



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

Saudi Electronic University University Student Guide

First Copy (2021)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, the Compassionate; the Merciful

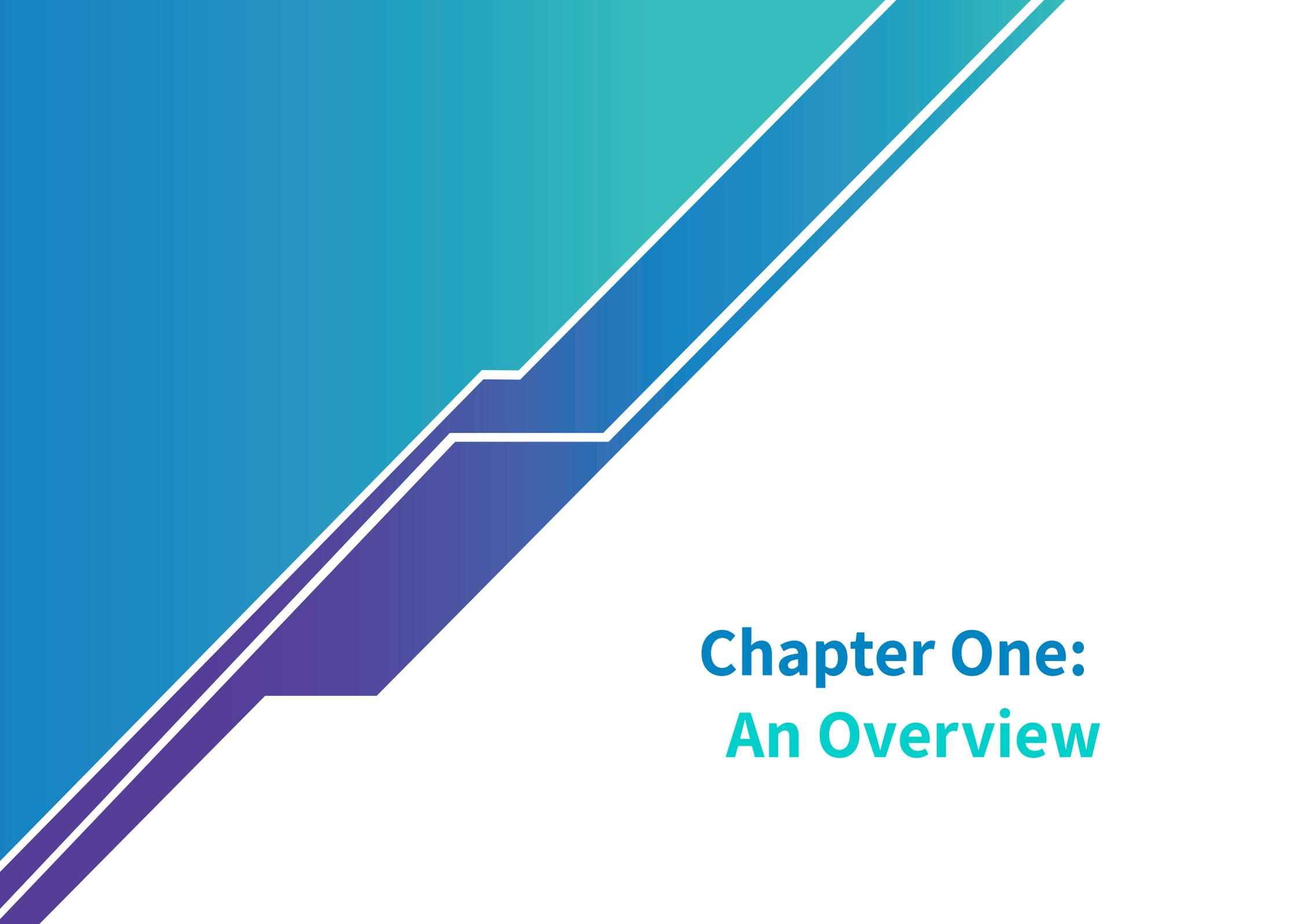
Based on the university's vision and mission, which represents the highest levels of national responsibility, and keeps pace with the Kingdom's ambitious vision 2030, the university decided to develop organizational frameworks that define the rights, duties, responsibilities and services of university students, and document them in the form of an academic guide that guarantees the improvement of the level of outputs and their improvement at all levels. The following is a detailed introduction to this guide, highlighting its most prominent aspects, namely: admission and registration, study and tests, university discipline regulations, academic advising, and finally, cooperative training.

We ask Allah for help and success.

Rectorate of Planning, Development and Quality

Table of Contents

Chapter One: An Overview.....	5
Chapter Two: Admission and Registration.....	12
Chapter Three: Study and Examinations.....	16
Chapter Four: University Discipline Regulations.....	38
Chapter Five: Academic Advising.....	49
Chapter Six: Cooperative Training.....	53
Contact information.....	57



Chapter One: An Overview

// First: The Kingdom of Saudi Arabia in Brief

About the Kingdom:

The Kingdom of Saudi Arabia is an Arab Islamic state that is proud of its cultural affiliation, and is open to international experiences in a manner that does not conflict with its cultural peculiarities to which all residents and expatriates abide on its soil.

Location, Area and Climate

The Kingdom of Saudi Arabia is located in the far southwest of the continent of Asia, where it is bordered to the west by the Red Sea, to the east by the Persian Gulf, the United Arab Emirates and Qatar, to the north by Kuwait, Iraq and Jordan, and to the south by Yemen and the Sultanate of Oman. The Kingdom of Saudi Arabia occupies four-fifths of the Arabian Peninsula, with an area estimated at more than 2,250,000 square kilometers.

It should be noted that the climate of the Kingdom differs from one region to another due to its different topography, as it is located under the influence of the tropical air altitude, and in general the Kingdom has a continental climate, hot, cold summer, and winter rains, and the climate is moderate in the western and southwestern highlands, while the central regions have a hot and dry summer and cold and dry winters. It is scarce rain in most regions of the Kingdom except for the southwestern highlands of the Kingdom, as its rains are seasonal and summer more abundant than the rest of the regions. As for the relative humidity, it rises on the western coasts and highlands in most days of the year and decreases as we head inland.

Regions and Most Important Cities:

Riyadh Region, Makkah Al-Mukarramah Region, Madinah Region, Eastern Region, Northern Borders Region, Asir Region, Al-Baha Region, Al-Jouf Region, Hail Region, Al-Qassim Region, Najran Region, Tabuk Region and Jizan Region. As for the most important cities, they are as follows:

- ✓ **Riyadh:** (the capital): 350 km west of the Arabian Gulf coast.
- ✓ **Makkah:** Al-Mukarramah: The holiest place on earth for Muslims, their qiblah and the Desirable place for their hearts
- ✓ **Medina:** The second holiest place on earth among Muslims.
- ✓ **Jeddah:** (the commercial capital): An important port and the main gateway for pilgrims on the Red Sea coast.
- ✓ **Dammam:** Capital of the oil-rich Eastern Province and an important port.
- ✓ **Khobar:** A commercial city located in the east of the Kingdom on the coast of the Arabian Gulf.

Basic Law of Governance

The constitution of the Kingdom of Saudi Arabia is the Noble Qur'an and the Noble Prophet's Sunnah, and all its legislative systems are derived from these two sources. The system of government in the Kingdom of Saudi Arabia is the monarchy, and the Council of Ministers, together with the King, forms the executive and legislative authority of the state, and the Shura Council provides opinion on the general policies of the state that are referred to it by the Prime Minister.

Calendar:

The Kingdom relies on its official date on the Hijri calendar based on the migration of the Prophet, may God bless him and grant him peace, from Makkah Al-Mukarramah to Medina. The lunar hijri year (354 days) is divided into twelve lunar months.

Public holidays:

Official holidays in the Kingdom are as follows:

- ✓ The Weekend: Friday and Saturday.
- ✓ Eid al-Fitr holiday.
- ✓ Eid al-Adha holiday.
- ✓ National Day (23 September).

Language:

Arabic is the official language in the Kingdom of Saudi Arabia.

Currency:

The Saudi Riyal, and the US dollar is equivalent to 3.75 riyals (three riyals and seventy-five halalas).

// Second: Saudi Electronic University

Definition:

It is a governmental university institution that represents one of the types of higher education, and provides an environment based on information and communication technologies and e-learning that blends traditional education with e-learning techniques and distance education, and it awards degrees in programs and specializations compatible with the needs of the labor market, meeting the requirements of development and lifelong learning, and contributing to building the knowledge economy and society in the Kingdom, and conveying its civilized message globally.

Inception:

The approval of the Custodian of the Two Holy Mosques King Abdullah bin Abdulaziz - may Allah have mercy on him - was issued based on Royal Decree No. 37409 / ب on 101432/9/H, to establish the Saudi Electronic University as a government educational institution that provides higher education and lifelong learning, and that it complement the system of educational institutions under the umbrella of the Higher Education Council. The university includes the College of Administrative and Financial Sciences, the College of Computing and Informatics, the College of Health Sciences, and the College of Science and Theoretical Studies. It also awards undergraduate and postgraduate degrees, as well as offering courses in continuous and lifelong learning.

The headquarters of the university is located in the city of Riyadh, but it has expanded in opening educational centers in various regions of the Kingdom according to the approved plan of the university. It aims to obtain academic accreditation internally and externally to help raise the quality of its outputs. It also provides higher education based on the best education models based on applications and technologies of e-learning and blended education, which integrates education with direct attendance, attendance through technology, and the transfer and localization of pioneering knowledge in cooperation with Universities, bodies and faculty members internally and internationally, with sophisticated educational content from sources of academic quality, and localization in line with the requirements of the Saudi society, in addition to its support for the mission and concept of lifelong learning for all members of Saudi society.

Vision:

Lead the utilization of technology in education to contribute to national development.

Mission:

Provide outstanding education to all segments of society that contribute to the production, dissemination and utilization of knowledge in achieving social, cultural and economic development.

Objectives:

1. To be a national representative and a house of expertise in her field of expertise.
2. Providing a flexible and distinct higher education model that supports self-learning skills, information provision and other modern informational skills, through a virtual environment that is more responsive to the requirements of comprehensive development and the labor market.
3. Providing higher education based on the best education models based on e-learning applications and technologies, transferring and localizing pioneering knowledge in cooperation with international universities, bodies and international faculty, with sophisticated educational content from multiple global sources, and localizing it in a way that suits the Saudi society.
4. Supporting the mission and concept of e-learning and blended learning for life for all members of the Saudi society.

University Branches:

In addition to its central headquarters in Riyadh, the university includes eight branches: Dammam branch, Jeddah branch, Medina branch, Qassim branch, Abha branch, Tabuk branch, Jizan branch, and Al-Ahsa branch.

University Colleges:

The university includes four colleges:

1. College of Administrative and Financial Sciences: (for more about academic programs, scan the code)

- ✓ Bachelor's Program in Business Administration, Management Department.
- ✓ Bachelor's Program in Business Administration, E-Commerce Department.
- ✓ Bachelor's Program in Business Administration, Accounting Department.
- ✓ Bachelor's Program in Business Administration, Finance Department.
- ✓ Master of Business Administration (MBA) program.



2. College of Computing and Informatics: (for more about academic programs, scan the code)

- ✓ Bachelor's Program in Information Technology.
- ✓ Bachelor's Program in Computer.
- ✓ Master's Program in Information Security.
- ✓ Master's Program in Cybersecurity.
- ✓ Master's Program in Data Science.



3. College of Health Sciences: (for more about academic programs, scan the code)

- ✓ Bachelor's Program in Health Informatics.
- ✓ Bachelor's Program in Public Health.
- ✓ Master of Health Care Administration Program.



