



Student Guidebook

Student Guide to King Abdulaziz University
Female Campus



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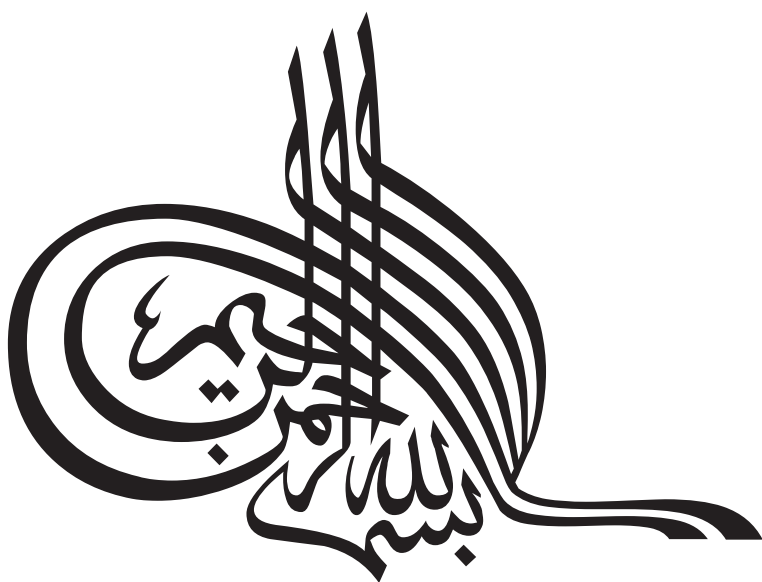


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Introduction

In the name of Allah, the Most Beneficent, the Most Merciful

Praise be to Allah, the Creator of Human, the Teacher of knowledge, blessed us with the mind and the ability to think, and made reading and writing the most powerful tools for knowledge creation to elevate us to the purest types of knowledge, which is the knowledge of “There is no God but Allah”.

Dear Students:

We dedicate this guide book to you and to all those who share with us the bond of science and knowledge. This guide book includes the most important services provided by all sectors and facilities of the University so that it can be a help and support for you throughout your academic studies at the University and what entails you afterward. Hence, we worked hard to make this guide to the level we hope that meet the expectations considering all different services either financial, recreational, advisory, guidance, training, qualifying, and opinions dialogues offered inside this book. This will provide you an educational environment that has a potential for creativity and competitions that make you partner with us in promoting the services in the deanship to reach to the level of the advanced sectors.

Finally, we ask Allah for success and wish you years of study full of achievements and creativity under the umbrella of the King Abdulaziz University to eventually offer all the benefits and services to beloved country.

Deanship of Student Affairs - Female Section

King Abdulaziz University in Summary

King Abdulaziz University was established in 1387 AH / 1967 AD as a private university with the aim of spreading higher education in the western region of the Kingdom of Saudi Arabia. The university started its first academic year in 1388AH / 1968 AD by opening a foundation studies with a small number of students (68 Male Students - 30 Female students). In the following year, it established its first faculty, "Faculty of Economics and Administration", and in the year after it established the Faculty of Arts and Humanities. After the decision of the Saudi Council of Ministers in 1394 AH / 1973 to transfer the university's ownership to the government, the university became a governmental institution. After this adaptation, the government offered all the support needed that had a big impact for transforming the university into a modern institution among the higher education institutions in the Kingdom. Within four decades - King Abdulaziz University has become one of the leading institutions of higher education at the local and regional level, where educational programs prepare graduates to practice different professions that are in-line with the up-to-date educational requirements of the community.

The university has expanded with all the educational, cultural and sports facilities, and did reach to the Rabigh Governorate - Rabigh Branch - to allow the largest possible number of students to enroll in the university education.

The university did not limit itself to the curriculum of study on a regular basis, but adopted the study through a part-time and distance education, in order to keep pace with scientific, technical and cultural developments, and to facilitate students who would like to continue their studies in higher education to secure a better future.

The University has witnessed since its establishment a steady development and growth, both quantitative and qualitatively, with the diversity of theoretical and scientific disciplines, as well as having some faculties and specializations that do not exist in the rest of the Kingdom's universities, making it one of the most prominent universities in the Kingdom in terms of the number of students, specializations and services available.

The University has also attained many achievements that have made it the forefront of local and regional universities by obtaining many accreditations for many faculties and deanships, in addition to excellence in global rankings, where it ranks 186th globally and second in the Arab region.

All these successes and developments that the university has experienced are resulted because the combined efforts of the great and hard work of the senior management of the university and all its sectors. This was done in order to achieve the desired objectives of King Abdulaziz University, which is to serve the nation and its people.

University Student Rights and Responsibilities

University students represent one of the most important pillars on which society relies on for building the future, as well as interfacing with the intellectual, scientific, cultural, economic, and social variables, and also adapting to the changes of these variables and then laying the foundations of the renaissance and sustainable development.

Based on the necessity of recalling the rights and responsibilities of the students, a regulation has been drafted to ensure their rights, raise awareness of their responsibilities toward the optimum Islamic and university behaviors, and work to develop a sense of belonging to their community and country.

The content of this regulation has been divided into two main categories related to the rights and responsibilities of students in the academic and non-academic fields, as shown below:

Students Rights:

These are the rights guaranteed by the University's systems in the academic and non-academic fields to provide a supportive learning environment that ensures a stable academic life according to their potential.

Students Responsibilities:

It means the academic and non-academic responsibilities that the student must abide by towards the university in order to improve the quality of academic work, and work to strengthen the relationship between the student and the professor and all university's sectors.

Definition of terms in the Regulation:

- Regulations: Regulations and rules that clarify to the student his/her rights and responsibilities.
- Student: A student at King Abdulaziz University.
- University staff: faculty employee, and administrative staff.
- Sensory and psychological security: The student is not threatened with any physical or moral harm, whether by denying his/her right from grades or psychological abuse by ignoring, ridiculing, bashing or violating rhetoric.
- Orientation Day: A day devoted by the University to educate the students about his/her rights and responsibilities and about the university's academic and administrative regulations and their various capabilities, academic and non-academic, which help him/her to facilitate the process of his/her studies.

- **Student Advisory Committees:** Committees formed and supervised by the Dean of Student Affairs, aiming to identify any students' problems or obstacles they face throughout their academic studies, and to participate with the students in the development of proposals and to find appropriate solutions.

Who is this regulation for?

This regulation is addressed to all students (Full time - Part time - Distance Learning) who study at King Abdulaziz University, and all employees of the university who have a direct relationship with the students.

The objectives of the regulation:

- Educate the students about their rights and responsibilities.
- To familiarize all those who have a relationship with the student within the University about the rights and responsibilities of the students.
- Achieve social, psychological and health security to create a healthy learning, research and creative environment for students.
- Raise awareness of general university disciplines that motivate students to behave in line with the discrete university standards.
- Support the values of justice, integrity, honesty, belonging, and citizenship among university students.

All entities involved referred to in these regulations:

- (1) Deanship of Student Affairs.
- (2) Deanship of Admission and Registration.
- (3) Science Section.
- (4) Faculty Administration.

Part 1: Student Rights

First: Students' rights in the academic field

The student has the following rights:

1. Having a study and academic environment that is suitable for a high-quality learning consistent with the mission of the University.
2. Maintain the confidentiality of students' information and privacy in all matters and not to allow access to or use students' personal information, academic records, personal files, and transcript except for authorized personnel.
3. Notify the student before taking any decision against him/her and brought to his/her attention in the event of any violation. Students shall be notified in writing of any decisions against him/her, and shall be given the right to defend and discuss any decision contrary to his/her academic interest, in accordance with the regulations of the University.
4. Provide the students the freedom of expression and discussion in the educational matters concerning them, provided that this is within the limits of appropriate behaviors in accordance with University regulations
5. The ability to grievance with the concerned entity in case of not obtaining the rights mentioned in these regulations. (1)
- 6 - The commitment of faculty members to the dates and times of lectures, office hours, and breaks between lectures, and not to cancel any lecture or change its time unless there is an urgent matter, and after announcing about this cancelation ahead of time, a makeup class to be given instead of those that have been canceled and making sure it does not conflict with the student's time or absorptive capacity.

To see the full list:

<http://www.kau.edu.sa/GetFile.aspx?id=168737&fn=Student+Rights+and+Obligations.pdf>



Students Behavior/Misconduct Regulations

Article 1

This Regulation shall apply to all male and female students at the University, including distance learning, part-time, and postgraduate studies. It also applies to anyone who joins the university and acquires the status of a student in any educational, training or preparation programs that are subject to the provisions set out in this regulation without violation of the statutory sanctions that fall under the responsibility of the security and human rights authorities outside University as follows:

Article 3

Any breach of the University's regulations and rules and the public traditions and morals within the University shall be considered an offense requiring the punishment of the perpetrator in accordance with the provisions of these regulations, including, but not limited to:

1. Work in violation of the university system, faculties, deanship, institutes, scientific centers, housing units of the university and other university facilities.
2. Any act or statement that violates the provisions of the Islamic religion, or undermines modesty or violates good behavior, conduct and morals within the university.
3. Affect the reputation of the university in any way, whether by act or verbal, inside and outside the university, whatever its means and forms.
4. Verbally or physically assaulting any person inside the university whether from the university faculty members, employees, students, or from the employees of the companies and institutions entrusted to carry out work inside the university or those that have investments in the university.
5. Any violation of the examination system, including taking an exam of a subject that is not registered, or provoke riots and chaos in the test rooms.
6. Any form of cheating in any way or any attempt to cheat in any of the tests held at the University or under its supervision.
7. Disrupting any program or activities within the university or the housing units in the university either directly or indirectly.

8. Destruction, vandalism, or any other misuse of university property and facilities, and student housing, either built-in or installed equipment such as furniture and buildings, as well as the contents of scientific centers, classrooms and laboratories, including equipment, tools, teaching aids, maps, holdings of the central library, sub-libraries, museums, playgrounds, galleries and its belongings, as well as all University's transportation like buses and all other means of transport, and all acts that would harm the belongings of personnel inside the University or even just the intention to do so.

9. Retention of all forms of firearms, whether licensed, unlicensed, unreal, or any means that can be used to intimidate or harm whatever their forms, as well as bladed weapons, possession of flammable or explosive materials, possession of narcotic and intoxicating substances and anything alike, also circulation and merchandising counterfeit money, possession and circulation of films and audiovisual or visual recordings, photographs, journals and instruments contrary to Islamic morals and ethics within the university dormitory and other facilities of the university.

10. Every organization or participation in meetings, conferences, associations or events in all its forms, the issuance or distribution of bulletins, newspapers and magazines, sale or purchase, fundraising for donations for group or individual, a written permit must be authorized by the competent authorities of the university, as well as the transmission of any news about the university and its employees to the various media (audible - read - visual) and social networking sites or the establishment of websites on the Internet (Internet) related to all of the above must obtain a written permit from the competent authorities of the university.

11. Theft or initiation of theft within the university whether in kind such as: (funds, equipment, tools, devices ...) or scientific or intellectual such as: (research, books, graduation projects, assignment of groups or individuals, scientific theft and Intellectual property theft ...).

12. Modifying, altering or falsifying official and unofficial documents, whether issued by the university or any other party outside it, and adopting illegal methods to obtain them.

13. The introduction of a substitute student (personal impersonation) in the lectures or tests or in any of the facilities of the university or their entry as a substitute for others in those lectures or tests, or all the facilities of the university.

14. Failure of the student to attend the investigation or non - compliance with the penalty approved by the competent authority to issue the punishment.

15. Breach of order or instruction during lectures, practical lessons, meetings, conferences, seminars and the like, or attempt to obstruct their conduct in any way.

16. Taking pictures with cameras, mobile phones, laptops, or any device with a camera inside the faculty buildings or halls and during lectures, especially in the female's halls, campus and the dormitories without prior permission from the competent authority; this rule applies to anywhere photography is prohibited.

17. Smoking inside the University's buildings and facilities is strictly prohibited, and those who commit such offenses in accordance with the disciplinary rules shall be punished by these regulations.

18. Any violation of the students housing system and regulations, for example, no limited to: entering the students housing without a permit, accommodating unauthorized people, hosting visitors outside the official visiting hours, or do not maintain cleanliness of the housing and all the contents included as per the university housing regulations.

19. Recording or filming lectures, or attempting to record or shoot, whether using traditional equipment or using recent technology without obtaining a written consent from the faculty.

20. Any cyber-attack (hacking) on the University main website or the websites of faculties, deanships and institutes, as well as the websites of the scientific centers of the university, the teaching staff, employees, and students, or violating the privacy digitally for all employees of the university, members of the teaching staff, and students.

21. Creating tribal agitation or sectarianism or instigating for them, causing strife by all means and all that may prejudice security and national unity.

22. Make any modification, change or transfer the contents of the students housing, laboratories, classrooms or public libraries in the university without prior approval of the concerned party.

23. Traffic violations, reckless driving and violation of security and safety regulations within the University campus.

24. Any infringement of intellectual property rights, whether by copying or unlawful citation, whatever the means used to achieving such infringement.

25. Consideration these violations do not overrule and contradicts the consideration by security and rights organizations outside the university.

Article 4

Any student who commits one of the violations stipulated in clauses (5-6) of Article (3) shall be subject to the following rules and penalties:

1. If proven that he / she was cheating or attempting to cheat in any tests dur-

ing the semester, whether periodic or mid-term or similar tests assigned to the semester work, he/she shall be deprived of the degree of that test and shall be deprived of the course if repeated by him and shall be considered failed therein.

2. If proven that he / she was cheating or attempting to cheat in the final exam, he /she shall be deprived of the grade of the course and considered a failed in it for the first time.

3. If proven that he / she was cheating or attempting to cheat for the second time shall be punished by any of the following or by all of them: deprivation of the course and shall be considered failed, and dismissal from the University for one semester and shall not be allowed to register in the summer semester.

4. Anyone found to have repeated cheating or attempting to cheat for the third time shall be dismissed from the University.

5. Retention of all the tools used in the cheating whatever the type of this tool used until the completion of the penalty described in this regulation.

Article 6

The disciplinary penalties that may be applied individually or jointly or in part or repeating these penalties according to the privileges are:

1. Verbal warning with signing a written pledge if necessary.

2. The first warning in writing and the signing of a written pledge by the student the second time.

3. Temporarily depriving the student of some services (such as student activities, discount airline tickets or other services provided to all students) for a period not exceeding one semester.

4. Canceling the test result of one or more courses and considering the student as failed.

5. Deprivation of accommodation in the students housing for one semester.

6 - Full deprivation of residence in students housing

7. Dismissal from the University for one semester or more, provided that it does not exceed three semesters.

8. Delay the issuance of the graduation certificate to the student for a maximum of one semester if the violation occurred in the graduation semester.

9. Alternative penalties that aimed at controlling the behavior of the students

and the disciplinary committee is responsible for determining the types of these penalties and the methods of their implementation.

10. Termination from the university.

Article 7

In case the student does not appear on the date specified for the notified hearing and without providing an acceptable excuse, another date shall be given. In the case of another absence of attendance, his/her right for hearing shall be forfeited and the committee shall convene and take its decisions in his/her absence

Article 10

The competent authorities to impose disciplinary sanctions are:

1. The dean of the faculty or institute, or his/her deputy, and the dean of the female section or her designee, may impose the first and second penalties stipulated in Article (6).
2. The Dean of Student Affairs or his/her deputy may impose penalties (1-2-3) of Article (6).
3. The Permanent Disciplinary Committee has the right to impose all the penalties set forth in Article (6). And in the event of a system failure that results in instability study, examinations or accommodation in the university dormitory, then the vice president of the University will take all the powers vested in the Permanent Disciplinary Committee after taking the opinion of the Dean of Student Affairs and issues the disciplinary decision within a maximum period of three months from the date of the violation.

Article 17

The student is not exempted from the listed rules and regulations of the university.



Student Rights Unit

An official unit affiliated to the Deanship of Students' Affairs at King Abdulaziz University which is in charge of achieving the relationship between female students and university staff to achieve a harmonious university community in which the spirit of mutual cooperation prevails.

Objectives:

- Investigate and adjudicate complaints and grievances filed by students.
- Advising students on their academic and non-academic concerns related to the university.
- Advising students about their rights and how to obtain them, and how to follow the legal and official channels within the University.
- Enable students to challenge their penalties of disciplines.
- Review the procedures followed with the students who violate the University regulations.
- Adopting the principles of justice and equity as the main pillar in building an ideal society within the university.
- Supporting the rights of students on a basis consistent with the University's rules and regulations.

Location:

-  Female Section in Sulaimaniya: Building (65), First Floor, Office (2-3A), (Phone) 012600000, Ext. (73252 - 41762.)
-  Preparatory Year Building in Sulaymaniyah: Building (235), First Floor, Office (FF65), Ext. (41054).

Intellectual Awareness Unit

Vision: A conscious university student educated and intellectually fortified.

Mission: Raising a university student fortified to ideology depravation, keeping pace with and accepting change and differences.

Objectives:

- Raise the level of intellectual awareness of students and protect them through the development of values and skills.
- Maintaining their national identity within a framework of acceptance and coexistence with changes.
- Address depraved ideologies and destructive principles and early monitoring of any deviant behavior and work to address it.

