Facts and Achievements

• Upon establishment, King Abdulaziz University included the College of Shari'ah in Makkah, the oldest and only existing college in the country at the time which served as a beacon of Islamic sciences and graduate studies.

• The University earned advanced ranking (275) in the 2009 QS World University Rankings in Life Sciences and Biomedicine with an overall World University Ranking between 501 and 600.

• King Abdulaziz University has many unique specializations that are unavailable in other Saudi Universities such as Marine Science; Meteorology and Arid Land Agriculture; Earth Science; Nuclear Engineering; Aeronautical Engineering, Mining Engineering, Biomedical Engineering, and Astronomy.

• 90 - 95 % of the University's Saudi faculty members are doctorate graduates from distinguished universities in The United Kingdom and The United States.

• The University has achieved 37 international accreditations to its programs from leading global bodies including: The American Board of Engineering Technology (ABET), The Global Congress on Dental Education (DentED), The American Council of Occupational Education (COE), and The Canadian Council on Hospital Accreditation,

• The University has signed more than 80 agreements with world-class universities in US, UK, Canada, France, Spain, Australia, China, Japan and Argentina.,

• The University is a pioneer in e-education and distance learning offering BA degrees in many disciplines in Business and Social Sciences.

KING ABDULAZIZ AL SAUD

President's Address

In its persistent drive to achieve its vision, mission and objectives by its various educational, research and community service tasks, King Abdulaziz University has actively sought to set up positive links with all those concerned with these three domains. The educational process is the most basic constituent on which the University relies for its academic status and progress. This makes it necessary for us to set up ties with 'the student", the basic part of a multi-dimensional process of education. Our basic aim is to familiarize students,   creating more awareness of the various sectors, resources and programs of the University not only during enrollment but long before that. Consequently, they can enter the University having fully absorbed all the various facets of university life, all facilities, programs and academic specializations, and above all entry requirements to faculties, procedures of transfer and placement, and all other issues that are important for them. I hope, they can thus press forward in their academic pursuits without unnecessary disruptions caused by lack of information or unawareness.

This bulletin is intended as a comprehensive and reliable guide that provides students with all the elements that might aid them, whether they are still studying or on the verge of graduating, or new students who have just begun their university life.

The latter are the ones who will most benefit from this bulletin, either from its early section that deals with all the sectors of the University that are concerned with students services and activities, or from the second section that introduces the faculties and their associated academic departments, programs, courses of study and academic staff.

I wish to extend my thanks and appreciation to all members of this bulletin's editorial team who have exerted tremendous effort to gather and compile the information, and who have worked hard to publish this guide in its present comprehensive format which reflects their meticulousness and their diligent strive to produce an organized, thoroughly researched and well-prepared guide.

This bulletin has been overseen by Dr Zoheir Abdullah Damanhouri, the Vice President for Development, and by Dr. Ibrahim Ismail Kutbi, the Dean of Jeddah Community College. Their follow-up, guidance and instructions have ultimately succeeded in making this publication possible. I thank them for their achievement and congratulate them on the successful publication of this bulletin.

May this serve as a reliable and useful reference for all students and users.

Prof. OSAMA SADIK TAYEB
President

King Abdulaziz University

Vice President's Address

Praise be to God Almighty who has taught with the pen, and taught man what he did not know. May praise and blessings be on our prophet Mohammad whom God has sent with the light of justice to guide humanity and to teach us the Book and to teach us wisdom.

Successful universities are considered essential constituents of the modern state. They are the most important national institutions because of the pivotal role they play to heighten scientific progress, creativity and community services. One of the major roles of a university is its educational role whereby it aspires to meet the ever-growing demand for higher education successfully by providing more opportunities for students to apply for admission. It is within this context that King Abdulaziz has expanded by setting up new faculties and academic departments, and by founding new branches in locations within the Western region that have far more pressing needs for higher education. King Abdulaziz University has always sought to integrate and fully complete the essential building blocks of the educational structure to guarantee the existence of the necessary quality that meets international standards in all areas. It endeavors to offer modern infrastructure that serves the educational practice in all specializations and academic fields. It strives to provide competent academic staff and to equip them with all the needed instrumentation and technological support that serves to advance the educational procedure and its learning outcomes. King Abdulaziz University is devoted to carrying out all this within the outline of an effective, appealing and encouraging working environment that inspires teaching, learning and education.

One of the most fundamental principles that are given priority by the University is ensuring data and different kinds of information in various formats for the benefit and privilege of its users are available. Information about the various educational opportunities and alternatives offered by the University is perhaps the most basic piece of information that concerns all students. This is disseminated through various means. These include electronic portals, brochures and printed publications such as the present undergraduate bulletin which aims to provide a clear picture of the various faculties, academic departments, programs and specializations with detailed descriptions of all academic courses, as well as information regarding entry requirements and procedures of enrollment and admission.It is my sincere hope that this bulletin will achieve its desired and practical aim to provide all users, whether King Abdulaziz students, academics or other concerned professionals, with all needed information related to academic programs and resources at the University. It gives me great pleasure to extend my thanks and appreciation to Professor Osama Sadik Tayeb the President of the University, for supporting publishing this bulletin, and to the editorial team headed by Dr. Ibrahim Ismail Kutbi for their efforts in preparing and overseeing this project. My sincere thanks goes to everyone who has contributed in the revision and printing of this bulletin.

May God Almighty guide our steps and help us achieve what is good and pleasing to Him. King Abdulaziz University

Dr. ZOHEIR ABDULLAH DAMANHOURI
Vice President for Development

Preface

Information is crucial for decision-making and for determining specialization and track. It becomes most important when it is related to the academic future of thousands of undergraduate and postgraduate students and to thousands of university professors. It is within this context that King Abdulaziz University has published this comprehensive bulletin to serve as a reliable guide and academic road map not only for its own students but to all new high school graduates, to help them take confident steps to realize their desired goals.

This vision has been ever present throughout the course of this bulletin. Users will find it different from previous editions. It is meant to project the uniqueness and progress of King Abdulaziz University, which bears the name of the founder of Saudi Arabia, as shown by its model achievements and its ever-developing strategies and mission.

Throughout this academic year (2009-2010), the bulletin editorial team has exerted and organized its efforts meticulously towards getting this latest edition published in a more modern, user-friendly and comprehensive format. The content has been carefully organized to reflect the high academic status the University has achieved and to project its real-time mission to serve community developments at the highest standards. We have strived to make this bulletin comparable to those of world-class universities in terms of academic content and technical standards of printing and publication.

Special thanks are extended to the University administration for their continued support and for the personal follow-up by the President of the University and Vice President for Development. Their encouragement has motivated us to exert double efforts to publish both Arabic and English editions of the bulletin simultaneously. Thanks are also due to our colleagues in all faculties for their contribution and their professional cooperation.

My special thanks and appreciation goes to all members of the editorial team who have worked with me and endured the pressures and hardships involved in managing this large-scale project. I thank them for their tremendous efforts, dedication, and devotion to their University. May this bulletin be a useful and comprehensive guide to everyone.

Prof. IBRAHIM ISMAIL KUTBI
Chief Editor

Table of Contents

King Abdulaziz University

The Executive Administration Building

The City of Jeddah

King Abdulaziz University is a prestigious academic institution located in the Western region of Saudi Arabia. Its main campus is in the west coast city of Jeddah, a bustling Red Sea metropolis in the strategic location of the well-known coastal Tihama plain. Jeddah has been popularly dubbed Beauty of the Sea because of its coastal beauty, azure beaches, and scenic Corniche,a 130-kilometer stretch, which includes open-air sculpture courts, recreational facilities, and the offshore Jeddah Fountain, one of the highest fountains in the world standing at 262 meters. Jeddah is Saudi Arabia's second largest city and it is a commercial capital spread out over an area of 1,320 Km2. This famously distinguished ancient city is also the gateway to the two holy mosques of Islam in Makkah and Madina. It lies midway between Makkah and Madinah at 80 kilometers from Makkah and 420 kilometers from Madina. Every year Jeddah receive millions of pilgrims preparing for the Hajj pilgrimage, the lifetime spiritual journey to the two sacred mosques of Islam. The first phase of this once–a-lifetime ritual starts from Jeddah's two main points of arrival, Jeddah International Airport and Jeddah International Seaport. Indeed, Jeddah's unique ritual position as gateway to the Hajj and the two Holy Mosques, places tourism as a thriving industry for the city. Its beautiful coastline has become a major tourist attraction in its own right. The climate of the city is moderately hot throughout the year with high humidity in the summer months due to its coastal location overlooking the Red Sea.

As for the religious status of Jeddah, historians have written extensively on the subject. Some argue that God Almighty honored the city and made settling in it just as favorable as settling in the holy city of Makkah. This is because Jeddah lay directly in the path of the Prophet Mohammad, may peace be upon him. His noble feet trod the grounds of the city on his historic journey to Hudaybiyyah. During this journey, the famous pledge of allegiance, known in history as Bay' at Al-Ridwan (the pledge of God's pleasure), took place. The Prophet and his companions pledged "under the tree" (Quran 48:18) that they would remain steadfast and fight to death for the sake of their faith. Historians also say that God bestowed His favors on the city and made Jeddah the final source of wealth and prosperity for the people in Makkah. There are different etymologies for the name Jeddah, one of them is a result of the legend that pointed to Eve›s tomb being located in the city, therefore the meaning of "grandmother" is derived from the word Jeddah in Arabic". The site of Eve's tomb and burial ground exists till today and it is known to all Jeddah dwellers.

Most historians agree that Jeddah is one of the oldest cities in the world. It was first inhabited 3500 years ago by the tribe of Qudha'a, the second son of Saad Bin Adnan the patriarch of the Arab tribes and the ninth grandfather of the prophet Muhammad. They moved from the southern part of the Arabian Peninsula after the Ma›rib dam collapsed in 115 B.C. This fact is cited by the medieval historian Yaquut Al-Hamawi in his dictionary of cities and by Anglopis in his book on Jeddah "Image of an Arab City" written in 1784. Remains that date back to the Stone Age have been found in «Beraiman Valley», and Thamud/Nabatean writings have also been discovered in some of the eastern mountains. In the year 23 A.H, the Caliph Uthman Bin Affan established Jeddah as a major commercial city and the main port for receiving pilgrims to the two Holy Mosques. Since that date, this Islamic cultural city has continued to thrive. Today, it has become the commercial capital of Saudi Arabia and Jeddah City is where 80% of the nation's food is imported. The city has also witnessed a huge construction boom and its numerous high-rise buildings and ornate architectural designs have attracted the attention of visitors and tourists. Urban city planners have also managed to preserve the ancient architectural heritage of the "Old Jeddah" which lies right in the center of this modern metropolis.

Its friendly atmosphere and receptiveness to other cultures makes Jeddah "different" from other regions of Saudi Arabia so much so that the word "different", "Ghayr" in Arabic, has become a semi-official slogan for the city. Indeed, Jeddah represents a unique blend of ancient culture, modern splendor, unique cultural coexistence and promising future. It is truly a wonderful place for academic study and research.

King Abdulaziz University

Location

King Abdulaziz University is a public, multi-campus university dedicated to the service of the Western Region and its people. The main campus is in Jeddah with campuses in the cities of Tabuk, Rabigh, Al-Kamel, and Khulays, and four campuses in Jeddah. The Jeddah main campus is on the eastside of the downtown district, and it is a short distance from the circular highway. This strategic location ensures it easy access to the city. The campus covers 850 hectares.

Historical Background

King Abdulaziz University bears the name of the founder of Saudi Arabia, King Abdulaziz Bin Abdul-Rahman Al-Saud. A group of businessmen established it in 1967 as a private institution aiming to transmit knowledge and to address the need for higher education in the Western Region. Though they first conceived the idea in 1964, their dream became a reality when they met with King Faisal, the then crown prince and vice-president of the Ministerial Council, who endorsed the project and an executive committee was formed headed by King Faisal himself and the then Minister of Education Hassan Bin Abdullah Al-Sheik. It must also be noted the University was merged with the oldest and only existing college in Saudi Arabia at the time, the college of Shari'ah (Islamic Law) and Islamic Studies in Makkah which was established in 1949 to serve as a beacon of Islamic sciences and jurisprudence.

Early History of King Abdulaziz University

Classes began in the academic year 196768-. The first year was a foundation year and 93 students enrolled (67 men and 30 women). The first academic year also witnessed the inauguration of the first academic faculty, the Faculty of Economics and Administration. The following year the second faculty inaugurated was the Faculty of Arts and Humanities in 1969.

Recent History

King Abdulaziz University became a public institution in 1973 by Ministerial decree. The College of Shari'a and the College of Higher Studies, both already firmly established in Makkah since 1949, were attached to the University by Ministerial decree. They were later attached to Um Al-Qurra University in Makkah after its official establishment. The University of Taibah in Madina was also a branch of KAU since its establishment until it became an independent institution in 2004.

The University has witnessed tremendous quantitative and qualitative progress in enrollment and diversity of academic programs in both the social and natural sciences. It has grown from 98 students, with a single Faculty of Economics, to an enrollment of more than 49,000 candidates, with 24 Faculties, and more than 160 academic departments offering many diverse specializations. It is one of the most prestigious universities in Saudi Arabia with unique professional disciplines and specializations, such as Marine Science, Meteorology, Earth Science, Nuclear Engineering, Mining, Medical Engineering, and Aeronautical Engineering. This distinguishes it from other universities in the Kingdom. The University has endeavored since its foundation to make higher education more accessible to women. It was the first university to allow women to be taught in classrooms, and that the campus for women's instruction began operations the same day as the men's campus.

An External Learning program was established at the University to assist in providing continuing educational programs for adult students and to help those students whose circumstances prevented them from continuing their college education. In recent years, the Faculty of Distance Learning was established to keep abreast of advancements in the academic and cultural domains and to simplify education for more mature students who do not meet University undergraduate admission requirements. Since its establishment, KAU has embarked on a steady course of expansion. Enrollment increased from 68 men and 30 women in 1967 to 49,139 students in 2004 of which 26,528 are men.

GUWAISA DISTRICT

AL JAMEAH DISTRICT

SULAIMANIA DISTRICT

OLD AIRPORT

AL HARAMAIN ROAD

ABDULLA REDA ROAD

ABDALLA SULAIMAN ROAD

PRINCE MAJID ROAD

SPORT CENTER

STAFF HOUSING

MENS CAMPUS

WOMENS CAMPUS

MEDICAL CENTER

MEDICAL SERVICES

Women's Campus

Women's Campus
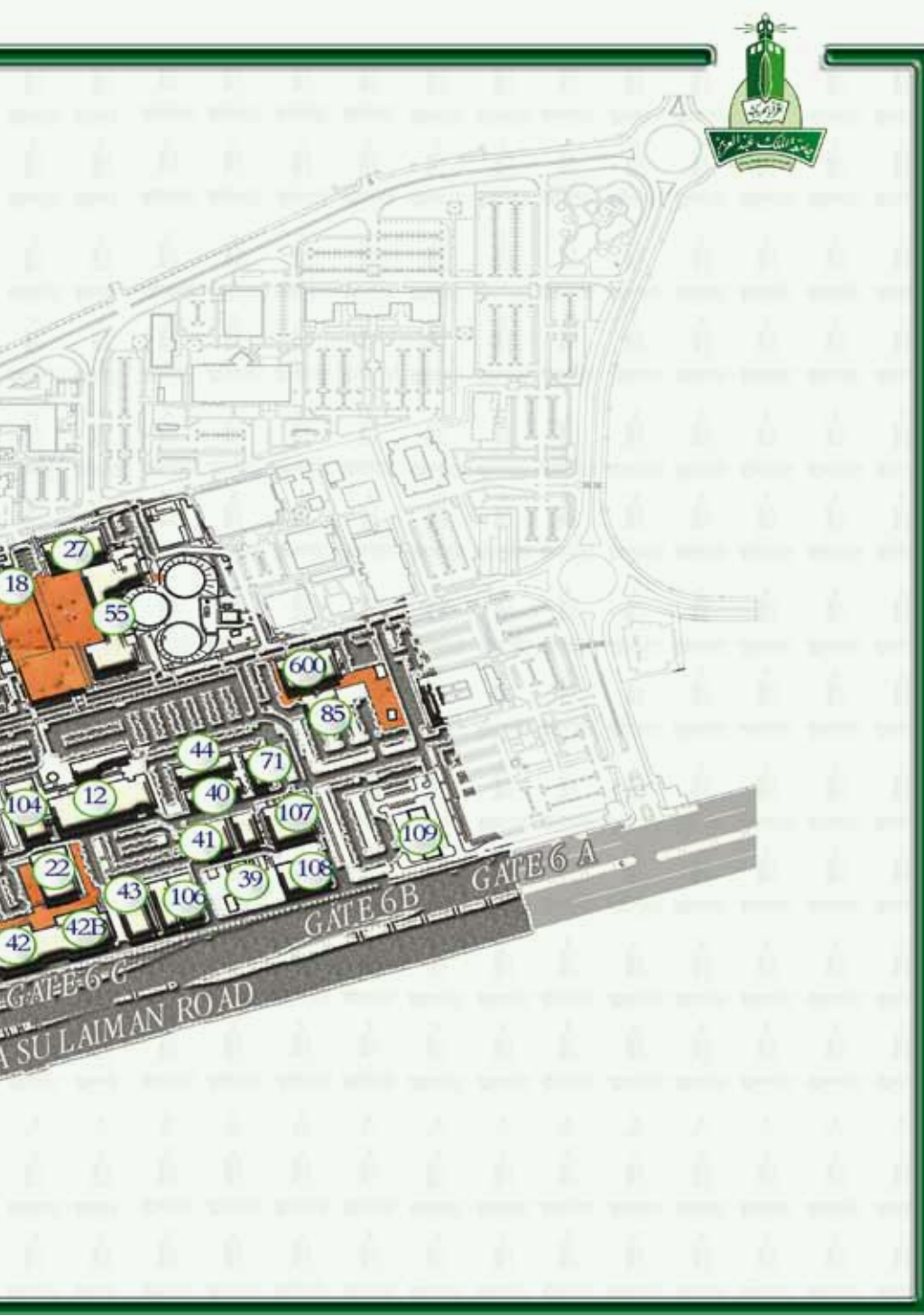
AL JAI
DIST

12. Central Library
18 Chemical Depot (Faculty of Science
22 English Language Center
27 Faculty of Earth Science
31 Faculty of Science/Classroom
42 Faculty of Engineering
42a Faculty of Engineering
42b Faculty of Engineering
42d Faculty of Engineering
42h Faculty of Engineering
43 Engr., Solar Energy Lab
44 Classrooms
45 Mechanical Engineering
46 Faculty of Marine Science
47 Faculty of Marine Science
48 Faculty of Administration
52 Student Affairs
55 Earth Science
56 Boy's Scouts
56a Boy's Scouts
57 University Swimming Pool
60 Sports Tent
69 Saudi American Bank
70 University Clinic
71 Faculty of Biology
79 Classrooms
109 Lecture Hall
114 Water Tank

1A Security

113 Library
2B   Lecture Hall 1
3B   Student Activities Center 1
4B   Administration
5B   Basic Health Science 3
6B   Basic Health Science 2
7B   Basic Health Science 1
8B Faculty of Nursing
9B Faculty of Medicine
10b Faculty of Dentistry
11b Faculty of Applied Medical Science
12b Student's Nursing (Women's)
     Residence Villas
13b Lecture Halls

62 Medical College
63 Faculty of Arts and Humanities
64 Classroom and Expansion
65 English Language and Classroom
66 English Language and Classroom