4. College of Science and Theoretical Studies: (for more about academic programs, scan the code)

- ✓ Bachelor's Program in Electronic Media.
- ✓ Bachelor's Program in low
- ✓ Bachelor's Program in English Language and Translation.
- ✓ Master's Program in International Business Law.
- ✓ Master's program in Translation Techniques.
- ✓ Department of Arabic Language (for non-native speakers).



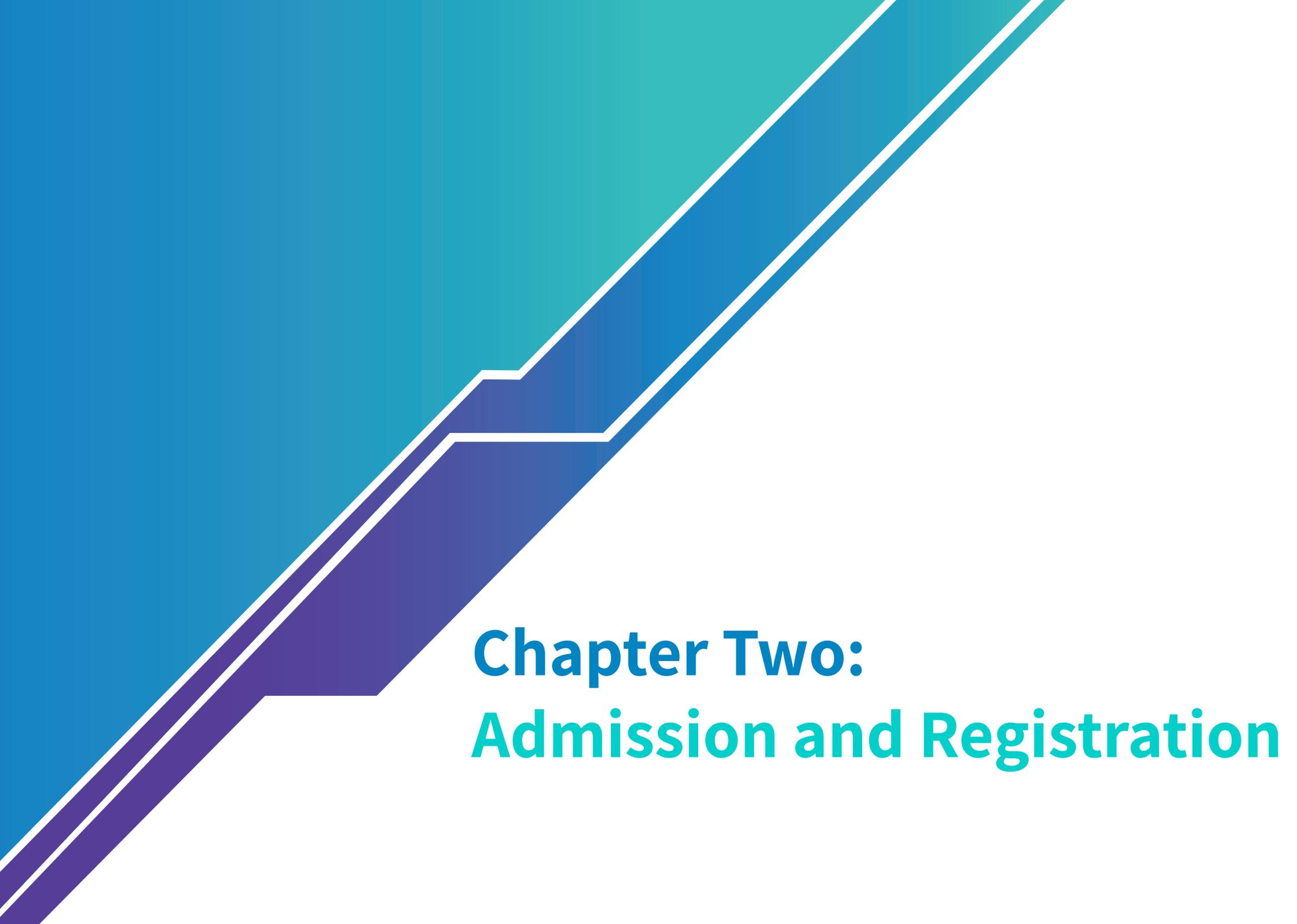
Supporting Deanships:

- ✓ Admission and Student Affairs.
- ✓ Common First Year.
- ✓ Post-Graduate Studies.
- ✓ Scientific Research.
- ✓ Information Technology and Educational Technology.
- ✓ Institute for Research and Studies.
- ✓ Human Resources.

It is worth noting that the Saudi Electronic University, since its establishment until today, has graduated a total number of 4,688 male and female students as follows:

Bachelor's Degree	3934
Master's Degree	754*
Total	4688

* Note: The number does not include graduates of Master's Programs in the first semester of the academic year 1442 AH.



Chapter Two: Admission and Registration

// Admission Department:

The Admission Department is one of the most important channels of communication between the university and the community, it is the backbone of the academic technical process, and it is one of the most important departments in the Deanship of Admission and Student Affairs. As one of his duties is the responsibility and follow-up of all academic affairs of the student before his admission to the university until the moment he graduates from it, even after his graduation, and this work, with its greatness, many ramifications and sensitivity, continues and does not stop throughout the year.

// Admission to the Undergraduate Level:

Educational Environment:

1. Study System:

The study at the university is considered as a "blended learning" system, which combines regular attendance of lectures at the university's headquarters with remote online attendance.

- ✓ **Regular Attendance:** It is the attendance of direct lectures held in the branch, and the student must adhere to it in the branch in which the study is chosen while applying for admission to the university, and the student can request to change it through the "Request to change branch" icon if it is activated on the date specified in the academic calendar.
- ✓ **Electronic Attendance:** It is to attend virtual lectures via the blackboard system, do assignments, or participate in virtual lectures, or otherwise.

2. Educational Systems:

The university provides educational systems according to the academic program, there is the English Language Institute offered by (Oxford) for joint first-year students, and there is (Blackboard) University of (Colorado State) for graduate students, in addition to (Blackboard) University, which all students participate in with different academic programs and scientific specializations.

Study Fees:

The tuition fees for new students are paid through the admission portal at the beginning of the admission semester, and the tuition fees for the rest of the students are paid through the Student Services icon within the online portal at the beginning of each semester, and include the services provided by the university such as the digital library, educational systems, and others.

Students' Orientation:

The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college. The Admission and Registration Deanship prepares a recommendation for the University Council, in coordination with the University administration, in which the number of students who can be admitted in the following year is suggested.

The Deanship and the colleges coordinate with each other during the current academic year to determine the majors of the students who will complete the First Common Year, according to their own choices. (check the link below Rules and Regulations for First Common Year)

<https://seu.edu.sa/cfy/en/controls-and-regulations/controls-and-regulations-for-the-first-joint/>

// Registration Department:

The Registration Department achieves excellence in the performance of all registration processes and services within a framework that achieves quality, transparency and fairness among students, with the optimal employment of technology in all operations through distinct human elements, stimulating and high-quality work systems, facilitating student registration tasks at the university from study schedules and halls, distributing the people, and facilitating the entire registration process.

Functions of the Registration Department:

1. Observation and follow-up of all matters and actions of course registration and initial registration.
2. Expressing the Deanship's view of the plans developed by the colleges, and updating them on the academic system after approval.
3. Take all necessary measures towards implementing all academic movements for university students in accordance with the regulations and rules governing university study.
4. Coordination with the various colleges of the university regarding study schedules, and ensuring that they are ready before the start of the study.
5. Implementing courses equivalency for accepted or visiting students at the university.
6. Preparing the academic calendar for the next year.
7. Preparing periodic reports and statistics for university students.
8. Finishing the semester work after the completion of the allocation of grades and calculating the GPA.

// Vice Deanship for Student Affairs

The Vice Deanship for Student Affairs always seeks to improve the level and development of work in various possible ways, and to qualify its employees to keep pace with the aspirations of the Deanship at the Saudi Electronic University, by holding educational and practical courses, and the Vice Deanship for Student Affairs is keen to participate in international and local activities and forums, to reflect the university's image of the external environment, to promote the university's status, and to benefit from the exchange of experiences between different educational institutions. The Vice Deanship for Student Affairs includes several departments, each of which undertakes a specific aspect that develops and refines the skills and abilities of the university student, which will be reflected in his personality and ability to interact positively inside and outside the university environment, and those departments are:

Department of Cultural Activity:

This department is concerned with organizing annual cultural competitions and events at the university level in its various branches, such as the Holy Qur'an competitions, holding general, specialized and awareness-raising cultural lectures, Arabic calligraphy competitions, organizing book fairs, holding the university's cultural festival, poetry, story and article competitions, molding and design competitions, and some theatrical performances, and participating in various cultural weeks at the local and Gulf levels, and other activities related to the nature of the work of this section.

Department of Social Activity:

This section is concerned with organizing various social activities directed at university students, for which nomination is made by the deanship or private colleges, such as organizing student visits to some national institutions in the cities in which the university's branches are located, organizing student trips to some regions of the Kingdom such as Makkah and Madinah, organizing some awareness exhibitions, organizing various community awareness activities, and organizing a periodic meeting with the President of the University, her agents, and deans of the faculties, honoring outstanding students annually, and other activities related to the nature of the work of this department.

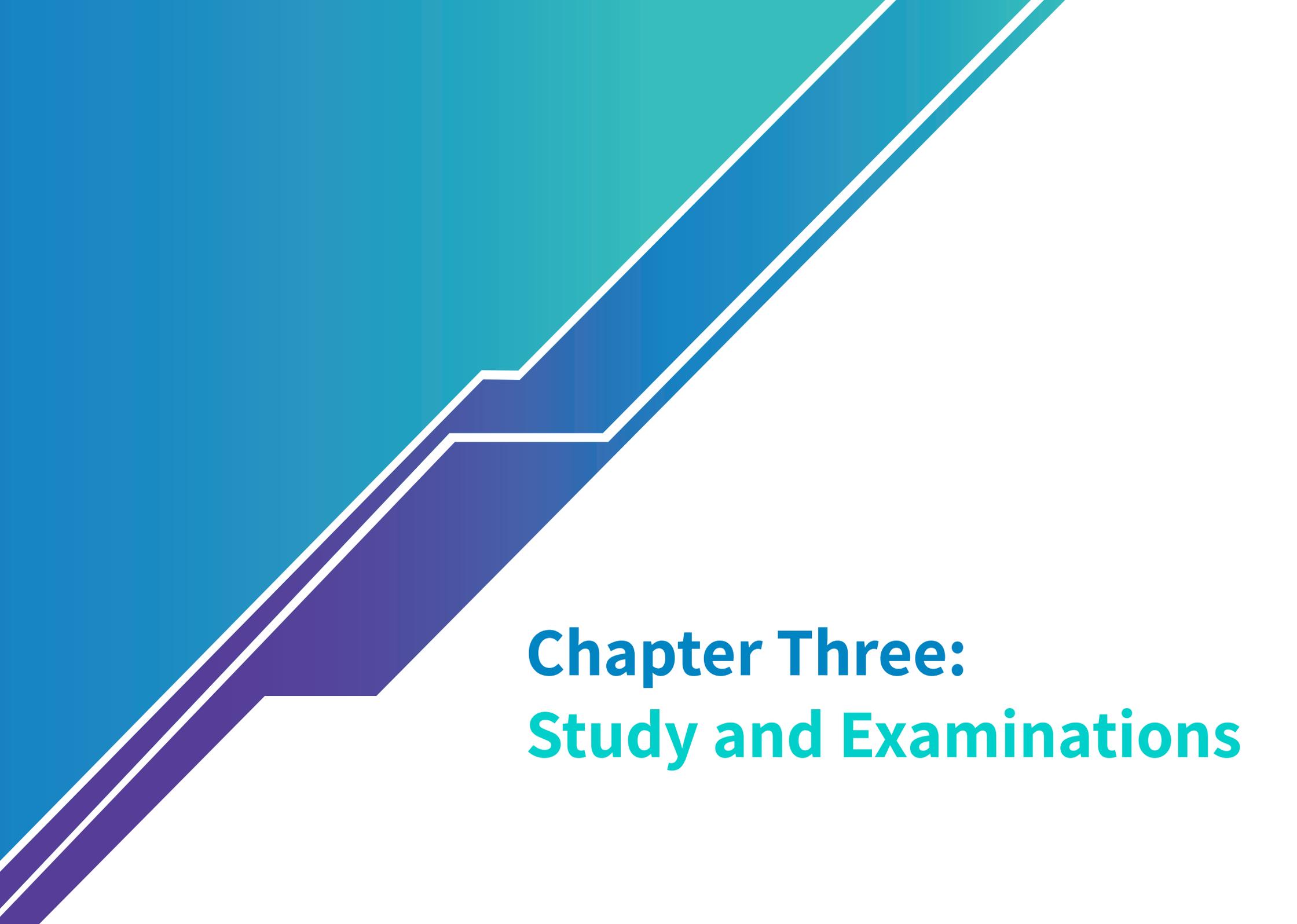
Sports Activity Department:

This section includes a number of annual sports tournaments at the university level with its various branches, such as the university championship in football, volleyball, table tennis, swimming and athletics, and the university teams are selected from these teams to participate in sports tournaments at the level of universities in the Kingdom, or at the Gulf level. Moreover, this section also organizes a sports festival open to people with special needs and all university students, and other activities related to the nature of the work of this section.

Student Partnership Department:

Among the objectives of this section are the following:

1. Developing a sense of loyalty and belonging to the university and the homeland, and a sense of responsibility.
2. Providing the student with the experiences and skills of success to qualify him for his working life and to meet the needs of the labor market.
3. Developing and encouraging a sense of entrepreneurship.
4. Making use of the capabilities and talents available to male and female students, and employing them to serve the university and society.
5. Helping the student to develop and realize himself.
6. Encouraging and motivating the launch and incubation of student initiatives.
7. Providing the opportunity to practice activities and hobbies outside the academic framework.



Chapter Three: Study and Examinations

The Executive Rules for the Undergraduate Study and Examination Regulations

// Introduction

The rules governing university study and exams are an important reference for the professor and student at the Saudi Electronic University, as they clarify the academic regulations and instructions that must be observed. These organizing rules are based on the regulations for study and examinations for the university stage, issued by the Higher Education Council Resolution No. 1423/27/13 and dated 1423/11/2 AH, which is crowned with the approval of the Custodian of the Two Holy Mosques, the Prime Minister, and the President of the Higher Education Council under the honorable Telegraphic Directive No. 7/B/45888 dated 1423/11/23 AH.

The issuance of these organizing rules is based on Article (20) of the Higher Education Council Law, Article (52) and Article (41) of the Study and Examination Regulations.

The approval to update these implementing rules of the undergraduate study and examinations regulations was issued by the decision of the University Council in its session (xxxxx) of 1442 AH, held on (xxxxx) corresponding to (xxxxx).

// Definitions

Article One

1. The Academic Year: Two main semesters and one summer semester, if any.
2. The Academic Semester: A period of time not less than fifteen weeks, all courses of which are taught, and registration periods and final exams are not included in it.
3. Summer Semester: A period of time not exceeding eight weeks, and the registration periods and final examinations are not included within it, and during which the period allocated to each course is doubled.
4. Academic Level: It denotes the academic stage of the plans, according to the approved study plans.
5. The Study Plan: It is a set of compulsory, optional and free courses, which constitute from the sum of its units the graduation requirements that the student must pass successfully to obtain the academic degree for the specified major.
6. The Course: A study subject within the approved study plan in each major (program), and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and a special file kept by the department for the purpose of follow-up, evaluation and development. Some courses may have a requirement, or previous requirements, or concurrent with it.

7. The Study Unit: The weekly theoretical lecture of no less than fifty minutes, or the clinical lesson, which is not less than fifty minutes, or the practical or field lesson of no less than one hundred minutes.
8. Academic Warning: The notification given to the student because of his cumulative GPA lower than the minimum shown in these regulations.
9. Semester Work Degree: The degree awarded for work that shows the student's achievement during a semester of exams, research and educational activities related to the course.
10. Final Exam: An exam in the course that is held once at the end of the semester.
11. Final Examination Score: The score obtained by the student in each course in the final exam for the semester.
12. Final Score: The total of the semester work scores plus the final exam score for each course, and the score is calculated from one hundred.
13. Grade: A description of the percentage or alphabetical code of the final grade that the student attained in any course.
14. Incomplete Grading: A grade that is temporarily assigned to each course that the student is unable to complete his requirements on the specified date, and it is symbolized in the academic record by the symbol (J) or (IC).
15. Continuous Assessment: An estimate that is assigned temporarily for each course that requires the nature of its study more than one semester to complete, and is symbolized in the academic record by the symbol (P) or (IP).
16. The Semester Average: It is the result of dividing the total points obtained by the student by the total units of all the courses he studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained by the student in each course he studied.
17. The GPA: Is the result of dividing the total points obtained by the student in all the courses he has studied since his enrollment at the university by the total number of units prescribed for those courses.
18. General Estimate: Description of the student's level of educational attainment during the period of his studies at the university.
19. Academic Load: The total number of study units that a student is allowed to enroll in in a semester, and the maximum and minimum academic load are determined according to the university's executive rules.

» The First Executive Rule:

The following words shall have the corresponding meanings wherever they appear:

- 1. Academic Record:** A statement of the student's academic performance, including the courses he has studied, their units of study, grades in them, semester or annual average, GPA, and academic warnings sent to the student, if any.
- 2. Academic Advisor:** The member of the teaching staff and those of similar status who are charged with supervising, directing and following up the student during his studies at the university.
- 3. The Clinical Course:** A time slot during which the student learns and exercises on clinical cases (satisfactory or unsatisfactory) in a specific specialty, so that each scheduled unit of study corresponds to a training week.
- 4. Apology for Study:** The student did not continue the academic year or semester in which he registered with an acceptable excuse, with the excuse period counting within the regular period of graduation.
- 5. Postponement of Studies:** The student does not register courses for the year or the semester in which the study is to be postponed at the request of the student. The postponement period is not counted within the regular period of graduation.
- 6. Interruption:** The student does not register any academic courses for any year or semester without notifying the university of that, or not submitting an apology or postponing studying the semester.
- 7. Enrollment Termination:** Termination of the student's relationship with the university by means of dismissal, withdrawal or discontinuation.
- 8. The Minimum Limit of the Academic Load:** It is the number of study units that the student registers during the semester, including at least (12) units for the semester system, and for (20) study units for the annual system. As for the clinical phase of health colleges, the minimum academic load is (9) study units to be
- 9. The Maximum Limit of the Academic Load:** It is the number of academic units that the student registers during the semester, not exceeding (20) study units for the semester system, and (40) study units for the annual system.
- 10. The Attendance Lecture:** It is the lecture that is presented to students face to face in the same style of normal education.
- 11. The Recorded Lecture:** It is the lecture that is recorded electronically and is available to students through various electronic media.
- 12. The Direct Lecture:** It is the lecture that is presented to students via the electronic network in a simultaneous teaching method, in which students communicate with the faculty member directly.
- 13. Joint Program:** It is a program offered by the Saudi Electronic University in partnership with distinguished and pioneering universities or entities, part of which is implemented at the university and the other part is implemented in the partner entity.

// Admission of New Students

Article Two:

The University Council determines, based on the proposal of the Faculties Councils and the relevant authorities at the university, the number of students who can be accepted in the next academic year.

»The Second Executive Rule:

The Deanship of Admission and Student Affairs, in coordination with the colleges and the relevant authorities at the university, determines the number of students who can be accepted, the dates for opening the door for admission and receiving applications for applicants, as well as announcing the results and notifying the accepted students, and the conditions, procedures for admission tests or personal interviews, if any.

Article Three:

To accept a new student at the university, the following are required:

- ✓ To have a high school diploma or its equivalent from inside the Kingdom, or from outside it.
- ✓ That no more than five years have passed since obtaining a high school diploma or its equivalent, and the University Council may make an exception from this condition if convincing reasons are available.
- ✓ Be of good conduct.
- ✓ To successfully pass any test or personal interview that the University Council sees fit.
- ✓ To be medically fit.
- ✓ To obtain the approval of his reference in the study if he is working for any governmental or private entity.
- ✓ To fulfill any other conditions specified by the University Council / announced at the time of application.

Article Four:

The comparison between applicants who meet all the conditions shall be according to their scores in the high school diploma test, the personal interview, and the acceptance tests, if any.

»The Third Executive Rule:

The comparison between applicants who meet all the conditions shall be according to their grades in the high school diploma test and its equivalent, and any other criteria approved by the University Council for admission in each semester or academic year.

// Study System

Article Five:

- ✓ The student progresses in the study according to the executive rules approved by the University Council.
- ✓ Study plans are designed for the equivalent of at least eight undergraduate semesters.

»Fourth Executive Rule:

- ✓ The student progresses in the study according to the courses he successfully passed within the approved study plan, and he is a candidate for graduation if he fulfills the graduation requirements.
- ✓ The academic plans of the colleges define the academic courses and their units (compulsory - optional - free) distributed over the different semesters, and for each level the number of its own study units is determined as required by the approved study plans.

Article Six:

It is permissible to study in some colleges on the basis of the full academic year in accordance with the rules and procedures approved by the University Council, and the academic year is calculated in two levels

Article Seven:

A study system in which the academic year is divided into two main semesters, and there may be a summer semester, provided that its duration is calculated half the term of the main semester, and the graduation requirements for obtaining the academic degree are distributed into levels according to the study plan approved by the University Council.

// Levels System:

Article Eight

The University Council sets the rules for registration, deletion, and addition of courses within the approved study plan levels, in order to ensure that students register for the minimum academic load.

»Fifth Executive Rule:

1. The student's academic load is related according to the GPA, and the College Board may make an exception from this when necessary, provided that the minimum does not exceed more than two opportunities during his obtaining the academic degree, and his registration is not less than (9) study units in all cases, and according to the following table:

GPA	Number of Academic Units	
	Semester System	Annual System
Less than 1	units 12 Maximum	units 20 Maximum
From 1 to less than 2.5	units 15 Maximum	units 25 Maximum
From 2.5 to less than 3.5	units 18 Maximum	units 35 Maximum
From 3.5 or more	units 20 Maximum	units 40 Maximum

* The graduate student is allowed to register a maximum of (24) study units per semester.

2. The Deanship of Admission and Student Affairs determines the academic calendar for the period of registration, deletion, addition and payment of tuition fees.

3. Registration for Semesters:

✓ **Early Registration:** Begins during the summer vacation or the first semester according to the academic calendar, and registration is for the following semester.

✓ **Confirmation of Registration:** Takes place during the week before the start of the semester, according to the academic calendar.

✓ **Cancellation of Early Registration:** The student's registration is considered canceled and the student is considered cut off from the study, due to the lack of confirmation of registration for all courses if three days have passed from the beginning of the semester without confirmation of registration, and an indicator is given (discontinued from study due to lack of confirmation of registration), and in this case the student may apply to postpone studying in this semester during the first week, and if he does not submit a request for study postponement, the previous indicator is amended to discontinued from studying after that.

