

### **Other e-services**

Information about other e-services can be found on KAU [General Administration of Information Technology webpage](#).

### **Library and Research Facilities**

The Central Library offers a variety of services to faculty members, including room reservations, consultations, and requests for scientific articles from international journals. These services can be found on the [Deanship of Library Affairs website](#). The Central Library houses a vast collection of books, journals, and online databases covering various disciplines. Students have access to study spaces, computer labs, and research assistance from dedicated librarians. The library also offers interlibrary loan services, allowing students to access resources from other institutions.

More information about each service can be found on the [ODUS-Plus manuals](#).

### **Borrowing paper books**

If the book is available in the Central Library in the female campus, faculty members and students must register for a library card to borrow books. If the book is not available in, it can be requested from the Central Library in the male campus through the [Deanship of Library Affairs website](#). To do this, follow these steps: Go to the Deanship of Library Affairs website → Click on the "Request Books and References" icon → Click on the "Add Reservation" button → Enter the book information → Click on the "Submit" button.

If the book is not available in either of the Central Libraries, it can be requested by submitting a purchase suggestion through the [Deanship of Library Affairs website](#).

References can only be borrowed by faculty members for a maximum of one day. To borrow a reference, faculty members must fill out a reference borrow form.

### Purchasing Books

The Central Library offers a book purchase service through the KAUBookstore. To access the bookstore, follow these steps: Go to the Deanship of Library Affairs website → Click on the "Deanship Platforms" icon → Click on the "Library Affairs Deanship" icon → Click on the "KAUBookstore" icon.

[DeepKnowledge platform](#) in the Central Library also has subscriptions to over 200 databases of books and scientific publications including Web of Science and Saudi Digital Library and facilitates the access to more than 4 million books in various scientific disciplines to aid the process of education and scientific research. [DeepKnowledge user manual](#) is provided to students and staff. The Central Library has also subscribed to AudioKetaab which is a database of audio books in various disciplines.

### Laboratory Access and Safety

The Food and Nutrition Department at KAUhas a variety of laboratories that support research and education in the field of food and nutrition. These laboratories include:

- **Food Chemical and Physical Analysis Facility** : The Food Chemical and Physical Analysis Facility is equipped with sophisticated instrumentation and advanced technology, enabling students and researchers to conduct in-depth assessments of various food samples, including their chemical composition, nutritional content, and physical characteristics. Lab responsible: Hatouf Alnomani ([halnomani@kau.edu.sa](mailto:halnomani@kau.edu.sa))
- **Nutrition Biochemical Research Laboratory**: The Nutrition Biochemical Research Laboratory is focused on a transdisciplinary approach at interface of nutritional immunology, inflammation, and metabolism. This lab investigates the role of dietary components and their interactions with other environmental factors on health and immunity. Lab responsible: Aliyah Almontashiri ([aaalmontashiri@kau.edu.sa](mailto:aaalmontashiri@kau.edu.sa))
- **Human Nutrition Research Unit**: The Human Nutrition Research Unit is a dedicated unit for conducting research in the field of human nutrition. It focuses on exploring various aspects of anthropometric measurements, human dietary patterns, nutritional requirements, and their impact on overall health and well-being. Lab responsible: Hadeel Alnefaie ([halnefaie@kau.edu.sa](mailto:halnefaie@kau.edu.sa))
- **Experimental Food Laboratory**: The Experimental Food Laboratory serves as a dynamic hub for innovative research and hands-on practical training in the realm of food science and nutrition. Students have the opportunity to delve into various aspects of food experimentation, including recipe formulation, food processing techniques, product optimization, and sensory evaluation. Lab responsible: Hatouf Alnomani ([halnomani@kau.edu.sa](mailto:halnomani@kau.edu.sa))
- **Sensory Evaluation Facility**: The Sensory Evaluation Facility is a cutting-edge center dedicated to the systematic assessment of food products and their sensory attributes. Our facility is equipped with advanced sensory testing booths and specialized software, allowing for precise and comprehensive evaluations of various food properties, including taste, texture, aroma, and appearance. Lab responsible: Hatouf Alnomani ([halnomani@kau.edu.sa](mailto:halnomani@kau.edu.sa))

In addition to these laboratories, the department also has access to other research facilities in KAU, such as the King Fahad Medical Research Center, the Center of Excellence in Environmental Studies, the Water Research Center, the Health Promotion Center, the Animal Research Unit at Faculty of Pharmacy, the Faculty of Tourism, and the Faculty of Meteorology, Environment and Arid Land Agriculture.