JAMEAH
DISTRICT

Men's Campus
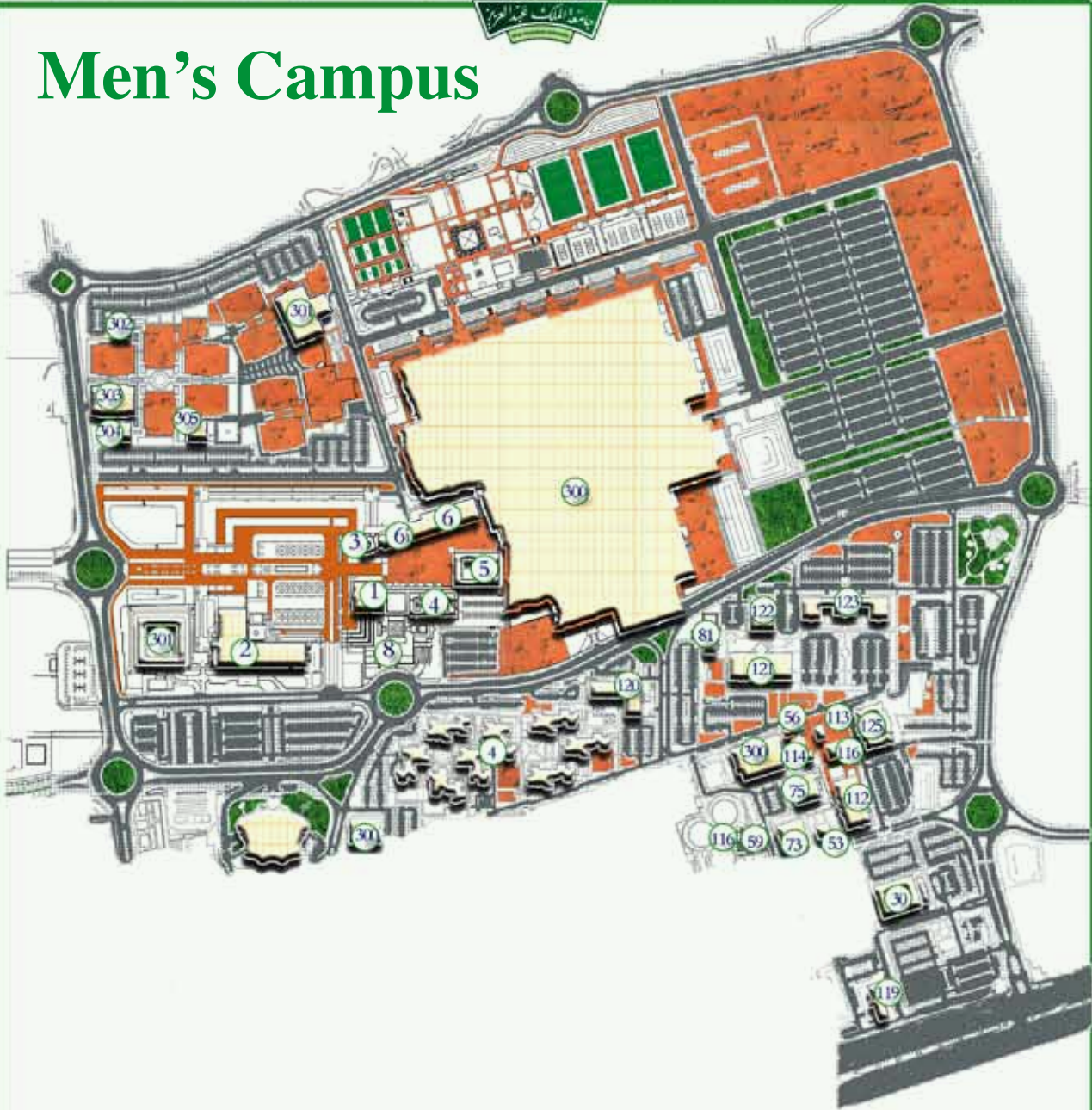
115	Faculty of Science	
119	Parking Building	
120	Central Kitchen	
121	Faculty of Administration and Economics	
122	Business of Dev. Center	
123	Faculty of Economics	
125	Class Rooms	
53	Tihama Library	
60	Sports Tent	
300	Academic Square	
302	Classrooms Bldg.#1	
303	Lecture Hall and Classrooms	
73	Class Rooms	
75	Class Rooms	
81	Class Rooms	
112	Faculty of Arts and Humanities	
114	Cafeteria	
301	English Language Center	
304	Classrooms Bldg.#2	
305	Administration Office	
30	Deanship of Service Environment	
8	University Faculty Club	
111	Post Office	
301	Cremonial Parking	
59	Pump Room	6 Computer Center
113	Telephone Operator	
116	Water Tanks	
1	High Administration	
2	Ceremonial Hall	
3	Exhibition Hall	
4	General Administration	
5	Mosque	

Academic staff also increased from 19 to 2796 members of which 2058 are Saudi nationals representing 73% of the total number of employees. Administrative staff and technical support now total 1914 men and women.

The University today includes 24 faculties, 160 academic departments and 120 post-graduate programs. There are 11 scientific journals, 29 scientific societies, 14 centers of excellence and research centers, and 19 scientific chairs for advancing technological, medical and social studies. In addition to its off-campus facilities in Jeddah (Jeddah Community College, Women's Faculties (Science, Humanities, and Home Economics), Northern Jeddah Campus, College of Education, the University also has affiliated branches in the cities of Rabigh, Khulays, and Al-Kamel. Its sprawling multi-acre main campus comprises 9 independent deanships, 23 administrative offices, a central library, a medical research center and University hospital, a sports stadium, a conference hall, bank, central cafeteria, and post office.

Mission
The advancement of society through pioneering research and cultural and scientific excellence.

Vision
• The University will be known as a beacon of knowledge, Islamic values, and established university tradition.
• The University will be known for its comprehensiveness, professional excellence, unique specializations, and ethical convictions.
• The University will be known for its pioneering development, inventiveness, scientific diversity, applied research and collaborations for the advancement of society.

Objectives
King Abdulaziz strives to be an outstanding institution in the Arab world in:

• Developing a criteria of performance that will achieve the best scientific, ethical and professional standards for its students
• Research and development programs.
• Cultural contributions
• Public and international confidence in its graduates
• Optimal investment in university resources and development of capabilities

Language of Instruction
Arabic and English are the main languages of instruction in most departments. Instruction is in English in the following Faculties and departments:
1. Engineering,
2. Medicine,
3. Dentistry,
4. Pharmacology,
5. Applied Medical Sciences,
6. Science,
7. Department of European Languages & Literature (English and French),
8. Jeddah Community College.

Accreditation
The University has achieved many international accreditations in the following domains:

• The Faculty of Engineering earned accreditation from The American Board of Engineering Technology (ABET) in 2009.
• The Faculty of Earth Science earned accreditation from The Geological Society of London (GC) in 2008
• The Faculty of Dentistry earned accreditation from The Global Congress on Dental Education (DentED), part of The Association of Dental Education in Europe (ADEE) in 2007.
• Jeddah Community College (JCC) earned accreditation from the American Council of Occupational Education (COE) in 2010
• The University Hospital earned international accreditation from the Canadian Council on Hospital Accreditation in 2010
• The University Blood Bank Hospital earned international accreditation from The American Society of Blood Banks (AABB) in 2006
• The Diploma of Education Program obtained international accreditation from the United Nations Development Program (UNDP) in 2007
• The Faculty of Science and Chemistry

World Ranking
The University obtained advanced ranking (275) in the 2009 QS World University Rankings in the field of Life Sciences & Biomedicine with an overall World University Ranking between 501 and 600.

Academic Cooperation
The University has promoted worldwide partnerships through cooperative educational and research programs that provide global links with international academic institutions. More than 80 agreements have been signed with world-class universities in US, UK, Canada, France, Spain, Australia, China, Japan and Argentina. Selective examples of universities are listed below:

• US Universities: University of Michigan, Maryland State University, University of South Florida, North Western University, California State University, Virginia University, Tufts University.
• UK Universities: University of Cambridge, Manchester University, Nottingham University, Royal College of Physicians in Edinburgh, Coventry University, Exeter University, University of Bradford.
• French Universities: Paris University, Grenoble University, New Sorbonne University, Leon University, Lille 1 University, CNED University.
• Chinese Universities: Renmin University in China, Beijing University of Chinese Medicine, China University of Geo Science.
• Australian Universities: University of Sydney
• Canadian Universities: McMaster University
• Japanese Universities: Tokyo University of Marine Science & Technology
• Spanish Universities: IE University in Madrid

ISO Certification
The ISO certification is a series of standards for a Quality Assurance Management System. It includes up to 20 system elements documented in a pyramid of inter - connected manuals of policies, procedures, work instructions and records. A number of Deanships, Faculties and administrative Offices have obtained ISO certification including the following:

The Faculty of Sciences obtained a three-year renewal (2010-

2013) for iyts (ISO 90012008-) certificate.
The Deanship of Information Technology obtained the ISO 27001 (ISMS)
The Office of KAU President and the Office of the Dean of the Women's Campus obtained the ISO 90012008- certification
The ISO 9000 was obtained by:

• Total Quality Management Program,
• Faculty of Engineering,
• Deanship of Admissions,
• Deanship of Information Technology,
• Faculty of Earth Science,
• Institute of Research and Consultations,
• Faculty of Medicine,
• KAU Office of Legal Affairs.

Scientific Chairs
The University has established with the help of honorable donors a number of scientific chairs for advancing technological, medical and social studies. These include the following:

• Prince Sultan Bin Abdulaziz Scientific Chair for Youth Research and Hasbah Issues
• Prince Sultan Bin Abdulaziz Chair for Muslim Minorities
• Prince Sultan Bin Abdulaziz Chair for Youth Research
• Prince Khalid Al-Faisal Chair for Saudi Moderation
• Sabic Chair for Chemical Catalysts Research
• Abdallah and Saeed Bin Zager Chair for Aids Research
• Salem Bugshan Chair for Alzhemer Research
• Al-Zamil Chair for Cancer Research
• Mohammad Hassan Al-Amoudi Chairs for Water Networks; Diabetics; Hemorrhage Fever; Professional Medical Ethics; and Breast Cancer.
• Ahmed Hassan Fitaihi Chair for Prostate Cancer
• Abdallah Bugshan Chair for Family Violence
• Saudi Aramco Chair for Non-destructive Testing
• Al-Jazeerah Chair for Journalism Studies
• Bin Laden Group Chair for Quranic Research
• Saudi Electricity Company Chair for Load Management

Centers of Excellence
The University has established the following centers of excellence to consolidate the activities of academic staff and to enhance quality research in different disciplines of science, medicine, engineering, agriculture, management and social sciences:
Research Excellence in Environmental Studies
Research Excellence in Genomic Medicine
Research Excellence in Water Desalination Technology
Research Excellence in Bone Diseases
Research Excellence in Hereditary Diseases
Research Excellence in Nano Technology
Research in Climatic Change
The Medical Genome Unit for diagnosis of genetic diseases.

• Third Degree Viruses.
• Bone Restructuring Units.

• Diagnostic Radiology Departments.
• Anesthesiology and Intensive Care.
• Pediatrics and Newborn Surgery;
• Radiology and Cancer Treatment;
• Immunology;
• Speech and Hearing Departments.

Unique Specializations
The University provides students with the opportunity to specialize in unique specializations that are unavailable in other Saudi Universities and rare in the Gulf region at large. These include the following:
Marine Science; Meteorology & Arid Land Agriculture; Earth Science; Nuclear Engineering; Aeronautical Engineering, Mining Engineering, Biomedical Engineering, and Astronomy.
Academic Programs
In addition to the Master's and PhD degrees, KAU offers the following Undergraduate Degrees and Diplomas:

1. Baccalaureate/Bachelor's Degree (Full-time program).
2. Foundation Year (Regular, Provisional and Orientation)
3. External Learning program
4. Distance Learning
5. Parallel Education
6. Jeddah Community College Diploma
7. Educational Diploma
8. Community Service Occupational Diploma

There are two types of programs offered by the University.

1. Programs that require no tuition fees such as:
• Bachelor's Full-time program,
• Foundation Year regular program,
• Educational Diploma,
• Jeddah Community College programs.

2. Programs that require tuition fees such as:
• Provisional Foundation Year program,
• Orientation Foundation Year program,
• External Learning program,
• Distance Learning program,
• Parallel Education,
• Community Service Occupational Program.

Administrative Hierarchy
The administrative hierarchy in all faculties consists of the dean of the faculty, vice-dean, vice-dean for graduate studies and scientific research, vice-dean for development, and vice-dean for the women's campus. There is also a faculty council whose members include the dean, vice-deans and all heads of academic departments. The major purpose of this council is to oversee all academic and administrative affairs of the faculty. The following table lists all faculties, academic departments and codes:

Faculties and Department Codes

Main Campus Faculty

S. No.	Faculty	Department	Codes
1	Applied Medical Sciences	Medical Laboratory Technology	MLT
		Nursing	NUR
		Clinical Nutrition	CLN
		Physiotherapy	PHTH
		Diagnostic Radiology	RAD
2	Arts and Humanities	Arabic Language	ARAB
		European Languages and Literature	LANE
		Geography	GEOG
		History	HIST
		Information	LIS
		Islamic Studies	ISLS
		Mass Communication	JOUR
		Psychology	PSY
		Sociology and Social Work	SOC
		Psychology	PSY
3	Computing and Information Technology	Computer Sciences	CPCS
		Information Systems	CPIS
		Information Technology	CPIT
4	Dentistry	Conservative Dental Sciences	CDS
		Oral Basic and Clinical Services	OBCS
		Oral and Maxillofacial Rehabilitation	OMR
		Preventive Dental Sciences	PDS
5	Earth Science	Engineering and Environmental Geology	EEG
		Geophysics	EGP
		Mineral Resources and Rocks	EMR
		Petroluem Geology and Sedimentology	EPS
		Structural Geology and Remote Sensing	ESR
		Hydrogeology	EHG
6	Economics and Administration	Accounting	ACCT
		Business Administration Department	BUS
		Economics	ECON
		Law	BL
		Political Science	PS
		Public Administration	PAD
7	Engineering	Aeronautical	AE
		Chemical Engineering	CHEM
		Civil	CE
		Electrical and Computer Engineering	EE
		Industrial Engineering	IE
		Mining Engineering	MinE
		Nuclear Engineering	NE
		Production Engineering & Mechanical Systems Design	MENG
		Thermal Engineering and Desalination Technology	MENG
8	Environmental Design	Architecture	AR
		Geomatics	GEOM
		Landscape Architecture	LA
		Urban and Regional Planning	URP
9	Home Economics	Educational Islamic Arts	IAE
		Childhood Studies	CHS
		Clothing and Textile	CLT
		Home Economics Education	HED
		Housing and Home Management	HHM
		Food and Nutrition	FNU
10	Marine Science	Marine Biology	MB
		Marine Chemistry	MC
		Marine Geology	MG
		Marine Physics	MP
		Maritime Studies	MSN

S. No.	Faculties	Deaprtments	Codes
11	Medicine	Medical Biology	BIO
		Medical Physics	PHYS
		Medical Chemistry	CHEM
		Medical Biochemistry	BCH
		Human Physiology	PHY
		Medical Anatomy	ANT
		Medical Microbiology	MIC
		Medical Parasitology	PAR
		Pathology	PAT
		Pharmacology	PHA
		Family and Community Medicine	COM
		Medicine	MED
		Surgery	SUR
		Obstetrics and Gynecology	OBG
		Pediatrics	PED
		Information Technology	IT
12	Meteorology, Environment and Arid Land Agriculture	Hydrology and Water Resources Management	HWR
		Meteorology	MET
		Environmental Sciences	ENS
		Arid Land Agriculture	AGR
13	Pharmacy	Pharmaceutics	PH
		Clinical Pharmacy	CP
		Pharmaceutical Chemistry	PC
		Natural Products	NP
		Pharmacology and Toxicology	PT
14	Science	Biology	Bio
		Chemistry	Chem
		Mathematics	MATH
		Physics	PHYS
		Statistics	Stat
		Biochemistry	Bioc
		Astronomy	Astr
15	Tourism Institute	Hospitality Department	HT
Off -Campus Faculty			
16	Women's Faculty of Arts and Humanities	Arabic Language	Same as Main Campus
		European Languages	
		Geography	
		History	
		Islamic Studies	
		Sociology	
17	Women's Faculty of Art and Design	Clothing and Textile	Same as of Main Campus
		Arts	
		Nutrition	
		Housing and Management	
18	Faculty of Computing and Information Technology at Rabigh	Computer Sciences	CS
		Information Systems	IS
		Information Technology	IT
19	Faculty of Education	Several Educational Departments	
20	Jeddah Community College	Business Information Technology	BIT
		Computer Information Technology	CIT
		Health Information Technology	HIT
21	Faculty of Engineering at Rabigh	Electrical Engineering	EE
		Industrial Engineering	IE
		Mechanical Engineering	ME
22	Faculty of Medicine at Rabigh	Same as Faculty of Medicine – Main Campus	
23	Women's Faculty of Science	Biology	Same as Faculty of Science-Main Campus
		Biochemistry	
		Chemistry	
		Mathematics	
		Physics	

Student Distribution by Faculties
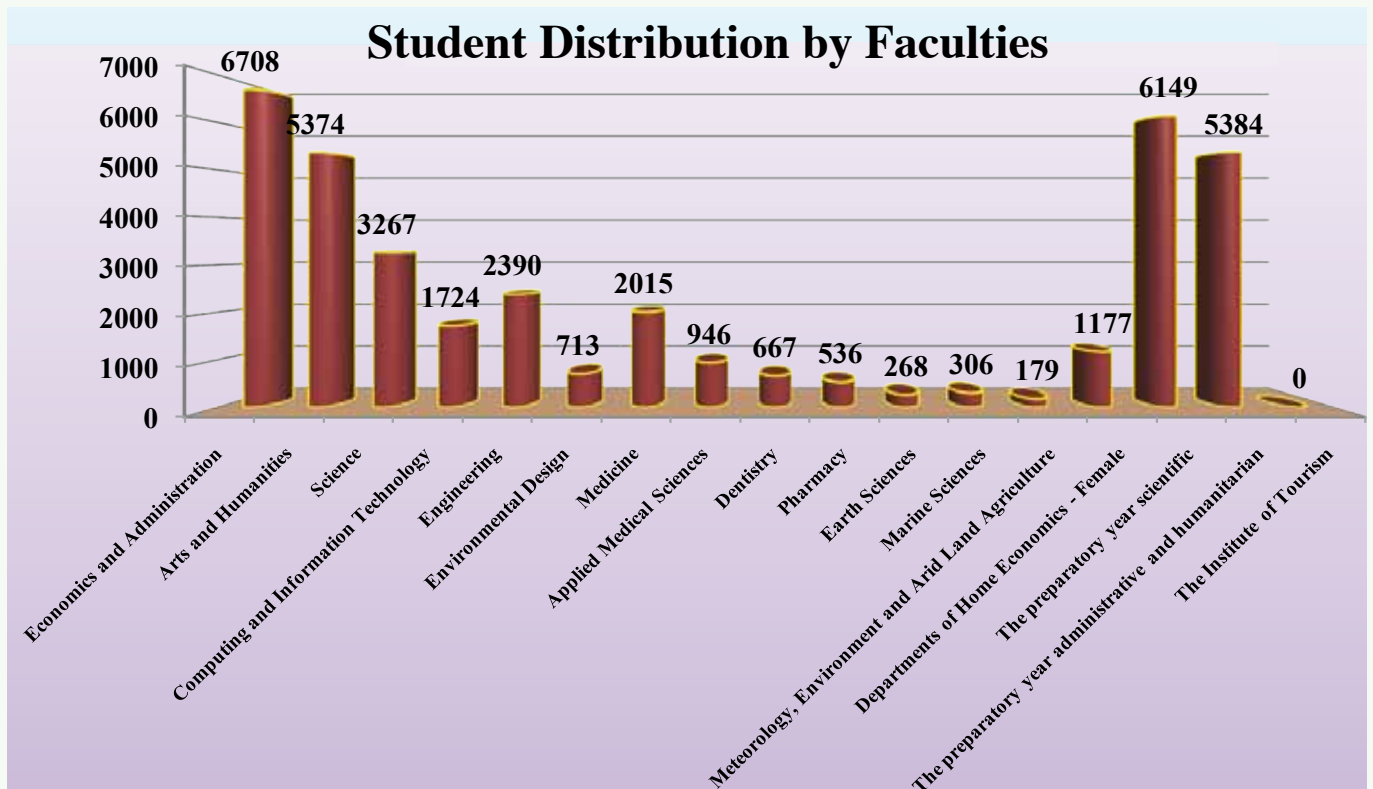
The graphical representation shows the distribution of the total number of students at KAU on campus up to the year 2010.