Student Allowance

This allowance is offered to students attending the full-time bachelor's, master's, doctorate, pedagogical diploma, higher diploma in special education, master of education technologies, master of educational management, and master of counseling and educational guidance.

• Allowance for undergraduate students:

The student receives monthly allowance according to the following eligibility conditions:

1. The student should be full time.
2. The student must be a Saudi or having a Saudi mother or have an external grant (cultural exchange).
3. The student should not be an employee.
4. The allowance is allocated to the student during the regular period of each faculty according to the following table:

Faculty	No. of semesters	Monthly allowance (after 10 SR deduction)
Faculty of Economics and Administration	9	990
Faculty of Economics and Administration (Department of Public Administration)	8	840
Faculty of Law	8	840
Faculty of Economics	8	840
Faculty of Arts and Humanities	8	840
Faculty of Communication and Media	8	840
Faculty of Sciences	9	990
Faculty of Computing and Information Technology	10	990
Faculty of Engineering	10	990
Faculty of Tourism	8	840
Faculty of Medicine (Medicine, Dentistry, Pharmacy)	12	990

Faculty of Medicine (Applied Medical Sciences - Nursing - Physical Therapy - Medical Rehabilitation)	8	990
Faculty of Home Economics - Scientific track	8	990
Faculty of Home Economics - Humanities track	8	840
Masters' Students (All Majors)	4	890
Doctoral Students (All Majors)	6	890
The Arabic Language Institute for Speakers of Other Languages	4	840

• Allowance for graduate students

Master's and doctoral students receive a monthly allowance under the following conditions:

1. The student should be full time.
2. The student must be a Saudi or have a Saudi mother or have an external grant (cultural exchange).
3. Not to be an employee.

Go to of Student Rewards Administration Building (65) Room 4-2A Ext. 72151

Holds on Monthly Allowance

1. When withdrawing for the study (after the issuance of the class schedule), the allowance will be on hold, and the student will not be compensated for the semester exceeding the planned duration of graduation from the department.
2. Upon postponement (prior to the issuance of the class schedule), the allowance is discontinued in deferred classes and compensated for additional semesters.
3. When the student receives an academic warning due to a low Cumulative Grade Point Average (GPA) of (2).
4. Disciplinary dismissal.
5. After the end of the regular period of graduation.

• Allowances

Books, references, and printing allowance for graduate students:

1. A graduate student (Master) will receive an allowance for books and references for two consecutive years (SR 900).
2. A graduate student (Ph.D.) will receive an allowance for books and references for three consecutive years (SR 900).
3. An external scholarship student (cultural exchange) will receive a preparation allowance upon her arrival (the amount of two months' reward).
4. A Master's student will receive a printing allowance (SR 3000) after receiving the graduation document.
5. A doctoral student will receive a printing allowance (SR 4000) after receiving the graduation document.
6. An external scholarship student (cultural exchange) will receive a graduation allowance for shipping books (a three-month reward).

Allowances (students with special needs):

Students with special needs are given an allowance in addition to their monthly allowance and the allowance continues even after the monthly allowance stops. This gets classified based on a letter from the General Supervisor on the Center for Special Needs.

Type of disability	Type of Allowance	Allowance value
Blind student	Reader allowance	5240 SR per month
Student with disability (hearing impairment)	First-degree disability allowance	5240 SR per month
Student with disability (physical impairment)	Second-degree disability allowance	1500 SR per month

• Excellence Award: For full-time undergraduate students only:

The student will receive a reward of SR 1000 for the following conditions:

1. Obtain a GPA (4.5) and above during two consecutive semesters.
2. The student must be a Saudi national or has a Saudi mother or a foreign grant holder.

3. The concession shall be within the statutory period of the monthly remuneration.
4. The concession bonus is automatically deposited into the monthly allowance account (student's credit card).

• **ATM Card**

A. Issuance of «Mada» ATM Card for new students

- To collect a credit card, the following documents must be presented:
- Original and copy of the National ID card.
- Original and copy of the university ID card.
- National Address.

Go to the Student Service Center at the Preparatory Year Building (235) where the Bank will be available to deliver the ATM cards according to the specified dates.

The date of receipt of the ATM card will be announced at the university site, faculties, screens and gates at the beginning of each academic year.

B. Expired Card

The expiry date of ATM card is two years, after which the student will be given a renewed card from the Student Service Center, Building (65).

C. Damaged or lost cards:

Go to the bank to issue a replacement card.

**Notes:**

1. A remuneration account is a remuneration account that is not a current account and therefore cannot deposit or transfer any funds.
2. Female branch students should review their college's financial management first before attending university in Sulaimaniyah.
3. The classes studied by the student (part-time - qualification - distance education - parallel regularity - the fourth semester of the preparatory year) are calculated within the statutory period of the reward.

To visit the Student Rewards Department in the Deanship of Student Affairs

- 📍 Female Section: Building (65), Room (4-2A), Ext: 73263-73262
- 📍 Preparatory Year: Building (235), Room (FF22), Ext: 41487

Subsidies and Loans

The Student Fund Office seeks to provide the best services and opportunities to support students financially through subsidies, loans, and provide hourly job opportunities. The office also provides the installment service for computers and electrical appliances in order to achieve all the benefit for the students and facilitate their academic studies and precious stability.

Subsidies

The subsidy, whether continuous or deductible, pays the student if she has a particular circumstance and has official papers confirming this circumstance.

	Continuous subsidy	Deductible subsidy
Amount	A fixed amount of SR 400 is disbursed to the student only once per semester. The deductible subsidy can be requested each semester.	The amount is disbursed monthly equal to the monthly bonus of 850 SR (humanity faculties, SR 990 science faculties).
Duration	One semester.	One or two semesters as per the decision of the Board.
Conditions	<ul style="list-style-type: none"> • The student should be a Saudi or from a Saudi mother. • The student should be in good standing in the study and not subject to a disciplinary decision. • The monthly remuneration has ceased for the expiry of the statutory period for remuneration. 	
Documents Required	<ul style="list-style-type: none"> • A letter shows the status of the student. • Copy of the schedule <p>Bring any of the following official documents confirming the sincerity of the circumstance (such as a house lease, medical reports, a death certificate, a salary statement, a social security statement, bank loans, a divorce certificate, a statement from the mayor of the neighborhood that the guardian does not work, etc.).</p>	

How to apply:

When a student submits an application for continuing benefit in the student fund, she is referred to the University Counseling Center to complete her application process, or go directly to the University Counseling Center to apply. Building (2-2B) Room (65).

As for the deductible subsidy, the student applies electronically from the Odus system.

Loans

The student can get a loan of either SR 750 or SR 1000 to support her during her study duration. The value of the loan will be deducted from the student's monthly allowance by the amount of SR 250 starting from the next month after receiving the loan. A student is only allowed to apply for the loan two times during her studies. The loan can be applied electronically through Odus. The loan amount is then transferred to the student's monthly allowance bank account within 5 days from the date of application.

Notes:

If the student faces any problem regarding the loan, she can refer to the Student Fund Administration Building (3-1B) (Room 65).

Loan conditions

- The student should be a Saudi or has a Saudi mother.
- Being in good standing in the study and receive a monthly allowance.
- The student should have spent a full academic year with a grade point average of not less than (3).
- The student should have at least one academic year for her graduation.
- Not to be a graduate student.
- The student is only eligible to apply for the loan twice during the study period.

Hourly Work System:

The Deanship of Student Affairs in the female section provides the opportunity to obtain work for the student within the university facilities during her university study period. Priority is given to students who are experiencing financial conditions or discontinued monthly allowance.

Maximum working hours	50 hours per month.
Amount per hour	10 SR
Conditions of joining the hourly work	<ul style="list-style-type: none"> • The student should be full-time and in good standing in her study. • The student should work in one place only during the semester. • Students with paid programs (such as diploma and qualification) are not allowed to work on an hourly system.
Required Documents	Academic Schedule

How to apply:

Students planning to work by the hour must register online through the ODUS.

Inquiry:

Visit the hourly work representative in building (65) office (7-1B).

Purchase computers and electrical appliances by installments:

The Student Affairs Deanship of the female section provides access to (laptop, iPad, Galaxy Note, iPhone (or electrical appliances) refrigerator, washing machine, air conditioner, ... from companies specialized in installments premiums deducted from the monthly allowance of the student for a full academic year.

Conditions to be eligible for the installment program	Required Documents
<ul style="list-style-type: none"> • Be a full-time student and in good standing in the study and have a monthly allowance. • The student should be between the third and sixth levels so that she should have at least one full academic year for her graduation. • The cumulative GPA should be 2.80 or more 	<ul style="list-style-type: none"> • One copy of the National ID card. • One copy of the university ID card. • One Copy of the student schedule.

How to apply:

1. The student wishing to obtain the installments must go to the assigned company to bring the purchase application form.
2. The student submits the application online through the Odus system.
3. Following up with the unit's personal to complete the procedures, Building (Room 65) (1-4B).

Notes:

Online application for installments will be available during the first academic year 1440/1441 AH.

Admission and Registration / Comprehensive Center

The Deanship of Admission and Registration is the student portal of the university which is concerned with its educational affairs.

On the website of the University → Deanships → Deanship of Admission and Registration many of the information that **we recommend you to take a look:**

- Admission Guide.
- Preparatory Year Guide.
- Study list and tests.
- Guide (Odus plus.)

Comprehensive Center: Building (66)

An integrated center that serves the university students and provide a distinctive and upscale service based on development, innovation and modern technology in one place to save time and effort equally for female employees, students, and applicants, and facilitate the process of applications/transactions and ensure their accuracy. **The center's functions are:**

Issuing university cards for Sulaimaniyah branch students if:

Replacing the student card after specialization by issuing a new card and withdrawing the preparatory year card.

Loss or damage of the university card and the issuance of the new card for (50 SR) to be paid through the bank for the student fund account at Samba Bank after reviewing the Student Affairs Deanship.

Printing an official transcript for (SR 10) to be paid to the student fund at Samba Bank.

Change students' passwords.

Seal certificates and transcripts with the possibility of placing them in university envelopes if necessary and seal the envelope.

Final withdrawal procedures for students.

Answer students' questions in a direct line, **phone: 012-6952000, Ext. (26551-26552-26553)** and provide guidance and help for students.

Students can inquire and submit transactions/applications by email to the Admission and Registration Dept. at darg.tasjeel@kau.edu.sa.

Notes:

Preparatory Year students should visit the Comprehensive Center branch in the Preparatory year building on the ground floor Building (235).

How to apply:

Students should use the university's website, register for online admission and follow the requirements.

To contact the Deanship of Admission and Registration (Building 66):

Organization	Ext.	Office No.		Email
Admission Unit	63550	B9	Basement	kaukau55@gmail.com
Preparatory Year Unit	63106	B15	Basement	kau kau44@gmail.com
Comprehensive Services Center for students	26552	B27	Basement	dang.tasjeel@kau.edu.sa
Electronic Services Unit	63684	B25	Ground Floor	eservice kau@gmail.com
Audit and Information Unit	63152	G115	Ground Floor	kaukau697@gmail.com
Registration and Schedules Unit	63769	126	Ground Floor	ragistir.kau@gmail.com
Academic Advising (full time)	63031	124	Ground Floor	kaukau62@gmail.com
Academic Advising (part time - and distance education)	52110 63225	121	Ground Floor	kaukau788@gmail.com

Frequently Asked Questions:

How do I get an official transcript?

1. Pay the fees (SR 10) to the Samba Student Fund account.
2. Go to the Comprehensive Student Services Center with the deposit receipt to receive the transcript.

How can I get a replacement for lost / damaged certificate?

1. Pay the fees (SR 50) to the Samba Student Fund account.
2. Go to the Comprehensive Student Services Center with the deposit receipt to receive the certificate.

How do I issue a replacement for lost / damaged card?

1. Go to Student Affairs - female section to report the loss of the card and receiving a temporary card for one month.
2. Pay the fees (SR 50) to the student fund account after the expiry of the temporary card.
3. Go to the Comprehensive Student Services Center with the deposit receipt to receive the new card.

How can I make clearance or withdraw from the university?

1. Go to the "Student" menu on the Odus Plus system.
2. Select "Student Transactions".
3. Select "final withdrawal from the university electronically".

How can I submit an application online?

1. Login to the University website and click on e-services.
2. Click on Academic Services - Student.
3. Enter the student ID number and password.
4. Click on Submit Transaction.

Reading the course schedule

النوع	الغرفة	المبنى	وقت الانتهاء	بداية الوقت	الايام	الوحدات	اسم المادة	الشعبة	المقرر	الرقم المرجعي للشعبة			
نظري			11:50	09:00	..T....	3	الريادة في مجال الاعمال	BA	BUS-608	25732			
نظري	106A	003	11:50	09:00	...R..	3	نظم ادارة قواعد البيانات	BA	MIS-652	25743			
نظري	104A	420	15:50	13:00R..	3	اقتصاد اداري	02	ECON-675	28705			
نظري/عملي	061A	063	15:50	13:00	.M.W...	3	مهارات حاسب	KA1	CPIT-100	29562			
S	السبت	F	الجمعة	R	الخميس	W	الاربعاء	T	الثلاثاء	M	الاثنين	U	الاحد

Course Credits

Course number

Creating an email address

- Email is created automatically for each student when she is admitted to the university (@sa.edu.kau).
- The student can use this email through the University Home Page → University Mail → Students can use their email using their student ID as a username and national ID number or any number as a password.

Scholarship Management

- **Management Services**

Types of scholarships:

- **Internal:**

For a non-Saudi student residing in Saudi Arabia who is holding a Royal Decree only, and the student does not receive an allowance or air ticket.

- **External:**

- **Students of the Gulf Cooperation Council (UAE) - Kingdom of Bahrain - Oman - Kuwait:**

1. A student coming from the GCC countries shall be treated as a Saudi student in respect of the need to issue a residence permit or travel visa.
2. The student is granted one (two-way) round-trip ticket during the academic year.
3. To obtain this service, the student **must bring the following documents:**
 - Student acknowledgement report (electronic version).
 - Destination.

- **Students from other countries:**

- **Residence permit:**

Conditions:

- Acceptance letter of the student at the University (from the Deanship of Admission and Registration for the Bachelor or Dean of Graduate Studies of the Master or PhD).
- Passport form filled electronically.
- Original passport.
- 4 X Photographs.
- A medical report.

- **Renewal of residence permit:**

Conditions:

- Submission must be at least one month before the date of expiration.
- The student completes the electronic form from ODUS.

- **Exit and return visa:**

- The student completes the electronic form in ODUS.
- Go to the Department of Scholarships female students to receive the visa.

- **Final exit visa:**

- The student completes the electronic form from ODUS after completing the graduation procedures.
- Go to the Department of Scholarships female students to receive the visa.

- **Cancellation of visas:**

- The student completes the electronic form from ODUS.

- **Passenger order (return ticket) at the end of the year:**

- The student completes the electronic form from ODUS.
- Go to the Scholarship Department in the female section to receive the ticket order.

- **Other Services**

1. Non-Saudi scholarship students are given a monthly allowance which is as follows:

(Scientific faculties 1000 riyals - humanity faculties 850 riyals) after deducting (10 riyals) for the fund. This allowance is granted until the student graduates from university.

2. Allowance eligibility conditions according to the following:

- To be a Bachelor student.
- The average rate should not be less than (4.5) for two consecutive semesters.


3. The Department offers students with scholarships a service for University Housing acceptance:

In order to obtain this service, the student must check with the Student Housing Administration (Housing Administration Building No. 9 room 1) with her guardian and bring the required documents:


- A letter of admission to the University.
- The original of the student's residence permit.
- Medical examination report.
- University student ID card.

Contact information:

 Student Affairs Deanship, Building (65) - Fourth Floor, Room (5B - 13)

 012 6400000 Ext: 73374

 dsag-scholarship@kau.edu.sa

 s_dsag

University Counseling Center:

The University Counseling Center is a specialized center to serve the students and support them in developing their skills and refining their abilities to adapt to life and the requirements for success, and help them to find possible solutions to the problems they are facing by using counseling services either individually or for group.

* To help you...

The center provides counseling service 7 days a week from 8 am to 2 pm.

To receive this service:

- **Female section:** Building (65) room (2B-2) to get an appointment to meet with the psychologist.
- **If you cannot make it for the appointment,** you should contact the center's secretariat to book an alternative appointment.

Mobile (0565040232) Telephone (012-6400000) Ext. (73387)

Preparatory Year Buildings Ext. (72893).

University Counseling Services:

• Individual counseling:

It is carried out by a group of qualified specialists in all aspects (psychological, social, academic, etc.) for the student and attributed to help them solve problems they may face to achieve adjustment and psychological compatibility.

• Social Welfare:

Subsidies:

It is to provide financial support to those who need it due to family or economic conditions, after interviewing with the psychiatrist and preparing a case study for submission to the relevant committee.

Types of Subsidies:

- 1. Deductible allowance:** offered to students who are in temporary economic conditions and are given once during the semester.
- 2. Continuous allowance:** This is provided to the student who is under continuous conditions (economic, social, psychological) that may hinder her from completing the study.