These laboratories provide students and researchers with the resources and support they need to conduct cutting-edge research and develop innovative solutions to challenges in the field of food and nutrition. Access to the labs is granted to students enrolled in relevant programs, and safety protocols are strictly enforced to ensure the well-being of students and staff. Trained lab technicians and instructors are available to provide guidance and support during lab sessions.

### Information Technology Services

The university provides comprehensive IT services to support students in their academic endeavors. This includes access to high-speed internet, email accounts, and online learning platforms. Students can also utilize computer labs equipped with the necessary software and hardware for their coursework. IT support staff are available to assist with any technical issues. To reach IT support staff check the services and information on the [Deanship of Information Technology webpage](#).

### Academic Writing Services

The Academic Writing Center in the university offers academic writing services to help students improve their writing skills. This includes workshops and seminars on academic writing, individual consultations with writing tutors, and access to writing resources and guides. Students can receive guidance on essay structure, citation styles, and effective research techniques to enhance their academic writing abilities.

You can check more information about resources and services in the [Student Guide to KAUFemale Campus](#) and the [Deanship of Student Affairs webpage](#).

## Student Life

Comprehensive information about student life can be found on My University Life [Arabic](#) and [English](#) guides.

### Campus Facilities

The university campus offers a range of facilities to enhance student life. This includes well-maintained classrooms, lecture halls, and study spaces. Additionally, there are dedicated areas for group projects, meetings, and presentations. The campus also provides access to recreational facilities such as sports centers, gymnasiums, and outdoor spaces for relaxation and socializing.

### Health services

The **Primary Health Care Center in the female campus** at KAU is a health center that provides primary health care services to female students and staff at the university. The center provides a variety of health services, including preventive care, such as vaccinations and screening for chronic diseases; educational care, such as providing health advice and awareness programs; therapeutic care, such as diagnosing and treating diseases; and rehabilitative care, such as physical and occupational therapy. The center also

provides a suitable educational environment for the training of male and female students from health and non-health colleges. You can access information and book its services through the center's [webpage](#).

The **University Medical Services Center** also provides healthcare services for the university's students and staff. You can access information and book its services through the [Sihatak portal](#) available on its [webpage](#).

### Housing and Accommodation

The Vice Deanship for Accommodation and Students Services at KAU provides on-campus housing options for students who prefer to live on campus. These facilities offer comfortable and secure accommodation with amenities such as furnished rooms, common areas, and laundry facilities. This includes not just lodging but also technical, administrative, and sanitary oversight, along with services and facilities like sports, cultural, and social halls, transportation, and safety measures to enrich students' academic and social lives. Students have the opportunity to live in a vibrant community and engage in various extracurricular activities. Accommodation services are available for students residing more than 85 km from Jeddah, subject to conditions and nominal fees. Students can apply for housing or room maintenance through their OdusPlus e-account, and once approved, they can complete payment and contractual formalities for housing or schedule maintenance services as needed.

### Food and Catering Services

The Deanship of Student Affairs provides students with discounted meals prepared by a nutrition-specialized contractors in various canteens, ensuring quality through the oversight of a team of professional nutritionists. The Deanship of Student Affairs oversees these food services within the University, monitoring the investment sites for their adherence to quality, cleanliness, safety, and pricing. These services fall under the purview of the Vice Deanship of Accommodation and Students Services. Students can access discounted meals at various University restaurants, including the Central restaurant in the academic area.