4. The student who did not register early during the registration confirmation period will be given the opportunity to do the deletion and addition work in accordance with the approved study plan of the college, and within the limits of the permissible academic load.

5. Registration for the Summer Semester:

✓ The college determines the courses it wishes to offer in the summer semester, provided that this is five weeks before the end of the second semester.

✓ The maximum number of academic units allowed to be registered during the summer semester is (9) study units, and the graduate student may register no more than (12) study units as a maximum.

✓ A student is allowed to completely excuse himself from the summer semester after submitting the application electronically according to the academic calendar.

// Perseverance and Apology for Studying

Article Nine:

The regular student must attend lectures and practical lessons, and he is prohibited from entering the final exam in them if his attendance rate is less than the percentage determined by the University Council, provided that it is not less than %75 of the lectures and practical lessons specified for each course during the semester, and the student who was denied entry to the exam due to absence is considered to have failed the course, and a deprived grade (ع) or (DN) is credited for him.

»Sixth Executive Rule:

The student is prohibited from entering the final exams for any course if his attendance rate is less than %75 of the lectures and practical lessons for each course during the semester or the academic year of the annual courses. This is done by a decision of the college council that introduces the course or whoever delegates it, and a (deprived) grade is credited for it.

Article Ten:

The college council or whomever it delegates may - exceptionally - lift the ban and allow the student to enter the test, provided that the student provides an excuse accepted by the council, and the university council determines the attendance rate, provided that it is not less than (%50) of the lectures and practical lessons specified for the decision.

»Seventh Executive Rule:

The college council that introduces the course or whoever it authorizes may lift the ban and allow the student to enter the final exam if he provides an acceptable excuse, provided that the student's attendance rate is not less than (%50) of the lectures and practical lessons for each course.

Article Eleven:

The student who is absent from the final exam will have a score of zero in that test, and his grade in that course is calculated on the basis of the semester work grades obtained.

Article Twelve:

If the student is unable to attend the final exam in any of the semester subjects for a compulsive excuse, the College Board may, in cases of extreme necessity, accept his excuse and allow him to be given a substitute test within a period not exceeding the end of the next semester, and the grade obtained after performing the alternative test is given.

» Eighth Executive Rule:

Accepted excuses for missing the final exam in the following cases:

- ✓ Uploading excuses electronically according to the academic calendar.
- ✓ Matching the excuses submitted electronically to the controls and conditions for accepting excuses approved by the University Agency for Educational Affairs, in coordination with the colleges and the Joint First Year Deanship.
- ✓ The student is given one chance to take the alternative exam, and if the student is not able to attend the alternative test on the date specified for him for a compulsive excuse, the president of the university or whomever she delegates may, based on the recommendation of the college council that studies the course, and allow him to take the alternative test within a period not exceeding the end of the semester. If the semester has passed and the test has not been taken; The course grade is replaced by a failing grade (E), and it is calculated within the semester and cumulative GPA.

Article Thirteen

- ✓ A student may apologize for continuing to study a semester without being considered a failed one if he submits an acceptable excuse to the body determined by the University Council, within a period of time determined by the executive rules approved by the University Council, and the student is credited with a grade of (ε) or (W), and this is calculated Dismissal from the time required to complete graduation requirements.
- ✓ It is permissible to withdraw with an excuse from one or more courses in the semester in accordance with the executive rules approved by the University Council.

»Ninth Executive Rule:

The student may excuse himself from studying according to the following controls:

- ✓ A student may apologize for continuing to study a semester or academic year without being considered a failed one with the right to recover tuition fees for the semester in which the apology is requested, If he submits an excuse accepted by the Deanship of Admission and Student Affairs before the end of the third week of the beginning of the semester or academic year and according to the academic calendar, with the exception of new students in the first common year or the joint first semester.
- ✓ A student may apologize for continuing in a semester or academic year without being considered a failed student and not being eligible to recover tuition fees for the semester in which the apology is requested. If he submits an excuse accepted by the Deanship of Admission and Student Affairs after the end of the third week of the semester or academic year and according to the academic calendar, with the exception of new students in the first common year or the joint first semester.

- ✓ If the student has apologized in the annual system from studying, consideration shall be given to calculating the results of the courses that are semester and the student succeeded in them.
- ✓ The student can submit an apology in the semester system for two consecutive semesters, or for three separate semesters, and excuses for the summer semester are not counted among the times of excuses for the semester.

The student may withdraw from one or more courses according to the following controls:

- ✓ A student may withdraw from one or more courses without the right to refund the tuition fees. If he submits an application before the end of the eighth week of the semester or the academic year according to the academic calendar, with the exception of new students in the first common year or the joint first semester.
- ✓ A student who has withdrawn from the course or more will be assigned a grade (ϵ) (W).
- ✓ The remaining number of study units should not be less than the minimum academic load (12 study units).
- ✓ The Competent College Council or whoever delegates it to consider cases of withdrawal from courses for those whose academic load is less than the minimum (after withdrawal), as well as for those who were unable to register the minimum academic load.

The student may also withdraw from the university from non-newcomers with the right to recover tuition fees for the semester in which withdrawal is requested, before the end of the third week of the beginning of the semester or academic year and according to the academic calendar, and if the student submits a withdrawal request after the expiration of this period, he loses his right to recover the tuition fees.

// Postponement and Dropping out of School

Article Fourteen:

A student may apply for a study postponement for an excuse accepted by the body specified by the University Council, provided that the period of postponement does not exceed two consecutive academic semesters, or three non-consecutive semesters as a maximum for the duration of his stay at the university, then his registration is folded after that, and the University Council may, in case of necessity, make an exception to this, and the period of postponement is not counted within the period necessary to complete the graduation requirements.

»Tenth Executive Rule:

A student may submit a request to postpone studying for the semester system before the end of the first week of the semester and according to the academic calendar, provided that he does not have confirmed courses registered in the semester he wishes to postpone.

Article Fifteen:

If a regular student stops studying for a semester without requesting a postponement, his registration will be canceled by the university. The University Council may terminate the student's registration if he has stopped studying for a shorter period, and for the affiliated student his registration shall be canceled if he is absent from all the final exams for that semester without an acceptable excuse.

»Eleventh Executive Rule:

If a regular student stops studying for a semester without being apologetic or postponed, his registration will be canceled from the university.

Article Sixteen:

The student is not considered cut off from the study for the semesters he is visiting at another university.

// Re-enrollment

Article Seventeen:

The student whose registration has been withdrawn may apply for re-registration with his number and record before discontinuation, according to the following controls:

- ✓ To apply for re-registration within four semesters from the date of the enrollment extinguishing.
- ✓ That the concerned college council and the relevant authorities agree to re-enroll the student.
- ✓ If four semesters or more have passed since the student's enrollment has been terminated, he can apply to the university as a new student without referring to his previous academic record, provided that he meets all the admission requirements announced at the time, and the University Council may make an exception from this in accordance with regulations issued by the Council.
- ✓ A student may not be re-enrolled more than once, and the University Council - in case of necessity - may make an exception.
- ✓ It is not permissible to re-enroll a student whose registration has been withdrawn if he is academically dismissed.

»Twelfth Executive Rule:

The University Council may re-enroll the student if the interruption period exceeds four semesters according to the following conditions:

- ✓ For the student to apply for re-registration electronically during the fifth semester, provided that he resumes studies in the following semester.
- ✓ The discontinuation period shall not exceed the regular period of study from the date of the suspension
- ✓ The discontinuation should be based on an excuse accepted by the College Board.
- ✓ The student must have successfully passed (%50) of the approved academic plan decisions.
- ✓ The student's GPA should not be less than (1) out of (4).

Article Eighteen:

It is not permissible to re-enroll a student who was dismissed from the university for educational or disciplinary reasons, or who was expelled from another university for disciplinary reasons.

// Graduation

Article Nineteen:

The student graduates after successfully completing the graduation requirements according to the study plan, provided that his cumulative GPA is not less than acceptable, and the College Board may, upon the recommendation of the relevant department council, determine appropriate courses to be studied by the student to raise his GPA, in the event that he succeeds in the courses and fails in the GPA

» Thirteenth Executive Rule:

- ✓ Each graduate is given a document stating his graduation from the university indicating his / her full name, his university number, the national ID number or residency, the college, the degree, the major he obtained, his estimate upon graduation, and the date of awarding the degree, and the document is signed by the Dean of Admission and Student Affairs, and it is issued in both Arabic and English.
- ✓ A damaged or lost document may be reissued or printed electronically in accordance with the controls and procedures specified by the competent authority.

// Dismissal from the University

Article Twenty:

The student is dismissed from the university in the following cases:

- ✓ If he obtains three consecutive warnings at most because his GPA is less than (2 out of 5 or 1 out of 4), and the University Council, based on the recommendation of the College Board, may give a fourth opportunity to anyone who can raise his GPA by studying the available courses.
- ✓ If he does not complete the graduation requirements within a period that is not more than half of the period determined for graduation in addition to the duration of the program, and the University Council may give an exceptional opportunity to the student to complete the graduation requirements with a maximum limit not exceeding twice the original period specified for graduation.
- ✓ The University Council may, in exceptional cases, address the conditions of students to whom the provisions of the two previous paragraphs apply, by giving them an exceptional opportunity that does not exceed two semesters at most.

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// Affiliation

Article Twenty-One:

Based on the colleges' proposal, the University Council may adopt the principle of study by joining some colleges and majors in which the nature of study permits that, and the University Council sets the rules and procedures regulating this according to the following controls:

- ✓ The number of academic units required for the graduation of the affiliated student should not be less than the number of academic units required for the regular graduation of the student in the majors available for enrollment.
- ✓ In terms of admission, evaluation of grades, transfer, dismissal, re-enrollment and others, the associate student is treated as a regular student, except for attending lectures.
- ✓ The University Council, based on the proposal of the College Boards, shall set the necessary controls to evaluate the performance of associate students.
- ✓ The academic record, the graduation document, and the certificate shall be affixed to the effect that the student's study is (by affiliation).

// Final Exams

Article Twenty-Two:

The college council to which the course follows - based on the proposal of the department council - determines a grade for the semester work of not less than (%30) of the final grade of the course.

»Fourteenth Executive Rule:

- ✓ The university adopts a grade weight of (4).
- ✓ The academic plans of the college determine the grades assigned to the semester work, and include any of the different activities of the interactive, synchronous and direct courses and other requirements and activities of the course, provided that the semester work degree is not less than %30 of the final grade of the course and not more than %70.
- ✓ Health colleges whose plans include an annual system may hold second-round examinations in accordance with the controls specified by the College Board.

Article Twenty-Three:

The semester work degree for the course is calculated by one of the following two methods:

- ✓ Oral, practical, research, or other types of classroom activity, or all of them, or some of them, and at least one written test.
- ✓ At least two written exams.

Article Twenty-Four:

The college council to which the course is affiliated may - upon the recommendation of the department council - include the final exam in any course practical or oral tests, and determine the grades to which the final exam scores are assigned.

Article Twenty-Five:

The department council that teaches the course, based on the recommendation of the subject teacher, may allow the student to complete the requirements of any course in the next semester, and the student is credited in his academic record an incomplete grade (J) or (IC) in his academic record, and only the grade that the student gets after completing the requirements of that course is counted as part of the semester or cumulative average, and if one semester has passed and an incomplete grade (J) or (IC) in the student's record for not completing it, replaces it with a fail grade (ف) or (F), and it is calculated within the semester GPA and GPA.