To be eligible for benefits:

1. The student must be in good academic standing and has already received an allowance. Subsidies are not offered to part-time students, bridging students and community service diploma students, distance education students.
2. The university allowance is discontinued from the student.
3. The student should have a GPA of a minimum of 3 out of 5 .
4. Additional requirements to be determined after the case study.

To receive the benefits:

1. The student submits the application electronically from ODUS → forms → Request for deductible allowance → Fill the reason for the request.
2. Interviewing the center's psychiatrist and conducting a case study of family and economic conditions after receiving a letter to the university counseling center to conduct the interview within five days from the date of filing the application.

Documents Required for Subsidy:

- Statement of the status.
- Comprehensive academic inquiry (transcript).
- Copy of national ID card.
- Copy of family register (family ID card).
- A statement of the salary of the guardian.
- House lease.
- Medical reports, if any (personal or parent).
- Copy of the university ID card.
- Class schedule.
- Transportation contract/statement.
- **In case of death or absence from the head of the household, bring the following:**
 - Death certificate.
 - A pension statement.

- The social security statement is determined by the monthly income.
- A proof of imprisonment.
- Care House report.
- Support report/deed.
- Hospital admission report.

If there are other obligations for the family, bring proof of:

- Bank loans.
- Monthly installments.
- Others.

In case of divorce:

- Bring a copy of the divorce certificate
- A statement of social security after receiving an absolute benefit.

If the father or guardian is unemployed, it is necessary to bring:

A statement from the district mayor to prove this.

To help you:

Head to Building (65) University Counseling Center, First Floor, Room (2B-2).

To follow up on the application, the student will contact the Financial Department (2A-4) (ext. 73261) - (73260).

University Counseling Programs:

• **First: University Counseling Groups Program:**

• **Introducing the program**

They are small groups, usually formed from a group that shares a single topic or problem to help each other and satisfy their common needs, such as overcoming educational difficulties, or make changes for the individuals or the society. These groups provide assistance, support, and emotional support to their members.

• Goals

- Satisfy the individual's needs for psychological and social security.
- Reduce the negative psychological effects of the events and difficult situations experienced by the student in her daily life and its positive impact to the mental and physical health and quality of life.
- Developing life skills and linking them to the realities of everyday life.
- Modifying the experiences gained by the student by benefiting from the experiences of others.

• Entry requirements

- The student or a relative has a problem related to the university counseling programs.
- The student is obliged to attend all consecutive sessions.

• Duration of the program

A set of sessions ranging from (3 to 5) sessions per semester and the duration of the session (from one to two hours) according to the objectives for which the university counseling session was set.

• Second: Young Leaders Preparation Program:

• Goals

- Providing students with leadership skills.
- Team building training (concept, importance, characteristics).
- Training in strategic thinking.
- Providing the student with the necessary skills to deal with different situations.
- Promote the principles of discrimination, discipline and responsibility.
- Provide students with the skills of problem solving and how to overcome them.

• Targeted group:

All students of King Abdulaziz University.

- **Duration of the program:**

Several courses and workshops take place during the semester.

- **Registration**

Enrollment in the program courses is via ODUS PLUS ->Student-> extra-curricular activities

- **Third: Recalling skills program:**

- **Goals**

- Employ effective recall skills in university life.
- Distinguish between information processing skills, summarizing, and recording important information from lectures and Mind mapping in learning.
- Training in writing research skills in university study.

- **Target group**

All students of King Abdulaziz University.

- **Duration of the program**

Several courses and workshops take place during the semester. The duration of the course is two to four hours.

- **Registration**

Enrollment in the program courses is via ODUS PLUS-->Student--> extra-curricular activities.

- **Fourth: Psychological and social training program for students**

- **Goals**

Prepare students and qualify them to work in the psychology and social fields, as well as social services work in the functional areas of psychology, sociology and social service.

- **Targeted group**

- Undergraduate students in charge of training from the Psychology, Sociology and Social Services Departments.

- Students graduating from the Psychology, Sociology and Social Services Departments.

- **Registration**

Enrollment in the program courses is via ODUS PLUS ->Student-> extra-curricular activities.

- **Fifth: A guide Student Program:**

- **Introducing the program**

A program aimed for female students from the Psychology, Sociology and Social Services Departments of the Faculty of Arts and Humanities, and distinguished students who are interested in mentoring work from other faculties to train and acquire them the basic skills to provide psychosocial services so that the mentor student at the end of the program can contribute to the support and assistance for students and professionally qualifying them to counseling and awareness skills in the above-mentioned field.

Sixth: Orientation Program for Preparatory Year Students

- **Goals**

- Receive preparatory year students and help them adjust to university life.
- Introduce students to all services offered to them on campus.

To Contact University Counseling Center



dsag.gcc@kau.edu.sa



Female Section: Building (65), First Floor, Office (2B-3)



Phone (0565040232) Phone (012-6400000) Ext (73387)



Preparatory Year: Building (FF07), Office (235)



Phone (012-6400000) Ext. (41857)

Educational Guidance:

It is a department under the Deanship of Student Affairs in the female section responsible for completing the procedures and monitoring the violations committed by female students on campus.

Strategies and Foundations of the Unit:

- Believing that the student is the maker of her future and is the source of her decisions and that she can control and guide things if she has the right knowledge and good management.
- Ensure that mistakes can be corrected and redirected to the right path.
- Recognize the ability of students to improve in order to ensure their ability to adapt and reach maturity.

Objectives:

- Review the complaints from students and provide appropriate solutions.
- Arbitration and reform among female students.
- Provide the best services to correct undesirable behaviors that are not limited to the punishment side but also guide students to participate in various activities offered by the University.
- Striving for the participation of students who have been presented to the disciplinary committees in remedial or preventive programs or the development organized by the University Counseling Center in the Deanship of Student Affairs in the female section.

Student Services Unit:

It is a center that provides student services easily to save time and effort for students to receive the service from one place and respond to queries of students through the means of modern electronic communication of the deanship.

The most important services provided by the Student Service Center:

• Safe storage

- Safe lockers are available for female students to keep their personal belongings in the female students' sites:
- Buildings: (7-4 - 41 - 41 - 61 - 420 - faculty of Engineering Building - Building 42 - Khansa - Building 12.)
- The West forum.

• Safe storage subscription mechanism:

Registration via the link announced through the deanship's twitter account

• Certificates of excellence:

A student shall be awarded a certificate of excellence in recognition of her excellence, **after the following conditions are met:**

- The student should be in the undergraduate stage (full time, part time, distance) or master students.
- The student should have an average of 4.5 GPA or (above) for two consecutive semesters.

The student can print a certificate of excellence electronically through her page in ODUS,

(Access to Student Page → Student Statements → Certificate of Excellence).

Students who cannot print can directly visit the Student Service Center and print from the internet corner. (A4) black and white.

• Training:

The Center provides coordination, follow-up and guidance services to students looking for training because the center believes the important role of the deanship at the university in refining the personality of the students with the



practical skills necessary to enter the labor market after graduation.

The center directs the students to train inside the center and manage the units of the deanship and outside departments of all sectors and deans of the university and offers them various options suited to their specialization, and capabilities.

• Types of training

- Compulsory training from the class professor.
- Volunteer training by the student.

Training conditions

a. Requirements for compulsory training from the class professor

1. The minimum number of hours expected for training is (10) hours
2. The student should be in good standing and full-time study.
3. The training of the student should be part of the requirements of the academic course of the student.
- 4 - Commitment from the student for training hours.
5. Bring a letter from the lecturer of the subject (stating the name of the student - university number - faculty - name of the course - name of the Professor - Number of training hours required - University Email for the Professor - University Email of the student to communicate with her - the section to be trained in) to the training unit email: training.dsag@kau.edu.sa.
6. An assessment form is provided by the professor of the subject to the student to be filled out later by the supervisor of the training.

b. Voluntary training conditions

1. Be in good standing and full-time study.
2. To register the student before starting training.
3. Minimum voluntary training is (15) hours.

• Lost or forgotten university ID:

a. Procedures for forgetting your university ID card:

When a student forgets her university ID card, she is required to check the

window no. (2) in the unit which responsible to stamp a temporary license to allow the student to leave the University. Repeating this will make the student subject to:

1. Write a pledge not to repeat the violation.
2. The student is given a first warning and then a second warning.
3. In case of repetition for the fourth time, the student pays a **fine of (50) Riyals** by depositing them in the student fund account number **(2680154924)** in Samba Bank.

b. Procedures for loss of university card:

- Reporting through the ODUS system about the missing or any personal belongings and following up the report.
- The student is issued a temporary license instead of the university card.

• Procedures for receiving and delivering lost items:

If a student loses a personal belonging (item or money) or if a missing item is found, she should check window number (3) at the center and follow the following:

- In case of reporting missing items: The electronic report is via ODUS.
- In case of finding a missing item (item or money): it should be handed over to the center number (3) at the center in order to be able to communicate with the owner if their information is available. After three months of not knowing the owner of the found items, the center is no longer responsible.

• Training sessions services:

Students can register for the courses electronically via the ODUS system → Student → Extra-curricular activities → See the course schedule → Enroll.

Notes:

When a student attends a training session:

- Her name is recorded in the attendees list. The activities that the student did can be found through a list (Review My Activities).
- If a student is registered but unable to attend, it will show up in registration status via ODUS Plus (registered but not attended).

- If the presenter is unable to present, emails will be sent for registered students that the session will be rescheduled, and to check the website for updates.

• Internet corner:

Students can take advantage of the Internet corner to print anything related to university requirements (free of charge) in addition to electronic browsing services.







The student is allowed to print the following:

- | | | | |
|---------------------------------------|------------------------------------|-------------------------------------|---|
| • Schedules | • Training letter | • ODUS browsing | • Courses registration |
| • Transcripts | • Qyeas results | • Web browsing | • University registration |
| • Final exams schedule | • University admission form | • Hold applications | • Add/delete |
| • Statements | • Email login | • Changing password | • Scholarship form registrations |
| • Disclaimer form | • Updating personal info | • Evaluating a training | • Scholarship form of the Ministry of Affairs |
| • Registration for university housing | • Applying for housing or transfer | • Scholarship form of Civil Affairs | |

• Delivery of checks:

After receiving the SMS message, a check is due for the student or faculty member for participation or reward, go to the window No. (5) to receive the check and you need to bring your national ID and university ID card.

To contact the Student Service Center:

-  Female Section: Building (65) First Floor
-  012-6400000 Ext: 73382
-  Preparatory Year: Building (235) First Floor
-  012-6400000 Ext: 73241
-  WhatsApp (0560602586)
-  @studentsaffair

Special Needs Center:

The Deanship of Student Affairs provides services to students with special needs through the Center for Special Needs in accordance with the quality of disability and need.

Goals:

- To overcome all the difficulties and obstacles facing students with special needs during their academic studies by providing educational aids and assistive technologies as needed.
- Provide an environment suitable for students with special needs.
- Prepare the students with special needs psychologically and socially to help them integrate into university and community life through psychological courses and rehabilitation programs.
- Enable students with special needs to participate in extracurricular activities available to female students within the university.
- Work to build and develop cooperation between the Center and the various faculties and deanships for the benefit of students with special needs.

Targeted Groups:

- Visual impairments “blind, visually impaired”.
- Physical disabilities.
- Hearing disabilities “deaf, hard of hearing”.
- Learning difficulties.

Services Provided by the Center:

• First: educational and electronic services:

The Center provides a number of educational and electronic services in order to overcome obstacles and difficulties faced by the student with special needs during their academic studies, these services are divided as follows:

a. Full time student services

Include education services starting with enrollment to graduation, they are as follows:

1. Completion of admission and registration procedures for new students.
2. Receiving the university ID card from the Deanship of Admission and Registration and handing it over to the student.
3. Performing the disability allowance procedures.
4. Provide housing for female students in faculties.
5. Modify schedules (delete and add).
6. Supervise periodic and final student exams.
7. Providing female writers to assist students during mid and final exams.

• **To obtain these services:**

- Follow up with the unit supervisor in the building (65) fourth floor room (7.6) to register the personal information for the student.
- Notify the employee responsible for the dates of the tests to provide a writer during the period of periodic tests and midterms.
- Seek help from the responsible staff member to resolve any academic difficulties.

b. Part-time and distance learning students Services

Include education services starting with enrollment to graduation, they are as follows:

1. Completion of admission and registration procedures for new students.
2. Receiving the University ID Card from the Deanship of Admission and Registration and handing it over to the student.
3. Train the students on the Blackboard program.
4. Exempt female students from tuition fees.
5. Modify schedules (delete and add).
6. Supervising student's final exams.
7. Provide female writers to assist students during final exams.

- **To obtain these services:**

- Follow up with the unit supervisor in the building (65) Room (1B-9) and register the student's personal information.
- Notify the employee responsible for the dates of the exams to provide a writer for students during the final exam period.

- **Second: psychological and social services**

The center has a social worker in the psychological and social counseling unit for the center's students. She studies the cases of all students psychologically and socially to help them overcome difficulties and solve psychological and social problems within the framework of complete privacy and confidentiality.

- **To obtain these services:**

Follow-up with the social worker in the building (65) Room(1B-1).

- **Third: Braille printing**

The student can print the scientific curriculum of the materials in Braille by going to room (5A-2) building (65) and follow the following procedures:

1. Save the material on (USB) by the student.
2. Handing the (USB) to the responsible employee in room (5A-2) Building (65).
3. The staff member will print the material in Braille and then makes an appointment with the student to receive it.

- **Fourth: training in assistive technologies**

Full-time and Part-time Blind students can receive training and instruction in spoken programs and assistive technologies in the following devices and programs (Braille Sense, Speaking Program, Audio Assistance Program, White Stick).

- **To obtain this training**

1. The student will inquire about the proposed training programs for each semester from the admin responsible for training programs in building (65) Room (1B-9).

2. If the student wishes to register in one of the training courses, she is required to leave her telephone number with the admin to inform her of the date and place of the course.
3. The student obtains a certificate from the Deanship of Student Affairs in the female section in all courses organized by the Center.



Notes:

Any student with special needs at King Abdulaziz University is entitled to attend any training program directed at female students in general. As for the training programs offered by the Center, they are special programs that are not offered by any other party, and they are focused on for the students with special needs.

• Fifth: The Speaking Library:

The Center provides a comprehensive library of 11,000 (eleven thousand) books of various sciences that can be used by blind students in research and assignments. These books can be used inside the library or borrowed by the student.

• To obtain speaking books:

Check with the Library Speaking Admin Building (65) Room(1B-1).

• Sixth: Student Activities

The various activities aim to integrate female students into the university community by organizing many activities in the following areas:

- Entertainment (Trips, visits, open days, barbecue).
- Social networking (networking event, National Day ceremony).
- Educational (World Disability Day, World Autism Day, White Stick World Day).

• Procedures for participation in these activities:

1. Go to the activities admin building (65) room (1B-9) to inquire about the activities plan for each semester.

2. Register with the responsible employee if you wish to participate in the activity.
3. Text messages are sent on the phone of students who are participating in the activity.

**Notes:**

Any student with special needs at King Abdulaziz University is entitled to participate and attend any recreational activities directed to students in general. As for the activities offered by the Center, they are special activities that are not provided by any other party, and they are focused for students with special needs.

To contact us:

Center Management: Building (65) Office (1B-9)



Student Services: Building (65) Office (5A-2)



012-6952000 Ext. (73581- 73209)



dsag.sn@kau.edu.sa

Preparatory Year Advisors:

It is a program that seeks to connect with the preparatory year student and help her to succeed in her university life.

Goals of the program:

- Provide the preparatory year student with the most basic skills and competencies needed to integrate into the university community.
- Assisting the student for adapting to the academic, social and personal aspects
- Providing students of the preparatory year with the university news and introducing them to the most important services provided to them by the Deanship of Student Affairs in the female section during her preparatory year and from all sectors of the university.
- To support students academically by offering extra classes for all the preparatory year subjects regardless of its tracks.

Advisors Definition:

Advisors:

They are full-time students from various disciplines who are willing to help preparatory year students in:

- Adapting to academic studies (university life advisors).
- Overcoming study difficulties by providing extra classes for all preparatory year subjects and all information related to the study and testing system (extra study advisors).

Advisors' goals:

- Developing personal and leadership habits and skills and other skills that will contribute to building a leading personality, scientifically and practically.
- Promote the principles of excellence, discipline, a sense of responsibility and self-confidence.
- Inculcate the spirit of initiative and cooperation between the advisor and the preparatory year student.

- Building an empowered generation capable of learning and teaching efficiently and effectively.
- Preparing the advisor for the effective participation in the programs for the preparatory year students, namely (the program for the preparatory year students - the guidance program for the accommodation of students of the preparatory year) at the Deanship of Student Affairs in the female section and the Department of the preparatory year.

Advisors' Nomination Conditions:

- To be a full-time student at King Abdulaziz University.
- Her GPA should be at least 3 out of 5.
- The credits acquired by the student should not be less than (50) hours and not exceed (80) hours.
- The student should not have any violations.
- The student should be a leading figure, mature with respect, good manners, enthusiasm and initiative, able to communicate information.
- The student should be willing to help other students. In addition to high social skills and ability to communicate.
- The student should have sufficient and correct information to answer the students' questions.