Students Distribution in percentage for each faculty
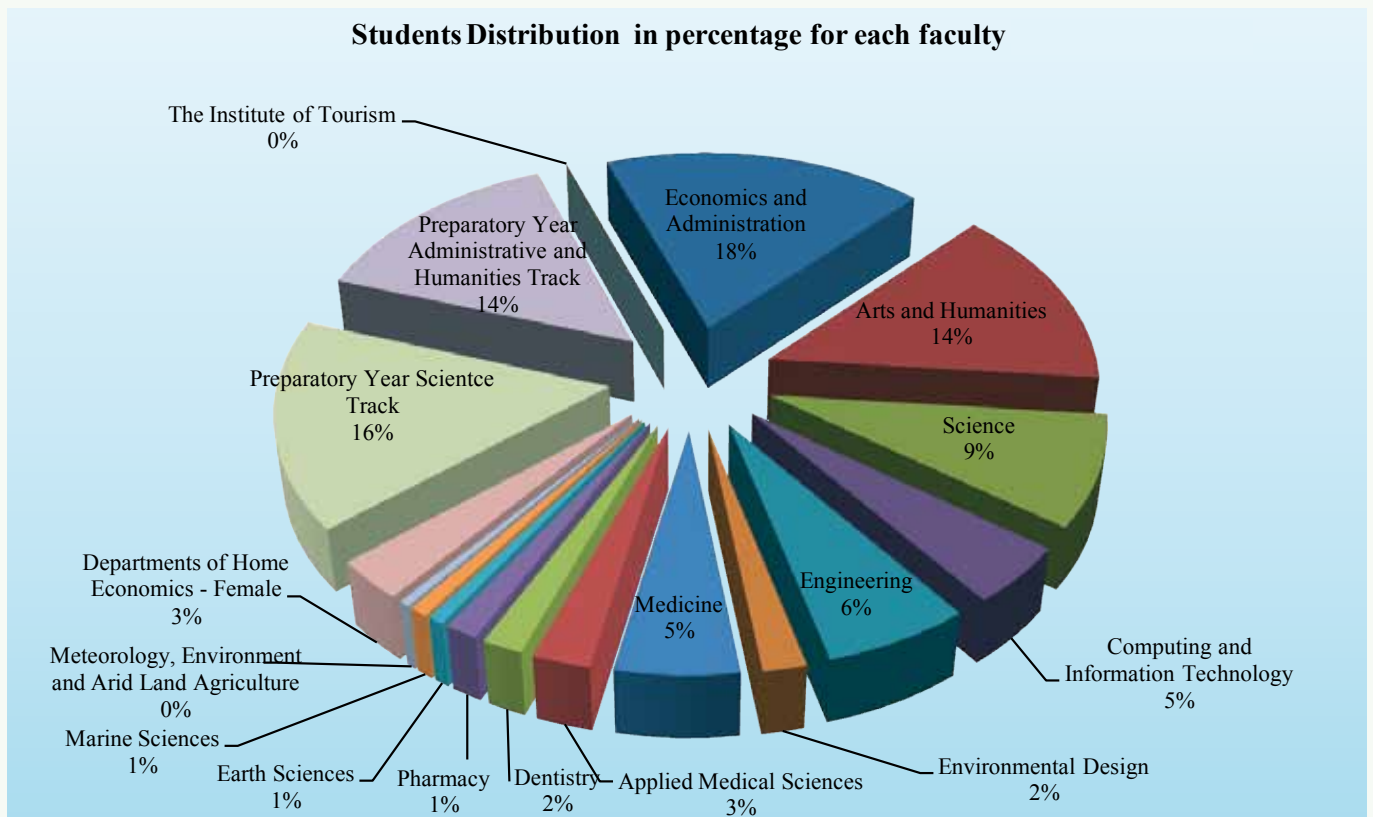
The pie chart shows the percentage of students in each faculty up to the year 2010.

TOTAL NUMBER OF FACULTY MEMBERS
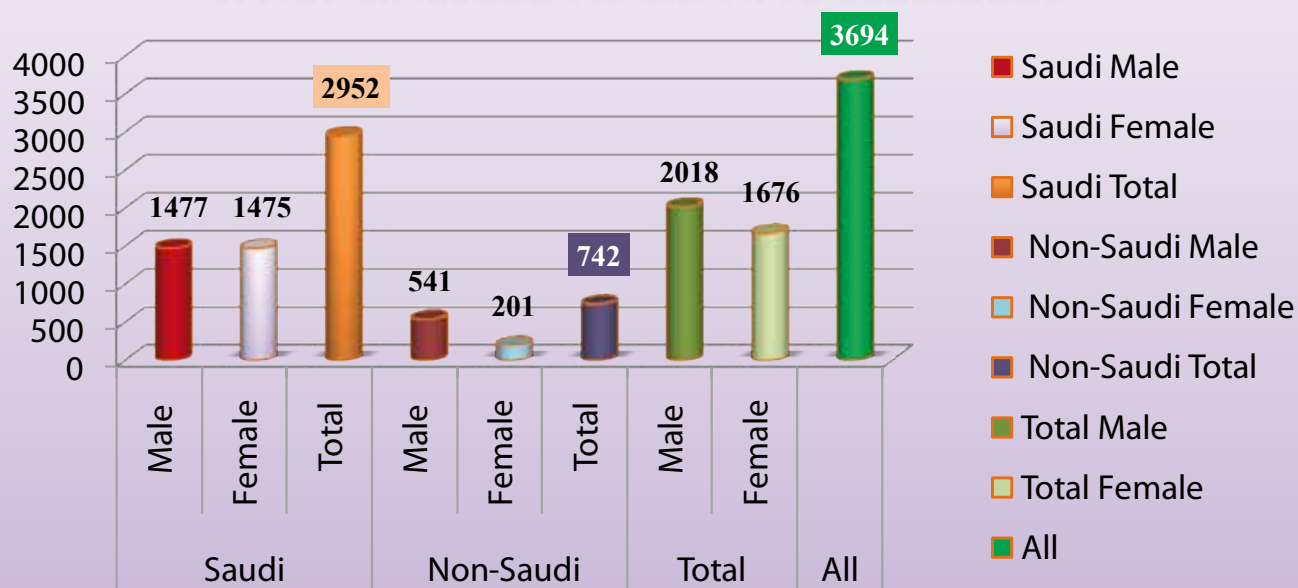
The graphical representation shows the distribution of the total number of faculty members at KAU up to the year 2010.

Percentage distribution of all faculty members.
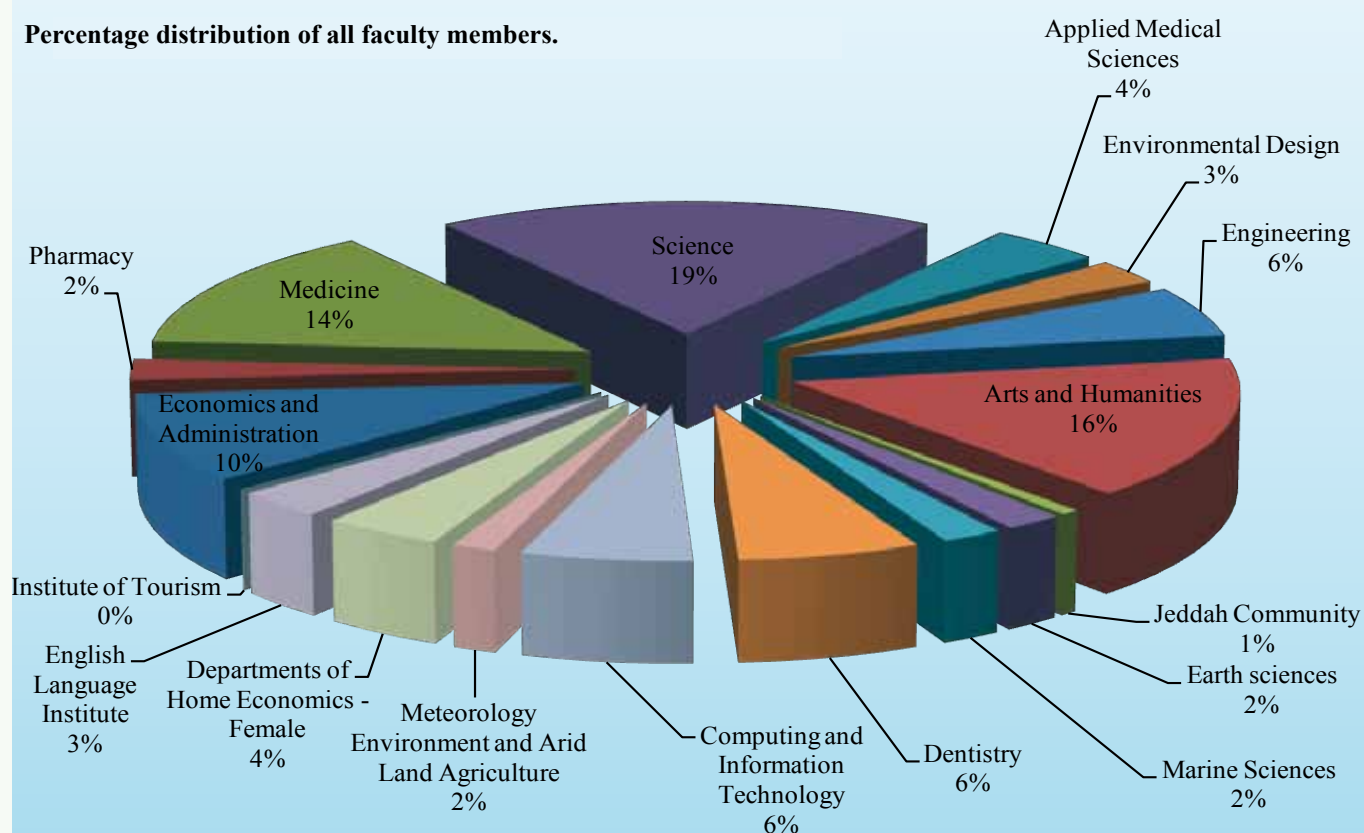
The graphical representation shows the distribution of the total number of faculty members at KAU up to the year 2010.

The Chart below highlights the administrative staff at The University up to the year 2010.

Distribution of Employees

Legend:
- Female
- Male
- Total

Data (by category):

Category	Female	Male	Total
General Administration	790	2418	3209
DeanShips	70	223	293
Colleges	117	569	686
Centers	13	70	83
Total	990	3280	4271
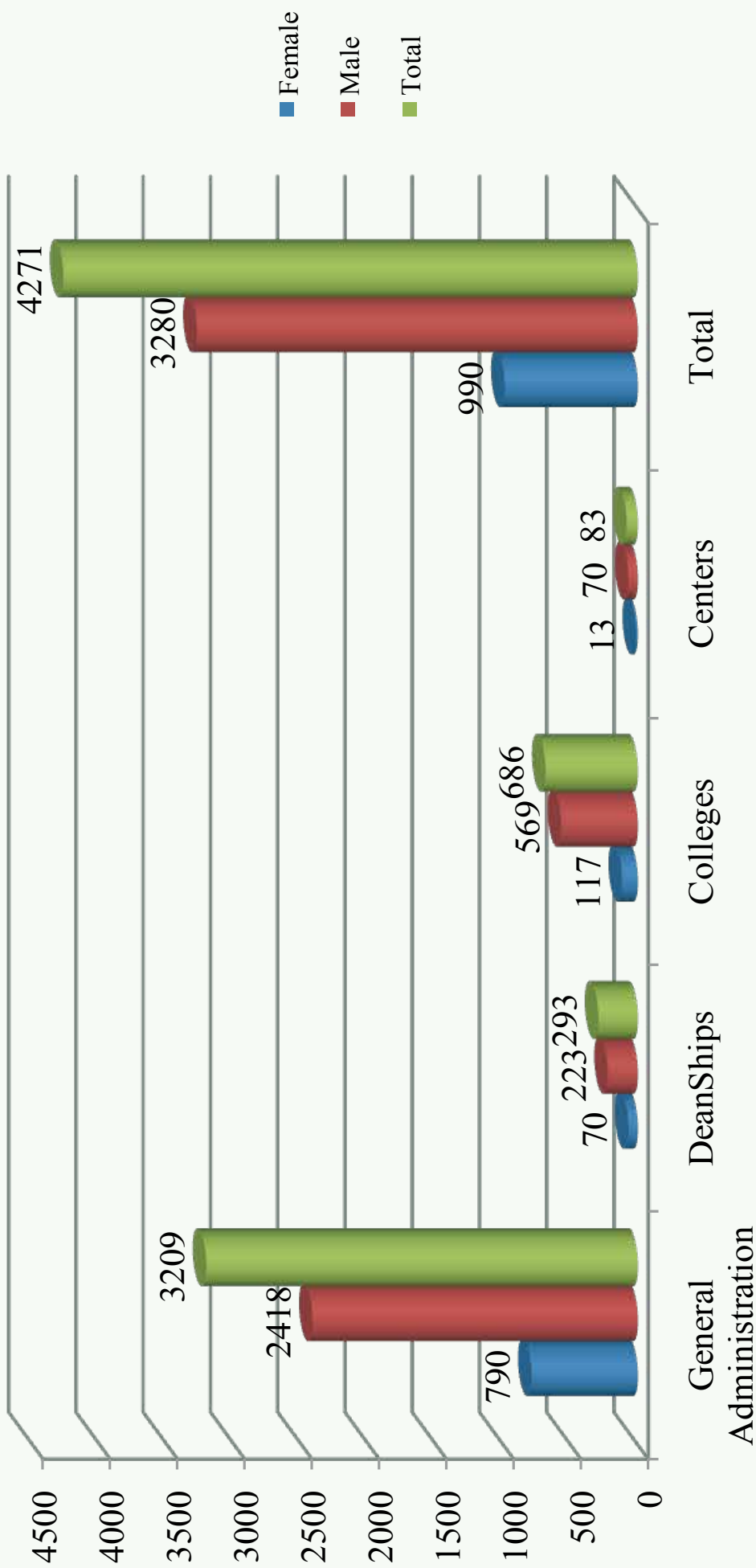
The University Library

Contact:
Tel: 6952562   Fax: 6400592
library@kau.edu.sa
http://library.kau.edu.sa
P.O. Box 80213 Jeddah 21589

The Library is considered the main foundation on which the University's learning resource is based since it is regarded as the main source of information for researchers and students. Books, periodicals, computerized disks and other materials are selected mainly for support of the campus instructional programs, as well as for personal intellectual growth and developing a cultural environment. There are three libraries found on campus:

1. The Central Library where the main library collections are housed
2. The Women's Section Central Library,
3. The smaller libraries found in all faculties and colleges.
The library's online catalog can be used to search for library materials in Arabic, English and other languages from any location on campus. Using the library website, students and faculty have access to many on-line periodical indexes, electronic books, full text journals and magazines. The website also includes all recently bought library books, and useful library forms.

Electronic Library Collections
The electronic library contains the following indexed volumes accessible to users:
• A total of approximately 500 computerized disks (CDs) containing bibliographical data and cultural and educational materials.
• Nearly 201 computerized disks that complement books and references.
• Nearly 41 floppy disks complementing books and references.
• Nearly 70 computerized disks containing University academic dissertations and theses.
• Nearly 99 computerized disks granted as gifts from various educational institutions and service organizations.

Documents Department
The Library's Documents Department contains the following:
• More than 1700 full-text specialized journals in all fields of knowledge
• More than 665 full-text academic journals in the fields of Medicine, Humanities, Social sciences, and Administration.

Central Library Hours
Open from Saturday to Wednesday between 7:30 to 10:00 PM, and Thursday from 17:00 to 21:00 for men. Visiting hours for women are: Thursday from 10:00 to 14:00 or by special arrangement by contacting 6400000 Ext. 63605.

Library Membership and Borrowing Services
All faculty and students registered in the University have the privilege of using the University's Central library. Its stacks are open, and all students are welcome to browse. For membership and borrowing privileges at the Central Library, students must:
• Present University Identification Card + current schedule of classes
• Complete membership application form
• (For users from outside the University) present Visitor Identification Cards + pay insurance fees for each book borrowed.

Periodicals Department
The library contains a huge collection of periodicals in Arabic, English and other languages.

Special Collections
The Special Collections is one of the most unique sections of the library and contains official government publications, dissertations and theses, maps and atlases, handwritten manuscripts, microforms, audio-visual equipment, and electronic data.

Center for Internet and Information Services
Because of recent advances in internet and information services, the University has succeeded in equipping the Central Library and the Women's Section Central Library with the latest technology including an internet and information lab containing 40 computer workstations for men and 20 for women.

Acquisition Department
Besides volumes set aside yearly, gifts from many sources have also enriched the collections and holdings of both libraries.

Women's Campus Library Hours:
Saturday to Wednesday from 8:00 to 14:00
Tel: 6952959
E-mail: ws-vdean-library@kau.edu.sa

Faculty Libraries

Faculty Library	Location	Telephone Number	Ext
Faculty of Arts and Humanities	Main Faculty Building	6400000	65001
Faculty of Meteorology	Main Faculty Building	6400000	64853
Faculty of Marine Sciences	Main Faculty Building	6941427	215
Faculty of Earth Science	Main Faculty Building	6952325	
Faculty of Science	Biology Department Building	6400000	66860
Faculty of Engineering	Main Faculty building	6400000	68327
Faculty of Environmental Design	Main Faculty building	6400000	68035
Faculty of Medicine	Building 12 Faculty of Medicine	6400000	20045/20046
Faculty of Dentistry	Main Faculty building	6400000	22259
Faculty of Economics	Main Faculty building	6400000	65557
Women's Section Faculty Library			
Faculty of Medicine	Building I Faculty of Medicine	6400000	66653/23379
Faculty of Science	Main Faculty Building	6400000	

Deanship of Admissions and Registration

Tel: 6951330 Ext: 52035   Fax: 6400592
admreg@kau.edu.sa
http://admission.kau.edu.sa

Starting this academic year 2009/2010, KAU has begun regulating the admissions process and distributing applicants into two main groups or 'tracks' commencing from the first academic level at the university instead of direct admissions to the various faculties and colleges. The two university tracks are:

1. The Science track
2. The Administration & Arts track.

Acceptance in the University is based on a combination of the student's score in the Saudi Secondary School Certificate, known as Al-Thanawiyya, and scores in two standard national exams organized and administered by the National Center for Assessment In Higher Education (QIYAS). These two exams are:

1: General Aptitude Test known as Qudrat.
2. General Achievement Test known as Tahseel for both natural and social science majors .

The Qudrat is similar to the American SAT Reasoning Test to measure critical thinking skills. The Tahseel is a three-hour MCQ exam that covers basic concepts of Math, Physics, Chemistry, Biology and English Language at the secondary school level.
Acceptance in KAU depends on the strength of a student's weighted score and the availability of places.