»Fifteenth Executive Rule:

- ✓ Health colleges whose plans include an annual system may hold second-round examinations in accordance with the controls specified by the College Board.
- ✓ The study plan defines the necessary controls for courses that do not require the submission of exams and are coded (ند همد) (NP, NF).
- ✓ The student is given a grade (م) (IP) for the subject that requires more than one semester, provided that the academic load is divided into two semesters.

Article Twenty-Six:

It is permissible to exclude the decisions of seminars, research and courses of a practical or field nature from the provisions of Articles (24 ,22, and 23) or some of them, by a decision of the College Board based on the recommendation of the Department Council that teaches the course, and the College Board determines the measurement of student achievement in these courses.

// Estimates

Article Twenty Seven:

If the study of research courses requires more than one semester, then the student is assigned a continuous grade (ρ) or (IP), and after the student finishes studying the course, the grade he obtained is granted, and if he does not complete the course on time, the department council that teaches him may approve the recording of an incomplete grade (J) or (IC) in the student's record.

Article Twenty-Eight:

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

Percentage	Grade	Grade Symbol	Estimate Weight from (5)	Estimated Weight from (4)
100--95	Exceptional	A +	5.0	4.0
90 to less than 95	Excellent	A	4.75	3.75
85 to less than 90	Superior	B +	4.5	3.5
80 to less than 85	very good	B	4.0	3.0
75 to less than 80	Above Average	C +	3.5	2.5
70 to less than 75	good	C	3.0	2.0
65 to less than 70	High-pass	D +	2.5	1.5
60 to less than 65	Pass	D	2.0	1.0
Less than 60	Fail	F	1.0	0

Article Twenty-Nine:

The general estimate for the GPA upon graduation is based on his cumulative GPA as follows:

- ✓ (Excellent): if the GPA is not less than 4.50 out of 5.00 or 3.50 out of 4.00.
- ✓ (Very good): if the GPA is from 3.75 to less than 4.50 out of 5.00 or from 2.75 to less than 3.50 out of 4.00.
- ✓ (Good): if the GPA is from 2.75 to less than 3.75 out of 5.00 or from 1.75 to less than 2.75 out of 4.00.
- ✓ (Pass): if the GPA is from 2.00 to less than 2.75 out of 5.00 or from 1.00 to less than 1.75 out of 4.00.

Article Thirty:

The first honors degree is awarded to a student with a GPA from (4.75) to (5.00) from (5.00), or from (3.75) to (4.00) from (4.00) upon graduation, and a second honors degree is awarded to a student with a GPA of (4.25) to less than (4.75) from (5.00), or from (3.25) to less than (3.75) from (4.00) upon graduation.

The conditions for obtaining a first or second honors degree are as follows:

- ✓ The student should not have failed any course he studied at the university or at another university.
- ✓ That the student has completed the graduation requirements in a period of no more than the average duration between the minimum and maximum stay in his college.
- ✓ The student must have studied at the university from which he will graduate at least (%60) of the graduation requirements.

// Final Exam Procedures

Article Thirty-One:

The College Board may form a committee that cooperates with the departments in organizing the final examination work, and its tasks are to review the transcripts and deliver them to the competent committee within a period not exceeding three days from the date of examining any course.

Article Thirty-Two:

The College Board may decide to apply confidentiality in the final examination procedures.

Article Thirty-Three:

The course instructor sets the test questions, and it is permissible, when necessary, based on the proposal of the head of the department, that a person chosen by the faculty council.

Article Thirty-Four:

The course instructor corrects the final examination papers of his course, and the department head (when needed) may involve one or more specialists with him in the correction, and the college council may, when necessary, assign the correction to whomever he deems appropriate.

»Sixteenth Executive Rule:

The grades are monitored in detail, including the semester work score, the final exam score, and the final grade by the subject teacher - or who made the correction - in the lists prepared by the Deanship of Admission and Student Affairs, whether paper or electronic.

Article Thirty-Five:

The student who marks the final exam checks the grades obtained by students on the transcript for this purpose, signs them, and then endorses them by the department head.

Article Thirty-Six:

A student may not be tested in more than two courses in one day, and the University Council may make an exception from that.

Article Thirty-Seven:

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

Article Thirty-Eight:

Cheating in the exam, attempting it, or violating the instructions and rules for conducting the exam are matters for which the student is punished according to the student discipline regulations issued by the University Council.

Article Thirty-Nine:

The council of the college that teaches the course - in cases of necessity - has the right to approve the re-marking of the answer sheets within a period not exceeding the beginning of the next semester exams.

»Seventeenth Executive Rule:

1. The student who wishes to re-correct the answer sheet must submit an online application to this effect to the Dean of the College or his authorized representative, within two weeks of the date of announcing the result in accordance with the controls and procedures specified by the Deanship of Admission and Student Affairs.

2. The College Council shall decide on requests for re-marking within a period not exceeding the start of the final exam for the next semester, and it has the following:

- ✓ Accepting or not the student's request.
- ✓ In the event that the application is accepted, the College Board shall designate a committee or faculty member to re-mark it.
- ✓ Upon re-marking the answer sheet, the board considers the result and its decision in that regard is final.

Article Forty:

Based on the recommendation of the relevant department council, the college council determines the duration of the final written examination, provided that it is not less than one hour and not more than three hours.

Article Forty-One:

Without prejudice to the provisions contained in Articles (40-31), the University Council shall lay down the regulations for the final examination procedures.

// Transferring Transferring from One University to Another:

Article Forty-Two:

A student may be transferred from outside the university according to the following controls:

- ✓ The student must have studied at a recognized college or university.
- ✓ He should not be dismissed from the university from which he is transferred for disciplinary reasons.
- ✓ He meets the transfer conditions set by the University Council.

»Eighteenth Executive Rule:

The College Council may allow the transfer of a student to the university from another recognized university, according to the following conditions:

- ✓ The nature of the study at the university or college from which the student wishes to transfer depends on the method of regularity or a system similar to that used in the Saudi Electronic University.
- ✓ The number of prescribed academic units that the transferred student is required to study at the Saudi Electronic University should not be less than (%60) of the study units for the plan of the transferred program.
- ✓ The controls of course equivalency shall be applied to those who have been transferred to the university.
- ✓ The student should not have dropped out of school from the college from which he wishes to transfer.
- ✓ His cumulative GPA upon transfer should not be less than (2,00) out of (4.0).
- ✓ The student submits the transfer request electronically before the start of the semester to which he wishes to transfer, at least five weeks.
- ✓ Any other conditions determined by the College Board.

Article Forty-Three:

The college council equates the courses that the student has studied outside the university based on the recommendations of the departments that offer these courses. The courses that have been modified for him are confirmed in the student's academic record and are not included in the calculation of his GPA.

»Nineteenth Executive Rule:

The college council equates the courses that the student has studied outside the university based on the recommendations of the departments that offer these courses, and the courses that have been modified for him are confirmed in the student's academic record and do not enter into the calculation of his cumulative GPA, and the University Agency for Educational Affairs in coordination with the colleges may determine the rules and conditions for the equivalence of university courses.

Article Forty-Four:

If, after transferring the student, it becomes clear that he was previously dismissed for disciplinary reasons, his registration shall be considered canceled from the date of acceptance of his transfer to the university.

Article Forty-Five:

In any semester, a student is transferred from one university to another according to the procedures and dates announced at the university to which he is transferred, in light of the general controls for transfer.

// Transferring from one College to Another within the University

Article Forty-Six:

A student may be transferred from one college to another within the university in accordance with the controls approved by the University Council.

»Twenty Executive Rule:

1. The College Board may approve transfer requests from other colleges within the university according to the following controls:
 - ✓ The student should not be transferred before the successful completion of the joint first year / joint semester.
 - ✓ He should not have dropped out of the college from which he wishes to transfer.
 - ✓ His cumulative GPA should not be less than the limit determined by the College Board, and not less than (1) out of (4) upon transfer.
 - ✓ To submit the transfer application electronically at least five weeks before the start of the semester to which he wishes to transfer.
 - ✓ Any other conditions set by the College Board.
2. A student who studies at a college that adopts the annual system at the end of the first year is transferred to one of the university's colleges, when he obtains a GPA less than (2) out of (4) in the courses specified by the College Board according to the approved plans for each college.
3. Transferring between colleges of the university is allowed twice during the duration of the university study.

Article Forty-Seven:

All subjects previously studied, including grades, semester and cumulative averages, are affixed in the academic record of a student transferred from one college to another.

// Transferring from One College to Another within the University

Article Forty-Eight:

After the approval of the faculty dean, the student may transfer from one major to another within the college according to regulations set by the University Council.

»Twenty-First Executive Rule:

Proposed: In the case of transferring from one major to another within the college, the following is taken into consideration:

- ✓ The student must apply to change the major electronically before the start of the semester in which he wishes to change his major, according to what the Deanship of Admission and Student Affairs announces.
- ✓ Satisfying the entry requirements for the specialization to be transferred to.
- ✓ The transfer is made twice for the duration of the university study.
- ✓ Any other conditions set by the College Board.

Article Forty-Nine:

All subjects previously studied, including grades, semester and cumulative averages, are affixed in the academic record of a student transferred from one major to another.

// Visiting Student

Article Fifty:

The visiting student is the one who studies some courses at another university, or in a branch of the university to which he belongs without transferring him, and the courses he studied are equivalent to him according to the following controls:

- ✓ The prior approval of the college in which he is studying.
- ✓ The study must be at a recognized college or university.
- ✓ The course that the student studies outside the university is equivalent or (equivalent) in his vocabulary to one of the courses included in the graduation requirements.
- ✓ If the visiting student's study is in a branch of the university to which the student belongs, the transaction will be done according to Article (47).
- ✓ The University Council determines the maximum percentage of study units that can be calculated from outside the university for the visiting student.
- ✓ The averages of the courses that are equivalent to the visiting student from the other university are not counted within his cumulative GPA, and the courses are proven in his academic record.
- ✓ Any other conditions set by the University Council.

»Twenty-Eecond Executive Rule:

A Saudi Electronic University student who wishes to study as a visitor at another university may observe the following:

- ✓ The student must have completed the requirements of the common first year program before applying to study as a visiting student at another university.
- ✓ To submit the application electronically according to the academic calendar.
- ✓ The university or college in which the student wants to study as a visiting student applies the regularity method or the same system followed at the Saudi Electronic University.
- ✓ A prior approval must be obtained from the college in which the student studies to allow him to study as a visiting student with the determination of the course, and he is directed to study by an official letter from the Deanship of Admission and Student Affairs.
- ✓ The maximum total of the academic units that can be calculated from outside the university is (%40) of the total units of graduation from the Saudi Electronic University.
- ✓ The Deanship of Admission and Student Affairs is responsible for giving the visiting student from outside the university an academic number during his studies at the university.