Work plan:

• First: University Life Advisors:

1. The student nominates herself as an advisor through this email (Dsag-py@kau.edu.sa).
2. Attend a training course for the most important services provided to the preparatory year students provided by (Deanship of Student Affairs in the female section - Admission and Registration - Deanship of Information Technology - English Language Institute - faculties).
3. Participation in the Advisory Program for Preparatory Year Students:
 - Reception of the preparatory year student.
 - Introducing the Center of the Preparatory Year Advisors.
 - Introducing the Academic Advising Program.

- Introducing the services of the Deanship of Student Affairs in the female section.
 - Introduce the services of other university sectors that serve the preparatory year student.
 - Introducing the study system, how to calculate the average, how to read the study schedule.
 - Communicating with students of the preparatory year within different means of communication.
4. Communicate with female students through email or the pages of the university advisors unit for preparatory year students on social media sites throughout the year (WhatsApp - Facebook - Twitter - King Abdulaziz University Forum)

• **Second: Advisors for the extra lessons:**

Assist students who are struggling academically by offering extra lessons for preparatory year subjects

- Students with the ability to teach preparatory year materials are recruited based on their response to the advertisement, based on their grade point average and willingness to commit.
- A student can nominate herself to be an advisor via this email address (dsagpy@kau.edu.sa).

The advisor receives the following:

- Certificate of participation as a mentor for a full academic year.
- Representing female advisors of the Preparatory Year at public university events.
- A statement of the number of hours worked as advisor.
- A certificate of participation for each program in which the advisor participated in, provided that she participates in the whole program duration.
- Certificate of Thanks and Appreciation.
- A special bonus is paid to the outstanding advisor according the hourly allowance system.

To contact:



Preparatory Year Building (235): Office (FF03)



012-6400000 Ext: 72895



Dsag-py@kau.edu.sa

Student Activities:

Based on the Kingdom's Vision 2030, which enhances the role of women in building society, and the tendency of young men and women to exploit their energies towards community development. And to align with the mission of the University that our social responsibility is to develop knowledge, scientific research, innovation and entrepreneurship.

The Deanship of Student Affairs for Student Activities creates an incubating environment for female students in various fields, which in turn seeks to provide space for them to participate in the activity and develop talent within the activities offered. The Deanship focus on the diversity and quality of extra-curricular activities' outcomes, as it recognizes that such opportunities for our students will implicitly increase their opportunities for educational attainment, qualification for the labor market and refinement of their skills and abilities to reflect their personality and ability to interact positively within and outside the University environment.

The Mission:

Student to be a main and effective partner in the activities development, through programs and initiatives that match their aspirations, and contributes to enriching their knowledge and experience, and acquiring various life skills that document their positive relationship with the community around them.

By offering a variety of activities that meet the student's needs, which is compatible with their interests on campus (University housing, preparatory year buildings and health faculties) in various fields.

Secretary of committees, leaders and travel of clubs and departments of the Deanship of Student Affairs for student activities:

They are students with supervisory and creative skills to supervise the student structure and coordinate its units in all committees, clubs and departments of activities unit.

The student receives a certificate of experience, working hours are included in the extra-curricular activities document and the student becomes a member of the Elite Student Council.

Student Elite Board:

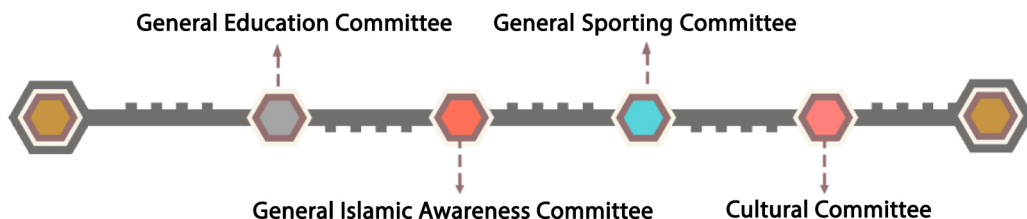
An incubator platform for the elite student that collects and exchanges skills, experiences and outstanding experiments, and oversee the problems and suggestions that matters to the student in order to develop effective communication and develop the student community.

Criteria for selecting the committee secretary / team leader (student clubs - centers):

- Contribute to the implementation of the plans of the committees - clubs - centers.
- The student should have several personal skills:
(Presentation and influencing - problem solving - communication - dialogue - intuitiveness - the art of persuasion - negotiation)
- The student should have the spirit of leadership, initiative and cooperation.
- Have a passion for innovation and development.
- Have principles in advertising design.
- Ability to withstand work pressures.

• Student Committees:

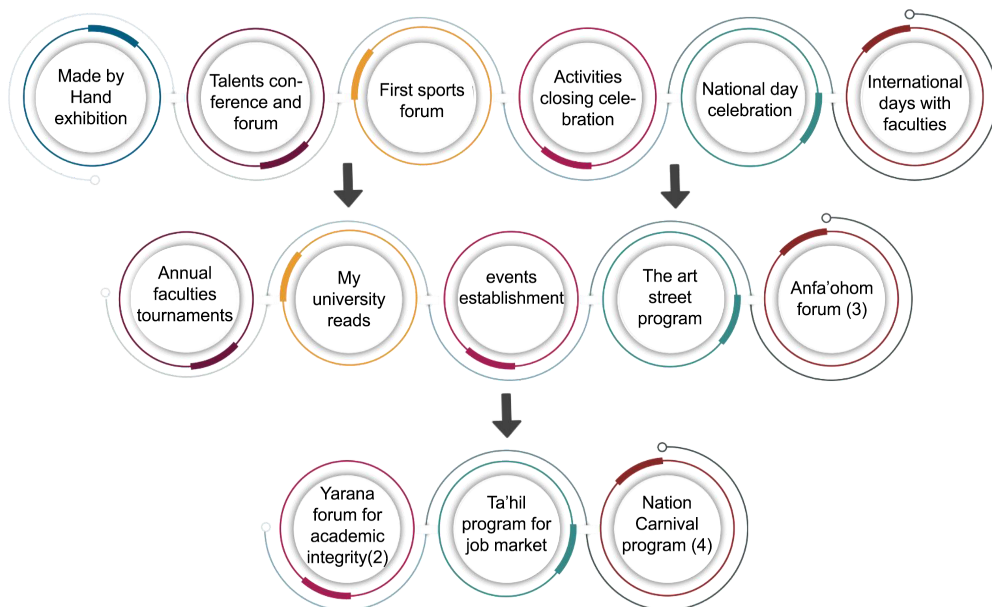
The student committees are composed of four general committees, which administratively supervises the sub-committees represented in all faculties. It is composed of committee secretaries (female students) and pioneers of committees (affiliates) and is considered the official link between the students' activities agency and all faculties. It is focusing in activating extra-curricular activities in faculties with quality and comprehensiveness. It is also focusing on linking activities with scientific materials, enhancing life and leadership skills, instilling a sense of initiative and responsibility among students through seminars, workshops, competitions and dialogues.



To inquire and register:

- 📍 Building (65) 2nd floor
- ☎ 012 6400000 , Ext.: 26287 - 73183

• General Activities:



• General Competitions:




• First: General Programs and Competitions Administration:


Creating a stimulating and supportive environment for female students to participate in programs, competitions and extracurricular activities in all fields to build intellectual awareness and improve the quality of student life.

Goals:

- Promote effective citizenship for students.
- Promote student leadership cadres.
- Organizing various competitions and discovering students' talents and skills.

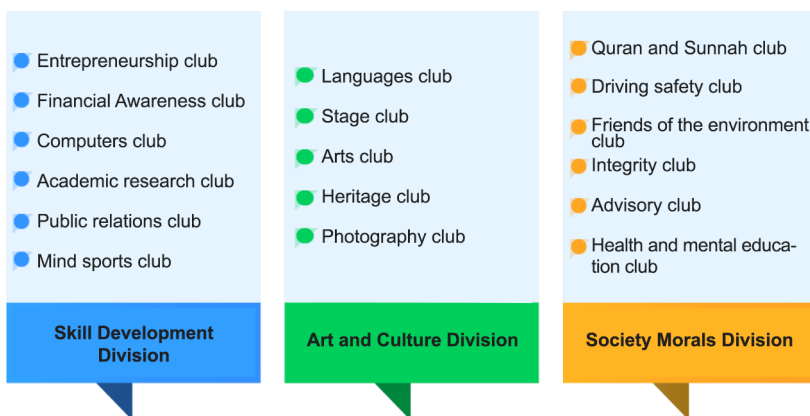
To inquire and register:

 Building (65), Room (3B-14)


 012 6400000 , Ext.: 26519


• Second: Student Clubs Administration:

Student clubs are places for incubating, discovering and developing the talents of female students (these are centers for practicing hobbies and various activities. It also aims to provide opportunities for students to participate in a variety of activities that suit their interests, abilities and preparations and help them to integrate into the university community with their colleagues. And that is all to take advantage of the energies and talents of the student and employ them in a way that benefits and enjoyment and promotes their belonging to the University. Student clubs considered to be a source of enrichment and development of the university community. The club administration also gives students the ability and chance to achieve their goals and ideas that make the activities in these clubs special and unique.



To inquire and register:

 Building (65), Room (3A-1)

 012 6400000 , Ext.: 63680

 saa.clubs@kau.edu.sa


• Third: Sports Activity Administration:


The activities of the administration of Sports Activity aim at disseminating the sports culture to achieve excellence and leadership for university sports in accordance with the values and principles of the university. The department provides through its programs comprehensive sports care and recreational activities directed to the development of sports and health awareness of students and employees of the university through sports, physical, educational and recreational activities.

Programs and Activities:

- Sports competitions in various games (volleyball - basketball - badminton - running races of all kinds - bicycles - racquetball - aerobics - skating - billiards)
- General fitness programs
- Weight loss programs
- Forums and meetings
- Sports festivals and cultural visits
- Training courses, workshops and awareness lectures

To inquire and register:

 Building (65), Room (3B-5)

 012 6400000 , Ext.: 73169

 dsag-act-sport@kau.edu.sa


• Fourth: Voluntary Work Administration:


Preparing voluntary cadres with high social responsibility.

Main programs for the current year:

- Kaaf program
- “Hiba” initiative on the importance of organ transplantation.
- Jusoor program: to prepare trainers
- “Their joy is our joy” campaign (for university employees)
- Voluntary Marathon Competition
- Volunteering with specialization

To inquire and register:

 Building (65), 4th Floor, Room (5A-1)

 012 6400000 , Ext.: 73185

 dsag-mvw@kau.edu.sa

Services provided by the administration:

Registration of volunteers (Individual) - Registration of a voluntary team - Registration of voluntary initiatives - Providing consultations.

• Fifth: “Hand Made” Center for Small Projects:

Hand made center is considered as a comprehensive center aims to support and develop students' talent and utilize their valuable time to translate their creative ideas and hand made into real life opportunities in the form of small investment project


presented to the community through an annual exhibition to display and market these projects, thus contributing to the development of society and combating unemployment and promoting local economic production and integrating women in the development process. It also provides lectures, courses and workshops through which students are made aware of the importance of small projects, enrich their culture and skills, and provide knowledge about everything that increases productivity and encourages handicrafts.


The center is a link between the participants and supporters who are interested in adopting small projects through their nomination and receiving many offers submitted to them from courses, competitions, bazaars, and exhibitions (local and international).

Goals:

- Develop the spirit and culture of leadership, innovation and productivity among students
- Promote the importance of small projects and student products and their role in reducing unemployment and boosting the local economy.
- Provide care for students in the early stages of their entrepreneurial initiatives.
- Linking distinctive initiatives to different entities that adopt them.
- Helping students reach the labor market and (local & international) exhibitions to participate in their products to enhance competitiveness.

To inquire and register:

 Building (65), Room (3B-6)

 012 6400000 , Ext.: 26945

 hmcgkau@gmail.com

• Sixth: Social Innovation Center:

An inspiring innovative incubator at King Abdulaziz University that invests youth energies and consultancy expertise to contribute in addressing social challenges with modern methods and innovative tools.

We look forward to:

- Achieve the 2030 kingdom vision to support inventions and apply it.
- Create innovators and support entrepreneurship and sociologists.
- Establish an innovative environment to exchange knowledge and skills to develop.
- Apply research outcomes that comes from the university research centers in the field of innovative society.

Products:



Culture of Innovation

- Meetings and forums
- Flyers and prints
- Studies and research
- Knowledge publication



Creating Innovators

- Innovation tents
- Competitions and challenges
- Training programs
- International trips



Innovation Lab

- Innovative environment
- Innovation tools
- Procedures and evidence
- Initiatives design

Certificate of skill passing:

It is a system that designs and implements a range of skills in different fields to meet the needs of those who want to document their skills' experience from a competent and certified authorities. It also contributes to creating a distinctive incentive for them and to develop a spirit of initiative and competition to reach quality and proficiency and to ensure professionalism of work and production.

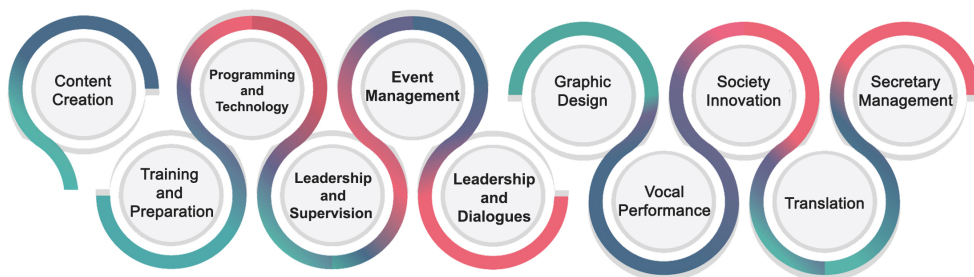
We look forward to:

Invest in qualified and skilled student capital to establish effective and large intellectual and societal database


Work with students to form and structure society activities.


Achieve society innovation morals to have a generation that is skills knowledge qualified to produce knowledge that add value

Passing certificate fields:



To inquire and register:

 Building (65), Room (3A-1)

 dsag.sic@kau.edu.sa

• Seventh: Talent and Creativity Center:

The Center for Talent and Creativity aims at giving the right to all university students in the care of their talents in proportion to their capabilities and tendencies. The Center considers that caring for the students' talents is a pedagogical right for each single student rather than an award for specific students based on their creative capabilities while denying the rest of the students.

Our Services:

- Provide courses, programs and workshops that serve talented student.

- Assist the student in obtaining the patent.
- Assist students in obtaining intellectual property protection.
- Support students to implement their innovative projects and provide consultations on innovations.
- Provide courses, workshop and consultations for students of public education as an extension of the existing partnership between the University and public education.
- Qualifying the student to participate in local and international competitions and exhibitions.

Registration mechanism:

The student is required to pass innovative Qiyas test to be admitted to programs and courses.

Passing scores are categorized as follows:

From (30 to 15) the student qualifies for specialized courses




From 15 to 10, the student qualifies for general courses

Mass courses offered to all university students

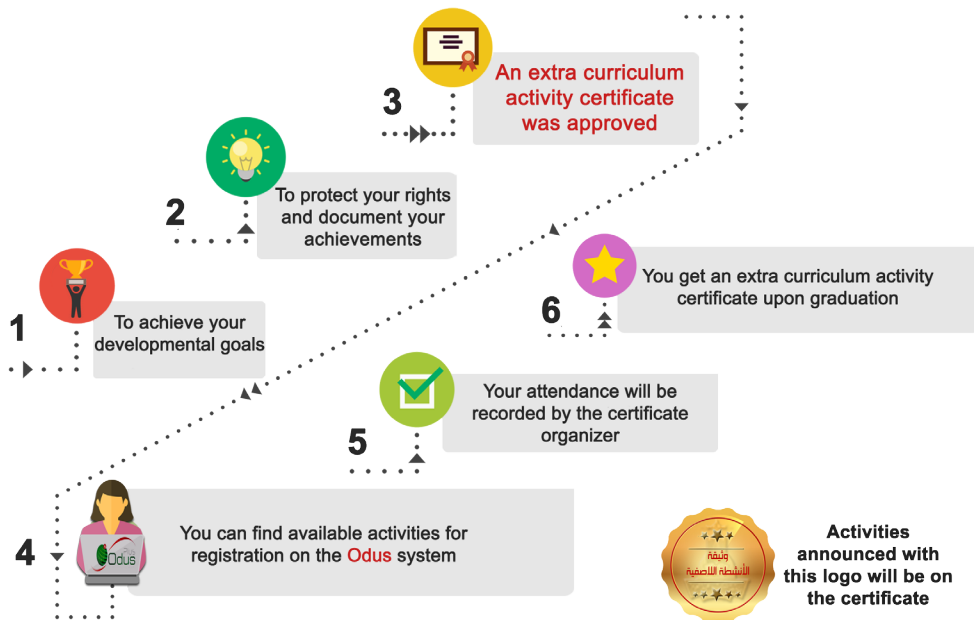
Our Programs:

- **Scientific Innovation:** Focused in several scientific fields to develop the skills of students in the following areas: Biology - Physics - Chemistry - Medicine
- **Technological innovation:** it includes courses and workshops that keep pace with modern technology.