The Weighted Score

Each year KAU offers places for students based on their weighted scores and the availability of spaces. Students are ranked so that the best students are offered places. .
The weighted score for students accepted in the Science Track is calculated as follows:
• (Percentage of Saudi Secondary School Certificate grade × 50%) + (scores of General Aptitude Test × 20%) + (scores of Scientific Admission Test × 25%).
Students applying to any Science faculty (such as Medicine, Engineering) must choose the Science track program at the start of their application process.
The weighted score for Male Students accepted in the Administration and Arts Track is:
(Percentage of Saudi Secondary School Certificate score × 60%) + (scores of General Aptitude Test × 40%).
The weighted score for Female Students accepted in the Administration and Arts Track is:

• (Percentage of Saudi Secondary School Certificate score × 50%) + (scores of General Aptitude Test × 25%) + scores of Scientific Admission Test × 25%).
Students applying to any faculty of Arts (such as Arts & Humanities, Economics & Management) must choose the Administration and Arts Track program at the start of their application process.
All applicants will compete for available seats depending only on the strength of their weighted scores.

Steps of the application process

All applicants must follow these admission steps with strict adherences to timings:
1. Registration and application to the General Aptitude Test
2. Registration and application to the Scientific Admission Test

3. Application for academic seat in the university via the online electronic admissions portal and completion of all required information in the online application form. Students who do not yet have their Secondary School scores or Qiyas Test scores can skip this section provided they enter the required data before the end of the application period.
4. Applicants receive a User Name (their Civil Status number) and Password for them to complete the required information during the application period.
5. Students upload their photographs online using the electronic admissions system (male students only).
6. Applicants confirm their application to the university
7. Applicants await results of sorting process according to university entry requirements
(Students are sorted electronically and appointments are scheduled via the electronic sorting program according to the weighted scores of applicants and seats available in each faculty).
8. Results of sorting process are posted online
9. Nominated Applicants :

-After confirming their requests for enrollment, nominated applicants receive (depending on the strength of their weighted scores) a Referral Ticket in order to complete the process of nomination according to entry requirements and available seats.
- Applicants who do not present themselves at their designated period of referral lose their seats in the university and cannot request to reclaim their seats. All late requests will also be rejected.
-Applicants must print and present their online Referral Tickets in addition to all required documents listed in the ticket
-Applicants must complete the medical check-up at any hospital or clinic.
-Applicants can check available academic programs one day before the date of their referral at the university by accessing the online admissions portal (available seats tab). Nomination or receipt of an appointment date does not guarantee acceptance since this is dependent upon available seats in the university.
-Applicants who are accepted in any of the available university programs must present themselves in person in order to obtain an immediate identification card.
10. Applicants who are not nominated:
- can apply to any of the paid programs offered by payment of tuition fees (Distance Learning, External Learning, Community Services Diplomas) via the electronic admissions portal according to the process of application, entry requirements and period of application for each program.
11. Issuing of ID Cards
The Deanship of Registration according to the following conditions issues university ID cards:
- University number must be obtained online from University portal ("Names of Accepted Applicants" link)
- Medical Checkup Form must be obtained from the Deanship online portal and all procedures of Medical Checkup must be completed.
- Student must present Medical Checkup form endorsed by University Medical Department
- Issuing of ID from the designated location in the Deanship. Photographs must be in official dress code.
12. Withdrawing of original Secondary School Certificate, after acceptance in the University, will result in termination of applicant's acceptance.

1. Foundation Year Programs for Bachelor Degrees

All accepted students in all programs offered by the University must complete an obligatory Foundation Year. Upon successful completion of this year, students are placed in their selected faculties based on the strength of their accumulative GPA for that year, on other requirements stipulated by faculties, and on the placement capacity of each faculty.

Acceptance in the Natural Sciences track for both male and female applicants is open only for holders of the Saudi Secondary School Certificate, Science major. Acceptance in the Administration and Arts track is open for holders of the Saudi Secondary School Certificate, Arts & Religion majors, Science major, and Administration major.

Each faculty determines the track that it wants its applicants to be admitted into according to its field of study. It is also possible for a faculty to stipulate more than one track for acceptance of applicants in certain departments.

The following table describes each specialized track in the Foundation Year and the associated faculties that applicants can choose from after the successful completion of the Foundation Year.

Associated Faculties	Specialized Track
Natural Science track: accepts Secondary School certificates in Natural Science or equivalent science degree	Medicine, Dentistry, Pharmacology, Engineering, Computer Science, Environmental Design, Meteorology. Science, Applied Medical Sciences, Oceanography, Geology, some specializations in Home Economics, Medical and Applied Sciences for women, some specialization in the Faculty of Design for women, the scientific faculties in Rabigh Campus (Medicine, Engineering, Computer Science), some specializations in the Faculty of Science and Humanities in Khulays Campus, some specializations in the Faculty of Science and Humanities in Al-Kamel Campus, the Faculty of Science for women, some specializations in the College of Education, some specializations in the Faculty of Mass Communication, some specializations in the Faculty of Administration for women in Rabigh Campus.
Administration Sciences & Humanities track: accepts the following High School certificates, Arts, Islamic Law (Shari'a), Administration, Quran Memorization, Home Economics or equivalent degrees.	Arts and Humanities, Economics and Administration, some departments within Home Economics, some specializations in the Faculty of Design for women, the English Department in Khulays Campus, some departments within the College of Education, some specializations in the Faculty of Mass Communication, some specializations in the Faculty of Administration for women in Rabigh Campus, the Faculty of Languages and Translation for women.

Courses in the first and second level of the Foundation Year are unified core courses and obligatory for all students of each specialized track.

Foundation Year Programs for Bachelor Degrees (Full-time)

Foundation Year	Provisional Foundation Year	Orientation Foundation Year
The University offers students the opportunity to enroll in the Foundation Year in two tracks: Science track: for holders of High School Certificates in Natural Science Administrative and Humanities track: for holders of Secondary School Certificates in Arts, Islamic Law (Shari's) , Administration, Quran Memorization, Home Economics or equivalent degrees.	One of the full-time programs offered by the University for students wishing to attend night-classes. This program provides an opportunity for those students who were not admitted to the regular Foundation Year program. Students in this program wtill only be eligible to receive stipends or financial awards after completion of the Foundation program and after they have been officially placed in their chosen faculty.	One of the full-time programs offered by the University for students wishing to attend night-classes. This program provides an opportunity for those students who were not admitted to the regular day-time Foundation Year program. Students in this program will only be eligible to receive grants or financial awards after completion of the preparatory program and after they have been officially placed in their chosen faculty

Entry Requirements for Foundation Year Programs (Regular Bachelors Degree only)

- Applicant must hold a Saudi nationality or be born of a Saudi mother.
- Applicant must hold a Saudi Secondary School Certificate or its equivalent from within Saudi Arabia or from other countries.
- The Natural Sciences track requires applicants to have the scores of the General Aptitude Test for the current year or the year preceding, as well as scores of their Scientific Admission Test for the current year.
- The Administration & Humanities track requires applicants to have scores of the General Aptitude Test for the current year or the year preceding.

- Applicants must not have been suspended academically from KAU or any other university. Should the university learn of a suspended applicant, his or her acceptance is automatically revoked.
- Applicants who have withdrawn their application files from the university or from any other academic institution will not be accepted, except if their withdrawal is three months or more prior to the start of the academic year. In other words, no applicant

who has withdrawn after 10/7/2009 is eligible for acceptance.
- The University will not accept any degree or certificate that is more than three years before the date of application. That is, only certificates for the years 2006/2007 or after are eligible for acceptance.
- Applicants employed in any government or private sector must provide written approval from their employer.
- Applicant must be medically fit.

Process of application to all Foundation Year programs (Regular Bachelor Degree only).

Submission
- Applicants must access the university website (www.kau.edu.sa) and select the "electronic submission" tab then select "new registration".
- Applicants will be requested to enter their Civil Status Card number then click next.
- Applicants must fill in all the required personal and academic information. Applicants who do not have their Secondary School Certificate scores or the scores of the national Qiyas exam can skip to the next section. However, they have to enter these scores once they obtain them and before the end of the application period.

Program Selection
Applicants must choose the academic program that they wish to be admitted to from the internal pages of the admissions portal by clicking the "Choose Academic Program" button. All applicants will be divided under the entry requirements of each program, their desired program and availability of places.

Confirmation
-Applicants must check the same website using the same username (number of Civil Status Card) and password in the internal pages of the admissions portal and then click "confirmation of request for application to the university". This must be done during the period designated to them previously during the application process to identify the academic programs that they wish to apply to and to confirm their request for application.
 - Failure to confirm a desired program will result in the termination of the request for enrollment in the university.

Online Submissions and Document Uploads
Applicants must upload scanned copies of the required documents and submit them online for review and proof of authenticity.

Printing the Referral Ticket
If applicants receive a university follow-up date for submission of required documents and request for obtaining a seat, they must print the "University Referral Ticket" for the current year. Applicants following up on their application without this printed ticket will not have their application processed.

Submitting papers in person
Applicants must present themselves in person at the time designated in their referral ticket and bring the required documents. No application will be processed without these documents.

Official Acceptance
Applicants are officially accepted immediately on presenting themselves at the appointed time and will be given their University ID card, provided they meet all entry requirements and depending on places.

The required documents:
- University Referral Ticket for documents submitted, printed from the online admissions portal.
- Scores of General Aptitude Test printed from the online link www.qiyas.org

- Scores of the Scientific Admission Test (for applicants applying to the Science track) printed from the online link www.qiyas,org
- Original Secondary School Certificate + 2 copies.
- Copy of applicant's Civil Status Card (enlarged with card number clearly written), original card must be presented for proof of identity.
- 4 colored photographs size 6×4, with white background. Medical Examination Form endorsed and stamped from any clinic or hospital.
- Non-Saudi applicants born of Saudi mother s must submit a copy of their birth certificate + mother's Civil Status Card + Residence Card. Original cards must be presented for verification.

Important Application Guidelines
- Applicants must select their contending program.
- Applicants must upload a scanned copy of the required documents in order to be reviewed and checked for authenticity.
-Applicants must follow up on their application by checking the online admissions portal in order to check for messages or notices of any missing documents.
- Applicants who have been accepted and who have received their original application file are not allowed to retrieve it except after duration of one month from the date of receipt of file. This is for ensuring that they have obtained their seats.
-Applicants must make sure that they have entered the accurate personal and academic information. If any information is found to be inaccurate, the applicant's acceptance is immediately annulled even if he or she has already received his/her file from the university.

Courses of Instruction for the Foundation Year
1. The common courses shared by all faculties in the Foundation Year are:
2. Computer Skills;
3. Communication Skills;
4. Intensive English Language I and II.
Total credit hours are distributed as follows:
   • 12 credit hours for the first level/semester;
   •15 credit hours for the second level/semester.
5.Courses for the Natural Sciences track are:
   • Mathematics; General Physics;
   • General Chemistry;
   • General Statistics;
   • General Biology.

6. Courses for the Administration Sciences & Humanities track:
   • Islamic Studies;
   • Language Skills;
   • Quantitative Methods for the Humanities and
    Administrative Sciences I & II;
   • Arabic Writing;
   • Research Skills and Thinking-based Learning.
7. Total credits hours are distributed as follows:
   •14 credit hours for the first level/semester;
   • 15 credit hours for the second level/semester.

Foundation Year System and Regulations
- Students study two consecutive levels (during two academic semesters) to complete all Foundation Year courses.
- Students cannot Add or Drop courses; the schedule is fixed for all students throughout the period of study in the Preparatory Year.
- The Deanship of Admissions and Registration automatically do the registration under the Foundation Year academic plan.
- Students who fail to complete Foundation Year courses can repeat the courses they failed the following semester. If the course is a pre-requisite to another course, registration in the second course is deferred to the semester following (if the Foundation

Year of the student's frame does not exceed 3 academic semesters).

- Students must successfully complete all Foundation Year courses during the first year. Only one additional semester is allowed for students who fail to complete the requirements of the Foundation Year (provided they complete all requirements within the frame of three academic semesters).

- A student cannot take the final exam if his or her absence rate exceeds 20% of the total lectures and classes designated for each course during the semester. A grade of DN (Denied) is registered in his or her final transcript of records.

I. Attendance and Discontinuation of Study

-Students cannot drop a semester or be excused from studying a semester.

-In exceptional cases, the Admissions and Registration Committee will review requests for discontinuation of study. The period of discontinuation is counted towards the student's maximum time frame.

- Students cannot be given a grade of IP (In Progress) in the Preparatory Year.

II. Placement

-Students must successfully complete all the courses of the Foundation Year with an accumulative GPA of not fewer than 2.00, before they can be placed in any university faculty.

-Students are placed in appropriate faculties based on:
  • Faculties fall within the students' track that they have been admitted to;
  • The approved competitive process:
  • The accumulative GPA of students;
  • Available seats;
  • The endorsed entry requirements of the faculty.

- Requests for placements in faculties are submitted online via the On Demand University Services (ODUS) and only during the placement periods. Requests presented in person or in written form will not be accepted. Failure to submit a request will result in the student waiting for online applicants to be processed first even if all other requirements are met.

-Placement is completed at the end of the second semester (or the summer session if one is offered).

- Students cannot transfer from one track to another (Natural Science to Arts or Administration).

- Students are given a third exceptional semester to complete the preparatory year courses. If all courses are successfully completed, students are placed in a faculty suitable to their GPA (according to Faculty placement indicator) provided there are available places in the faculty.

Procedures of Placement in Faculties

-Students cannot transfer from one track to another (for example from scientific to administrative) during the foundation year

-Students cannot change faculty once placement results have been posted. They are allowed to submit a request for transfer at least one semester after placement and subject to the internal transfer rules stipulated in the Online University System (ODUS).

Placement Criteria
 Placement is subject to the five following:
1. Completion of all Foundation Year requirements;
2. Some faculties require minimum scores in some courses;
3. Weighted score average;
4. Available places in each faculty;
5. Placement in the appropriate faculty.

Variations in Placement Criteria according to Faculties

1. Faculty of Medicine, Dentistry, and Pharmacy
1. Completion of all Foundation Year requirements;
2.Gaining a minimum grade of B+ of in the following courses:
  a.English 101 and 102,
  b. Biology,
  c. Physics,
  d. Chemistry
3. Preference is given to higher weighted scores and according to availability of places in faculty.
2. Faculty of Engineering
1. Completion of all Foundation Year requirements
2. Gaining a minimum grade of B+ in the following courses:
  a. English 101 and 102,
  b. Math,
  c. Physics
3. Preference is given to higher weighted scores and according to availability of places in faculty

3. The following faculties have the same placement requirements:

Faculty	Placement Requirement
Faculty of Applied Medical Sciences,	1. Completion of all Foundation Year requirements 2. Preference is given to higher weighted scores and according to availability of places in faculty
Faculty of Arts & Humanities	
Faculty of Computer Science	
Faculty of Economics and Administration	
Faculty of Earth Science	
Faculty of Environmental Design	
Faculty of Home Economics	
Jeddah Community College	
Faculty of Marine Science	
Faculty of Meteorology	
Faculty of Science,	

Placement Criteria

Calculation of Average Weighted Score

Calculate the total weight of subjects and dividing it by the number of credit hours.

The weighted score is calculated as shown in the table shown below:

Subject	Grade	Credit Hours	Weight of Subject Number of Credits × Grade
MATH 110	84	3	252
PHYS 110	80	3	240
ELCS 101	75	3	225
COMM 100	93	3	279
CPIT 100	99	3	297
Total		15	1293

Average Weighted Score = Total Weight of Subject ÷ Number of Credit Hours = (1293 ÷ 15) = 86.2

III. Deferment of Study
-Deferment of study is not permitted during the Foundation Year.
- In exceptional cases, a student can submit a request for postponement to the Admissions & Registration Committee, which reviews the request and arrives at a suitable decision based on the nature and period of delay.
-The period of delay will count towards a student's maximum time frame.

IV. Termination of Enrollment
-In cases where students fail to complete all Foundation Year courses during the mentioned period (three semesters maximum).
- In cases where students receive a cumulative GPA that is below 2.00 at the end of the Foundation Year (even if they complete all Foundation Year courses).

Provisional Foundation Year
The Provisional Foundation Year is one of the programs offered by the university, which provides students who have not been accepted in the regular Foundation Year program with the opportunity to be accepted in the following two tracks:
-The Natural Science track: for holders of science certificates
-The Administration & Humanities track:
Science certificates holders and certificates of Religion, Arts, Administration, Quran Memorization, Home Economics.
- Students enrolled in this program will not receive financial grants during the program until they are placed in a university faculty.

Orientation Foundation Year
There is a tuition fee for this program, which is 8000 SR each semester, and for a period of 2 semesters (one year only). Students are admitted to either of these two tracks:

1. The Natural Science track: for Science Certificates holders.
2. The Administration and Humanities track: for Science Certificates holders, and certificates of Religion, Arts, Administration, Quran Memorization, Home Economics
- At the end of the year, students are placed in the faculty that they desire within the track that they have selected based on the strength of their accumulative GPA, and without payment of tuition fees. Students adhere to the same rules and regulations as regular Foundation Year students (regular full-time students).

2. The Bachelor's External Program:
King Abdulaziz University provides students with the opportunity to enroll as external students by paying tuition fees that are SR 3,000 each semester for four years starting from the Foundation Year. Students can attend the evening training courses offered by the various faculties and departments. They can also have access to the internet and KAU electronic recourses (e- University). This program is for students who cannot attend regularly. However, enrolled students must attend all final examination.

Faculties offering External Programs after the Foundation Year are:
1. Faculty of European Languages and literatures (which has the following departments):

- The department of Arabic
- The department of Islamic Studies
- The department of Sociology
- The department of Psychology
- The department of History
- The department of English

2. Faculty of Economics and Administration (which has the following departments):
- General Administration
- Business Administration

I. Requirements of The bachelor's external program:
- Applicants must have a Saudi Secondary School Certificate or recognized equivalent
- Applicants Secondary School scores must be 60% or above
- Applicants must hold a valid Secondary School Certificate from 1998 and beyond.
- Applicants must be medically fit
- Applicants must possess a Saudi nationality or be of a Saudi-born mother.
- Applicants who are employed must provide written employer approval.

II. Procedures of Application:
- Students submit their completed application online from the university website
- All required documents must be sent by DHL according to the information stated in the website
- Students consult the KAU Deanship of Admission website to check acceptance.
- When accepted, the Deanship of Admission will send students their identification cards and all the information needed for bachelor's external program to the same DHL center from where students initially sent their documents.

III. Program System and Regulations
- Students study two consecutive levels (within two semesters) to complete the Foundation year courses.
- Students are not permitted to delete or add courses and their schedules are fixed during the duration of the Foundation Year
- Students are automatically registered by the deanship of admission and registration according to the plan of the Foundation Year
- Students who do not pass the Foundation Year are allowed to study the courses they failed in the following semester.
- Should failed courses be prerequisites of other courses, then these other course will be postponed to the following semester (provided that the student's timeframe does not exceed three semesters).
- Students must pass all the courses of the Foundation Year successfully in the first year. Students are allowed only one additional semester to complete the Foundation Year requirements (if all requirements are completed within the timeframe of three semesters).
- External students, upon enrolling and while attending KAU, are subject to the same policies and regulations governing regular full-time students.

- Student Schedules of Classes are published electronically at the beginning of each semester.
- Tuition fees for each semester are due and payable in full at the beginning of each registration. Students must submit a copy of their remittance slip at the Deanship of Community Service and Continuing Education before the deadline date stipulated for payment.
- Students who fail to make any payment when due will be automatically assigned to inactive status, i.e. students will be recorded as having dropped or discontinued active enrollment. If a student's cumulative average is below 2.0 GPA, he/she is immediately suspended and to be readmitted must request a formal request for dropping the semester concerned to the faculty in which he/she is registered at the stipulated times.
- In the event a student fails to attend classes for a period of four semesters, he/she will be permanently dismissed.