### Extracurricular Activities

The university encourages students to participate in extracurricular activities to enhance their personal and social development. There are numerous clubs and organizations covering a wide range of interests, including sports, arts, culture, and community service. Students can engage in sports tournaments, cultural events, and volunteer activities, fostering a sense of belonging and personal growth.

### Student Organizations and Clubs

The university supports student-led organizations and clubs, providing opportunities for leadership and personal development. These organizations cover a diverse range of interests, including academic, cultural, and social aspects. Students can join clubs related to their fields of study or explore new interests by participating in various organizations. This allows for networking opportunities, skill-building, and the chance to make lifelong friendships.

Overall, the university strives to provide comprehensive program resources and a vibrant student life experience. The focus is on creating a supportive and engaging environment where students can excel academically, develop essential skills, and build connections with their peers.

Students can access the various services mentioned by visiting the respective offices or centers on campus. For student services, students can visit the Student Service Center in Building (65), Fourth Floor, Room (5B-

13). They can also contact the center by phone at 012-6400000 Ext: 73374 or by email at [dsag-studentservices@kau.edu.sa](mailto:dsag-studentservices@kau.edu.sa).

## Faculty and Staff

| Name                            | Email  | Office building | Office room |
|---------------------------------|--|-----------------|-------------|
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| Dr. Abeer Aljehani              | <a href="mailto:aaalgehani1@kau.edu.sa">aaalgehani1@kau.edu.sa</a>       | 43              | 221         |
| Dr. Afnan Saaty                 | <a href="mailto:ahsatee@kau.edu.sa">ahsatee@kau.edu.sa</a>               | 43              | 220         |
| Prof. Amani Alrasheedi          | <a href="mailto:aalrasheedi@kau.edu.sa">aalrasheedi@kau.edu.sa</a>       | 43              | 217         |
| Dr. Areej Bawajeesh             | <a href="mailto:abawajeesh@kau.edu.sa">abawajeesh@kau.edu.sa</a>         | 43              | 218         |
| Dr. Arwa Turkistani             | <a href="mailto:arwaturkistani@kau.edu.sa">arwaturkistani@kau.edu.sa</a> | 43              | 233         |
| Dr. Asmaa Fatani                | <a href="mailto:amnfatani@kau.edu.sa">amnfatani@kau.edu.sa</a>           | 43              | 238         |
| Dr. Bayan Tashkandi             | <a href="mailto:btashkandi@kau.edu.sa">btashkandi@kau.edu.sa</a>         | 43              | 238         |
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| Dr. Hanan Jambi                 | <a href="mailto:hjambi@kau.edu.sa">hjambi@kau.edu.sa</a>                 | 41              | 10          |
| Dr. Haneen Muamna               | <a href="mailto:hmouminah@kau.edu.sa">hmouminah@kau.edu.sa</a>           | 43              | 221         |
| Dr. Haya Aljadani               | <a href="mailto:hhaljadani@kau.edu.sa">hhaljadani@kau.edu.sa</a>         | 43              | 241         |
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| Dr. Hibah Alsulami              | <a href="mailto:haaalsulami@kau.edu.sa">haaalsulami@kau.edu.sa</a>       | 43              | 227         |
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| Dr. Israa Shatwan               | <a href="mailto:eshatwan@kau.edu.sa">eshatwan@kau.edu.sa</a>             | 43              | 233         |
| Dr. Maha Athaiban               | <a href="mailto:mhanbazaza@kau.edu.sa">mhanbazaza@kau.edu.sa</a>         | 43              | 205         |
| Prof. Maha Hijazi               | <a href="mailto:mhijazi@kau.edu.sa">mhijazi@kau.edu.sa</a>               | 43              | 217         |
| Dr. Mahitab Hanbazaza           | <a href="mailto:mhanbazaza@kau.edu.sa">mhanbazaza@kau.edu.sa</a>         | 43              | 241         |
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| Dr. Manal Mansoury              | <a href="mailto:mmmansouri@kau.edu.sa">mmmansouri@kau.edu.sa</a>         | 43              | 237         |
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| Dr. Nisreen Abdulsalam          | <a href="mailto:nabdulsalam@kau.edu.sa">nabdulsalam@kau.edu.sa</a>       | 43              | 237         |
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| Dr. Olfat Sheikomar             | <a href="mailto:obomar@kau.edu.sa">obomar@kau.edu.sa</a>                 | 43              | 227         |
| Dr. Salwa Albar                 | <a href="mailto:salbar1@kau.edu.sa">salbar1@kau.edu.sa</a>               | 43              | 220         |
| Dr. Sarah Aggad                 | <a href="mailto:ssaggad@kau.edu.sa">ssaggad@kau.edu.sa</a>               | 43              | 218         |
| Dr. Sumia Enani                 | <a href="mailto:senani@kau.edu.sa">senani@kau.edu.sa</a>                 | 43              | 241         |
| Dr. Woroud Alsanei              | <a href="mailto:walsanei@kau.edu.sa">walsanei@kau.edu.sa</a>             | 43              | 205         |