To inquire and register:

-  Building (65), 3rd Floor, Room (4A-8)
-  012 6400000 , Ext.: 27357
-  dsag.talent@kau.edu.sa

• Extra-curricular activities document



Student Advisory Committee:

It is an advisory committee represented by a group of male and female students who assists His Highness, the President or Rector of the University to achieve direct communication with the students of the University in order to achieve their aspirations and desires and their association with the educational system at the University and hold meetings at least once in the academic semester.

Objectives of the Committee

- Establishing the concept of positive participation of students in the educational process.
- Identify and discuss the problems and obstacles facing students and discussing these problems according to their priorities in terms of their impact on their academic education and their learning environment.
- Identify students' opinions and their interests and desires, and develop required solutions to achieve them.
- Raising the awareness of male and female students about their rights and duties in accordance with the University's regulations and in order to preserve their achievements.
- Achieving direct communication between University leaders and officials with their students.
- Spread the culture of dialogue among University students for everything related to the University environment.
- Developing the managerial and leadership skills for male and female students and fostering the spirit of competition among them in order to reach the membership of the Advisory Committee.
- Benefiting from the positive suggestions from the students.
- Inform students about the University's efforts to create an integrated educational system.

Deanship of Student Affairs for Housing and Nutrition, Female Campus

University housing

It is an integrated residential city designed with the latest modern architectural techniques to provide housing for expatriate students. It was established the year of (1396-1395 AH)

It consists of (8) housing units that can accommodate more than (600) students. (4 bedrooms, a lounge, a small service and 2 bathrooms).

Housing Management

Is the authority responsible for the admission of students to housing and to complete the admission and accommodation procedures during official working hours only, from Sunday to Thursday from (7:30) am until (2:30) pm. The Student Housing Management works to assist students from admission and residence to their graduation.

• First: University Housing Acceptance Process

Housing is accepted electronically as follows:

- When a student is admitted to the university, she can enter through her account at ODUS Plus. Housing Request. See the required terms and documents.
- Upload the required documents (Scanned copies).
- After granting the electronic approval, the student goes to the housing administration with her guardian to complete the housing registration procedures.
- Attend to the student housing accompanied by the guardian and receive the bonds of housing rental fees amounting to (1000 riyals) in each semester, and the amount of (500 riyals) as a refundable housing insurance upon eviction of the student party from the housing and in case of handing over the housing in good condition.
- Student can know her building, the apartment and the room assigned by the administration using her username.

- **Second: The Student Housing Management are responsible for all matters related to the resident student in the following matters:**

- All student permits to go to the university headquarters and branches.
- Hospital and medical management permits.
- Permits to review the university hospital or medical department during the morning period.
- Follow-up the academic status of the student.
- Eviction of the student party from housing.
- Permits from outside the housing.
- Practical training permits for students and field visits permits
- Registration of Parent Visit for students (registration on Wednesday and Thursday only).
- Resolving student housing problems including disagreement with the room-mate student.

Housing Laws and Regulations:

Important things to know:

- Commitment to modest clothing.
- Compliance with the housing regulations and laws listed on the University website.
- Provide a notice to the Housing Management in case of emergency, and in case of absenteeism for two weeks or more from the housing: Student will lose the housing.
- To return the absent student, it requires:
 - Guardian attendance in person in the morning period.
 - Write a declaration to explain the reasons for absence or bring a medical report.
- **First: Legal representatives entitled to let the student exit from housing:**
 - Incest (father, mother, married sister, uncle, aunt, uncle, aunt).

- Following to those who have been allowed to let the student exit from the above categories are: (Grandfather, grandmother, brother of breastfeeding, sister of breastfeeding, nephew) by proof of notary or mayor.
- Permitted to let the student exit aside from the previous two categories of women only (stepmother, sister in law, any married women the parents wish to give legal authorization (Holidays only: for the weekend, mid-year holiday, year-end holiday, and public holidays (No need for an authorization card but only the name of the applicant shall be listed in the file and the type of the leave shall be recorded before the name.
- **Second: Student Entry and Exit Systems at Weekends and Public Holidays:**
 - The legal guardian or his / her legal representative shall consult the external supervision office with his / her identity that proof of identity and legal authorization card:
 - To obtain a student exit permit. Upon leaving the housing.
 - To hand in the exit permit to the supervisor and record the entry data.
 - When entering the student's housing:
 - Submit the permit to the security control stamped from the external supervision office upon entry and registration.
 - Record their data in the return register of your building.
- **Third: Violations requiring penalties to the student:**
 - Failure to abide by the housing rules and regulations received and signed by the student before accepting to join the housing.
 - Insulting any employee of the housing admins or any worker or student.
 - Wearing indecent and un-Islamic clothing.
 - Smoking.
 - Loss of university ID.
 - Delay in signing the overnight statement.
 - Failure to sign the overnight notice without personally notifying the night shifters of the reasons for this.

- The student sleeps in a room other than the room specified in the overnight register.
- Loss of room key.
- Destruction of housing property.
- Damage to the suite or room, or to a housing facility (such as tampering with wall paint, Breaking the alarm system, throwing waste, which leads to clogged pipes and overflowing drains, throwing waste from the windows, causing a fire (God forbid).
- Withdrawing from the studying and staying in housing without notifying the administration and not leaving the house.
- Attendance without a guardian or legal reps.
- Late attendance after 11 pm

• Fourth: The student may not reside in the internal housing in the following cases:

- Leaving or dropping out from the university for any reason.
- Dismissal from the university academically by administrative decision.
- Termination from housing by administrative decision.
- Absence of accommodation for two weeks and more without an acceptable excuse.
- Take a job.
- Receiving housing allowance or subsidy.
- Infectious or chronic disease requiring special care such as diabetes, heart disease, high blood pressure, anemia, kidney failure and blood diseases.
- End of academic year and public holidays.
- To be married, and in the event of her marriage, she shall terminate her housing immediately.
- Temporarily withdraw from the university for one semester or permanently.

• **Fifth: The disciplinary regulations for female students (Article 29, paragraph 4) stipulates the following:**

- Oral and written alert.
- Warning.
- Depriving the student from the allowance or the grant for one month.
- Temporary denial of services such as nutrition, housing and student activities for a period not exceeding a semester.
- Depriving the student of one or more subjects and considering them as failing.
- Deprivation of residence in university housing for a period not exceeding one academic year.
- Dismissal from the university for a period not exceeding a semester while depriving her from allowance.
- Final termination from residence or other services or student activities.
- Dismissal from the university for more than one semester.
- Final dismissal from the university.

• **Sixth: Reception of visitors:**

- If the student wants to receive visitors, she must go to the Department of Housing on (Wednesday and Thursday) and register the Thursday visitors' names from (2pm) to (9pm).
- During hosting visitors, please note the following:
- Exit the visitor at the specified time of the visit.
- The visitor must comply with the housing regulations.
- When the visitor is late from leaving, she will be denied entry again and the student is prevented from registering another visit for one semester.

Electrical appliances and objects (not allowed) to enter the housing facility:

- Mobile phones and laptops with a camera (a PC entry permit is required).
- TV more than 21 inches.
- Musical instruments of all kinds.

- Large refrigerators.
- Heaters, boilers, and washing machines.
- Transformers, large speakers (Subwoofer), stereo recorders.
- Poor connections, pressure cooker, toaster, microwave, PlayStation, DVD.
- Large floor lampshades.
- Fireworks.
- Large floor mats, measuring more than 3 X3, carpeting.
- All kinds of bicycles and shoes (sneakers).
- Pets, birds and ornamental fish.
- Candles, charcoal, incense, cigarettes, sulfur, hookah.
- Scanner, which is conditionally entered into scientific requirements.
- A photographic camera that is subjected to the requirements of scientific study.
- Magazines and stories inconsistent with morality.

Main services provided by the housing:

• Student Nutrition:

a. Restaurant: Location (Building 6)

Lunch is served from 11:00 am to 4:00 pm and dinner from 8:00 pm to 10 pm at a reduced price because it is subsidized by the university.

b. Cafeteria: its location (in front of the university gate)

- **Working hours:** 10 am to 10 pm
- **Service:** Provides fast meals, breakfast and lunch, hot and cold drinks.

c. Mini Market: Location (Building 3)

- **Working hours:** 9 am to 10 pm
- **Service:** Most of the students' needs from food, vegetables, fruits and consumables as cleaning materials and haberdashery.

d. Stationery: Location (Building 4)

- **Working hours:** 5 pm to 10 pm
- **Service:** Providing stationery, printing, photocopying, textbooks and gifts.

e. Boutique: Location (Building 2)

- **Working hours:** from 4 pm to 10 pm
- **Service:** Provides selling services for female students' needs such as cosmetics, accessories, perfumes, clothes and gifts.

Notes:

In the event of any **complaint or observation** of one of the suppliers of nutrition and services, go to the office of nutrition supervisors in the administration building (9) office (5) during the morning hours from (7:30 am to 2:30 pm) and during the afternoon (12:00 pm to 7:00 pm) on weekdays.

f. Salon: Location (Building 2)

- **Working Hours:** 4 pm to 10 pm
- **Service:** Provides hairdressing, skin care and beauty services.

• **General supervision for students:**

The staff of the Internal Oversight Offices are available 24 hours a day, seven days a week.

a. Services provided by the General Supervision Department:

- Prove your entry into housing as a new student by submitting your housing order.
- Know the number of your room and the building where you will be staying, and identify the accommodation facilities and services that will be provided to you by the General Deanship of Housing and Nutrition.
- Prove that you are in housing by signing on your daily registry.
- Ask about the presence of the guardian (or his / her legal reps) to take you out of the accommodation and complete your exit procedures.
- Give you an exit permit.

- Prove your return to housing by recording your details in the exit and return register
- Make an appointment to go to the hospital and return home (if you are a medical student).
- Go to the central library.
- Requesting medical treatment for any health problems you may suffer.
- Go to the medical department in the evening.
- Resolve disputes between you and your roommate or any other students at the housing.
- Notify supervisors when you are in a room other than yours.
- Seek help in case of an emergency for you or a colleague, God forbid.
- Make suggestions or provide any advice.

b. Services provided by the Public Utilities Department:

- **Maintenance:** (Building 1) Office (103)

The Public Utilities Department provides all maintenance works including: (Electricity - Plumbing - Air Conditioning - Paint - Carpentry).

- **Services:** Building (1) Office (102)

The Public Utilities Department provides all services from:

- Cleanliness of buildings and public utilities
- Phone maintenance
- Pest control
- Landscaping

If you wish to access any of the above services, you should:

1. Go to (Building1) Public Utilities Offices (102-103) during the morning period from Sunday to Thursday.
2. When you need services (maintenance, cleanliness, furniture) go to register the request through the system of electronic services - Student room service and registration of required service.
3. If the system is down, refer to the internal supervision offices to register the required service in a paper form.


Notes:

Students who register maintenance requests for their rooms must maintain their own items, and if any of their item are lost, the Housing Department and the Public Utilities Department are not responsible.

• Housing Activity: Location: Building (9) Office (3-6) Building (10)

Activities are held in the Student Activity Building (10), which includes: a lecture hall, a student activities theater, art club, gymnasium and aerobics, and a swimming pool. two basketball courts. public grills in the housing.

Services provided:

- Receiving new students in the housing and introducing them to the regulations in the housing and how to participate in student activities.
- Organizing lectures, seminars, training courses and workshops.
- Preparing and organizing trips and external visits for students.
- Preparing and organizing annual festivals and concerts.
- Receiving student committees visits from different sectors of the University from the female section to the boarding house.
- Preparing programs and activities for students to discover the talents and capabilities of students.
- In addition to many clubs that the student can join according to her interest and desires to use her free time during the evening for her benefit.

Supporting Clubs:

- The Quran Club.
- Technical Club.
- Sports Club.

- **Public housing facilities:**

a. Medical Clinic: (Building 5)

The Medical Clinic was established for medical examination of female students in illness cases and first aid. The clinic is administered by a general practitioner assisted by a nurse to receive illness conditions, provide initial treatment and supervise the referral of cases to the University Medical Center or University Hospital.

Services provided:

- Providing medical services at the General Medicine Clinic during the morning period with a general practitioner from 9 am - 4 pm.
- 24-hour nursing and ambulatory services by a qualified nursing team.
- Emergency services by a qualified nurse.
- Continuous follow-up for patients with chronic diseases, including students and employees of the medical center and internal housing.
- Transferring to the female clinics when needed.

b. Sport Club: (Building 10)

Designed with the latest standards and equipped with modern sports equipment, it consists of:

- Indoor gymnasium.
- Swimming pool next to the gymnasium, designed for beginners to learn how to swim.
- Two basketball courts.

c. Training Hall: (Building 10)

The hall was prepared to hold various training courses which are conducted by student committees and clubs for students during the evening.

- **Medical services:**

- Initial medical examinations of new students to ensure their safety and fitness for enrollment to academic studies, blend in with fellows, and provide treatment if needed.

- Providing primary health care services for internal housing students and the medical center during official working hours from 8 am to 4 pm.
- Providing dentistry care services from treatment, preventive, and educational aspects through medical management clinics.
- The housing clinic provides the most basic medicines and some medicines for chronic diseases. In some rare cases, a prescription can be dispensed from the Medical Department in the female section or the medical department in the male section.
- Providing nursing services of all kinds: spare dressing wounds, injection and first aid 24 hours.
- Referring employees and students when needed to the medical department to benefit from specialized services such as the laboratory, the eyes, the nose and the ear, throat and orthopedics. They can follow up in the evening period.
- Referring some emergency cases to the emergency department at the University Hospital.
- Issuing medical reports and granting sick leave when needed after the medical examination.
- Carry out the task of guidance and health education for students and employees by distributing leaflets and presenting seminars and providing health lectures, especially on global health events such as World Health Day, World Sugar Day, and anti-smoking day .. and so on.
- Establishing a unified electronic medical file that enables employees and female students to benefit from the different University Hospital services.

• **Transportation service (Shuttles):**

- The University was keen to provide modern buses with air condition to transport students from housing to university and vice versa, and these shuttles are scheduled with specific times throughout the day.
- They also transport medical students to hospitals where they are trained according to specific schedules, as well as transporting students from other faculties to their training centers or the Chamber of Commerce and industry library and all that are with the help of (the assistant).

• **Internet and Technical Support: Technical Support Site Building (9) Office (21-22)**

The Technical Support Unit seeks to provide all forms of technical support to students during the official working hours in the morning from (7 am) to (2 pm) in the following matters:

- Assist students in wireless network settings for all types of browsers for multiple operating systems.
- Maintaining wireless network points and servers in communication with the IT department.
- All students' rooms have an Internet service (24 hours) per day. Students can reach out to the technical support unit for any technical issues.

• **Handling student' personal items:**

Each student's guardian or legal representative can bring any item to the student and hand it over to the Oversight Office. Thorough procedures have been put in place to ensure the entry of what is allowed at a time.

• **General Department of Security Services: Location: Building (2) Room (103)**

- **Work Hours:** 24 hours to keep the student safe and secure.
- **Services provided:**
 - Supervise the leaving process of female students living in the housing to the University campuses and also their return from the specified gate.
 - Supervising the entry and leaving of students to and from housing on weekends and public holidays.
 - Supervise the entry of students' items provided from their parents.
 - Conducting 24-hour inspection tours throughout the residence and around buildings and facilities, especially in the evening, to provide more security.
 - Supervise the visitors' entry and leaving from the housing and ensure they leave at specified times.
 - Overseeing the entry and exit of service providers to and from housing.

To contact the Agency of Housing and Nutrition in the female section:

- **Call Center:** (012) 6952000
- **Postal Address:** P.O. Box (42801) Postal Code (21551).

Organization	Office No.	Ext.	Email
Managing the General Agency for Housing and Nutrition	1	490101	dsag-vdo@kau.edu.sa
Student Housing Management	17	49006	salrefay@kau.edu.sa
Supervision Department	4	52108	hhlawi@kau.edu.sa
Internal Supervision (Women)	-	47000 - 433333	-
External Supervision (Men)	-	61689	-
Department of Student Nutrition	(5), (7)	40823	wgorashi@kau.edu.sa
Transportation Management	16	41003	mtjalseidi@kau.edu.sa
Activity Management Methods	(3), (6)	41101	haalshamrani@kau.edu.sa
Technical Support Unit	(21), (22)	40701	dacg.tsu@kau.edu.sa

Student Housing Map



Central Library in the Female Section

Library Membership (My Account):

The library membership is available to all KAU employees and is used to benefit from the library's services such as (e-resources search, requesting references or electronic sources, suggesting a book or reference, hall reservation service, library membership, consultant, opinions and suggestions). To receive a membership, create a personal account on the library's website through (My Account Service) using the university email.

University Site → Deanships → Deanship of Library Affairs → My Account

Library Services

Students can utilize the services available in the library as follows:

• Indexing

• **Indexing:** The library's key and its contents directory of books, periodicals, references and scientific theses. You can search in the indexing by author, title and subject of the book.