Attendance and Discontinuation of study:
- Discontinuation of study is not permitted during the Foundation Year.
- In exceptional cases, a student can submit a request to discontinue study to the Admissions & Registration Committee.
- The period of discontinuation will be counted towards student's maximum time frame.
- Students will not be given a grade of IP (In-progress) for the Foundation Year.

Postponement of Study:
- Students are not permitted to postpone during the Foundation Year
- In some exceptional cases, students are allowed to submit requests for postponement to the Admission and Registration Committee.
-Any approved postponement will affect the expected graduation period.

IV. Placement
- Student must pass all Foundation Year courses before being placed in any of the following faculties:
1. Faculty of European Languages and literatures (which has the following departments):
        - The department of Arabic
        - The department of Islamic Studies
        - The department of Sociology
        - The department of Psychology
        - The department of History
        - The department of English

2. Faculty of Economics and Administration (which has the following departments):
        - General Administration
        - Business Administration

- Students compete for placement in either faculty based upon the strength of their accumulative GPA, the placement capacity of each faculty, and the criteria approved by each faculty.
- Placement applications to faculties are only through the on-line On Demand University Services electronic system (ODUS) at fixed times. Only online applications will be accepted. Should students fail to request applications, they will be placed according to vacancy provided they match placement criteria
- Placement is finalized by the end of the second semester (or in summer semester if available)
- Students are given an additional third semester to finish and pass the Foundation Year. Upon completion of all courses, students are placed (according to the placement index of faculty) pending availability.

V. Dismissal
- When students fail in all courses of the Foundation Year within the accepted timeframe (a maximum of three semesters).

- If the GPA is less than 2 by the end of the Foundation Year (even if the student has completed all courses of the Foundation Year)

VI. Required documents:
- A copy of student's internet application form + a copy of Secondary School Certificate approved and signed by Saudi Ministry of education.
- A copy of Saudi Civil Status Card for men and Family Card for women (copy has to be enlarged with number clearly printed)
- 2 recent colored photographs size 4 x 6 with white background with the name and the Civil Status Number written in dry ink at the back of all photos .
- A written approval from employer (for applicants who are employed) + one copy.
- Non-Saudi nationals of Saudi-born mothers must bring a copy of (Birth Certificate + Mother's Civil Status Card + Residence Permit Card).
- A copy of KAU Non-smoking University commitment available online at KAU admissions portal.
- A copy of Distance Learning Enrollment commitment available online at KAU admissions portal.

Note: All documents must be sent only by (DHL) and no other carrier is accepted. All information sent by KAU Deanship of Admission to the applicants, such as students' IDs and schedules of classes, is sent back to the same DHL branch the student used initially to contact KAU Deanship of Admission.

VII. Transfer from External Status to Full-time Status
Permission to transfer to the regular full-time program may be granted to an external student, provided the following conditions are met:
• Student must possess a Saudi nationality or be born of a Saudi mother.
• Student who is dismissed from another university or college is not eligible to transfer.
• Applicant must have completed secondary school within the past five years.
• Transfer is subject to the enrollment capacity of the faculty to which the student is transferring.
• To be eligible for transfer, the student must have completed one academic year (the first and second semester) and must meet the minimum grade point average of 3.5 (on a scale of 5.0).
• Transfer from External to Full-time status must be within the same faculty in which the student is enrolled. Transfer is granted only once, and further transfer to a different faculty once student is enrolled is not permitted.

VIII. Tuition Fees
• Tuition fees of 3000 Saudi Riyals for each semester are due and payable in full at the time of each registration. Fees can be deposited at any branch of the Samba Bank (Saudi American Bank), Deanship of Community Service Account, number 4701709432.
• Deadline for payment for any semester is four weeks before the start of final exams. Remittance slips can be faxed to the Deanship of Community Service (Fax number 6951282). Alternatively, a copy of the remittance slip can be presented to the Office of Admission and Registration, with the student's name, University Registration Number, Citizenship Registration Number, date of remittance, and official Samba Bank endorsement clearly printed and legible. Any erasures or changes made to the remittance slip will automatically cancel the payment.
• The Deanship of Admissions and Registration supplies, on request of a currently enrolled student, a certification concerning the student's status as an external student. Certification can also be requested online at the KAU website.
• The Academic Affairs Departments in faculties can supply, on

request of a currently enrolled student, a certification verifying the student's attendance of final examinations or training courses.
• All students must abide by the academic calendar for the external program.

IX. Withdrawal

• In cases of complete withdrawals from the program before the starting date of the semester, 10% of tuition fees will be deducted.
• In cases of complete withdrawals from the program within the first week of classes, 25% of tuition fees will be deducted.
• In cases of complete withdrawals from the program on the fourth week of classes, 50% of tuition fees will be deducted.
• No refunds will be made to students withdrawing completely from the program after the fourth week of classes.
• Should an external student find it necessary to drop or withdraw from a semester, he/she must submit a written request for withdrawal at the stipulated times. Paid tuition fees will be deferred to the following semester.
• For more information on university rules, approved withdrawals, interruptions, changes in program of study, readmission, leave of absence, transfers, and dismissals, consult the rules governing regular full-time students or visit KAU Website and WebPages of the Deanship of Admissions and Registration.

3. Distance Learning Foundation Year

KAU offers applicants the opportunity to be enrolled in the university and obtain a bachelors degree through Distance Learning. Tuition fees are 4000 SR each semester starting from the preparatory year. Students maintain contact with their instructors via the internet and e-lectures are conducted by way of electronic classrooms. Students can also contact their instructors via electronic forums. The available faculties that students can be placed in after the completion of the Preparatory year are:
- Faculty of Arts and Humanities which include the following departments:
- Arabic Language
- Psychology
- English Languages and Literature
- Economics and Management (which include the following departments: General Management; Business Administration

I. Entry Requirements

-Applicant must hold Saudi High School Certificate or its equivalent.
-Applicant's High School Certificate score must be 60% or more.
- Date in which High School Certificate was obtained must be 1998/1999 or beyond.
-Applicants must be medically fit.
-Applicant must obtain written approval from workplace if he or she is employed.

II. Placement

Students must successfully complete all courses of the Foundation Year before being placed in one of the following faculties:
Faculty of Arts and Humanities
• Arabic Department
• Islamic Studies Department
• Sociology Department
• English Department
• Psychology Department (male-students only)
• History Department (female-students only)

Faculty of Economics and Administration
• Business Administration Department
• General Administration Department
- Students are placed in one of the faculties in accordance with the university competitive process, which is based upon the strength of the accumulative GPA, the placement capacity of each faculty, and the requirements of each faculty.
- Requests for placements in faculties are submitted online via the On Demand University Services (ODUS) and only during the designated periods. Requests presented in person or in written form will not be accepted. Failure to submit a request will result in the student being placed according to available places provided all other requirements are met.
- Placement is finalized at the end of the second semester (or the summer session if one is offered).
- Students cannot transfer from one track to another (Natural Science to Arts or Administration).
- Students are given a third exceptional semester in order to complete the preparatory year courses. If all courses are successfully completed, students are placed in a faculty appropriate to their GPA (according to the placement indicator of the faculty) provided there are available places in the faculty.

III. Required Documents

-Applicant's Application Form printed from the internet + copy of Transcript of Secondary School Certificate endorsed and stamped by the Ministry of Education or from applicant's place of employment.
-Copy of Civil Status Card for male-applicants and Saudi Family Card for female-students (copies must be enlarged with Card number clearly written).
-2 recent colored photographs size 6×4 in white background, with name of applicant and Civil Status number written clearly on the back of the photograph in bold-point.
-Written letter of approval from workplace for working applicants + one copy.
-Non-Saudi applicants born of Saudi mother must present copy of their birth certificate + mother's Civil Status Card + Residence Card.
-The "No Smoking University" commitment printed from the university website.
-The "Distance Learning Enrollment" commitment printed from the university website.

Time and Place of Classes

Courses are scheduled in the evenings and are administered in departmental buildings, rooms and language laboratory throughout the university campus.
System of Study (For distance learning system of study see Deanship of Distant Learning).

4. Parallel Education Program

Unlike the free programs offered by KAU, the Parallel Education Program is a program that enables students to obtain a Bachelor's degree in specific fields by paying tuition fees, provided they meet all requirements for admission. Tuition fees are SR 25,000 each year for the first three years and SR 30,000 each year for the last three years. Students study the same curriculum as regular registered students, but their schedule of classes is different since most courses are offered in the evenings (afternoon for women). The Faculty of Medicine was the first to launch the Parallel Education Program in 2004 and plans are underway to extend this program to other faculties and specializations in high demand by the local labor market.
Parallel Education Program for Bachelor of Medicine

I. Entry Requirements

• Applicant must possess a Saudi nationality
• Applicant must meet requirements for admission to Faculty of Medicine.

- Applicant must be medically fit
- Applicant must pay all tuition fees stipulated by the Parallel Education Program.
- Applicant must abide by all rules and regulations of the Faculty of Medicine.
- Applicant must abide by KAU regulations concerning the preparation and training needed to obtain a Bachelor of General Medicine.
- Applicant must pass the Faculty of Medicine Entrance Exam.
- Once admitted, the student cannot transfer from this program to any other program.

II. Duration of Program
- The duration of the Bachelor of Medicine degree in the Parallel Education Program is the same as that of General Medicine (Medicine and Surgery). It consists of 6 academic years and an additional internship year after which the degree of M.B.B.S is awarded.
- The Parallel Education Program is provided by academic departments within the Faculty of Medicine (Basic Medical Sciences and Clinical Sciences).
- The location of study is at KAU Faculty of Medicine and King Abdulaziz University Hospital, in addition to the various educational centers affiliated to the Faculty of Medicine.

III. Tuition Fees
For fees and other specific details , contact the following:
Faculty of Medicine
Tel: 6402000 Ext: 52035   Fax: 6400592
mahahwal@kau.edu.sa
http://medicine.kau.edu.sa

IV. Required Documents
- Original Secondary School Certificate + two photocopies
- Enlarged and clear copy of Saudi Civil Status Card for men and Saudi Family Card for women with Card number clearly printed at bottom of page. Original photocopies must be shown for purposes of authentication.
- Secondary School recommendation letter indicating good conduct.
- 4 recent photographs.
- For non-Saudi applicants born of Saudi mothers, original and one photocopy of (Birth Certificate + Residence Card + mother's Saudi Civil Status Card/Family Card). Originals must be presented for purposes of authentication.

For further information, please contact:

Deanship of Community Service and Continuing Education Building 30, P.O. Box 80222 Jeddah 21589 Telephone: 6951232 – 6951883 Fax: 6951282	Female Section Vice-Deanship of Community Service and Continuing Education Women's Campus Building 3 Telephone: 6952000 Extension: 26002–26003–26004–26129 Fax: 6953921

KAU offers students the opportunity to enroll in a **paid occupational diploma program**. Holders of Saudi Secondary School Certificates can apply to study on a nightly basis for a period of one to two years.
Diplomas are offered in the following faculties:

1. Faculty of Computer Science and Information Technology

Program	Requirements	Program Length
Diplomas in Computer Science: CISCO	Natural Science with a percentage score of 60%.	2 Years

2. Faculty of Economics and Administration

Program	Requirements	Program Length
Tourism and Hotel Management	Natural Science with a percentage score of 60%.	2 years
Air Transport	Natural Science with a percentage score of 60%.	1 year
Medical Secretary	Natural Science with a percentage score of 60%.	2 years
Assistant Dentist	Natural Science with a percentage score of 60%.	2 years

I. Entry Requirements
All applicants must:
- Hold Saudi Secondary School Certificate or its equivalent from within Saudi Arabia or from other countries;
- Be medically fit;
- Have required percentage scores.

II. Application Process
 Applicants must access the university website at the appointed period. Applications will not be received after those times. They can also present themselves in person at the Academic Affairs Office at the Deanship of Community Services and Continuous Education, building 26 for male-applicants; and Building 3 for female students, Extension 26002.

III. Required Documents
-University Referral Ticket (occupational diplomas)
- Endorsed copy of Secondary School Certificate
- Copy of applicant's Civil Status Card and Family Card for female-applicants (enlarged with number clearly written), or copy of valid Residency for Non-Saudis. Original cards must be presented for proof of identity and authentication.

- 4 colored photographs size 6×4

Academic Regulations and Policies

System of Academic Study

KAU follows a system of levels where each level shows a student's academic placement in the curriculum from which he or she is graduating. The total number of levels required for graduation is 8 or more depending on the stipulated study plan for each faculty within the university. Each level lasts for one academic semester and a student progresses from one level to another in accordance with the following regulations:

• Students are automatically transferred to a new level if they successfully complete all required courses for the academic semester in which they are enrolled.

• Students are dropped from the level system if they fail one or more courses or if they successfully complete one or more summer sessions.

The Academic Year

One academic year comprises two full semesters and one summer session when applicable. The duration of one full semester is 15 weeks while the duration of the summer session does not exceed 8 weeks in which additional instructional time and coursework is allocated for each course. The regularly scheduled times for registration and final examinations are not considered as part of the duration of the semester.

Study Level

Each study level consists of a number of specialized subjects and each specialized subject is considered an academic course consisting of a course code, course number, course title and a set number of accredited units (credit hours). The contents of each course and its level of academic difficulty are specified in a course description which is meant to distinguish one course from another within the curriculum.

Study Unit

All courses are valued in study units or (credit hours). As a rule, each study unit is equal to 50 minutes of class instruction a week each semester. Each laboratory (practicum) study unit is equal to 100-180 minutes of laboratory experience a week each semester.

General Average

A general average represents the final percentage score or the final letter score awarded the student in any course.

Semester Grade Point Average (GPA)

The Grade Point Average is computed on a scale of 5.0. Semester GPAs are determined by dividing the total number of quality points earned in courses by the total number of credits attempted in that semester. Points are computed by multiplying number of credits

by the grade points awarded for each course. Quality points are computed from grades as follows:

• A, 4.5 – 5 points;
• B, 3.75-4.49 points;
• C, 2.75 – 3.74 points;
• D, 2.0 – 2.74 points;
• F, no points.

General Grade Point Average

The general grade point average represents the student's scholastic achievement upon graduation. The following grading system is applied:

- A – Excellent – equals a grade of 4.50 GPA
- B – Very Good – equals a grade of 3.75 to less than 4.49 GPA.
- C- Average – equals a grade of 2.75 to less than 3.75 GPA.
- D- Poor – equals a grade of 2.00 to less than 2.74 GPA.

Student Schedule of Classes

The schedule of classes refers to the number of lectures registered by each student for the semester in which he or she is enrolled:

• It includes information concerning the titles,
• Numbers and codes of courses,
• The number of units each course,
• Time and place of lectures,
• Section numbers.

Students may download their schedules from ODUS. General Schedules of Classes listing all courses offered by the various departments are also published each semester.

Time Frame

There are 8-10 academic levels depending on the department and students register 12 to 18 credit hours in each level.

Transferring from one level to another

An academic level is equal to one academic semester. Students must successfully complete all courses they are registered to transfer to the following level. Students who fail in any one subject are removed from the level system.

Academic Load

If a student is removed from the level system, his or her minimum load is 12 credit hours and the maximum is 18 credit hours depending on GPA.

Attendance

Regular attendance is compulsory. Students are denied a course and banned from attending the final exam, if they are absent for more than 25% of its total number of lectures and classes.

Academic Advising.

Academic advising is offered to students at the beginning of each academic year. All faculties are keen to organize comprehensive programs that familiarize students with the curriculum, the different departments within each faculty, the various departmental activities and faculty objectives. Students are usually divided into small groups. Their assigned academic advisers offer them academic counseling. This involves knowing about class schedules, academic standing and semester grade point average, besides helping non-level students in selecting their course of study and in planning their schedules.

Excuse from Study (dropping a semester)

Students can drop a semester without affecting their grades (but it is factored into their GPA) according to the following conditions:

- Requests must be sent five weeks before the date of the final exam
- Student's GPA must not be below 2 (out of 5)
- Student must have completed more than two semesters.
- The maximum number of drops is two consecutive semesters or three intermittent semesters.

Leave of Absence

Should a degree student find it necessary to interrupt active pursuit of the degree, he or she may petition the dean for a leave of absence for a specific period of time, generally limited to one calendar year. The following rules apply:

- Requests are submitted in advance of the year or semester concerned
- Students are not allowed to discontinue the first two semesters of their enrollment in the university
- The maximum number of leaves is 3 academic semesters.

Declaration of Major or Specialization

Students must formally choose and select a major field of study by filing a request for specialization to the academic affairs office of the faculty in which he or she is enrolled. Conditions for each faculty must be met.

Specialization Procedures

-Students must send the Specialization Request Form at the stipulated time for declaration of major
-Lists of student majors are sent to Admissions and Registration for processing .

• Transfer from Faculty to another

Students are allowed to transfer from one faculty to another within the university after completing two consecutive semesters according to the following conditions:

• Transfer applicants must be in good standing with a minimum grade point average of 3.00 GPA or meet the admission requirement of the faculty to which they wish to transfer.
• Transfer applicants who have been assigned disciplinary actions or who have academic violations or penalties entered their permanent record are not eligible for transfer.
• Transfer applicants are allowed to transfer only once.
• Transfer applicants who have completed more than 50% of their major specialization requirements are not eligible for transfer.
• Transfer application must be sent electronically at the correct KAU intranet services.

• Transfer from a scientific faculty to the Faculty of Engineering.

Students can do so providing they complete 12 credit hours with a GPA of "good" or above in mathematics, physics and chemistry.

• Transferring to Health faculties

Students from Health faculties can transfer to other health faculties.
• Transfer to Faculty of Medical Sciences
Students from health faculties and the faculty of Science can transfer to other health faculties. They must have a GPA of 3 (out of 5), a score of 85% in their Saudi High School and according to space available at the faculty.

• Transferring from full-time to external learning

Full-time students can transfer to the external learning program only once provided they have a GPA of 2 (out of 5).

• Transferring from external learning to regular full-time program.

Students in the external learning program can transfer to the full-time program in the same faculty they are enrolled in. They must have a GPA of 3.5 (out of 5) and have not studied more than half of the graduation requirements, and subject to placement capacity.

Transfer from Diploma to Bachelor's degree.

Subject to the following conditions:
• Student must be in good standing with a grade point average of 3.00 GPA or better.
• Students can only transfer once
• Student must not have completed more than 50% of graduation requirements.

Suspension

Students placed on probation and receive 3 consecutive warnings of poor cumulative GPA falling below 3 (out of 5) are immediately suspended. Also suspended are students who exceed their time frames by more than half the period, or who have violated university rules.

Suspension of stipends

Stipends are suspended to all students who have ended their time frames, whose cumulative GPA falls below 2 (out of 5), who have deferred a semester, or dropped a semester, or failed to attend a registered summer session.

Withdrawal

Withdrawal from a course or from the University requires the permission of the dean of the faculty in which the student is registered. Each faculty and department of the University sets deadline dates for each semester concerning withdrawal.

Continuous Enrollment

Once enrolled in a degree program, a student is expected to be continuously enrolled and actively engaged in fulfilling the requirements for the degree each semester of the academic year until such time as the degree is conferred. Should the student break continuous enrollment at the University and not request and be granted a leave of absence (see above), he or she must apply for readmission and,, if granted, be subject to the requirements and regulations then in force.

Change of Grade

Students can check with their instructors if they have questions about the accuracy of their registered grades. They can also check with the head of department which offers the course in question.