| <b>Technical staff</b>       |  |    |     |
|------------------------------|--|----|-----|
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| Hadeel Alnefaie              | <a href="mailto:halnefaie@kau.edu.sa">halnefaie@kau.edu.sa</a>           | 43 | 219 |
| Hatouf Alnomani              | <a href="mailto:halnomani@kau.edu.sa">halnomani@kau.edu.sa</a>           | 32 | 8   |
| Soha Qutub                   | <a href="mailto:saqutub@kau.edu.sa">saqutub@kau.edu.sa</a>               | 32 | 8   |
| <b>Departement Secretary</b> |  |    |     |
| Abteehal Aljezani            | <a href="mailto:aaaljezani@kau.edu.sa">aaaljezani@kau.edu.sa</a>         | 43 | 112 |

## Campus Safety and Security

The faculty has a disaster and emergency plan in place to ensure the safety of students and staff in the event of an emergency. The plan includes evacuation procedures, shelter locations, and communication channels. Students are encouraged to familiarize themselves with the plan and to participate in evacuation drills.

In the event of an emergency, students are instructed to contact the college's disaster and emergency team as soon as possible. If the emergency occurs after 2:30 pm, students should contact the Emergency Operations Center and provide the following information: the type of emergency, the building number and location, the floor number, and the room number or laboratory where the emergency is occurring.

The following numbers are available for emergency calls:

- For emergency calls: 012-695111
- For security calls: 012-6952040

Students are instructed to follow the above instructions in the event of an emergency. These instructions are designed to ensure the safety of students and staff.

Specifically, students are instructed to:

- **Stay calm and don't panic.** This is important to avoid making rash decisions that could put yourself or others in danger.
- **Stop what you're doing and evacuate immediately.** This is the first step in getting to safety.
- **Follow the evacuation signs and proceed to the nearest emergency exit.** These signs will be clearly marked and will lead you to a safe exit.
- **Do not crowd during evacuation.** This could lead to injuries or death.
- **Help sick and disabled students.** If you see someone who needs help, please offer your assistance if you could.
- **Proceed to the assembly points and await further instructions.** Once you have evacuated the building, proceed to the assembly point and wait for instructions from authorities.
- **Do not go back inside the building under any circumstances.** This is extremely dangerous, as the building may still be unsafe.
- **Do not leave the assembly point until instructed by authorities.** This is important to ensure that you are not put in danger.

The faculty has also provided information about the assembly points and shelter for the Faculty of Human Sciences and Designs. This information is important to know in the event of an emergency.



Assembly points for the sector:

- In front of the main gate of Building 43
- In front of the side gate of Building 43
- Behind Building 43 between Buildings 35 and 7

Shelter for the sector: Central Library

For more information, please visit the [Emergency and Disaster Center webpage](#).