• When searching the indexing, you will have all the information you need about the book (e.g. title and author, edition, publication data, classification number (book call number), number of copies available and their location, whether in the student library, the central library - the student section or in the sub-libraries).

• Automated indexing devices are available in all library levels and can also be accessed using personal computers or mobile phones through the Library Deanship website. Available via the following link: <http://library.kau.edu.sa/>

To contact: Ext. (27273)

• Loans

A service that enables students to get books they want to read or look at it outside the library building. To benefit from this service, you need to obtain **library membership** using the following process:

1. Fill the membership form electronically.
2. Bring the university ID card.

Membership provides the following benefits:

- Borrowing books from the library according to the system specified.
- Enables you to use the self-loan device.
- Borrow books from Umm Al-Qura University Library and Taif University through (Exchange borrowing).
- Borrow books from the Central Library and its branches by filling the form electronically through the book reservation service and its branches using the electronic form through borrowing service.

Book Loan System:

a. Number of books allowed to borrow and loan period:

Category	Maximum number of books	The maximum loan period
Full time students	6	15 days
Graduate students	10	30 days

b. The necessity of abiding by the period specified for the borrowing referred to previously.

c. The beneficiary can renew the books by attending directly to the lending department two days before the end of the loan period.

d. Late fines and lost books:

- If the return of the book is delayed, the beneficiary shall be deprived from the loan for a period equal to twice the delay period.
- If the books are lost or destroyed by the beneficiary, the beneficiary is given a time to buy a replacement or pay a fine.
- In case the missing book falls within a series of books, the beneficiary pays for the whole series.

e. Unauthorized materials:

References and periodicals, government publications and dissertations, rare books, non-traditional information containers and single-copy books.

To contact:

Ext: 63603, e-mail: dlag@kau.edu.sa

Location: The loan section is located to the right from the ground floor entrance in the Central Library building.

• References section

This section includes reference books, the reference differs from the book in that it does not read from the beginning to the end, but refers to it to verify accurate documented information such as:

Knowledge circles, encyclopedias, lexicons, dictionaries, translations, atlases, evidence, indexes, abstracts, bibliographies, dictionaries, statistics and annual books.

Services provided by the Reference Section

- Guiding and directing beneficiaries to sources that contain information relevant to their research topics.
- Answering the questions and queries of the beneficiaries and researchers about certain information in the reference sources.
- Training the beneficiaries in the correct way to use the appropriate reference vessels to access the required information in research.
- Save time and effort on beneficiaries by searching for and presenting information directly.

1. Advisory services

It is to guide the beneficiaries of the information contained in the section and how to use it.

The mechanism of obtaining guidance service in the reference section in two ways:

- Directly in the presence of the beneficiary.
- Within a range of guidance programs in the library.

2. Reference information services

- Respond to questions or queries from the beneficiary for specific information.
- Guidance to sources with information relevant to research or study.
- Training of beneficiaries on how to use reference indexes and library resources in general to obtain information and use it in research and study.

3. Photocopy of references

It is the opportunity for the beneficiary to photocopy pages from the sources of printed information of references.

Photography service mechanism:

- The beneficiary is allowed to photocopy from the references after the approval of the department official
- The beneficiary to bring her University ID card and hand it over to the department head until the end of taking photos.
- The beneficiary register the information of the references she wish to photocopy in photocopy form.
- The beneficiary shall return the references to the department and the photocopy form to the cardholder to return back the card.

4. Self-service Photocopy

The department provides a self-service photocopy via the Spirit Scanner that can allow the beneficiary to make copies of pages from pdf-printed sources on the recipient's flash memory.

- The method of using the device is located next to the device.
- The beneficiary of this service should bring their own USB.
- When the beneficiary needs the scanner, contact the department head to help them.



Department Rules and Regulations

- References are used within the department only and are not allowed to leave the department unless authorized by the official.
- Sitting in the References section is only for female beneficiaries.
- Paper photocopying of references is permitted by granting a permit to the beneficiary upon handing over her university ID card to the department head and receive it when she finishes photocopy.
- There is a reservation reference system for beneficiaries by placing the reservation card inside the reference apparently provided that the duration of the reservation is only one day.

- Drinks and foods are not allowed in the department.
- **To contact:** ext. (63612) e-mail: dlag@kau.edu.sa
- **Periodicals section**

The periodicals section provides refereed and specialized articles and studies in various branches of human knowledge, public cultural magazines and digital newspapers. The periodicals are arranged according to the Dewey Ashri classification and are available in Arabic and other foreign languages.

The periodicals section provides the following services:

- Guiding and directing the beneficiaries to access scientific articles and studies.
- Scanning and photocopying service.
- Answering the beneficiaries' queries.
- On-going updates service for modern periodicals.
- Provide guidance tools and bibliographic lists of journal titles.

There is also a corner for light readings to make public cultural journals available.

To contact: ext. (63600) e-mail: dlag@kau.edu.sa

• **Special Collections Section**

This section includes a number of sources as follows:

- **Official Publications:** Publications issued by ministries, institutions and government bodies in an official form (such as statistics, reports, yearbooks, rules and regulations).
- **Theses:** The Department contains the approved theses from King Abdulaziz University.
- **Manuscripts:** Original manuscripts are available in the Student Library and are provided as needed. The researcher must bring a letter from the affiliate to prove the need for the manuscript.

Department Services

- Guidance on how to use the section groups and how to retrieve the required information.

- Scanning and photocopying service.
- Responding to female researchers' queries.

To contact: ext. (26163), e-mail: dlag@kau.edu.sa

• E-services

The library provides e-services to university students as a free service and includes the following services:

• Electronic Resources Portal: Knowledge Deep

- Deep Knowledge (<https://kau.deepknowledge.io/KAU>) enables female beneficiaries to conduct full exploratory research in a wide range of digital content and on a single research platform (journals, e-books, theses, conference proceedings, as well as indexes, abstracts, images and videos covering various scientific disciplines).
- The new portal allows users from faculty and researchers as well as university students to conducting standardized searches and access to all electronic resources and global databases to enhance the user search experience.
- The portal provides integrated measurement tools for measuring the use of different databases and reporting periodical as well as control of beneficiary management and searches.
- To take advantage of the Deep Knowledge portal, you should fill the registration data for the first time only.

• Saudi Digital Library:

It is the largest academic gathering of information sources in the Arab world, with more than 262,000 scientific references covering all academic disciplines. It is constantly updating its content, and the library has contracted more than 300 global publishers.

• Request for references and electronic resources:

You can request references and e-resources (e-books, scientific articles, articles from the British Library, databases, research programs, etc.) by filling out an application form available on the e-Resources portal.

• Internet Service:

A wireless Internet service is available on all floors of the library, and students can also use Internet-connected devices for research purposes after filling

out the form on the third floor which includes (52) computers connected to the Internet.

• Training on Using the Digital Library:

- Training is provided with coordination after completing (**training on using the digital library**) form and selecting a specific date.
- The beneficiaries of this service are university employees and students.

To contact: ext. (27660), Email: dlag@kau.edu.sa

• Ongoing Updates:

The Library provides an ongoing update service that aims to provide information about new library information sources. The ongoing update list is available on the Library's website called newly arrived.

To contact: ext. 26260, Email: dlag@kau.edu.sa

• Ask my library

One of the forms of digital reference service provided by the Library. It serves as a link between the beneficiary and the library, where the beneficiary can send her inquiry to the library through various means of communication.

Our goal:

- Deliver information as soon as possible to the beneficiaries.
- Connect beneficiaries to sources of information.

Our mission:

Enable information port for researchers.

Who we are:

- Ask my library team is ready to provide all kinds of information (books - theses - periodicals - references).
- The team receives your question and seeks an answer within 48 working hours of the request.
- If your question is outside our scope, you will be notified by email.
- Questions that arrive during weekends or public holidays, may require more

time to get a response.

- The team encourages the beneficiaries to do research and use our resources at the library or on the website.
- For more information, please submit a request to Ask My Library team. Please note that research service areas do not include extensive bibliographic compilation, research work and study costs, or translation.

To contact: ext. (27660), Email: library@kau.edu.sa, dlag@kau.edu.sa

• Serving people with special needs

There are a number of services that the library provides to serve people with special needs, such as:

- Braille billboards in the library halls indicating the location of elevators, floors, and billboards showing steps for using automated indexes.
- Library Automated System (NVDA program): This program is available to blind and visually impaired people that can interact with a spoken voice through an automatic pronunciation machine. One of its most important features is the ability to browse the Internet, search databases and index automatically.
- Providing all services by the department officials based on the needs of the beneficiaries of references, books and periodicals. Please contact the library official for assistance.
- Helping beneficiaries bring books from shelves to avoid the trouble of searching.

Photography system in King Abdulaziz University libraries

• First: the materials allowed to be photographed

All sealed materials of King Abdulaziz University libraries.

• Second: Unauthorized Materials:

- Personal and private documents and papers.
- Memos and notes.
- Original or copied manuscripts or those that are not authorized by the Manuscripts Department.

- Unpublished MA and PhD theses unless permission was granted from the author.
- All that is above 25 pages of theses.
- Any other material that the Deanship of Library Affairs does not allow to be photographed.

Library Programs and Activities

Information Literacy Program

The Information Literacy Program started its activities in 1430 and it aims to raise information literacy skills of library users. This is done by providing a range of activities and events for students and university employees, workshops, and training courses in order to have educated users that are able to access different kinds of information, choose appropriate resources, and evaluate the accuracy and credibility of information. Information Literacy Program activities include:

• Guidance Program:

It is a program to introduce the library and its services. It provides guidance to the library users on how to use the library, its systems and policies, sources of information available, and how to search for and use information.

Program Levels:

The guidance program is offered at different levels to fulfil the needs of library users, and it is as follows:

- Continuous guidance (for everyone at the university).
- Dedicated guidance (for the ones who are new in the scientific disciplines).
- Guidance of the preparatory year (at the beginning of a new academic year).

Forms and methods of guidance:

- Guided tours.
- Introductory lectures.
- Workshops to identify electronic sources of information.

• Library Friends Club:

It was established in 1431AH and offers membership to everyone at the

university. It aims to promote the library services and introduce its activities through cooperation between club members and encourage them to:

- Visit to the library and read.
- Contribute to the development of library materials.
- Participate in library media and awareness campaigns.
- Participate in the library activities.
- Participate in the library evaluation studies.

Library Friends Club Membership:

Available to everyone at the university. The Library Friends Club hosts many activities including: training courses, book presentations, book discussions, lectures, seminars and workshops.

Digital Library Workshops:

These are free workshops aims to develop information and technical skills and teach the use of electronic information resources, introduce the library's shared databases and how to use, search and use these databases.

Annual Information Forum:

Since 1430, the Library has been keen to implement an annual series of information forum as part of the Information Literacy Program. It aims to promote information literacy skills among university and external users. It tackles topics that are of interest for the academic community, and includes many events, activities and exhibitions.

Information Literacy Portal:

An online site that allows:

- Lists of paper information sources that are available in the library's reading rooms.
- Free open information resources are available:
- Lessons: to develop the skills of using research tools (automatic index - databases ...)

- Films and introductory presentations of the library's services.
- Publishing paper and electronic prints and leaflets.

• Info Express E-newsletters:



Introductory e-letters issued periodically by e-mail to everyone at the university as follows:

- **Our world:** introductory messages of the library's traditional and electronic information resources and services.
- **Do you know:** reminders of new library programs, activities and events.
- **Cognitive Flashes:** Letters with definitions of scientific terms and concepts.
- **What if?** Messages with quick solutions to respond to queries and questions.

• Participation in University activities and events:

Participate in the different university activities and events that include introductory lectures, awareness corners, and exhibitions.

Information Support Office

This office is to answer all questions about the library. Please visit us on the ground floor next to the borrowing service or call: 0126952000, ext.:

27999/27272/63999

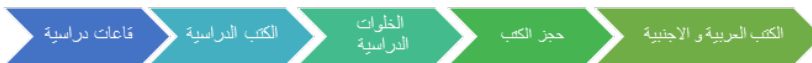
Sub-Libraries - Sulaymaniyah:

- Sub-Library of Health Faculties - Medical Center Building No. (1).
- Preparatory Year Sub-Library - Building (235) - Second Floor.

Ground floor



First & second floor



Third floor



Work hours:

- Central Library, Female Section: Sunday to Thursday from 8 am to 4 pm During the academic year.
- Visiting the Male Campus Library: on Saturday at dates to be announced.



Central Library, Female Section, Building (14)

To contact:

- <http://library.kau.edu.sa>
- library-g.kau
- library_g_kau
- Vice Deanship of Library Affairs

Medical Services

• First: Services:

1. Provide primary health care services to all university employees and students in addition to treatment.
2. Medical examination for:
 - New university employees, and faculty extended service exam.
 - New and transfer students.
3. Referral of university employees and students to specialized clinics at the University Medical Services Center in the Males section or the university hospital for follow-up treatments and advanced tests if necessary.
4. Referral of university employees and students with infectious diseases to a suitable health authorities, and exam and follow up with the ones who have been in contact.
5. Provide first aid services on campus.
6. Transfer some emergency cases to the university hospital emergency if necessary.
7. Provide comprehensive health services for in housing students.
8. Issuing sick leave for university employees and full time students if the sickness requires a leave after a checkup was done.
9. Provide preventive services such as:
 - Pre-pregnancy test and postnatal counseling.
 - Give seasonal vaccinations against meningitis or influenza.
 - Facilitating the epidemic liver vaccine for students in health faculties.
 - Preventive examination of the breast and cervix.
10. Provide health awareness and education services during global health events.
11. Provide a medical team during different university events to provide medical services.

• Second: Clinics available at the University Medical Services Center:

• Clinics available at the University Medical Services Center - female section:

- General Medicine
- Obstetrics & Gynecology Clinic
- Psychiatric Clinic
- Psychological counseling clinic
- Chronic Diseases Clinic
- Dental Clinic
- Health Education Clinic

• **Support Services:**

- Dental X-Rays
- Pharmacy
- Laboratory
- Emergency Ambulance Unit
- Ambulatory units
- Emergency
- Dressing Clinic

• **Third: Clinics timings and support services:**

• **Clinics timings and support services - female section:**

Specialization	Clinic	Appointments		Notes
		Time	days	
General Medicine	5			First come first served and the nature of the condition.
	12	3-8	All week	
	13			
Obstetrics & Gynecology	4	3-8	All week	-
Chronic Disease Clinics	14	3-8	Monday, Tuesday, Wednesday	First come first served and the nature of the condition.
Family Medicine Clinic	14	3-8	All week	-
Internal Medicine Clinic	6,14	3-8	Sunday, Monday	First come first served and the nature of the condition.
Psychiatrist	6	3-8	Sunday, Tuesday	Appointment is required

Psychological Counseling Clinic	6	2:30-8	Monday, Wednesday, Thursday	Appointment is required
General Dentistry	8 9	3-8	All week	Appointment is required
Pharmacy	16	3-8	All week	Chronic disease ID card, and prescription are required in the electronic file
Dressing	3	4:15-8	All week	-
Emergency	2	4:15-8	All week	Case brought by first aid personnel, follow the emergency room instructions
Vital signs	2	4:15-8	All week	-

• **Clinics timings and support services - university housing:**

Specialization	Clinic	Appointments		Notes
		Time	days	
Internal housing clinic	Building 4	3-8	All week	General Medicine
Psychologist		2:30-8	Sunday	Appointment is required
Nursing		24 hours	All week	
Pharmacy		3-8	All week	Chronic disease ID card, and prescription are required in the electronic file

• Clinics timings and support services - medical unit at the Preparatory year buildings

Specialization	Clinic	Appointments		Notes
		Time	days	
Medical Unit Clinic	53	3-8	All week	General Medicine
Psychological consultation clinic	45	3-8	Tuesday	Appointment is required
Nursing	52	3-8	All week	
Pharmacy	43	3-8	All week	Chronic disease ID card, and prescription are required in the electronic file

• Ambulance unit timings:

Specialization	Appointments		Clinic
	Time	days	
Ambulance units	3:30-8	All week	Northern area in front of the ninth building on the female section
			Eastern area next to building 63 of the female section
			Medical Center - health faculties building 4

Fourth: Service Delivery Procedures:

Service	Opening an electronic medical file in general medicine and specialized clinics
Actions required	<ul style="list-style-type: none"> • Go to the reception in the building of the University Medical Services Center (17) with the official documents. • Provide information to the receptionist along with official documents. • Sign that the information provided is correct in the file. • Receive a visit card that contains the medical file number. • Make an appointment with your doctor.
Forms	Patient information form registered in the electronic file
Required documents	<ul style="list-style-type: none"> • Saudi National Identity • Non-Saudi resident ID • Passport copy of the scholarship student • University card for all employees and students
Notes	<ul style="list-style-type: none"> • To open a medical file, you must have a job number for employees or a university number for students. • The patient should be from the Sulaimaniyah branch, students and medical center and internal housing in Sulaimaniyah. • Bring the required above documents. • To open a file, you must see a doctor when you have a health problem.