Transfer Credit Procedure

• Student is responsible for completing Visiting Student Application provided by the Academic Affairs Office of each faculty;
• Student must send completed application to his or her Department Council and get provisional approval for attending the desired institution;
• Application must be approved by the vice-dean of the faculty;
• Student is responsible for sending the completed application in person to the Deanship of Admission and Registration for processing;
• To receive credit, course contents must be similar and credits must be the same as KAU courses; as a rule, transfer of credit is approved in the semester following student's visit.

Evaluation of Transferred Courses
Only the following students are eligible to have transferred courses evaluated for equivalency:
• Enrolled students transferring from another institution,
• Enrolled students transferring from another faculty within the university,
• Visiting students attending another approved institution.

Evaluation Requirements

Transfer credits will be evaluated for equivalency according to the following:
• In cases where the syllabi and content of the transfer course is closely parallel to one of the courses listed as part of graduation requirements;
• In cases where the transfer course has the same or more number of credits as the matching KAU course;
• A visiting student attending another institution must receive prior approval in writing from the faculty dean;
• Student must satisfy all requirements prescribed by the faculty.

Evaluation Procedure

• Student must get Course Equivalency Evaluation Application forms provided by the Deanship of Admission and Registration. It is available online. They must file official transcript and course description of courses selected for evaluation at the Faculty Registrar's office for approval by the Vice dean of Admissions and Registration.

• Deanship of Admissions will send the application and transcript to the faculty for course evaluation.
• Faculty evaluation is forwarded to the University Office of Examinations for final processing.

Transferred Courses
• Grade for transferred course will not be factored into the student's cumulative average if the student has studied the same course at another institution.
• For students transferring from another faculty within the university, all credits earned for courses in the previous faculty will be factored into their cumulative average regardless of evaluation or equivalency.

Transcripts of courses must be approved by the University Information Office.

Grading System

Grade	Points (GPA)		Limits for Grading	Code
Exceptional	4.00	5.00	95-100	A+
Excellent	3.75	4.75	Less than 95	A
Superior	3.50	4.50	85 – 90	B+
Very good	3.00	4.00	75 – 85	B
Above Average	2.50	3.50	75-80	C+
Good	2.00	3.00	70-75	C
Pass- High	1.50	2.50	65-70	D+
Pass	1.00	2.00	60-65	D
Fail	0.00	1.00	Less than 60	F
In-Progress	-	-	–	IP
In-Complete	-	-	-	IC
Denied	0.00	1.00	–	DN
No grade – Pass	-	-	Above 60	NP
No grade – Fail	-	-	Less than 60	NF
Withdrawn	-	-	–	W

Graduation Requirements

• Student must successfully complete all graduation requirements prescribed by the faculty and must meet the minimum grade requirement of 2.0 GPA (on a scale of 5).

Graduation Procedures
• Candidates for degrees may get on-line Applications for Graduation available at the Deanship of Admissions and Registration or from Faculty Registrar
• Applications of Graduation must be approved by Faculty and approved by department.
• Applications of Graduation must be filed in the Faculty Registrar Office at the Deanship of Admissions and Registration with an enlarged and clear photocopy of Civil Status Card for final certification.

Visiting Students
The University offers students studying in Saudi Arabia and in accredited universities the opportunity to study taught academic courses at KAU.
Process of registration for visiting students:

1. Applicants must get written approval from their university to study at KAU as visiting students, specifying the courses that they wish to study. Priority is given to expectant graduates or final year students.
2. The courses must be included within KAU academic schedule of classes.
3. Home universities of visiting students must specify the number of credit hours that needs to be studied. Applicants are allowed a maximum of 9 credit hours only during summer sessions.
4. Applicants must apply to the Office of Admissions at the Deanship of Admissions and Registration and send official letters from their university specifying the courses that they wish to study. Titles and numbers of courses must be written according to the study plan of KAU.

5. Applicants must present themselves to their chosen faculty registrar to register for courses
6. Applicants get KAU schedule of classes online.
7. Online application forms are available at http://odus2.kau.edu.sa/external_za2reen29-30/home.htm

Student Conduct
The University adopts a holistic approach towards preparing and training students academically, scientifically, ethically, socially, and culturally, based on the teachings of the Holy Quran. The University believes the following principles are instrumental in helping students succeed and excel in their learning:
• To be honest and sincere in search for knowledge;
• To be Islamic in actions, words and appearance;
• To seek the company of virtuous friends who guide towards good;
• To follow the correct guidelines of studying and academic achievement;
• To be diligent, and patient and perseverant in the face of difficulties;
• To shun despair and cure it with hope and acceptance of God's will and judgment;
• To join in student activities and savor its benefits;
• To shun cheating in exams and plagiarism in assignments;
• To respect instructors, accept their advice and follow their instructions;
• To be honest and honor pledges and commitments.

Student Violations
Violations will be treated seriously by the University. Disciplinary action will be levied against repeat offenders and will become a permanent part of their academic record. There are many violations that students should be aware of and always avoid. These violations include, but are not limited to, the following:
• Ethical violations, behavioral violations,
• Academic violations such as plagiarism and cheating in examinations,

• Stealing,
• False impersonation and identity theft.

All violations are serious offenses which need penalties assigned. The University has issued rules stipulating standards for ethical and academic conduct and prescribing suitable penalties depending on the seriousness of the offense and any particular circumstances involved. Penalties and disciplinary actions for offenses may include one or more of the following listed in the University Integrity Code:

- Denial of credit or grade in one course or more.
- Denial of grant or allowance for a month.
- Assigning student a failing grade of F in one course or more.
- Suspension of student from the University for one Academic Semester and denial of monthly grant or allowance.
- Suspension of student from the University for More than One Academic Semester and assigning a failing grade of F in the stipulated semesters.
- Denial of University Housing
- Permanent dismissal of student from the University

In addition to the Deanship of Admissions and the Deanship of Student Affairs which handle all aspects of admissions and University life respectively, University resources include the following Deanships and centers:

University Resources and Services

Deanships	Centers
Deanship of Graduate Studies Deanship of Scientific Research Deanship of Community Services and Continuing Education Institute of Research and Consultation The English Language Institute (ELI) Deanship of Admission & Registration Deanship of Students' Affairs Deanship of Library Affairs Deanship of Distance Learning Deanship of Information Technology	Academic Assessment Unit (AAU) Scientific Endowment Scientific Research Chairs Research and Development Center Islamic Economics Research Center King Fahd Medical Research Center (KFMRC) Water Research Center Social & Humanitarian Research Center Educational Development Center (EDC) Scientific Publication Center General Center for Educational Services Total Quality Management Program Geological Phenomena Studies Unit

1. Deanships

Deanship of Graduate Studies

Graduate studies at KAU began in 1986 in the Faculty of Arts and Humanities with MA programs in Library Science, History, Sociology, Geography, and European Languages. The Deanship of Graduate Studies was established in 1999 with the purpose of providing a more active and efficient supervisory and coordinating system for graduate studies. Since then, the Deanship has expanded and its programs have become varied. Currently, KAU offers 110 graduate studies programs which include: 5 graduate diploma programs; 56 taught and thesis master's degrees; 35 taught and research project master's degrees; 14 PhD programs in the Joint Supervision Program.

The Joint Supervision Program

This program is unique in Postgraduate Studies. It was designed by KAU executives to enable female academic University staff holding M.Sc. degrees to obtain their doctorates in a number of specializations since many were facing social and cultural difficulties that prevented them from traveling abroad to complete their postgraduate studies.

The program was established with the cooperation of 23 renowned British universities and with the coordination of the British Council in Saudi Arabia. It was launched in 1994 when 43 students became registered in various British universities in London, Nottingham, Manchester, Exeter, Strathclyde and Portsmouth. To ensure the quality of the program, contract agreements were signed between KAU and the above universities stipulating the need to assign an external supervisor from the concerned British university and an external supervisor from KAU. Both supervisors were required to undertake frequent visits to the Universities in question during the course of the student's study. Upon completion of all requirements, the student was to be granted a doctorate from the British University in accordance with its regulations and policies.

KAU is responsible for supplying modern laboratory equipment needed for the program, in addition to email services and internet services. Students were also required to receive training at KAU in statistics and research methodology so as to improve their skills in scientific research. Within the past 4 to 5 years, 16 students have graduated from the program in different specializations such as chemistry, biochemistry, biology, physics, nursing, economics, and arts and social sciences. This program has helped cement the relationships between KAU professors and British professors and enhance the exchange of knowledge and expertise through the symposiums and seminars organized during the frequent visits of both supervisors.

Deanship of Scientific Research
Contacts
Tel: 6951945   Fax: 6951945
dsr@kau.edu.sa
http://dsr.kau.edu.sa
P.O.Box:80230, Jeddah (21589), SA

The basic aim of the Deanship of Scientific Research is to establish an academically stimulating research environment that would enable King Abdulaziz University to take a national, regional as well as international leadership role in quality research in different discipline of science, engineering, medicine, management and other related fields of significant importance to the Kingdom and worldwide. The Deanship supports, manages and encourages many research activities like internally and externally funded research projects via SABIC and other similar

grants. It also supports Junior Faculty Grants for fresh young stuff members, research groups, conference attendance, sabbatical live, visiting researches, grants and awards, workshops, and collaboration with international institutions worldwide. The Junior Faculty Research Grant is a one-time, 6-month, limited budget (SR 50,000) research opportunity. It is mainly intended for fresh PhD's and its purpose is to maintain the research momentum developed during their PhD work. Grants are also extended to the authoring, translation and editing of books, Arabic language studies as well as social studies for the benefit of the local community. Research projects are directed towards addressing vital issues facing the community such as Dengue fever, Bird flu, stock market effects on society, terrorism, domestic violence, the problems of people with special needs in Saudi Arabia, and medical malpractice.

Deanship of Information Technology

The Deanship of Information and Technology was established in 1976. It supports developing information tools and systems for research, learning and management within the University and between the University and the rest of the world. The Deanship offers various services:

-Information Management Systems;

-Technical support: Technical Support Department:

it.tsd@kau.edu.sa

Tel.:6952214 Ext.: 66065

-Infrastructural support: Systems and Programs Development Department, *it.dsd@kau.edu.sa*,

Ext.: 51712

-Project planning and management:

-Advice and training: Training and Public Relations Department, *it.aad@kau.edu.sa*

Ext .: 52067

-Internet services including: University intranet access, remote access, e-mail accounts, web hosting, University Electronic Directory: Internet Services Department, *it.isd@kau.edu.sa*, Tel: 6952772

The Deanship aims to support E-University and it is currently revising all electronic documents and storing and documenting all information to limit the use of paper.

Deanship of Distance Learning

The Deanship of Distance Learning was established in 2005. The basic aim of the Deanship is to improve the learning process, which includes the faculty member, the student, the learning content, and connectivity and evaluation methods. This is done as follows:

1. Applying the various pedagogical methods, multimedia and interactive material.

2. Providing learning management systems (LMS), satellite channels and the Internet.

3. Providing interactive features like virtual classrooms and e-forums.

4. Providing qualified human resources that develop learning content.

5. Creating an administrative environment and providing financial facilities .

6. Providing an academic assistant (Tutor) to aid faculty.

7. Providing training programs about education for faculty, students and administrators.

8. Implementation of quality assurance according to best standard practice.

The Distance Learning System

Distance Learning at KAU is reliant on three basic systems:

1. The E-Learning Management Electronic System / EMES: An integrated computer system that manages the educational process and eases the process of interaction between student and faculty member.

2. The Virtual Classroom System Centra: Virtual classrooms provide lectures on the Internet based on the smart classroom environment and essentials needed by both teacher and student. One of the main instruments is the system of Open Interactive distance education, a technique that is one of the most advanced in the world. The most distinct functions of this system are:

Direct interaction

1. Multipurpose interactive web-pages.

2. Text Chat as well as screenshots

3. The Electronic Exam is an interactive experience that is designed to hold periodic tests and end of the semester examinations electronically in order to save time and effort. Examination material is motivating and provides more accurate data for educators. It assesses students' achievements electronically and provides more reliable data to both students and teacher

Assessment of students in the distance learning program.

-- 60% or more for the final exam

-- 40% or fewer for student participation via EMES and CENTRA which include:

1 - E-mail.

2 – FAQ.

3 – Homework and projects

4 - Interaction with the faculty via the distance learning .

5 - Periodic e-examinations

How to start the distance learning program at KAU

1. Choose your courses and prepare your schedule through the University on Demand System (ODUS). It can be accessed through KAU's main website http://www.kau.edu.sa/odus/ .

2. You can access the ODUS system services by logging on using your username which is also your university ID number and your password which is your civil registration number. (This is the last nine digits excluding the first one so if the civil registration number is : 1234567890 the password would be 234567890. The first digit being one here is not included.

3. After you get your schedule, you can enter the CENTRA virtual classrooms. This enables students to interact in a real time environment with their professor through audio-visual contact via the internet according to the allocated times of lectures which appear in your academic schedule. You can use the EMES Electronic Management Education System which allows you to view the academic content of the subject in the form of a slide show presentation and other multimedia formats.

4. The virtual classroom environment can be accessed through the following link http://centra.kau.edu.sa . You can utilize this system to check lecture times by using the same username and password used for entering the ODUS system .

5. Once interacting with the professor is established through virtual classroom means that means you have successfully started the distance learning process and the same will apply to other subjects.

6. You can access the Electronic Management education system through the following link : http://emes.kau.edu.sa/ by using the same username and password used for entering the ODUS system .

7. For Technical support please contact us on our direct number 02-695 2338. Note that you can use all services available at the center by creating an ODUS username.

Three applications are needed to use our website programs and these can be easily downloaded from our web-pages:

• Flash application

- Java Player application
- Centra player application

Call Center : 6952338 / 62303 62304 - 62309 - 52338

E-mail : *ddl.student@kau.edu.sa*

Deanship of Community Service and Continuing Education

The Deanship of community service and continuing education was established to act as a link between the community and the University. It aims at helping science and learning to every student. Its resources are available and they meet the needs of the community. It coordinates with academic faculties of the university to provide its services. The Deanship also provides, through its science centers, a wide spectrum of distinguished training, qualification and teaching programs that deal with administrative, scientific, medical and engineering domains and other general skills.

Academic programs offered by the Deanship

1. Preparatory Diplomas Programs: This program works on qualifying secondary school graduates to join the labor market directly and to be productive citizens. This program offers many specializations with a time frame of one to two years.

2. MA programs and Diplomas: The deanship offers the following:
- Master of Business Administration,
- Master of Technical Anatomy,
- Master of Educational Management,
- MA in Teaching Technique,
- MA in Translation and Interpreting,
- Master of Vocational Accountancy,
- Master of Health services & Hospital Management,
- Postgraduate Diploma in Educational Measurement and Evaluation.

3. The Affiliation program: This program aims at qualifying students scientifically to get bachelor degrees in one of the offered specializations by developing their competencies and skills. The goal of the program is to provide opportunities to those who have conditions that hinder them from enrolling in the regular programs of the university and continuing their higher education. Merits of the affiliation program include:

-It enables students to attend the evening preparatory course offered by the concerned college if he or she registers in advance for the course.

-Students have the right to transfer from the affiliation system to the regular program after finishing at least two academic semesters with a cumulative average(3.5 out of 5). They must also meet the affiliation system acceptance perquisites and according to the capacity of the college.

-Students benefit from the internet and the e-university.

Institute of Research and Consultation

The Institute of Research and Consultation is responsible for assessing and managing research, consultations and studies which are financed from inside and outside the University. KAU has a distinguished academic staff skilled and specialized in all areas of knowledge. It also has technical resources and know-how and advanced instrumentation. The institute is the University's professional consultative body and can offer expert services for developmental research and scientific supervision to public, private as well as investment sectors. It also offers professional services in the form of contract systems and all its activities are implemented according to private sector mechanisms.

The Institute has endeavored since its start to set up close contacts with non-governmental organizations and agencies and to encourage them to benefit from the results of research conducted at KAU. As a result, many KAU faculty members now work as part-time consultants in many companies and production organizations. So far, almost 100 scientific projects have been funded by many sectors from outside the University.

The English Language Institute (ELI)
Contacts

Tel: 6952467   Fax: 6952471

eli@kau.edu.sa

http://eli.kau.edu.sa

P. O. Box 80200 Jeddah 21589

The English Language Institute was established in 1975 when the university invited the British Council to set up a project to teach English to the students of the Faculties of Engineering and Medicine. It was first named The English Language Centre. In 1984 the Centre became an independent entity linked to the Faculty of Arts and Humanities for administrative and financial purposes. In 2009 the Centre was upgraded to an independent Institute supervised by the University Vice President. Today ELI has become one of the pioneer institutions in Saudi Arabia. It serves all faculties in the University providing Foundation Year students with 20 hours of English weekly, and provides English language courses to over 17,000 external students, 1,500 qualifying students, and 1000 E-Learning students. The Center is also about to launch an MA TEFL Program, and a teacher training program leading to CELTA. It is also considered a pioneer in e-learning.

The System of Study

- Schedules of classes are electronically registered for all students at the beginning of each semester.

3. Students can pay their fees at the beginning of each semester and they must present a copy of the receipt of payment to the Deanship of Community Service and Continuous learning before the deadline allocated for this process.

4. Students who fail to pay required fees within the specified time will not be permitted to continue their studies and will be suspended. If the student's cumulative average is below 2, then he or she is automatically suspended from the university.

5. Students who interrupt their study for four
academic semesters will lead their posting.

For more information on Affiliation program contact:

Male students: phone number 6951232 extension $(204-203)$.
Female students: phone number 9652000 extension (26004 -26329).

4. Parallel Education Program: In this program students study the same curriculums as regular KAU student, but their schedules are different since most courses are offered in the evening period. Students enrolled in the program must also pay partial tuition fees. The Parallel program was launched in 2005 and was restricted to Medicine and Surgery. It is expected to expand to cover other disciplines that are in great demand in the local labor market.

2. University Research and Academic Centers
Academic Assessment Unit (AAU)

King Abdulaziz University is committed to quality and excellence. The Academic Assessment Unit is a department that administratively reports to the Vice President for Development. It was established in 2003 to meet the pressing and urgent need to improve the academic qualifications of KAU graduates, to upgrade the quality of University programs, and to ensure quality through setting up self-assessment and academic accreditation. Assessing academic programs and supporting units have now become compulsory at the University and AAU guidelines for assessment have been approved by the executive administra-

tion and are now in the implementation phase.

The basic aim of the AAU is:

-To help achieve the vision and mission of KAU to become a world-renown institution in all areas of instruction, research and community services.

-To advance the scientific understanding of KAU graduates in all specializations

-To reach best levels of implementation of academic assessment.

-To improve integrating graduate qualifications and labor market needs.

-To plan and conduct assessments through regular internal and external reporting procedures.

-To help departments develop fitting assessment measures based on international standards.

AAU is part of the President's office and it is in the Executive Administration building.

Scientific Endowment

The University is credited with being a pioneer in many areas of scientific research such as;

- Environmental studies,
- Pollution,
- Water resources,
- Transportation,
- Islamic Economics,
- Natural resources,
- Genetic diseases,
- Community services,
- Medical research,
- Agriculture,
- Information technology,
- Patented inventions.

Under the directives of His Royal Highness, the Governor of Makkah, a scientific endowment was established to support University research in the domains related to the Hajj and Umrah environment and all research that serves the community and provides solutions to its problems. His Highness generously donated the land which was formally and legally registered to support research dedicated to serving the Hajj and Umra and helping solve Makkah community problems. The land allocated for the King Fahd Library was also added to the endowment. A special bank account was created (No 90909000500) at the National Commercial Bank (Islamic Investment) in the name of the Scientific Endowment for the support of KAU research.

Scientific Research Chairs

KAU has established the Scientific Research Chair program which is a unique academic activity used by many distinguished universities to improve developing certain academic programs and research projects.