// General Provisions

Article Fifty-One:

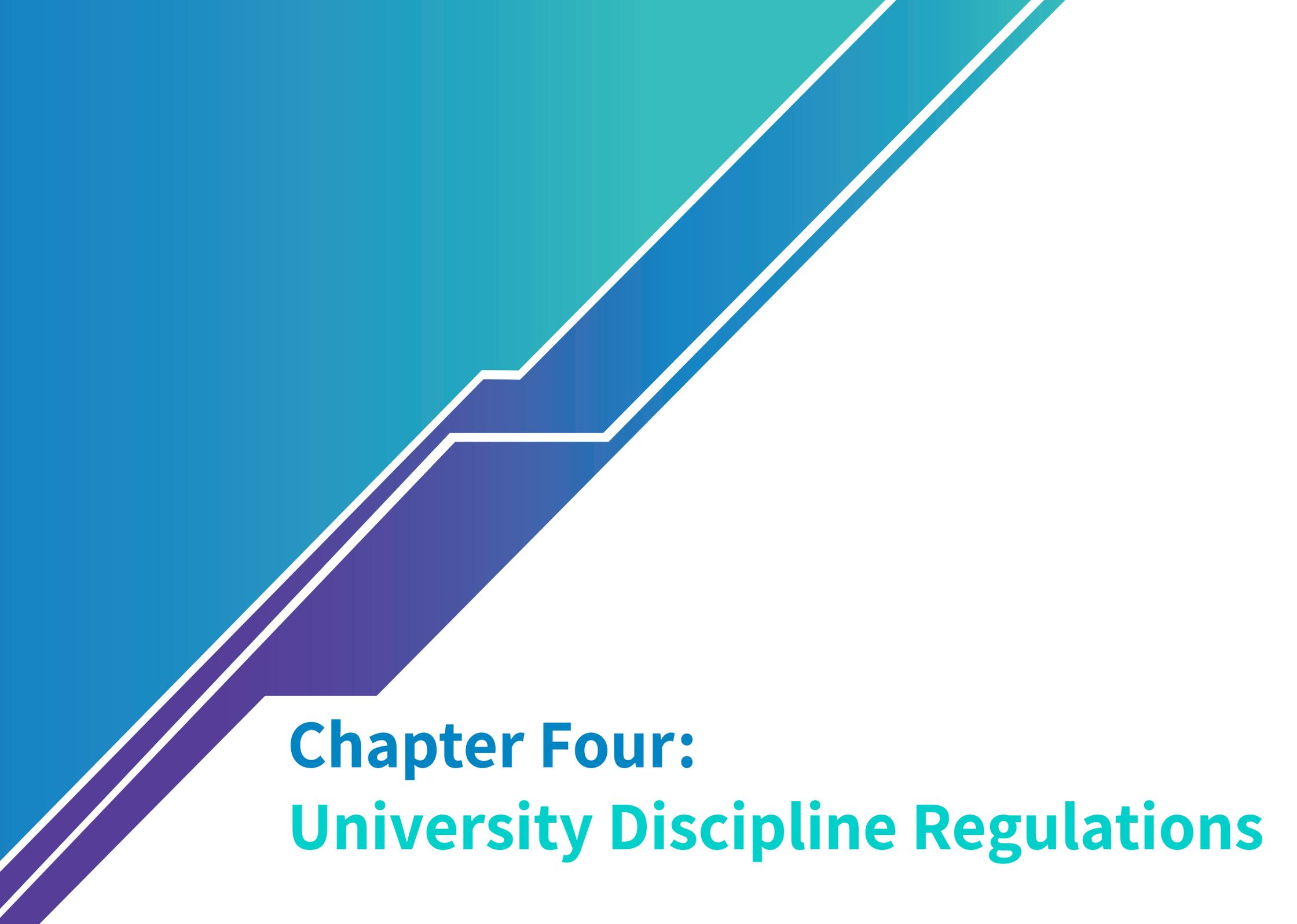
This bylaw supersedes the previous regulations governing the study and exams applicable at the university level.

Article Fifty-Two:

The University Council set implementing rules that do not conflict with the provisions of these bylaws.

Article Fifty-Three:

The Higher Education Council has the right to interpret these regulations.



Chapter Four: **University Discipline Regulations**

Introduction

The approval to update the Discipline Regulations at the Saudi Electronic University was issued by the University Council on 1440/12/25 AH corresponding to 2019/08/26 AD, and the approval was also issued to change the name of the regulation from the Student Disciplinary Regulation to the Discipline List at the first meeting of the University Council for the academic year 1442 AH, dated 1441/12/28 AH, corresponding to 2020/08/18 AD.

Part I

Powers, and the Scope of Implementation of the Regulations

■ Article One:

Regulation Terminology and Definitions:

The following words and expressions - wherever mentioned in this bylaw - have the meanings indicated opposite each of them, unless otherwise indicated.

University: The Saudi Electronic University.

Student: All male and female students who are enrolled at the Saudi Electronic University in all academic programs, starting from the date of enrollment, and until the termination of this capacity for them, whether by graduation, withdrawal, or de-enrollment.

Electronic Systems: All the electronic systems that the university uses, including e-learning systems, student information systems, and electronic educational and student services.

Bylaw: The regulations for disciplining students at the Saudi Electronic University.

Disciplinary Offense: All the words or deeds that the student commits in contravention of the university's rules, regulations and instructions, and all that violates the public order and morals that require discipline.

Examination: Every semester, final, or alternative exam in accordance with the provisions specified by the study regulations and undergraduate exams.

Disciplinary Committee: The permanent committee to discipline students.

Sub-Investigation Committee: It is the committee entrusted with investigating student violations, gathering evidence in the case at hand, and hearing the parties and witnesses.

Educational Unit: The body in which the educational or training program is provided, such as classrooms and laboratories, in addition to laboratories at the Saudi Electronic University.

Grievance: Objection to punishment according to official procedures.

■ Article Two:

Scope of Implementation of the Regulations and Its Objectives:

The provisions of these regulations are subject to the students of the Saudi Electronic University. This regulation also aims to:

1. Ensuring the quality of the educational process, and the activities supporting it at the university.
2. Control students' behavior to be active members in their societies.
3. Evaluating the students' behavior in violation, by applying penalties commensurate with the severity of their violations; to address their behaviors educationally and academically.

■ Article Three:

A student who is referred for investigation under these regulations may not withdraw from the university, or vacate it before the end of the investigation with him. When referring any student for investigation, the head of the investigation committee must notify the Deanship of Admission and Student Affairs in writing. To stop his graduation procedures, or to evacuate him from the university pending a final decision on the matter of the violation attributed to him by the Permanent Committee for Student Affairs and Discipline.

Part II

Irregularities

■ Article Four:

The offenses for which the perpetrators deserve punishment are:

1. Every act, saying, or dress that contradicts public morals, or Islamic teachings, or breaches good conduct, behavior, rules and regulations inside the university, or the activities that the university establishes outside it.
2. Infringing the Islamic and social principles and foundations of the state, offending and harming national unity and security in word or deed, or calling for joining anti-national organizations, or any political or regional ideas that violate the state system, or promoting them within the university.
3. Disruption of studies or incitement by any means not to participate in educational activities that are held inside or outside the university of all kinds, or in which the university participates, as well as those which the university's regulations require adherence to.
4. The student's photographing of faculty members and those similar to them, or university employees, or students without the consent of the one whom the photocopy was signed or taught. It also includes photocopying and publishing the official documents of the university.
5. Violating intellectual property rights, or using the university's systems and websites of all kinds for other than the purposes for which they were prepared.

6. Falsifying documents, certificates, or official paper or electronic documents, or using them after forging them, whether it is issued by the university or from outside it as long as it is within the framework of the student's relationship with the university, or with the study procedures therein, or deliberately destroying all or some of its contents, or following illegal methods to obtain it.
7. Not to carry the university card, or misuse it, including forging or selling it, or allowing others to use it, or refusing to show it when requested by university officials.
8. Impersonation of any matter related to the university and its affairs, or granting access to electronic university systems, or speaking on behalf of the university without an official capacity.
9. Unlawfully accessing the confidential information of any of the university's employees, or publishing it, or instructing others on how to obtain it.
10. The student violating the order during the investigation with him, or he exceeded the limits of morals and morals due in his behavior, or in his address to the members of the investigation committee, or resistance to the control officials when caught red-handed.
11. Establishing or organizing any unlicensed activities or events within the university by any means, electronic or otherwise, or participating in them, or issuing publications, brochures, or posters, or participating in their distribution, or collecting funds, or donations, or signatures without the approval of the university administration.
12. Every misuse, destruction or deliberate sabotage of the university's facilities, property, or electronic systems, or attempting to do so, modification, or transfer without the approval of the competent authorities, and any behavior that affects the cleanliness of the university and its facilities.
13. Violating test and fraud instructions in any way.
14. Breaching the scientific integrity of research, assignments, or scientific messages by assigning other persons to prepare the scientific material, or stealing the efforts of the principal investigator, including paper and electronic references and the Web, or providing the same costs for two different materials.
15. Carrying a firearm - even if it is licensed - or a bladed weapon, or keeping flammable materials, or explosive, or introducing any materials that can be used for an illegal purpose inside the university and its facilities, or threatening to use any of that.
16. Every form of electronic piracy, or any violation of the Anti-Information Crime Law; to attempt to penetrate the university's systems, websites, databases, computers or its employees in force in the Kingdom of Saudi Arabia.
17. Using modern technologies and social media platforms with the aim of harming, slandering, or offending the university or one of its employees.
18. Abusing, dealing with, or promoting psychotropic substances on campus.
19. Assault, by word or deed, against one of the university's employees, or workers of companies operating at the university and its employees.
20. Smoking on campus in places other than those designated for it.
21. Non-payment of tuition fees.
22. Destroying university property.
23. Every other violation constitutes a breach of the university's bylaws, instructions and decisions, and there is no text regarding it in this bylaw.

■ Article Five:

Any violation committed by the student, for which no provision was made in Article (4), shall be submitted to the Disciplinary Committee; To adapt it and approve the appropriate punishment for it.

■ Article Six:

The provisions of the disciplinary regulations apply to the student whether he committed the violation in his capacity as a principal perpetrator or a partner.

Part III

Disciplinary Penalties and Their Procedures

■ Article Seven:

Any student who commits one of the violations stipulated in the regulations shall be subject to any of the following penalties:

1. Written notification.
2. A warning with a written commitment from the violating student.
3. Recording the absence of the attendance lecture (face to face), or the virtual (via the Blackboard educational system).
4. Deprivation of benefiting from some university benefits and services.
5. Temporary deprivation for a period (one or two semesters) from practicing one or more student activities.
6. Deprivation of registering in one or more courses for a period of one or more semesters, and he is not permitted to study as a visiting student in any educational institution or university throughout the sentence.
7. Canceling the student's registration in one or more courses.
8. Cancellation of the student's final exam in one or more courses and his result considered (failed).
9. Canceling the student's semester test in one or more courses and considering the result (zero).
10. Cancellation of the results of graduation projects, or training of all kinds in one or more courses, and considering the result (failed).
11. Cancellation of the assignment degree or semester work in one or more courses, and the result shall be deemed zero.
12. Not granting graduation documents, academic certificates, or non-academic documents.
13. Assigning the student to do some service or social work, or to attend a training course.
14. Temporary or permanent suspension from entering educational systems and student services.
15. Final dismissal from the university.

■ Article Eight:

It is not permissible to impose more than two disciplinary punishments for the single violation attributed to the student, taking into account that penalties are commensurate with the gravity of the violation, and precedents, circumstances and circumstances related to the violation and its perpetrator must be taken into account. The disciplinary committee must take into account when imposing the penalties mentioned in clauses (10-5) in Article (7) that they should not be a reason for canceling the student's registration from the university, and it may also include in its decision that the period of the temporary suspension penalty is not counted within the student's academic period.

■ Article Nine:

The Disciplinary Committee may - as an exception - of Article (8) charge the perpetrator of the violation mentioned in Paragraph (22) of Article (4) the value of what he destroyed in addition to the cost of repairs, installation, or fines estimated by the university to the value of the damage.

Part IV Committees

■ Article Ten:

Permanent Disciplinary Committee:

1. According to these regulations, a permanent student disciplinary committee shall be formed, which lasts for two academic years, by a decision of the university president, and it consists of:

- ✓ University Vice President for Educational Affairs (Chairman of the Committee).
- ✓ University Vice President for Female Student Affairs (member).
- ✓ Dean of Admission and Student Affairs (Vice President).
- ✓ Dean of Postgraduate Studies (member).
- ✓ Supervisor of one of the university's branches (member).
- ✓ A faculty member from the Law Department (member).
- ✓ Legal advisor (member).
- ✓ Administrative employee (secretary of the committee).