Service	Opening an electronic medical file in dental clinics
Actions required	<ul style="list-style-type: none"> • Go to the reception of the University Medical Services Center building (17) with the official documents. • Present ID and a university card to the receptionist. • Fill in the information in the patient's data file manually and sign it.
Forms	Patient information file
Required documents	<ul style="list-style-type: none"> • Saudi National Identity • Non-Saudi resident ID • Passport copy of the scholarship student • University card for all employees and students
Doctors procedures to open a file	<ul style="list-style-type: none"> • Initial screening by the dentist to determine the health status of the patient. • Determine the number of sessions that the patient needs.

Service	General medicine and specialized clinics
Actions required	<ul style="list-style-type: none"> • Medical file number. • Present ID and university card to the receptionist if the medical file number is missing or lost. • Make an appointment with your doctor or walk-in to the clinic. • Go to the vital signs room (3). • Go to the doctor if no patient is in the room.
Forms	<ul style="list-style-type: none"> • Medical Examination Request Form • Medical referral form • Analysis and radiology form
Required documents	<ul style="list-style-type: none"> • Visit card with medical file number • Proof of identity
Notes	<ul style="list-style-type: none"> • In case of need for referral to the medical center in the student or university hospital, the doctor will make the referral. • In case of need for analysis or radiation, the doctor will make the referral.

Service	Dental clinics
Actions required	<ul style="list-style-type: none"> • Receive the reception in the building of the University Medical Services Center (17) with the presentation of the review card or medical file number. • Presenting the national ID / residence card and the university card of the receptionist in case the medical file number is not known. • Check the appointment with your doctor according to the number of sessions. • Access to the doctor in the absence of a patient.
Forms	<ul style="list-style-type: none"> • Medical Examination Request Form • Medical referral form • Analysis and radiology form
Required documents	<ul style="list-style-type: none"> • Review card with medical file number • Proof of identity
Notes	<ul style="list-style-type: none"> • In case of need for referral to the medical center in the student or university hospital, the referral will be made by the attending physician. • In case of need for analysis or radiation, the referral will be done by the attending physician. • Make an appointment at the dental receptionist.

Service	Prescriptions check out from the pharmacy
Actions required	Visit the doctor.
Forms	Prescription card for chronic diseases
Required documents	<ul style="list-style-type: none"> • Visit card with medical file number • Proof of identity

Notes	<ul style="list-style-type: none"> • You need to see a doctor • Medications for chronic diseases are prescribed monthly if the patient status is stable • Bring your card for chronic diseases
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Service	Ambulance and emergency centers
Actions required	The patient is referred to the emergency room number (2) if called.
Forms	<ul style="list-style-type: none"> • Patient status form • Treatment Rejection form (if refused to transfer) • Case proof form • Ambulance emergency transport form (if transported by ambulance) • Case follow-up form
Notes	Emergencies such as epilepsy, severe hypertension, hypoglycemia, severe asthma, etc.

Service	Dressing
Actions required	Go to the dressing room 2.
Forms	<ul style="list-style-type: none"> • Transfer form • Patient status form
Required documents	<ul style="list-style-type: none"> • Review card with medical file number • Proof of identity

Notes	<ul style="list-style-type: none"> • Transfer by the doctor in general or specialized clinics. • Transfer by a medic for cases requiring dresser only. • No appointment is required as follow-up for some cases.
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Service	Preventive services
Actions required	<ul style="list-style-type: none"> • Go to the reception of the University Medical Services Center building (17) with a visit card or medical file number. • Present ID and university card to the receptionist if medical file number is missing or lost. • Register an appointment for a doctor visit. • Go to the vital signs room (3).
Forms	Certificate of meningitis vaccination
Required documents	<ul style="list-style-type: none"> • Visit card with medical file number • Proof of identity
Notes	<ul style="list-style-type: none"> • Visit the doctor. • Availability of the vaccine. • Pregnancy follow ups. • Preventive examination of the breast and cervix. • Tuberculosis examination of suspected cases and contacts.

Service	Medical examination for university students and for internal housing students
Actions required	<ul style="list-style-type: none"> • Go to the reception of the University Medical Services Center building (17) with the student's medical examination application form. • Present ID and university card to the receptionist. • Register an appointment for a doctor visit. • Go to the vital signs room (3). • After visiting the doctor, go to the laboratory in the university medical services center in the Males section for required tests and radiology.
Forms	<ul style="list-style-type: none"> • Request a medical examination for new students • Analysis and radiology form
Required documents	<ul style="list-style-type: none"> • Proof of identity
Notes	<ul style="list-style-type: none"> • New student who is accepted in the same semester • There is a form: Deanship of Admission and Registration → Home → Files

Service	Issuing medical reports for students
Actions required	Follow up with the issuance of medical reports for patients when sick leave is granted
Forms	Check in with the doctor
Required documents	<ul style="list-style-type: none"> • Request for medical examination • Sick leave form
Notes	<ul style="list-style-type: none"> • The patient is granted sick leave by the doctor if needed. • Sick leave is approved by the Medical Service Center and stamped.

To contact and inquire:**- Female Section:**

Public Reception and Dental, ext. 63223

- Housing: Building 4, ext.: 41482**- Ambulatory unit in health faculties at the Medical Center:**

Ambulance Unit Building (4), Ext: 72159

- Ambulance Unit in the female section:

- In front of Building 9

- Next to Building 63

- Medical unit in the Preparatory year buildings:

Building (235 -) Room 52, ext.: 41072

Building (235) - Room 53, ext.: 72879

- For internal ambulance:

For emergency cases, call (26666) university operations

Transportation Services (Golf Carts):

It is a free service supervised by the Deanship of Student Affairs in the female section to help students, staff and faculty members move between buildings on campus.

Main services provided:

1. Transport students, staff and faculty members on campus.
2. Provide persons with special needs (blind, motor-impaired) with a special vehicle.
3. Transport students who have occasional health problems.
4. Participate in the Deanship of Student Affairs activities to transport guests to events.
5. Participate in welcoming visitors from the gate and give them tours on campus.
6. Participate in marathon events.
7. Participate in the duration of part time classes with the Special Needs Center.

For any complaints, violations or proposals,
contact (6400000) Ext (73246),
Mobile (0546022681)

Email: emalmetere@kau.edu.sa
Building (65) Deanship of Student Affairs
-female section

Golf carts speed:

Golf carts operate on specific tracks and stop at fixed stations that do not exceed the speed of 10 km.

Traffic Safety Instructions:

1. Turn right and left before crossing the street and watch for golf carts.
2. Do not jump off from the golf cart or get off until it has stopped completely.
3. Make sure to lift the abaya and clothing when you board the cart for your safety.

4. Avoid putting on earbuds as you cross the street or while inside the golf cart to hear the driver's instructions.
5. Use the right sidewalk edge of the road if you are getting on or off the golf cart.
6. Wait or get off at golf cart stations.
7. Do not run behind or hang on the vehicle while traveling.
8. More than 3 people are not allowed to sit in the golf cart seat.
9. Do not stay in the golf cart for more than one round.
10. Do not talk to the driver.

University Supervision and Violations:

• Supervisory Services Unit:

It is a unit of the Deanship of Student Affairs in the Sulaimaniyah Female Campus.

It aims to maintain regulations and laws in regards to dress code and appearance on campus and to participate in the educational process by observing the behavior of students within the university buildings.

• Duties of the Supervisor of the Supervisory Services Unit:

1. Monitor the application of regulations and laws on dress code and appearance on campus.
2. Keep buildings quiet if possible.
3. Provide special care to the prayer rooms that are in the Deanship of Student Affairs building.

• Violations that Result to Withdraw the Student's University Card:

1. Violations of laws and regulations

• Inappropriate clothing which is:

- **Pants** (tights - mid leg pants - stretch pants - leggings - skinny pants - ripped pants even if padded).
- **Blouse** (sleeveless - transparent - with holes - too short that does not even cover the hip - wide open neck blouse - blouse with holes in the sleeve).
- **Skirt** (above ankle length skirts - split skirts).

Note that for repeated violations (i.e. more than three times), a student shall be subject to disciplinary actions and penalties.

The number of violations that will be accounted for is from admission to graduation and not annually.

- Sitting, eating, or drinking in the prayer room.
- Sitting or eating in the classroom.
- Through a party without a permit.

- Tampering with the university property.
- Disturbances inside buildings.

2. Behavioral violations

- Smoking.
- Inappropriate hairstyles.
- Inappropriate appearance.
- Sitting improperly.
- Committing a university employee.

With these violations, a student shall be subject to disciplinary actions and penalties.

Forums:

These are provided for students to spend some time to take a break and engage in

recreational activities and special events. They are equipped with screens and audio devices to serve all sectors of the university, where most of the university's events are offered.

Events allowed:

- Events (engagement - marriage - success - graduation).
- Formal and academic presentations.
- Faculties or departmental events.
- Programs (awareness - cultural - social).

Reservation:

You must get a permit to book a forum, contact:

Supervisory Services Unit, Deanship of Student Affairs, Female Campus, Building (65), First Floor (workstation F) - Ext. 26690.

The name of the forum	Location
Main forum (18)	next to a northern gate (2)
Western forum	in front of the Khansaa building (42)
Northern forum (30)	next to a northern gate (1)
The forum (420)	first Floor - building (420)

Prayer rooms:

The Supervisory Services Unit supervises prayer rooms in faculty buildings and forums, keeps the sanctity of the place and meets all its needs.

Sulaimaniyah Student Affairs prayer rooms:

- Building 8 - First Floor
- Building 3 - Ground Floor
- Building 10 - Ground floor
- Building 5 - First Floor
- Building 4 - First Floor
- Building 9 - First Floor
- Building 12 - Ground floor
- Building 63 - Second floor
- Building 420 prayer rooms: one on the ground floor - and two on the first floor
- Forum 18 prayer room
- Western forum prayer room
- Northern Gate 3 prayer room
- Western Gate 1 prayer room
- Western Gate 2 prayer room
- Southern Gate prayer room
- Prayer room of the Faculty of Engineering

Prayers of the Preparatory year

- Building 204 - First floor.
- Building 205 - second floor.
- Building 236 - second floor.
- Building 237 - first floor.

To contact:

Female Section:



012 6400000 Ext: 73594, 41895, 26690

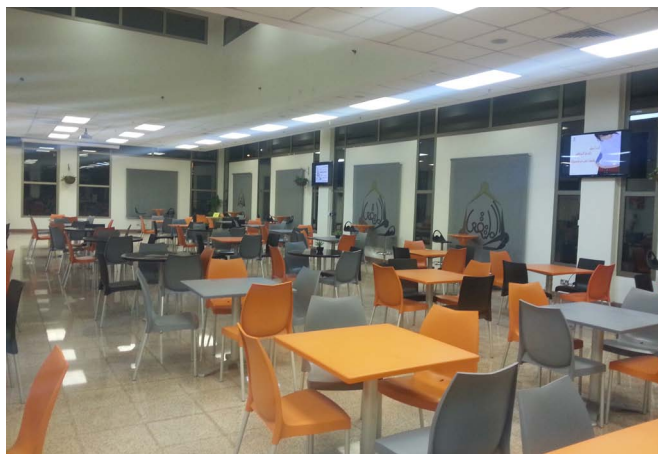


malsobhe@kau.edu.sa, halsaeed@kau.edu.sa

Preparatory Year:



012 6400000 Ext: 41056, 41055, 41262



Main Forum



Northern forum
Prayer room



Northern forum

Cafeterias and Stationeries:

The Executive Programs and Vending Machines Unit in the Investment Management is responsible for managing food and health services provided by self-vending machines within the female section. It is affiliated to the university vice presidency for Business and Knowledge Creativity.

Services:

- Manage self-vending machines in the female section to ensure distribution and quality services.
- Monitor the operation of self-vending machines, report malfunctions and monitor maintenance.
- Receive students' complaints about malfunctions in self-vending machines (coffee, snacks, cold drinks, salads, fruit, ice cream) on (0541080095).

Vending machines in the female section, health facilities buildings, and Preparatory year buildings

Company	Location	Services
Med Express	Different locations in all buildings	Coffee - Snack - Cold drinks
Health Alternatives Est.	<ul style="list-style-type: none"> • Building (8) • Main Forum (18) • Building (10) Faculty of Dentistry 	Fruits
Gulf Company (Lafinta)	Different locations in all buildings	Coffee - Snack - Cold drinks
SADAFSCO Saudi Company	Buildings (4-420-65) Building (235) in Preparatory year buildings	Ice Cream
Green Taste Est.	<ul style="list-style-type: none"> • Faculty of Computing and Information Technology • Building (3-4) Faculty of Medicine 	Salads

Cafeterias and stationeries in the female campus

Company	Location	Type of service
Manar Al Afaq Company (Central Restaurant)	Al Khansaa building	Restaurant
Walid Abu Al Jadayel Company (Pizza Now)	The Northern Forum (30) Faculty of Engineering	Cafeteria
RABIS Company	Next to the sixth building behind building (420)	Cafeteria
Al Ghazawi Development Company Limited	Main forum (18)	Cafeteria
Khalid Bin Mahfouz Trading Company (Banoon)	Faculty of Computing and Information Technology	Cafeteria
Al Mottahedoun Company for BeansTrade (Mukachino)	Western forum	Cafeteria
Pant Food Company (Beninus)	Main forum (18) Western forum	Cafeteria
Sajana Trading & Investment Est (Manch)	Western forum	Cafeteria
Mohammed Khalid Al-Khulaidi Foundation (Movenpick)	Main forum (18)	Cafeteria (Ice Cream)
Saudi Ice Cream Factory (Quality)	Western forum	Cafeteria
Eighth Building Cafeteria	Building (8)	Cafeteria
Khwarizm Scientific Library	Al Khansaa building (42) Faculty of Engineering	Bookstore and photocopying (Stationary)
Khaled Al Shogri Publications Bookshop	Western forum	Bookstore and photocopying (Stationary)
Faculty of Science	Science building (7)	Stationary

Cafeterias and stationeries in health faculties

Company	Location	Type of service
Walid Abu Al Jadayel Company (Pizza Now)	Kiosk in health faculties	Cafeteria
Al Mottahedoun Company for BeansTrade (Mukachino)	Faculty of Medicine	Cafeteria
Mohammed Khalid Al-Khulaidi Foundation (Movenpick)	Faculty of Dentistry	Cafeteria (Ice Cream)
Saudi Ice Cream Factory (Quality)	Faculty of Dentistry	Cafeteria (Ice Cream)
Khwarizm Scientific Library	Faculty of Dentistry Faculty of Pharmacy	Bookstore and photocopying (Stationary)

Cafeterias and stationeries in Preparatory year buildings

Company	Location	Type of service
RABIS Company	Building (237)	Cafeteria
Pant Food Company (Beninus)	Building (235)	Cafeteria
Barn Cafe	Kiosk	Cafeteria
Furn and Saaj	Kiosk	Cafeteria
Khwarizm Scientific Library	Kiosk	Bookstore (Stationary)

Notes:

- To receive students' complaints about cafeterias for any health violations, suggestion regarding food services, or others, the student should go to the Investment Management building (6) room (626), Tel: 012 69520000, Nutrition ext.: 26045 - 41608, and building (235) ground floor in room (50-49) in the preparatory year buildings, Tel: 012 6952000, Nutrition ext.: (41021-72887).
- If you have any suggestions for food services (improvement of services, providing additional locations, attracting specific investors, ...) Tel: 012-6952000 - Investment Officer Ext: 41617 - 40622. Building (235) Ext. 72887 - 41021, ground floor in room (50-49) in the preparatory year buildings.

Scientific Faculties and Departments

• Faculty of Economics and Administration (Sulaymaniyah)

The Faculty of Economics and Administration is the first faculty in King Abdulaziz University, which was established by the meeting chaired by His Majesty King Faisal bin Abdul Aziz, may God have mercy on him, on 22 Jamad Al-Awwal 1384 AH. This meeting resulted in the establishment of the foundation block of knowledge in this country. On Saturday morning, 4 Rajab 1387 AH, King Abdulaziz University in Jeddah (a private university then) opened its doors for the first group of students at the Faculty of Economics and Administration. The number of students was 68 males and 30 females, while teachers were 8 full-time and 4 part-time. Of them, 5 were female teachers. In the administration, there was 40 staff members. The college journey began with a Preparatory year. In 1388-1389 AH, a number of departments were established consecutively, where the departments of Business and Economics Department were the first, followed by the departments of public administration, accounting, political science and regulations. In 1430- 1431 AH, the departments of Information System Management, Health Services Management and Hospitals, Finance, Marketing, and Human Resources Management were established.

Today, the Faculty of Economics and Administration occupies a prominent position among its counterparts in Saudi Arabia and the Middle East for its size and capacity (more than 20,000 students and more than 400 faculty members), and the diversity of its departments and programs, including (10 Bachelor programs, 12 Academic and Executive Master Programs). It also has an established academic research area (i.e. Center for Research and Development and Hassan Abbas Digital Library), has modern teaching aids (educational materials: financial market, court, accounting library, advertising agency), and most importantly, it is focusing on achieving the requirements of academic accreditation for a number of leading global bodies in the field of academic accreditation.