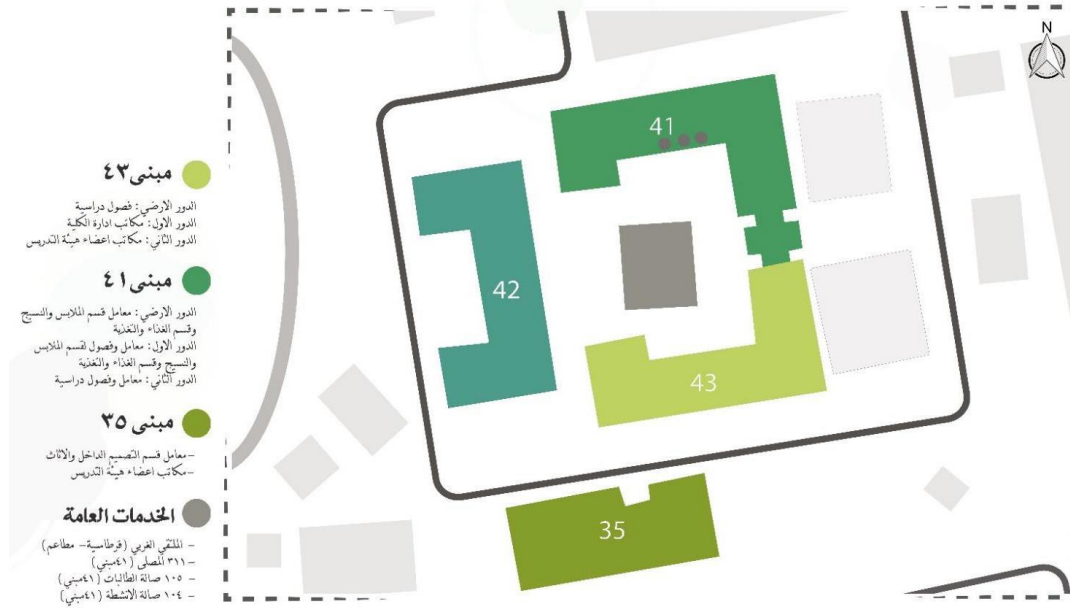
## Appendices

### Key Contacts

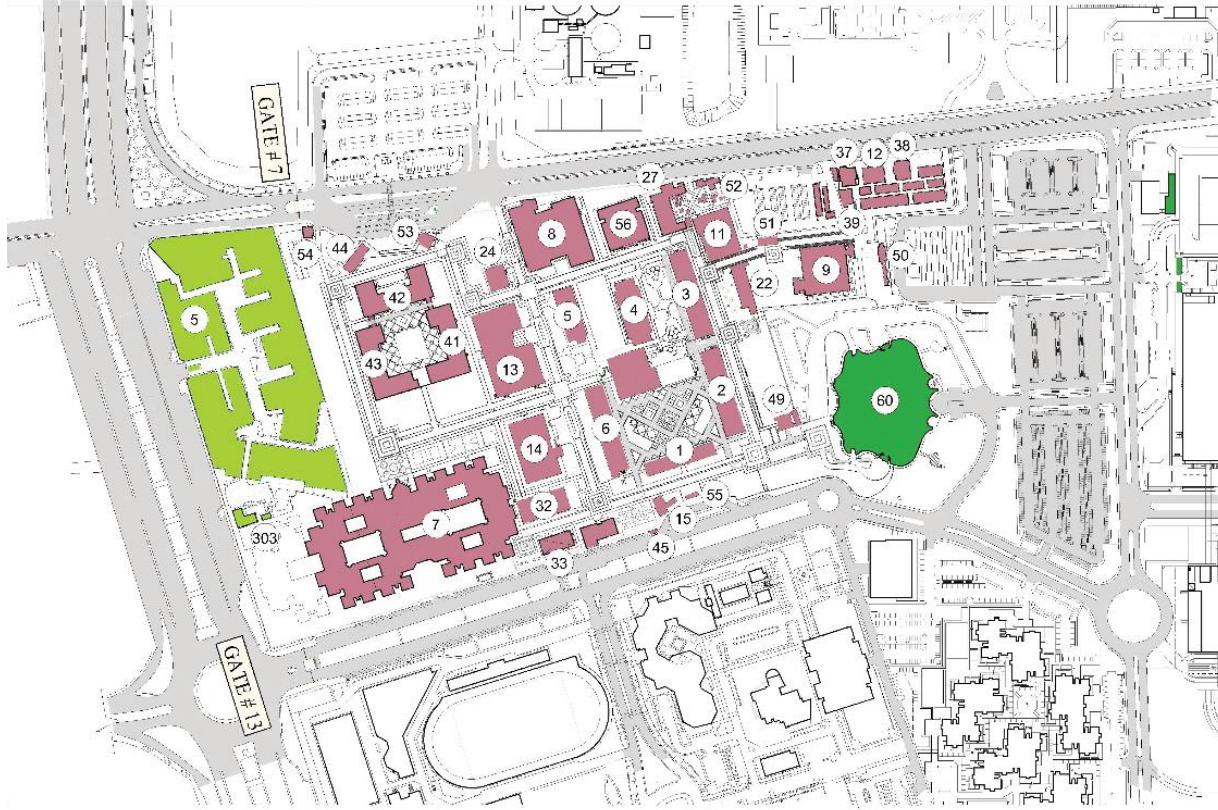
| Unit Name  | Name  | Extension | Room and Building Number | Email  |
|--|---|-----------|--------------------------|--|
| Vice-Dean for Graduate Studies and Scientific Research | Dr. Inas Soroor                                     | 42917     | 120<br>Building 43       | <a href="mailto:isoroor@kau.edu.sa">isoroor@kau.edu.sa</a>   |
| Director of the Vice-Dean's Office                     | Nawal Jarwan  | 42917     | 119A<br>Building 43      | <a href="mailto:njarwan@kau.edu.sa">njarwan@kau.edu.sa</a>   |
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| Unit of Academics/Scholarships and Joint Supervision   | Mashaal Alzahrane<br>Hanan Hadri                    | 41170     | 118<br>Building 43       | <a href="mailto:malzhrane@kau.edu.sa">malzhrane@kau.edu.sa</a><br><a href="mailto:hyhadri@kau.edu.sa">hyhadri@kau.edu.sa</a>   |
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| Research Activities Unit                               | Rahma Alzahrane<br>Dalal Alaotaibi                  | 27337     | 115<br>Building 43       | <a href="mailto:rahalzhrane@kau.edu.sa">rahalzhrane@kau.edu.sa</a><br><a href="mailto:dalaotaibi@kau.edu.sa">dalaotaibi@kau.edu.sa</a>   |
| Research and Innovation Unit                           | Hend Hakeem<br>Dr. Manal Sunbul                     | —         | 220<br>Building 43       | <a href="mailto:hhmek@kau.edu.sa">hhmek@kau.edu.sa</a><br><a href="mailto:masunubl@kau.edu.sa">masunubl@kau.edu.sa</a>   |