2. When the membership (disciplinary committee) becomes vacant for any reason whatsoever, the chairperson of the committee nominates a member and completes the statutory term for the former member by a decision of the university president.
3. The disciplinary committee sessions are held when necessary at the invitation of its chairmen, taking into account the commitment to the confidentiality of the sessions, and the meeting is not legal except with the attendance of the majority of the members (two-thirds of the members), Provided that among them is the president, or his deputy, and decisions are taken by the majority of votes, and in case of a tie, the side in which the president is elected shall prevail.
4. The disciplinary committee shall consider violations within a period not exceeding thirty days from the date on which the investigation report is submitted to the committee. The committee may summon the student who committed the violation, if necessary, to investigate him and hear his statements regarding what was attributed to him and to prove this in the session minutes. The student has the right to defend himself and present evidence that would deny the offenses attributed to him, including the request to hear witnesses, and his right to give his statements is forfeited if he is summoned twice to hear his statements and does not attend unless he has an excuse accepted by the disciplinary committee, and his case is considered in absentia.
5. The disciplinary committee has the right to summon whomever is needed to hear their testimony, and the president shall invite them officially, and their testimony is heard with the knowledge of the attendees of the committee members. The content of this testimony is recorded in the minutes of the committee, and each witness signs his testimony, and each witness must be heard individually, unless necessary, confronting the witnesses with each other, and the disciplinary committee may suffice to express the witness's testimony in writing whenever it deems it necessary.

Sub-Commission of Inquiry:

1. According to these regulations, sub-investigation committees for both male and female students shall be formed at the level of the main headquarters of the university and its branches upon a nomination by the head of the committee, and the duration of its work is one academic year, provided that the sub-investigation committee for both male and female students shall consist of:
 - ✓ A faculty member (head of the committee).
 - ✓ Faculty member (member).
 - ✓ Faculty member (member).
 - ✓ Administrative employee (member and reporter).
2. The investigation subcommittee must submit the records and the actions taken therein to the disciplinary committee.
3. In writing the reports and minutes related to the accuracy and investigation of cases of cheating in the exams, or other than the exams, they should be taken into account that they are free from cancellation or obliteration with the signature of the members of the concerned committee confirming the exact or investigative signature on each of the minutes or report papers.

Part V

Procedures for Fraud Cases

■ Article Eleven:

Procedures followed in the examination room:

1. If the student is caught red-handed, or trying to cheat, his test paper is kept, and the cheating tool, if any. He is asked to leave the room after half an hour has passed from the start of the exam and - also - whoever commits violations other than cheating, such as (raising the voice in reading, talking to another student, taking out the cell phone, or refusing to hand over test papers, etc.) inside places The exams here are notified by the head of the examination committee, or the test superintendent, if he continues with violations - other than cheating - his paper is withdrawn and a report is drawn up, and he is asked to leave the room after half an hour has passed from the start of the test, and it is presented with the documents to the Sub-Investigation Committee.
2. After the seizure, the report shall be referred to the Sub-Investigation Committee after the completion of the investigation, the recommendation of the appropriate penalty, and the submission of the report, and the measures taken therein to the Disciplinary Committee within a period not exceeding (forty) days from the date the violation was detected.
3. If the fraud incidents are discovered after the final outcome of the course is approved, the student who committed the violation is not exempt from disciplinary penalties.

■ Article Twelve:

Procedures Followed in Other Cases of Fraud:

1. If fraud is discovered in reports, research, practical and field exercises, assignments or graduation projects, the course professor or his equivalent must write a report on the incident and present it with the documents to the head of the department to which the course professor belongs.
2. After referring the documents from the department head, the dean of the college submits the documents to the sub-investigation committee.
3. The investigation subcommittee must submit the report and the action taken therein to the disciplinary committee at the university within five working days from the date of the investigation report.

Part VI

Procedures for Communicating with the Perpetrator of the Violation

■ Article Thirteen:

The perpetrator is summoned for investigation through official means of communication (the e-mail known to the university, or his contact, or the mobile phone registered in his name with the university), and the student is responsible for changing or modifying these data recorded on his electronic page in the academic system.

■ Article Fourteen:

In the event that the perpetrator does not attend the investigation session the first time, he is summoned for the second time within seven working days of being informed of the investigation in the first time, and his summoning is considered final and finally, and if he does not attend for the second time, the investigation procedures are completed without his presence and this is considered an acknowledgment by the student that he committed the violation, the investigation committee may extend the period not exceeding fourteen days for those who present an excuse acceptable to the committee, or whoever it authorizes.

■ Article Fifteen:

In the event that the perpetrator refuses to sign the investigation report, or refuses to obey the procedures of the investigation committee, this is considered as his acknowledgment of what is attributed to him in the seizure report, and his signature is considered a foregone conclusion, and in all cases the penalty decision must be communicated to the student in writing via his university email.

Part VII

Final Provisions

■ Article Sixteen:

In the event that one of the violations stipulated in Article (4) is proven against a student who had received his graduation document, the university may cancel the decision to award the document or certificate, and it may also refer all documents and investigations related to the violation to the competent state authorities for its consideration.

■ Article Seventeen:

In the event that one - or more - members of the Disciplinary Committee participated in detecting the foreseeable violation, or was a party to it, he must be excluded when considering these violations. In addition, any member of the disciplinary committee may request that he be exempted from considering a violation if he has a moral impediment that prevents him from participating in its consideration, and in both cases the chairperson of the permanent committee can, if necessary, assign a suitable substitute to attend the meeting of the permanent committee to discipline students during the consideration of that violation.

■ Article Eighteen:

The Disciplinary Committee is responsible for completing the relevant legal procedures with the relevant authorities at the university regarding informing the competent authorities in the state of the following cases:

1. If the student's behavior constitutes a criminal offense.
2. Offenses in which it is proven that any person from outside the university has committed or participated in the university campus, or in the activities that the university holds outside its campus.
3. Violations that were discovered after the student's graduation without taking any measures in it. The committee may inform the student's reference of the content of this violation.

■ Article Nineteen:

The student has the right to grievance against the penalty decision issued against him, and the student submits his grievance to the university director within thirty (thirty) days from the date he was notified of the decision, and the university director may present the grievance to the University Council for a decision in the nearest session from the date of his notification of the decision.

The university director may also refer the grievance to the disciplinary committee if he deems it necessary, and the decision of the disciplinary committee after studying the grievance is final after the university president approves it.

■ Article Twenty:

The university president has the right to assume all the functions of the disciplinary committee stipulated in these regulations, and to impose any of the penalties stipulated in Article 8 in the event of a disturbance, or a serious breach of order at the university, or a situation that calls for speedy determination. Likewise, if the student commits disciplinary offenses that require privacy or confidentiality.

■ Article Twenty-One:

The decision to issue disciplinary penalties will be kept in the student's file. The dean of the college to which the student is affiliated may post the decision in the college or in the university lobby in the student's initials with his university number plus the disciplinary punishment - if he deems it appropriate - and all students' data regarding their different violations are saved in a database that is available to the head of the disciplinary committee.

■ Article Twenty-Two:

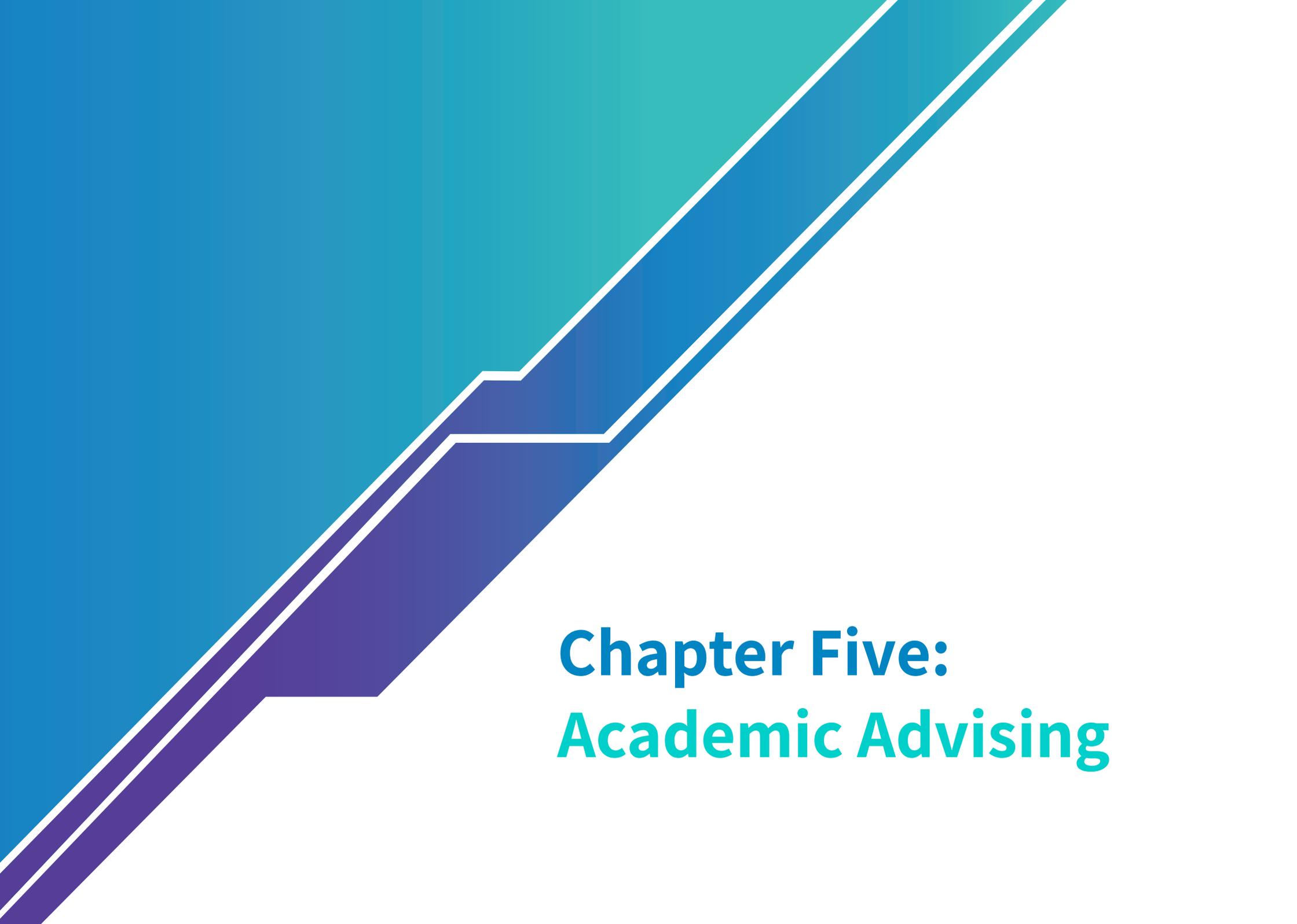
The Chairman of the Disciplinary Committee informs the concerned authorities to which the student belongs at the university of the decision to impose the punishment issued by the committee. The concerned authority shall inform the violating student of the committee's decision, and take measures to implement it immediately, in accordance with the powers available to it.

■ Article Twenty-Three:

The disciplinary committee may add, amend, or cancel the articles contained in this bylaw and have the right to interpret them.

■ Article Twenty-Four:

These regulations shall come into effect as of the date of their approval by the University Council, and all previous regulations, decisions, or instructions inconsistent with them shall be canceled after their approval.