Definition of Scientific Research Chair

The Scientific Research Chair is a permanent or temporary financial grant granted by a distinguished individual for funding a research or academic program at the University. A Saudi professor acclaimed for scientific achievement, expertise and international renown is appointed to oversee the Chair.

Endowment Research Chairs

Endowment Research Chairs are those that are funded by the University's permanent endowments.

Temporary Research Chairs

Temporary Research Chairs are those that are funded for no fewer than three years through donations and grants.

Objectives of Scientific Research Chairs

Scientific Research Chairs aim to achieve the following:

-To recruit specialized scholars of high caliber and scientific expertise to support and activate the academic programs and research projects of the University.

-To benefit from scientific expertise and mobilize it for advancing knowledge and research.

-To support different scientific specializations by providing all necessary instrumentation and modern laboratories.

Research and Development Center
Contacts
Tel: 6952506   Ext: 52035 Fax: 6951283

Ins-RC@kau.edu.sa
http://irc.kau.edu.sa

-The Center was established in 1973.

-The Center awards Postgraduate Diplomas and Specialized Diplomas (post-secondary school).

-The Center issues many publications including:
• Economy and Administration Magazine
• Saudi Systems Newsletter
• Economics and Administration in the Quran and Sunna Series

Islamic Economics Research Center
Contacts
Tel: 6400000   Ext: 26011   Fax: 6952119
rdc@kau.edu.sa
http://rdc.kau.edu.sa
P.O. Box 80292 Jeddah 21589

The Center was established in 1976. This was under the recommendation of the First Conference for Islamic Economics held in Makkah in 1976. Its aim was promoting research in Islamic Economics through establishing an academic library on Islamic Economics books and publications in different languages. Researchers at the Center are specialized in Economics and Islamic Law and many hold distinguished academic positions and have many published contributions. Many are recipients of academic and scientific prizes. The Center publishes many peer-reviewed journals and keeps a scholarly level in all its publications. It was awarded the Islamic Bank Prize for Development in 1993 in Islamic Economics in appreciation of its innovative and distinguished research. The objectives of the Center are as follows:

--To provide research facilities for researchers, scholars and students of Islamic Economics at KAU and other universities.

-To encourage cooperation among universities and other academic and research institutions involved in Islamic Economics.

-To provide financial support for theses and dissertations in Islamic Economics and to finance and encourage lectures, academic meetings and conferences.

-To contribute to translating Islamic Economics literature.

-To develop curricular textbooks for courses in Economics and other related fields (such as accounting and business administration) from an Islamic perspective.

King Fahd Medical Research Center (KFMRC)
Center Contacts
Director of the Center
Tel: 6404177   Fax: 6952076- 6952059
kfmrc@kau.edu.sa
P.O. Box 80216 Jeddah 21589

The King Fahd Medical Research Center was established in 1980 to accommodate researchers and provide them with laboratories, and scientific and administrative support. It is a part of the Medical Center which includes the faculties of medicine, dentistry, pharmacy, applied technology, and nursing. A close collaboration with the King Abdulaziz University Hospital forms research

backbone. Researchers from other faculties of the university are also involved in KFMRC research activities. The Center preserves strong collaborations with other universities, and education and health sectors and is considered the main setting for almost all the scientific activities of the Medical Center such as conferences, symposiums, congresses and workshops.

Diplomas and Post-Graduate Studies

The curriculum for the "O" program has been developed and awaiting submittal to the Deanship of Community Services. The Medical Genome Unit is in the final process of developing Diploma and Master's programs to be sent for approval at the start of the new academic year.

Water Research Center
Contacts
Tel: 6952507 – 6952821   Fax: 6951403-6952499
mahahwal@kau.edu.sa
http://medicine.kau.edu.sa
P.O. Box 80160   Jeddah 21589

The Water Research Center was established in 1998 to encourage research and collect information geared to ways of increasing and managing water resources in the Kingdom. It has a distinguished staff of expert and renowned scholars in the field. Its various laboratories are equipped with modern instruments and supported by well-trained technicians. In addition, moving laboratories provide researchers with the capability of conducting and getting immediate on-site results. The Center relies heavily on the presence of various academic departments that are specialized in water resources. There are more than 80 professors at KAU with specializations that are interdependent and closely related to the field of water resources and water management. The main objectives of the Center are:
- To offer scientific solutions to water problems and issues through research and applied studies.
- To provide professional consultations to government departments and private sectors in water resources.
-To organize and take part in conferences, symposiums and training courses in the field
The following units are available at the Center:
- Database Unit
- Water Resources Unit
- Treatment, Technology and Drainage Unit
- Beaches and Environment Unit

Social and Humanitarian Research Center
Contact
Director Tel: 6951733   Secretary Tel: 6952353

The Center was established in 2001 with the aim of enhancing research in all Faculty specializations, as well as supporting Arabic and Islamic heritage and simplifying its access to researchers. The Center concerns itself with providing academic consultation and research services to organizations and agencies, publishing research and studies, and organizing symposiums, conferences and training courses.

Educational Development Center (EDC)
The Educational Development Center is a specialized center established in 1987 to serve students and staff. Years of experience has made it a unique and pioneering institute in educational training and development.
EDC Training programs
The Center offers training programs to professors, lecturers, teacher assistants, technicians, students, and to educators from outside the University.
EDC Units

-Career Development for Professors, Assessment and Evaluation, Baccalaureate and Postgraduate Students
-Internet Training and Technical Support Unit.   ,
This Unit aims at supporting and developing the skills of instructors and students alike in the use of technology in instruction, learning and researching by offering courses, counseling, and effective programs.
-Baccalaureate Development Unit
This unit is an addition to the Center and is devoted to developing and implementing the programs that address the needs of students at this level.

The Mission of the Baccalaureate Unit
To encourage students at this level to take part in and interact effectively with their environment by offering intensive and varied courses geared to providing them with the necessary skills that guide to success in both academic and personal life. This is achieved through the following:
 - Training Courses
Offering specialized training courses in every Faculty and more general courses open to all students that deal with the following essential areas: learning skills, memory improvement skills, and skills in how to pass examinations.
- Workshops
Organizing workshops that deal with the following:
• Student difficulties and how to overcome them;
• Positive response to University activities.

Contact.
Tel: 6952079   Fax: 6405427
P.O. Box 80200 Jeddah 21589

Scientific Publication Center
Contacts
Publishing Center Director
Tel: 6400000   Ext: 62017   Fax: 6400592
Publisher@kau.edu.sa
P.O. Box 80200 Jeddah 21589
Building 48, Next to Faculty of Engineering.

The Center of Scientific Publication was established in 1985 with the aim of ensuring an apt standard of University publications. It works as the executive medium for the Scientific Council in matters of academic publishing. Administratively, the center reports to the Vice president for Postgraduate Studies and Scientific Research. The Center is responsible for the technical and academic preparation of all University publications, as well as with the promotion and distribution of these publications through proper channels such as gifts, sales, subscriptions and exchange. The basic role of the Center is to publish all University intellectual information and to ensure that it conforms to the highest standards in terms of editing, documenting and printing.

General Center for Educational Services
Contact.
Tel: 6402000 -6952870   Ext: 68098 Fax: 6951816
Building 1/42, Third Floor, Room 308/303

This center is responsible for preserving all scientific equipment in the University and to ensure that all systems are running at best levels. It also offers technical services when applicable to support researchers and students working on senior research projects, recruits and trains Saudi staff and enables them to preserve scientific equipments' effectiveness, besides updating and developing the library electronic catalogs.

Total Quality Management Program

KAU recognizes setting up Total Quality Control as important for all its academic and educational programs. It has thus focused on all of its educational process. This starts from the academic instructor and the need to develop his or her performance through training courses offered by the different specialized centers of the University such as the Educational Development Center (EDC). It also includes the need for improving educational supporting aids, innovative teaching methods and modern technologies. It ends with the student who is the center of the University's educational concern.

The Total Quality Program also endeavors to develop the performance of the University by using the guidelines and principles of total quality. This is achieved through:
• Focusing on the recipients of services,
• The use of work teams,
• The participation of all University community in the process of developing,
• Increasing quality performance,
• Creating an organizational culture that encourages increased quality performance and continuous development.
The Purpose of Total Quality Management
The basic purpose of the program is:
• To identify the needs of the community and to strive to satisfy these needs in all aspects of education and learning.
• To improve the services provided to students, the community and KAU staff by all University sectors.
• To increase total quality of performance in all sectors of the University

• To encourage the participation of all KAU community in the process of development and increasing total quality of performance.
• To encourage self-development
• To develop criteria for performance and assessment
• To create an organizational culture that encourages quality performance and continuous development.

Geological Phenomena Studies

The Earthquake Observatory is located in the University campus and is directly affiliated to the Faculty of Earth Science and its Center for the Study of Geological Phenomenon. The Observatory was initially established on an area of 600m2 in two phases, and had been designed to be expanded according to develop and establish other plants. There are currently 30. channels for the recording and analysis of earthquakes currently 30 channels, in addition to mobile stations, assistive devices and the antenna tower for receiving field and digital information from the sub-networks.
The Sub-network in Makkah for seismic monitoring network has already been implemented. It includes:
• Seven fixed-fields;
• Digital stations broadcasting digital information in real time to the Observatory for registration;
• Analysis seismic activity covering an area of about 100,000km2.
The basic aims of the Center are twofold:
1) To enhance studies and research of early warning systems and control sources of seismic waves
2) To focus on assessment and to minimize the impact of seismic disasters by supplying basic and necessary data about at-risk regions.

The University Hospital

Contacts
Tel: 6401000 Fax: 6952538
hosp-admin@kau.edu.sa
http://www.kau.edu.sa/hospital
P.O. Box 80215, Jeddah 21589

The University Hospital is equipped with state-of-heart laboratories and equipment necessary for patient care and treatment. It is a modern comprehensive hospital providing professional tertiary health care services of free to the KAU community.

University Hospital Departments
Internal Medicine, ENT, Dentistry, Pediatrics, Neurology and Psychiatry, Surgery, Ophthalmology, Urology, Gynecology and Obstetrics, Emergency Medicine, General Medicine.

Academic Degrees
The University Hospital is considered one of the main centers for teaching and training of medical students enrolled in the various public and private health institutes. It also offers training for physicians sitting for the Saudi Fellowship Board in all clinical specializations. It also has other international boards and fellowships such as the Fellowship of the Royal College of Surgeons in Ireland (FRCSI) and the British Fellowship of the Royal College of Surgeons (FRCS).

Future Programs
• The operation of the Kidney Transplant Unit;
• The Open Heart Surgery Unit;
• Updating of the Diagnostic Radiology Unit;
• Expansion of the Intensive Care Unit for newborn babies;
• Completing expansion of Intensive Care Unit for children;
• Opening of the Intensive Care Unit for heart patients;

University Services

• Opening of the Burns Unit.
The University offers a variety of services and conveniences that are meant to facilitate the academic and social life of students, faculty and staff. These include: Banking Services, University Post Office and mailing services, cafeterias, restaurants, stationeries, book stores, and copy centers. Other services include the following:

Health Services
The University Hospital and Medical Clinic provide free primary health care to all KAU students, faculty and staff and their dependents. Basic medication is usually supplied free to patients by the Medical Department Pharmacy. This health service includes: clinics internal medicine, orthopedics, ENT, dentistry, ophthalmic clinic, pediatrics, family medicine, radiology, laboratory medicine, and first aid.
Morning Hours (for men): from 7:30 to 14:00
Evening Hours (for families): from 17:00 to 20:00
Contact: Telephone 6400000 Ext. 51437

Electronic Services
Contacts
Tel: 6952397- 6952398   Ext: 52397   Fax: 6405845
it@kau.edu.sa
http://medicine.kau.edu.sa

P.O. Box 80200 Jeddah 21589

All staff and enrolled students may have an account on the University network. Electronic services are available through the University Website at www.kau.edu.sa where students can:
-browse examination results and print programs and schedules of classes.

-check conditions of transfer and send various forms and applications.

-register courses under University rules and policies.

-check final examination dates and get schedule of final examinations.

-Apply for admission to KAU, check status of application and print Medical Check-up forms.

Services Offered by Internet Services Department (ISD)

• Use of the World Wide Web

Access to the World Wide Web is provided for research, teaching, learning and other legitimate school-related business. Users can access the University Network and Intranet using on-site computers. Access from remote locations must be approved by the concerned Faculty or Department and is only available to certain categories of users and subject to University policies.

Benefits of University Internet Service

-Fast service access and set up of network account.

-Sophisticated and updated computer technology supported by advanced storage and security means

-High-speed connection, currently 8 megabytes each minute.

-Access to the service from any connected site within the University campus

-Remote access from distant location via digitalized dial-up

-All requests for services are quickly processed in coordination with the departmental approval.

Procedure for Acquiring Internet Services for Bachelor's Degree Students.

-The Internet application form (Form 902) can be downloaded and submitted to the Internet Service Department. (It is a compressed Word document. Users will need WinZip a freely available download tool from the University Website to open the compressed file. It is downloaded by clicking on the proper icon).

-Request for internet service must be renewed every semester.

-Photocopy of Civil Status Card/Residency Permit/Passport.

-Photocopy of University ID and photocopy of student's schedule of classes.

-Application form must be endorsed by the Faculty Academic Affairs Office.

Media Services and Information Web Ads

KAU provides the university community with free media services through the following channels:

1. University Newspaper

The Department of Mass Communication is responsible for issuing the University Newspaper and endeavors to provide an accurate picture of the University. The newspaper is issued every two months and twenty thousand copies of each issue are distributed within and outside the University campus.

2. University Magazine

The magazine is printed by the local Al-Madina Newspaper and issued by the Deanship of Student Affairs every two months. It covers various topics.

1. Faculty Scientific Magazines

Every faculty issues its own peer-reviewed magazine for publishing the scientific research of faculty members.

2. Campus Announcements

School announcements, advertisements and instructions that are of importance to students are posted as moving Web Ads at the University website to make students better able to follow university events and happenings as well as to speed up implementing such tasks as:

3. Web Ads of the Deanship of Admissions and Registration

The Deanship posts text-only Web Ads containing the latest news that should be of concern to students such as:

-Date and deadline of Transfer from one faculty to another

-Deadline for seeking Leave of Absence for one semester

-Deadline for seeking Postponement of Study

-Start of external student registration for general courses and specialized courses at the Faculty of Arts and Humanities.

4. Web Ads of the Deanship of Student Affairs

All programs and student activities and events are posted as Wed Ads at the KAU website.

Transportation and Parking

Parking lots are provided on university grounds for faculty, staff and students free of charge and most are close to faculties and classroom buildings. Vehicles must be registered with the Public Relations Office and must display a valid KAU parking sticker on the windshield. The university also provides a bus shuttle service between the student residence halls and other areas of campus.

Banking Services

For the convenience of the university community, a branch of the Saudi American Bank (Samba) has been made available on campus near the University Medical Clinic. Automatic Teller Machines (ATM) operated by Samba are also available throughout the University campus to facilitate pay checks, monthly/grants and payment of bills.

Sports stadium

Sports services are provided to university students and employees in coordination with the Department of sports activities of the Deanship of Students Affairs. Facilities at the sports stadium include: an international field with room for more than 7 thousand spectators, physiotherapy clinics, three tennis courts, four volleyball courts, three basketball courts, three handball courts, reserve football stadium.

Safety and Security

The role of the Department of Safety and Security is to issue parking decals and entry permits to students, faculty and staff and to ensure the security of all buildings within the University campus.

Child Care

The University offers comprehensive quality child care for children of students, faculty and staff in the form of a Pre-school for children ages 2-5. For further information and registration, contact: Tel: 6953348, Fax Ext: 21551.

School Complex

The School complex is situated in Abdallah Al-Sulaiman Road within the University Campus to the South of KAU Staff Housing. It is comprised of three schools for Girls on the Primary, Intermediate and Secondary levels. All schools are modeled on the Quran Memorization system and are under the supervision of the Department of Education in the Jeddah region. Registration is restricted to the children of KAU staff.

Alumni Affairs

The University has made concerted efforts to find suitable employment public or private for its graduates. It has succeeded in achieving this target by supporting its alumni and by making available to alumni and their families a program of services and educational and cultural events. These are meant to strengthen their relationship with their Alma Mata and reinforce their sense of belonging and commitment to the University. The Vice-Deanship has also worked tirelessly to encourage its alumni, who now hold influential executive positions either publicly or privately, to help in the continuous employment of KAU graduates.

The Deanship of Student Affairs

The Deanship develops student life services, policies and procedures to complement the University's formal instruction program. These activities are implemented through the various offices of the Deanship.

Student Activities
Contacts:
Tel: 6952000 or 6402000   Dean's Ext: 51414
Office Manager's Ext: 51412

The primary charge of the Deanship of Student Affairs is to develop and maintain a supportive and enriching environment for KAU students. This goal is achieved mainly through nonacademic and extracurricular activities and through the broad participation not only of students but also of faculty and staff and the University community at large. The Student Activities Office serves as a clearinghouse for activities information, registers and advises student committees, and informs the University community of activities and programs through monthly and annual publications. The Office is also responsible for coordinating the orientation program for new students and for planning supplemental programs for graduate and undergraduate students. There are a variety of services and programs conducted by the University Program Board and by faculty-sponsored and student-sponsored clubs and organizations, which span a wide range of interests covering sports, literature, culture, recreation and social issues. These include the following:

• General Committees for Student Activities

These include the following: Central Committee for Islamic Awareness, Central Committee for Cultural Activities, Central Committee for Social Activities, Central Committee for Athletics and Central Committee for Scouting. All the above committees are headed by a university professor with the membership of faculty board leaders and elected students of the College Activities Committees.

• College Sub-Committees for Student Activities

Every University faculty or college includes a number of committees including: the Committee for Islamic Awareness, the Cultural and Artistic Committee, The Social Committee. All sub-committees are headed by the dean of the faculty or college and each committee is chaired by a faculty professor and members include a supervisor and five elected students one of whom acts as secretary. The major role of these committees is to plan and implement annual programs designed to meet the needs of KAU students. All programs must be endorsed by both the Faculty Council and the University Council.

• Student Clubs

Student-sponsored clubs are an integral part of the learning process. KAU currently has a variety of clubs that meet the educational and recreational needs of all students. All clubs are strategically located in the Internal Student Club in front of the Medical Office. The following major clubs are registered with the Deanship of Student Affairs:

-Computer Club: offers a variety of computer courses conducted by the department of Computer Science. Students are provided with Certificates of Course Completion.

-English Language Club: offers training in English conversation. Certificates of Course Completion are issued by the Deanship of Student Affairs.

-Arts & Crafts Club: offers courses in a variety of arts including painting on silk, traditional pottery and wood sculpture among others. These courses aim at enhancing the artistic talents of students and at developing their appreciation of beauty. Many events are orchestrated by the Club including an annual exhibition in which student art exhibits are presented.

-Science Club: supports talented students and develops their skills. It aims to promote technology and technical awareness, encourage technological and scientific inventions, and sponsor scientific projects and research. The club has participated in a number of local, regional and international events and has succeeded in earning prizes, awards and certificates of achievements.

-Photography Club: includes a photo-developing lab and offers courses and workshops in photography conducted by experts in the field.

-Arabic Calligraphy & Arts Club: offers a variety of specialized courses in all forms of Arabic Calligraphy, in addition to Modern Art courses. A number of exhibitions and events are organized both internationally and locally.

-Literature Club: the club organizes poetic recitals and symposiums. Specialized courses in novel writing are offered by specialized professors in the field and talented students are supported.

-Social Club: aims at guiding students in developing and maintaining positive self-esteem, social awareness and communication skills. Fieldtrips and visits are organized and students participate in social awareness campaigns. A number of courses in development of skills and creativity are offered.