## Faculty and Campus Maps

### Faculty buildings



KAU female campus map



**WOMEN'S CAMPUS**

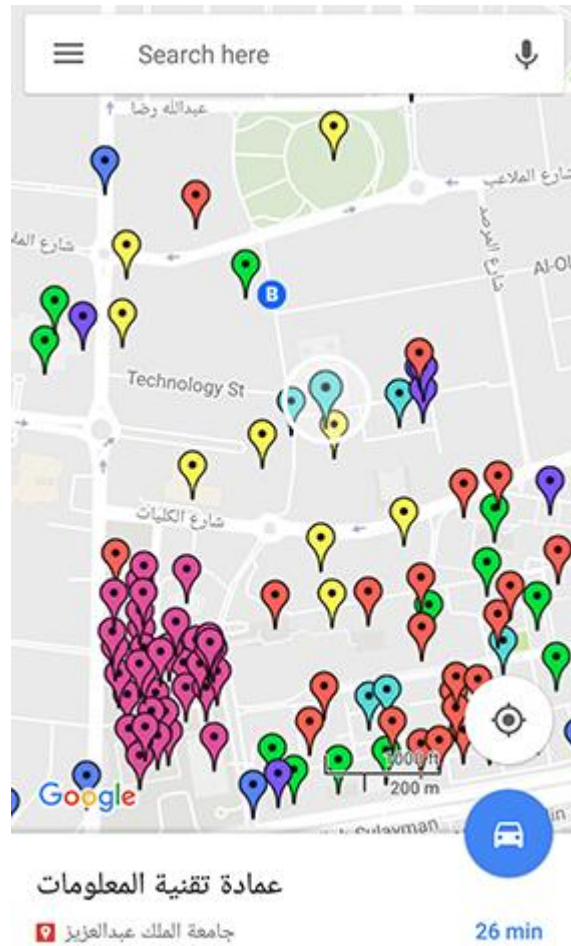
- |   |                              |                               |  |                           |
|---|------------------------------|-------------------------------|--|---------------------------|
| 1 GENERAL ADMINISTRATION  | 11 ADMISSIONS & REGISTRATION | 23 THIAMA BOOK STORE          | 35 HOME ECONOMICS GREEN HOUSE                      | 46 MOSQUE                 |
| 2 FACULTY OF ECONOMICS  | 12 CLASSROOMS                | 24 BANK                       | 36 HOME ECONOMICS GREEN HOUSE                      | 48 BUS / SHUTTLE STATION  |
| 3 POST GRADUATE STUDIES AND RESEARCH COMMUNITY SERVICES AND CONTINUING EDUCATION TEACHERS TRAINING DIVISION | 13 STUDENT ACTIVITIES        | 25 EXHIBITION HALL            | 37 EDUCATIONAL DIPLOMA AND ENGLISH LANGUAGE CENTER | 49 NORTH GATE (1)         |
| 4 CLASSROOMS  | 14 LIBRARY                   | 26 CHEMISTRY STORE HOUSE      | 38 COMPUTER CENTER AND UNIVERSITY TRANSPORTATION   | 50 NORTH GATE (2)         |
| 5 CLASSROOMS  | 15 CONFERENCE HALL           | 27 PRE-SCHOOL                 | 39 CAFETERIA                                       | 51 WEST GATE (1)          |
| 6 CLASSROOMS  | 16 CONFERENCE HALL (ARTS)    | 28 POST OFFICE                | 40 PRE-SCHOOL STORE HOUSE                          | 52 PRE-SCHOOL GATE        |
| 7 NEW FACULTY OF SCIENCE  | 17 MEDICAL CLINIC            | 29 SHOP                       | 41 HOUSE OF ECONOMIC LAB                           | 53 WEST GATE (2)          |
| 8 FACULTY OF ARTS   | 18 DENTAL CLINIC             | 30 HOME ECONOMICS STORE HOUSE | 42 AL-KHANSA CLASSROOMS                            | 54 OLD HOUSING GATE       |
| 9 CLASSROOMS & EDUCATIONAL MEDIA CENTER   | 19 CAFETERIA                 | 31 PRE-SCHOOL LIBRARY         | 43 CLASSROOMS                                      | 55 EAST GATE              |
| 10 CLASSROOMS   | 20 GENERAL ADMINISTRATION    | 32 CLASSROOMS                 | 44 POTTERY LAB                                     | 56 FACULTY OF ARTS        |
|   | 21 STAGE                     | 33 MORTUARY                   | 45 COMMUNICATION CENTER                            | 57 EMPLOYERS RESIDENCE    |
|   | 22 AL-ZAIBRA CAFE            | 34 ARTS LAB                   |  | 58 POOL AND CHANGING ROOM |

University Map e-service

The University Map is an electronic service that provides a detailed map of the KAU campus. The map is available through the MY KAU mobile app and can be accessed by all university staff, students, and visitors.

To access a specific location on campus, users can simply tap the location on the map. The map will zoom in to show the location in more detail, and users can tap the location again to view additional information about it.

The University Map is a valuable tool for anyone who needs to find their way around the university campus. It is easy to use and provides detailed information about all of the university's facilities and services.



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|---------------------------|---------------------------|--|
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