Chapter Five: **Academic Advising**

Introduction

The Saudi Electronic University seeks to provide everything that supports students' educational journey, given the importance of following up on student / student academic affairs of a scientifically proven positive impact on their academic achievement and performance, and it is keen to invest academic competencies at the various academic levels at the university. The main objective of the academic advising system is to link the student to the university with the appropriate academic advisor who enables them to obtain assistance and guidance to support their academic career.

■ Definition of Academic Advising:

It is continuous communication between the student and the academic advisor to ensure their smooth progress in the scientific program, the achievement of the desired goals from that, the appropriate academic achievement of their abilities, and help them overcome the academic difficulties they may encounter during their academic career. It is a task assigned to faculty members or administrators in colleges through guidance, advice and guidance, including introducing them to the academic regulations and systems, and helping them develop their capabilities, in addition to supporting them to overcome any obstacles that may negatively affect their academic level.

■ Objectives of Academic Advising:

1. Support and support the new student at the university to adapt and adapt to the new university life in a full flow.
2. Introducing the university's rules and regulations, academic requirements, how to apply and deal with them, and the existing actual and virtual services.
3. Support and continuous support for the student at the university to develop his academic skills and raise them to the required levels.
4. Encouraging and supporting distinguished and outstanding students to become more distinguished and distinguished.
5. Supporting students who have failed in school to overcome difficulties and obstacles, by searching for causes and helping them to deal with them.
6. A stumbling block between weak student abilities, failure in academic achievement, and academic withdrawal and dropout.
7. Striving to achieve quality in the academic process by providing complementary services to students at the university, and graduating qualified cadres from all scientific and practical aspects.

The academic advisor has a fundamental role in:

1. Contribute to spreading the culture of academic advising and support its concepts.
2. Encouraging students to continue their academic career, improving their level, raising their ability to face their problems, and supporting them to complete all their academic requirements within the prescribed time period.
3. Developing and strengthening self-monitoring, and supporting the development of students' sense of responsibility, independence, self-learning, self-confidence and abilities.
4. Encouraging and supporting outstanding students to complete their higher studies.
5. Encouraging and supporting students with special needs and disabilities to continue their academic career.
6. Encouraging students to participate in the fields of scientific research in colleges.
7. Urging students to attend and participate in the activities and workshops that are held within the university, which are provided by experts and specialists.
8. Urging students to participate in community volunteer fields, extracurricular activities, and competitions that represent the college and university inside and outside the Kingdom.
9. The student's participation in thinking about the career opportunities available to graduates of the program.

■ Transfer to Support Services at the University:

In the event that the student requests or needs to transfer the student to obtain support services, the advisor must agree with the student to make the transfer in writing, and send an email to the concerned authority at the university as follows:

A. Psychosocial Counseling:

To obtain mental health care services, or to consider a social situation (such as family violence - harassment - bullying - drugs and others), contact the Psychosocial Counseling Unit at the university:

- ✓ Psychologist: spscc@seu.edu.sa
- ✓ Social worker: spscc@seu.edu.sa

B. Support for Students with Special Needs and Disabilities:

To obtain services concerned with improving the university experience for students, and enabling them to have the appropriate academic facilities for their needs.

- ✓ Psychological and Social Counseling Unit: spscc@seu.edu.sa

■ Exceptional Cases:

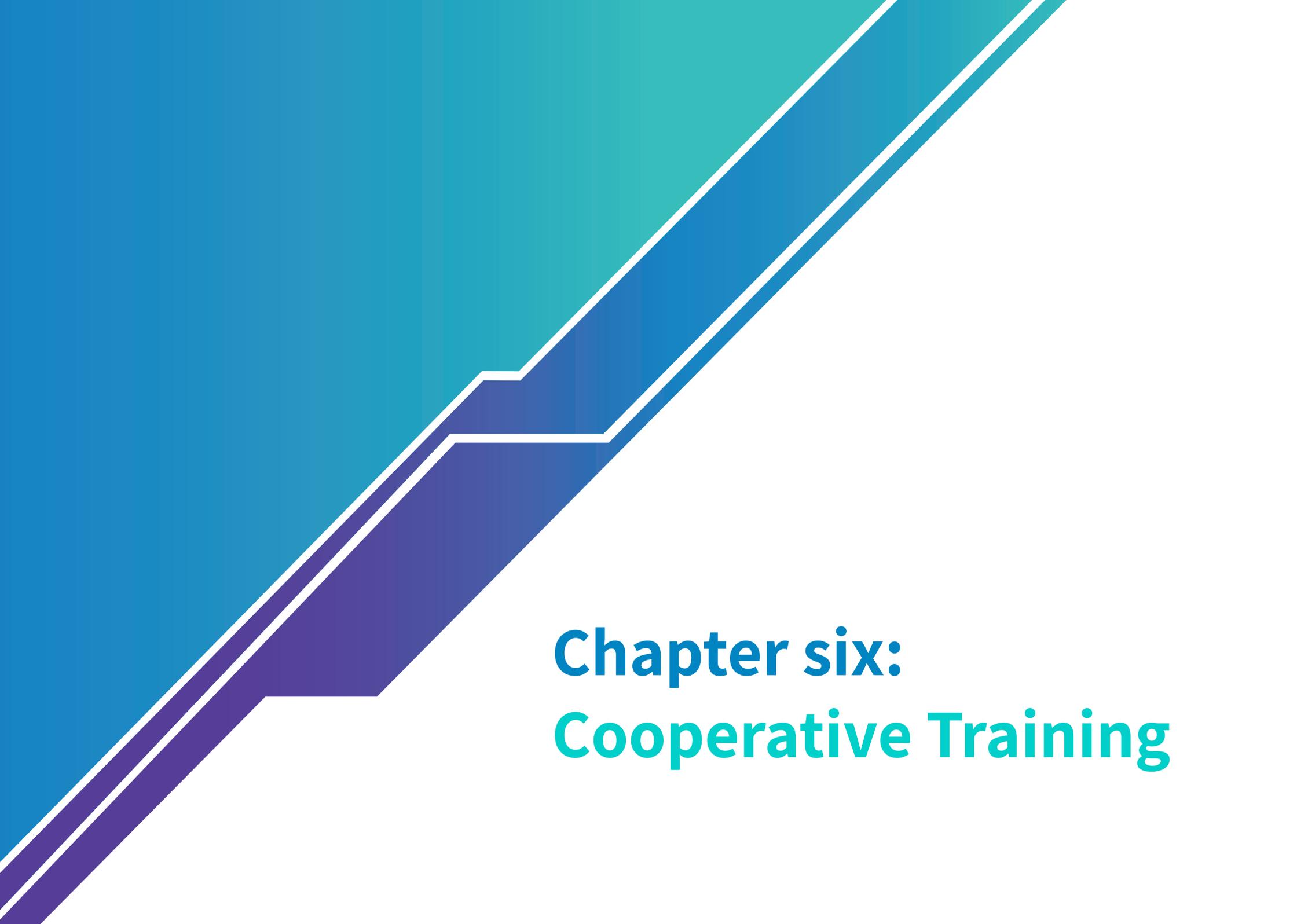
If the student requests to change the academic advisor

The student has the right to request to change the academic advisor in the following cases:

1. If the transfer is made to another college, the student in this case contacts the Student Affairs Post in the new department and requests the appointment of an academic advisor for him, and the request is transferred to the College Academic Advising Committee to make the appropriate change and include it through the system.
2. In the event that it is proven that the academic advisor did not respond within 3 working days of the student's communication via the university e-mail to the academic e-mail of the advisor, the student in these cases contacted the student support of the department to request a statement in the event that the academic advisor's presence could not be found, either for satisfactory or other reasons. And in the event of repeated failure to respond for the second time, contact the concerned department to request the change, explaining the reasons, the request is referred to the College Academic Advising Committee to make the appropriate change and its inclusion through the system, and the change and its reasons appear in the evaluation of the academic advisor and the semester report, and take it into account in his continued assignment of academic advising tasks for the department's students.

In the event that the academic advisor requests to transfer the student to another advisor:

1. In the event that the student is found to be registered in another college, the academic advisor in these cases notifies the college's academic advising committee and request the change explaining the reasons, and the student is referred to the academic advising committee of the college to which he has recently transferred.
2. In the event that communication between the counselor and the student is not possible due to reasons of disagreement between them, which is documented in writing.
3. If the student violates the academic advisor in any way, which is documented in writing.
4. The academic advisor, in these cases, notifies the faculty academic advisory committee, requesting a change, explaining the reasons, and submitting proof of this, and the matter is referred to the department's investigation committee, and appropriate action is taken about that, including changing the academic advisor, or referring the student to the relevant disciplinary committees.



Chapter six: **Cooperative Training**

Introduction

Field training is one of the most important elements of the undergraduate level, where actual benefit from the theoretical information that students studied in their specializations is achieved, and their training is done through practical application in various field areas as part of preparing them to work in those areas after graduation.

Realizing the importance of undergraduate training, the Saudi Electronic University began to receive its trainees from various universities in the Kingdom, in order to contribute to the student's academic career and to activate its role in the educational and development process in the Kingdom of Saudi Arabia.

■ Training objectives:

Training achieves a set of goals, the most important of which are:

1. Students acquire many skills and scientific behaviors, through the transfer and translation of all theoretical and practical knowledge that the individual received during his studies to the practical site, namely:
 - ✓ Attendance and respecting work schedules.
 - ✓ Learn about the hierarchy.
 - ✓ Learn about the interdependence and complementarity between the parts of a single facility.
 - ✓ The importance of acquaintance and integration of individuals in teamwork.
 - ✓ Learn about the most important work problems and methods for solving them.
2. Identify the requirements of the labor market in order to prepare university graduates for that.
3. Measuring the efficiency of the educational system at the university through the observations of the training authorities.
4. Providing the appropriate environment to acquire basic training skills for the job environment.
5. Allowing the trainee student to practically practice the modern technologies available in the training body after studying them scientifically.
6. Helping students to choose the appropriate workplace for their abilities and preferences.
7. Knowing the requirements of the labor market through practical skills appropriate for each profession.
8. Encouraging students to be self-reliant and to have the ability to make decisions in an innovative and creative manner.

■ The Beneficiaries of the Training:

Cooperative training brings a host of benefits to the following parties:

1. Trainee.
2. The training authority.

First: Trainee:

1. Providing a job opportunity after graduation.
2. Get used to and adapt to the new work environment.
3. It helps to know the most important differences between theoretical study and field work.
4. Contributes to taking responsibility, and educates the importance of full commitment to deadlines.
5. Raise the level of self-confidence, and benefit from available expertise.
6. It helps to put forward creative and innovative ideas at work.

Second: The Training Authority:

1. Knowing the true level of students and selecting the outstanding ones for employment.
2. Assistance in carrying out a group of works without compulsory fee.
3. Trying to benefit from the scientific competencies available at the university.
4. Creating a joint cooperation circle with the university to implement some training programs and courses.
5. Encouraging reliance on distinguished national competencies.

■ How to Apply for Training:

1. Receiving applications not less than two weeks and not more than a month before the start of training.
2. Submit a training request on behalf of the Vice President of the University via the email of the cooperative training CT@seu.edu.sa .
3. The requests are answered within a week of submitting the application according to the Training Requests Accept / Rejection Form (Form 9).

■ How to Apologize for Training Directly:

1. An apology for the training shall be submitted to the administration / body in which the trainee is trained.
2. The administration raises the apology request by filling out an apology form for training (Form 1) to the email of cooperative training CT@seu.edu.sa.
3. The coordinator informs the trainee's reference about the matter, attaching with him an apology for the training (Form 1).

الجامعة السعودية الإلكترونية
وكالة التخطيط والتطوير والجودة

The Saudi Electronic University

Vice Rectorate of Planning , Development and Quality

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