-Heritage Club: supports interest in all forms of traditional arts. Heritage exhibitions are orchestrated which promote the local traditions and culture of the Kingdom.

-Public Relations Club: organizes special functions, visits, receptions, and receives KAU visiting guests and academic commissions and agencies. Courses are offered in public relations and related fields.

-Hope Club: supports students with special needs and promotes their full participation in academic programs and campus activities offered by Student Affairs. The club also works to assure that the special services necessary for handicapped students to participate fully in their academic programs and the extracurricular life of the campus are provided for them through University or community resources.

-Drama Club: supports talented students and develops their dramatic skills. A variety of plays from different dramatic schools are produced and presented and specialized courses in acting, production, script writing are offered. The club participated in a range of local, regional and international events and it was awarded a number of prizes.

-Equestrian Club: through this traditional Arabic sport, the club aims at developing the spirit of courage, assertiveness, comradeship and manliness. The club is located within the University campus and covers an area of approximately 24900 cubic meters. There are 63 areas allocated for stables and currently there are 24 horses (17 stallions and 7 mares) designated for training. The club has been officially registered in the Saudi Equestrian Union since 1991.

Competitions

The Deanship of Student Affairs organizes a variety of competitions for a multiplicity of purposes. These include: Cultural Competition between faculties and colleges; annual competitions in the fields of Quran, Hadith (teachings of the Prophet), Fiction/Novel, Poetry, poetry recitals, scientific research, painting, calligraphy, photography, handcraft; and the Drama Writing competition.

Courses

The Deanship of Student Affairs offers a number of courses covering a range of fields such as computer science, photography, calligraphy, arts, drama etc.
General University Participation
The university participates in a variety of local, regional and international events and festivals such as the National Heritage and Culture Festival, the Summer Youth Event in Abha, International Scientific Knowledge, advisory programs and awareness campaigns.

Sports and Athletics

The athletic facilities at KAU are designed to benefit the entire university community and to provide students with the opportunity to develop their athletic talents and fill their spare time. The role of the Office of Athletics at Academic Affairs is to foster the development of sports through athletic championships and instructional programs designed to accommodate various levels of skill, experience and interest. It also aims to develop student self-esteem, assertiveness, positive emotional growth and healthy lifestyle. The University participates in a number of Western Region Championships and its varsity teams compete against major universities in the Western Region and major sports clubs that include star players from the Saudi National Team in such sports as soccer, swimming, basketball and volleyball. The Office of Athletics is responsible for providing the sports outfits for the University and Faculty sport teams and awards financial prizes and medals for the first three positions in the University League, University Cup, University Championships, and External/foreign participations.

Athletic Programs

The University League and The University Cup in the following sports:

- Soccer,
- Basketball,
- Volleyball,
- Handball,
- Table Tennis,
- Badminton.

Sports Complex

The Sports Complex facilities are as follows: the Sports Tent, KAU swimming pool, the Sports Stadium, athletic halls at faculties, sports facilities at residence halls, the New Stadium, and 9 outdoor courts and fields.

Championships

Championships are organized in the following sports:

- Weightlifting,
- Swimming,
- Cycling,
- Badminton,
- Table Tennis,
- Tennis,
- Judo,
- Karate,
- Taekwondo,
- Gymnastics.

Scouting

A phase of the worldwide scouting movement for youth above 18 years of age; directed towards developing character, Islamic ethics, citizenship, fitness, emotional wellness, scouting abilities and individual skills and talents.

Student Code of Conduct

The University adopts a holistic approach towards preparing and training students academically, scientifically, ethically, socially, and culturally, based on the teachings of the Holy Quran and the example of the Prophet Mohammad. The University believes that the following tenets are instrumental in helping students succeed and excel in their learning:
- To be honest and sincere in the search for knowledge;
- To be Islamic in actions, words and appearance;
- To seek the company of virtuous friends who guide towards good;
- To follow the correct guidelines of studying and academic achievement;
- To be diligent, and patient and perseverant in the face of difficulties;
- To shun despair and cure it with hope and acceptance of Allah's will and judgment;
- To participate in student activities and savor its benefits;
- To be weary of cheating in exams and plagiarism in assignments;
- To respect instructors, accept their advice and follow their instructions;
- To be honest and honor pledges and secrets.

Honor Students

Honor students who demonstrate superior academic capabilities are supported by the University and honored for their achievement in a special graduation ceremony. In addition, honor students:

-are helped and assisted in overcoming difficulties and drawbacks

-are granted achievement awards in the amount of 1000 SR (one thousand) for those who maintain an average of A for two consecutive semesters in any academic year.

-are given priority in dropping and adding courses.

-are invited to participate in special events organized by faculties.

-are offered on campus employment in their faculty and receive a monthly salary (based on the Hours System)

-are offered special discounts and free training courses in the English Language and Computer programs.

-are invited to take specially arranged fieldtrips at the end of each semester.

-are honored by the Dean of Student Affairs at the University Open Day Event (for new or freshman honor students).

-are placed on the faculty honor board.

-The President's Award for Academic Excellence is granted to the honor student who achieves the highest grade point average in the University.

-are honored in a special annual ceremony under the patronage of the President of the University where they are awarded certificates and prizes.

Student Violations

The Office of Student Investigations at Student Affairs offers a number of effective services for students by offering educational guidance and advising concerning violations of the University code of conduct. Students are advised that violations will be treated seriously; with special attention given to repeat offenders and that, any disciplinary action levied against them will become a permanent part of their academic record. There are a number of violations that students should be aware of and avoid at all times. These violations include, but are not limited to, the following: ethical violations, behavioral violations, academic violations such as plagiarism and cheating in examinations, stealing, false impersonation and identity theft.

Student Services

The Deanship of student Affairs offers students the following services:

Financial Aid and Scholarships

The University offers monthly grants/allowances to all students without reference to financial circumstances, in addition to achievement rewards granted to students who demonstrate academic excellence by achieving an A average or minimum Grade Point Average of 90% or equivalent for two consecutive terms. Loans and other types of financial aids are available to students with limited financial resources who fit the criteria set forth by social counselors at the Deanship of Student Affairs. A specialized office has also been established to meet the needs of disadvantaged students. Further information on all forms of financial aid is available through the Deanship of Student Affairs.

Student Fund

The Student Fund is a social and educational program established to offer financial assistance based upon demonstrated financial need for full-time degree students enrolled at King Abdulaziz University. It is an independent body both financially and administratively and is supervised by an administrative board whose responsibilities include:

• To grant financial aid and to solve students' financial and social problems by providing the following

-Need-based Aid which consists of two basic types: (1) one-time emergency grants awarded to students who encounter emergency situations; (2) continuous grants or monthly payments to students who do not receive any University assistance in the form of awards or scholarships but whose financial/social circumstances requires assistance.

-Student Loans: a deferred payment plan available to students with limited financial resources who wish to pay for college on a monthly basis.

-Student Employment: more than 600 students are currently employed on-campus in positions for which they are qualified and receive a monthly salary that is meant to assist them financially as well as to help them appreciate the concept of hard work, respect for regulations, and ways of addressing financial difficulties.

• To contribute to the establishment of cooperative projects that offer students reasonably priced essential services such as cafeterias, bookstores, grocery stores, banking services (ATM), stationeries, photocopying and hairdressers.

• To promote religious, cultural, social, and athletic activities and to offer prizes, medals, cups for achievements in student activities, in addition to the organizing of scientific field trips and other student activities. Health Aids are also offered in cases of emergency medical care.

Grants and Allowances

The Office of Student Grants was established by the Deanship of Student Affairs in order to address the financial needs of students. It processes all the various forms of aid available to students in the form of monthly grants/allowances, academic achievement awards, Per Diem allowances for incidental expenses, and other remunerations.

1. Procedure for Disbursement of Grants/allowances

• All new students should obtain form (C), complete all procedures stated therein and file signed applications and supporting credentials for financial grants at the Office of Admissions and Registration. Grants are disbursed to all students approximately one month after application date through special ATM banking cards that are restricted to processing of university grants and allowances.

• Scholarship students sponsored by the Ministry of Higher Education must submit photocopies of their passports with Entrance Visas clearly shown. Students of Saudi-born mothers, upon receipt of their official schedule of classes, must report to the Office of Grants in the Student Affairs building and file applications and the following supporting documents:

• Photocopy of birth certificate,
• Photocopy of mother's National ID Card and original for authentication,
• Photocopy of student's Residence Permit and original for authentication,
• Photocopy of student's passport and original for authentication,
• Photocopy of student's schedule of classes.
• Students will receive photocopies of grant application, and form (T1) attached with their attached National ID Card from the Office of Grants.
• Students must complete form (T1), read thoroughly all instructions therein and submit form to Grant Office.
• The Grant office will file all applications after verifying completeness and accuracy.
• Students must regularly check bulletins at the Office of Grants and at Faculties for dates of disbursements.

2. Amount of Grant/Allowance

The amount of grant is divided as follows: Scientific departments grant (1000 SR, one thousand per month); Arts departments grants (850 SR, eight hundred and fifty per month); Reader Per Diem allowance (3190 SR, three thousand and ninety per month) awarded to students with visual disabilities; Physical Disabilities Per Diem (1500 SR, one thousand & five hundred per month per month) awarded to handicapped students or students with physical disabilities.

-Achievement Awards (1000 SR, one thousand) awarded to students who maintain an A average or 4.5 GPA or above for two consecutive terms in any one academic year.

3. Rules for Grant Disbursement

• Student must be a regular full-time student, a Saudi national or be born of a Saudi mother
• Student must not be an employee of a government or semi-government organization
• Student must claim grant no later than three months from date of disbursement.

Student Housing

KAU owns 3 facilities for housing students from outside the city of Jeddah for minimal fees while providing transportations and basic services.

Complete information concerning student residence halls and apartments may be obtained at the Office of Student Housing. A total number of 4232 rooms are available for students, which can accommodate 8464 students, in addition to apartments for married students housing 204 married couples. The University housing complex is comprised of three residence buildings; the External or off-campus complex (Residence Hall 100), the Internal or on-campus residence (Residence Hall 200), and the complex for married couples (Residence 300).

University residence halls are usually assigned for students who do not live in Jeddah and for students with special needs. This is meant to provide students residing in distant cities and towns with the opportunity to complete their higher studies, and to offer them a peaceful and attractive environment that is conducive to learning.

Resident students are provided with health care as well as social, psychological and educational counseling. The residence halls also offer students various resources and facilities including study rooms, dining areas, recreational areas, laundry, television rooms, besides other social and cultural activities that may help them adjust to university life.

The university offers a convenient bus shuttle service between residence halls and other areas of campus. The residence halls for male and female students are separate and both uphold curfew hours that all residents are expected to abide by. All residents of the halls must spend every night in the halls, unless they have written authorization from their parents or guardians indicating otherwise.

1. Requirements for Admission to On-campus Residence
• Student must be a regular full-time Bachelor's degree student, fully committed to attending classes and not currently employed.
• Student must not be arriving from a city, which is nearby a university capable of providing him or her with higher education beyond the Secondary School Certificate.
• Student's family must be residing in a city 100 kilometers or more from Jeddah.
• Student must be presentable in appearance and be of good conduct
• Student must not have violated any University rules nor have any disciplinary actions or penalties entered in his or her academic record.
• Student must NOT have been previously dismissed from University housing or residence hall.
• Student must abide by all rules and regulation of the Housing Department
• Student must submit a health certificate verifying that he or she is free of contagious diseases and all diseases requiring special medical attention such as diabetes, heart disease, hypertension, anemia and other such conditions

2. Required Documents for On-campus Housing
• A Letter of Introduction from the District Mayor of student's home neighborhood.
• 8 colored photographs.
• 2 photocopies of student's Secondary School Certificate.

3. Required Document for Female Students Admitted to University Housing
• One Dossier or File
• A Letter of Identification from the District Mayor of student's home city + 2 photocopies
• Student's Housing Acceptance Letter + 2 photocopies
• National ID Card or Family Card of Student's father + 2 photocopies
• Student's father must file documents in person at the Office of External Supervision.
• In case of sudden death of student's father, legal guardian must present guardianship documentation and official death certificate of student's father + photocopy.
• 8 colored photographs of student's father or legal guardian.
• 2 photocopies of Civil Status Cards of all legal guardians with their telephone numbers clearly written at the bottom.
• Student's Letter of Acceptance at KAU + 2 photocopies.

Student Meals
The Deanship is committed to providing students with quality food services at affordable prices. Three restaurants are available for students, which provide 3 basic meals at discounted prices besides cafeterias, which offer light meals and snacks. All meals are supervised and inspected by specialized personal and a team of nutritionists and are offered at the central dining room and at the dining rooms in Student Affairs and in the residence halls. The Food Service Department is also responsible for overseeing the cleanliness and hygiene of all other food services offered at restaurants, cafeterias, coffee shops, grocery stores and mini marts found throughout the university campus.

Travel and Travel Tickets
Student Affairs issues identification letters for students wishing to travel overseas, and in conjunction with Saudi Arabian Airlines offers Saudi students enrolled at KAU discounts and special rates for all domestic flights. A branch of Saudi Arabian Airlines is available on campus – contact 6400000 Ext. 61359.

Student Advising and Counseling
Advising and counseling is an educational process that includes many services offered by Student Affairs to make students better able to understand themselves, to solve their problems by making good use of their abilities and skills, and to adjust to their university environment. The purpose of advising is to promote the academic, social and emotional well-being of students to help them succeed and complete their course of study at KAU, and to prepare them for working life. Student Affairs also aims at:
-offering students religious and social guidance under Islamic principles.
-supporting students with academic problems (students on probation or who have failed their courses) and helping them overcome these educational difficulties.
-helping students address their personal, social and family problems.

Services for Honor Students
Students who keep excellent grade average (A) for two consecutive semesters are granted 1000 Riyals, besides other benefits offered by the deanship:
- They are honored for their achievement in a special ceremony and are helped in overcoming difficulties and drawbacks.
- They are given priority in dropping and adding courses.
-They are invited to take part in special events organized by faculties.
-They are offered on campus employment in their faculty and receive a monthly salary (based on the Hours System)
-They are offered special discounts and free training courses in the English Language and Computer programs.
-They are invited to take specially arranged field trips at the end of each semester.
-They are honored by the Dean of Student Affairs at the University Open Day Event (for new or freshman honor students).
-They are placed on the faculty honor board.
-The President's Award for Academic Excellence is granted to the honor student who achieves the highest grade point average in the University.

Training courses
The Deanship of student affairs and the Center of Educational Development offer training courses in all fields of study.

Career Development
The Career Affairs Office offers numerous programs for career development.

University website
The university website offers students a number of services:
- General information on all university sectors
- Schedule of Classes
- Semester grades and student transcript of records
- Add and Drop options
- Transfer
- Numerous electronic services and links to internal sites such as the On Demand University Services (ODUS).

Can a student transfer from a Science track to a Theoretical track?

Students are not allowed to transfer from one track to another. Students must make sure they select the right track during the process of application.

Can students enroll directly in the faculty of Engineering or the faculty of Computer Science?

There is no direct process of admission to faculties. Students can only be accepted in the Foundation Year. After the successful completion of that year, they can choose the faculty that they desire according to:
• The strength of their GPA;
• The entry requirements of faculties;
• The track that they are accepted in.

Can students transfer from one faculty to another?

Students can transfer form one Science faculty to another after placement, if it is one semester after placement and if their cumulative GPA is not less than 3.00 (out of 5.00), in addition to other requirements of transfer. Transfer is only allowed once.

How are students studying in the Orientation Preparatory Year placed in faculties?

In the Orientation program students enroll in the track that they desire whether Natural Science or Arts & Administration for one academic year. Tuition fee for each semester is 8000 SR. Once paid, they are placed in their chosen faculty. They have to contend for seats in other university programs, on a par with students of the Preparatory Year and the Provisional Preparatory Year.

What are the requirements for transfer from another faculty or university within Saudi Arabia to KAU?

- Applicant must be a Saudi national or be born of a Saudi mother.
- The faculty from which the applicant is transferring must be accredited by the Ministry of Higher Education.
- Applicant›s cumulative GPA must not be less than 3.00 (out of 5.00) or 2.00 (out of 4.00) or its equivalent grade of not less than «Good».
- Applicants must not have been suspended academically from the university that they are transferring from for academic or disciplinary reasons.
- Applicants must be continuously enrolled and not absent from study for any reason. If study has been deferred in the last semester, applicants must present proof of postponement.
- Applicants must study at least 50% of graduation requirements at KAU.
- Applicants must meet the transfer requirements of the faculty that they want to transfer to.
- Applicants must contend for seats with all other applicants to the faculty that they want to transfer to.

What is the process of transfer to KAU?

-Applicants must check the dates of transfer to KAU posted in the internal WebPages of the Deanship of Admissions and Registration, under «Dates & University Calendar.
-Applicants must access the Deanship WebPages at the appointed time and select «Transfer to the university.
-Applicants fill in the online required information
-Applicants must send the required documents to the university at the appointed time for submission.

-Applicants who are studying the current semester must send their last earned grade immediately after the end of the semester. Failure to do so will mean that they are absent from study.
- Applicants who have deferred study or withdrawn must present proof of this from their university of faculty.
- All requests are collected at the Deanship of Admissions and Registration/Office of Admissions, and are then presented to the Classification Committee for review. Names of applicants who have been accepted for transfer are posted on the same university website.
-Accepted applicants will receive an electronic letter requesting them to present their file from their respective universities, and are given up to one week in which to do so.
-Transfer is not considered official until applicant›s original file is presented in its entirety, and only if all university requirements are applicable.
-Applicants receive their university number and university ID in the last stage of acceptance of transfer.

What are the required documents?

- Online University Referral Ticket printed from the university website.
- Original transcript of record approved and authenticated by applicant›s university
- Copy of approved Saudi Secondary School Certificate.
- Copy of applicant›s Civil Status Card (enlarged with Card number clearly written).

How can students transfer from one faculty to another?

-Applicants must have the required GPA for the faculty to which they wish to transfer (which must not be less than 3.0 out of 5.00).
-Transfer must be for one time only during the student›s time frame.
- Applicants must not have studied more than 50% of their specialization requirement courses.
- Applicants› academic record must be free of any disciplinary penalties
- Applicants must submit an online request for transfer to the Deanship of Admissions & Registration using the On Demand University Services (ODUS) at the designated time for transfer stipulated by the Deanship. Results are posted with acceptance being dependent upon faculty capacity and the requirements stipulated by faculties for contending between students in the same program.
-Applicants must check the courses that will be credited after transfer by checking the academic departments that offer these courses.

How can students transfer from the External Learning program to the regular full-time program?

-Students must submit an online request for transfer via the On Demand University Services (ODUS) at the time designated in the Deanship WebPages under the link for Dates & University Calendar & Academic Services.
-Requests are reviewed and results depend upon the degree of applicability and the process of contending between applicants. Names of students accepted for transfer are posted via the ODUS system.
-Students accepted for transfer must present themselves to the Office of Admissions in the Deanship to complete the process of transfer and to change their university ID.

How can students evaluate transfer credits when transferring from another university?

-Students must send a request to the Deanship of Admissions for transfer credit evaluation of courses they have studied in another university and wish to receive credit for. The original transcript of record must be attached to the request and an official detailed description of all courses students have studied.

-Students are referred to the proper departments that are responsible for evaluating credit transfers and ensuring that all courses are evaluated from the correct departments. The contents of courses studied outside the university must be substantially equivalent to courses at KAU and have been completed with a grade of C (Good) or better.

- Evaluated transfer credits are sent back to the Deanship of Admissions after being approved by the Faculty Board. Transfer credits are subsequently documented in the student›s transcript, but they are not factored into a student›s cumulative GPA.