Departments and Career Areas:

	Department	Career Path
Science Path	Business Management*	<ul style="list-style-type: none"> • Executive director • Project management, planning department • Quality management <ul style="list-style-type: none"> • Administrative departments in banks • Human resources management • Management consultation services
	Economy: - Path of the business economy - Path of the economics of money and financial institutions.	<ul style="list-style-type: none"> • Ministry of Economy and Planning - Ministry of Foreign Affairs. • Ministry of Energy, Industry and Mining. • Administrative departments in companies and hospitals. • Banks and financial institutions. • International organizations (United Nations, Islamic Development Bank, the International Monetary Fund, World Bank). • Saudi Arabian Monetary Agency.
	Accounting*	<ul style="list-style-type: none"> • Internal auditing specialist (professional), external auditing specialist (professional). • Zakat and taxpayers specialist, financial consultant, administrative accountant.
	Health Services Department	Administrative specialist and Manager in hospitals, health centers or pharmacies.
	Information Systems Management*	<ul style="list-style-type: none"> • Data Analysts • Data Scientist
	Human Resources*	<ul style="list-style-type: none"> • Human resources • Recruitment • Talent and acquisition <ul style="list-style-type: none"> • Training and Development. • Employee relations • Performance and incentives
	Funding*	Banks/Investment Companies -Mutual Funds -Stock Markets -Capital Markets -Financial Planning -Portfolio Management -Financial Management in Companies -Treasury Management -Financial Analyst -Investment Analyst.

	Department	Career Path
Science Path	Marketing*	<ul style="list-style-type: none"> • Private business sector, government sector, local and international non-profit organizations at various administrative levels. • Work in marketing departments, consultancy offices, and education and training in various types of institutions.

Note: The mark (*) mentioned next to each department shows that the specialization is available after completing three semesters of study at the faculty.

	Department	Career Path
Humanities Path	Public administration	<p>One of the main sources of qualified human resources to work in the government sector in the following jobs:</p> <ul style="list-style-type: none"> • Heads of departments in intermediate supervisory functions. • General Service Managers. • Administrative supervisors - health administration. • Researchers and budget specialists. • Workforce planning. • Social affairs. • Auditors and pensions. • Organizational development specialist, Training specialist, and Recruitment specialist. • Information recorder. • Researcher.

Skills needed to succeed in the Faculty of Economics and Administration**(Science path):**

1. Ability to deal with numbers, analysis, comparison and organization.
2. Working with computers.
3. Working with others and teamwork.
4. Skills to solve complex problems.
5. Planning, organization and data management skills.
6. Ability to collect, analyze and summarize information.

(Humanities and Administrative Path):

1. Working with computers.
2. Master the art of working with others and teamwork.
3. Skills to solve complex problems.
4. Planning, organization and data management skills.
5. Ability to collect, analyze and summarize information.

To contact the Faculty:

Organization	Ext No.	Email
Head of Educational Affairs Unit	41561	rmashat@kau.sa.edu
Assistant to the Head of Educational Affairs Unit, for the Full-time	42818	falshakeri@kau.edu.sa
Schedules and equivalency Officer, for the Full-time	41683	taljamel@kau.edu.sa
Tests and Classroom Officer, for the Full-time	41970	nalfawaz@kau.edu.sa
	41526	ibahrawi@kau.edu.sa
Alumni Officer, for the Full-time	41643	hbadiwy@kau.edu.sa
Academic Advising and Registration Officer	42146	dmalangari@kau.edu.sa
		nmasaad@kau.edu.sa

• Faculty of Arts and Humanities (Sulaymaniyah)

The Faculty of Arts and Humanities was established in the academic year 1389 - 1390 AH / 1969-1969 AD to meet the needs of the Kingdom of Saudi Arabia for qualified national knowledgeable competencies, that deals with humankind and its mental, spiritual and social needs. The faculty is currently one of the largest and most prominent faculties of Arts and Humanities in the Kingdom and the Arab Gulf in terms of the number of students, departments and academic outcomes. The faculty offers bachelor's degrees in both full time and part time format as well as a Master's and PhD degrees in some of its specializations. The faculty also offers all University's required courses in Arabic Language and Islamic Studies.

Vision:

Achieve educational quality through diverse academic and research programs, competent professionals, and multiple partnerships.

Mission:

Achieving distinction in the fields of literature and humanities within the framework of an educational research environment that contributes to the development of society and the retention of its identity.

Objectives:

1. Acquiring international academic accreditation.
2. Expanding programs for post-graduate studies.
3. Promoting and improving scientific research.
4. Raising academic and intellectual standards and skill levels of students.
5. Developing study plans and introducing specializations and environmental disciplines.
6. Qualifying and developing academic competences as well as training administrative and technical personnel.
7. Entering into partnerships with various institutions that deal with the faculty specializations.
8. Expanding distance education programs for various academic levels and stages.

Departments and Career Areas:

	Department	Career Path
Humanities Path	European Languages and Literature (English Division)	<ul style="list-style-type: none"> • University teaching. • Teaching English in public and private schools, Islamic Da'wa inside and outside the Kingdom. • Translation (private sectors).
	European Languages and Literature (French Division)	<ul style="list-style-type: none"> • University teaching. • Teaching French in private schools, Islamic Da'wa inside and outside the Kingdom. • Translation (private sectors).
	Sociology and Social Service	<ul style="list-style-type: none"> • University teaching. • Social welfare and development. • Healthcare.
	Psychology	<ul style="list-style-type: none"> • Psychologist in hospitals, counseling centers. • Psychological counselor in universities, schools, prisons, special needs centers, orphanages. • Work in the Ministry of Social Affairs. • Faculty member, teacher.
	Islamic Studies	<ul style="list-style-type: none"> • University teaching. • Teaching religious studies at different levels of education in the fields of preaching, counseling and Da'wa.
	Arabic Language and Literature	<ul style="list-style-type: none"> • University teaching. • Teaching at different levels.
	History	<ul style="list-style-type: none"> • University teaching. • Tourist guidance, Umrah companies and Tawafa institutions.

	Department	Career Path
Humanities Path	Geography and Geographic Information Systems	<ul style="list-style-type: none"> • Work in the Ministry of Foreign Affairs in the field of maps. • Work in the Ministry of Environment, Water and Agriculture. • Work in the Geological Surveying Authority, Alfarsi maps. • Work in Jeddah Municipality - Aramco.

Skills needed to succeed in the Faculty of Arts and Humanities

1. Knowledge of Arabic language, expressive and written skills.
2. Ability to communicate and interact with others.
3. Research and fast reading skills.
4. Ability to connect ideas, conclude and observe.
5. Common knowledge background.
6. Ability to discuss, interpret facts, and accurately state opinions.
7. Ability to identify problems and review related information.
8. Ability to persuade and influence others.

To contact the Faculty:

Organization	Ext No.	Email
Director of Educational Affairs	52484	artg.ea@kau.edu.sa salsalih@kau.edu.sa
Specialization Unit	26178	
Schedules and Classrooms Unit	26175	
	63500	
	63419	
Test Affairs Unit	63491	

• Faculty of Science (Sulaymaniyah)

The Faculty of Science was established in the academic year 1393-1394 AH / 1973/1977 AD and it included the following departments:

- Department of Mathematics - Department of Physics - Department of Chemistry - Department of Geology - Department of Biology - Department of Marine Sciences - Meteorology and Astronomy division which is within the Department of Physics.

At the beginning of the academic year 1398/1399 AH, the Department of Marine Sciences became a separate independent higher institute within the University. Then it changed its name to the Faculty of Marine Sciences in the year 1400/1401 AH. In the same year, the Department of Meteorology was separated and transformed into a higher institute named Faculty of Meteorology and Studies. The Department of Geology joined the Institute of Applied Geology, which was academically affiliated with the Ministry of Petroleum and Mineral Resources, where they formed the Faculty of Earth Sciences.

At the beginning of the academic year 1399/1400 AH, the Astronomy division got separated from the Department of Physics and became a Department for Astronomical Sciences. To cope with the scientific and technical development and to prepare qualified human resources, a Department of Statistics, a Computer Science division within the Department of Mathematics, and a Biochemistry division within the Department of Chemistry were all established. In the academic year 1405/1406 AH, the Computer Science division got separated from the Department of Mathematics and became a Department of Computer Science, then became an independent Faculty and was given the name of the Faculty of Computer Science and Information Technology.

Departments and Career Areas:

	Department	Career Path
Science Path	Mathematics	<ul style="list-style-type: none"> • Basic education (teaching), faculties and universities. • Research and Information Technology centers, researchers and data analysts. • Banks and others in this field.
	Physics • Physics • Medical Physics	<ul style="list-style-type: none"> • Work in government agencies such as joining universities for academic, technical or teaching work (Ministry of Education) in schools and institutes. • Research Assistant in Research Centers in King Abdulaziz City. • Work in national factories such as iron and steel, petrochemicals and glass. Such as: Aramco, SABIC, Maaden, etc. • Scientific and technical research centers, quality laboratories of the Ministry of Commerce, and the Saudi Standards and Metrology Organization.
	Statistics	<ul style="list-style-type: none"> • Statistical researcher in research centers and hospitals. • Data analysts. • Statistical consultations in government and private institutions.
	Chemistry	<ul style="list-style-type: none"> • Pharmaceutical and drug factories. • Perfume and cosmetics factories, dyes and textile factories, Petrochemical factories. • Authority for Standards, Metrology and Quality Labs. • Laboratories of the Ministry of Health and Hospitals - Pharmacies - environmental protection.

	Department	Career Path
Science Path	Biochemistry	<ul style="list-style-type: none"> • Laboratories of the Ministry of Health and public and private hospitals. • Pharmaceutical and drug factories. • Food, oil, soap and detergent factories - dyes and textiles factories. • Authority for Standards, Metrology and Quality Labs. • Environmental protection.
	Biology <ul style="list-style-type: none"> • Microbiology • Plant Biology • Animal Biology • Genomics and Biotechnology 	<ul style="list-style-type: none"> • Ministry of Health - Laboratories - Ministry of Agriculture. • King Abdulaziz City for Science and Technology. • Private sectors, which includes laboratories (food and drug companies). • National Wildlife Conservation Authority - Geological Surveying Authority. • Saline Water Conversion Corporation. • Research centers.

Skills needed to succeed in the Faculty of Science

1. Accuracy and information memorization skills, awareness of dimensions and logical thinking.
2. Organization and data management.
3. Perseverance and patience.
4. Mathematical conclusion skills.
5. Calculations skills.
6. Ability for logical, mathematical and statistical analysis.
7. Skills of dealing with numbers.
8. Ability to use scientific means to conduct and verify experiments.

To contact the Faculty:

Organization	Ext No.	Email
Director of Educational Affairs	61039	zgabrah@kau.edu.sa
Deputy Director of Educational Affairs	27742	ammalgahtani@kau.edu.sa
Student Counseling Officer - Equivalency Officer	27743	shaalghamdi@kau.edu.sa
Secretarial - Transfer and Specialization Unit Officer	27749	rmalgehani@kau.edu.sa
Head of Alumni Unit and Enrollment Coordinator	63107	smalghamdi6@kau.edu.sa
Registration and Schedules Unit Officer	27746	aamalghamdi3@kau.edu.sa
	27745	ssaber@kau.edu.sa
Head of General Testing and General Educational Unit	27748	ajfelemban@kau.edu.sa
Classroom Unit Officer and Distance Education Coordinator	27747	fmalhazmi@kau.edu.sa

• Faculty of Medicine (Sulaymaniyah)

The Faculty of Medicine was established in 1395 AH / 1975 AD, that included a total 22 of departments and majors. The Faculty has expanded after it was moved to the new medical center at the beginning of the academic year 1415 AH, to include more than 9 buildings in addition to the new University Hospital and King Fahd Medical Research Center.

Mission:

The Faculty of Medicine at King Abdulaziz University is committed to provide high-quality educational programs; nurture scientific research; and community engagement in the Kingdom of Saudi Arabia.

Objectives:

- Promote education, learning and educational services to enhance educational outcomes.
- Expanding graduate programs and enhancing the quality of scientific research.
- Promote community involvement for university employees and make outstanding contributions to serve the community.
- Develop a motivating and supportive environment for creativity and innovation.
- Commitment to Islamic educational values for individuals.

Degrees:

The Faculty awards the following degrees:

- Bachelor of Medicine and Surgery.
- Master's degree and PhD.

Scientific Sections and Divisions:

- Department of Anatomy - Department of Pharmacology - Department of Pathology - Department of Microbiology and Medical Parasitology - Department of Clinical Biochemistry - Department of Physiology - Department of Medical Genetics - Department of Pathology - Department of Ophthalmology - Department of Surgery - Department of Hematology - Department of Medical Education - Department of Radiology - Department of Dermatology - Department of Orthopedic Surgery - Department of Anesthesia - Department of Community Medicine - Department of Urology - Department of Pediatrics - Department of Emergency Medicine - Department of Otorhinolaryngology - Department of Internal Medicine - Department of Family Medicine - Department of Obstetrics and Gynecology

	Department	Career Path
Science Path	Medicine and Surgery	<ul style="list-style-type: none"> • Hospitals - clinics - health centers. • Academic education. • Medical and scientific research centers.

To contact the faculty:


Organization	Ext No.	Email
Director of Educational Affairs	23057	sajalamri@kau.edu.sa
Clinical Courses Coordinator	73838	akotob@kau.edu.sa
	73854	anaderah@kau.edu.sa
Social Supervision Unit Officer	23068	salahdab@kau.edu.sa
Activities Officer	72844	galmehdar@kau.edu.sa
Alumni Officer	73838	knagheti@kau.edu.sa
	73837	akotob@kau.edu.sa
Finance and Testing Officer	73838	knagheti@kau.edu.sa
General Education Officer	73836	ayarkandi@kau.edu.sa
Classroom and Teaching Aids Officer	73855	nhaalzahrani@kau.edu.sa
Basic Education Coordinator	27374	aaralsaadi@kau.edu.sa
	73836	ayarkandi@kau.edu.sa

• Faculty of Nursing (Sulaymaniyah)

The Faculty of Nursing at King Abdulaziz University was established in 1977 AD within the Faculty of Medicine and then in 1424 AH it was changed to be within the Faculty of Applied Medical Sciences. In 7 Shawwal 1433 AH, it was separated to be an independent Faculty and received an international accreditation for its undergraduate programs from ACEN from the USA in 2014. The Faculty of Nursing includes six specializations, and the number of female students has been increasing every year, with the total number of 1039 female students who graduated until 2018. Most of them are leaders in clinical nursing work, nursing management or nursing education in various health and educational facilities in the Kingdom in both public and private sectors. The Faculty conducts a rigorous review and renewal of the curriculum plan every five to six years by its faculty members in order to be in line with the development and needs of the labor market and career changes. Starting from the academic year 1440-1440, there will be an Exit exam at the end of the fourth year.

	Department	Career Path
Science Path	• Motherhood and Childhood	• Hospitals
	• Esoteric Surgery	• Research centers
	• Public Health	• Convalescence centers
	• Emergency	• Schools
	• Critical Care	• Health centers
	• Mental Health Nursing	• Home care • Faculty of Nursing

To contact the Faculty:

 nurs.kau.edu.sa

Organization	Ext No.	Email
Director of Educational Affairs	23142	sbaantar@kau.edu.sa
Bachelor Program Officer	24511	maysulymani@kau.edu.sa
Student Support and Guidance Officer	23636	ejalmetere@kau.edu.sa
Alumni Follow-up Unit Officer	41029	NUR-devt@kau.edu.sa

• Faculty of Home Economics (Sulaymaniyah)

The Department of Home Economics was established in the first semester in 1401 AH by teaching the subjects of household administration and the basics of nutrition within the Faculty of Economics and Administration. Then it was named to the Faculty of Home Economics based on administrative decision No. (3198 /s) on 22/2/1435 AH with five departments.

Departments and Career Areas:

	Department	Career Path
Science Path	Food and nutrition	<ul style="list-style-type: none"> • Work as an assistant nutritionist. • Work as a specialist in nutrition in nutritional and health institutions and community service. • Supervisor on municipal and rural affairs. • Assistant dietitian in sports clubs.
	Clothing and fabric	<ul style="list-style-type: none"> • Managing or supervising small projects for the production and supervision of clothing. • Work in the field of fashion design and patrons for factories. • Supervising exhibitions, technical conferences and theaters. • Design and implementation of storefronts.
	Housing - interior design and furniture path	<ul style="list-style-type: none"> • Interior designer in consultancy offices. • Work in furniture fairs and in specialized technical journals in the field. • Work in heritage museums as interior design coordinator. • Work in the field of directing interior design projects and furniture using computers.

Humanities Path	Family studies	<ul style="list-style-type: none"> • Teacher in public education in the Ministry of Education for the intermediate and secondary levels. • Working in family care centers and educational research centers. • Work in curriculum development and evaluation.
	Childhood Studies	<ul style="list-style-type: none"> • Teacher in kindergartens, civil and international. • Teacher in social care institutions. • Coordinator of children's programs in child-oriented media. • Trainer in neighborhood centers to educate mothers on topics related to child care methods, and coordinate activities in childhood centers (Summer clubs).

Skills needed to succeed in the Faculty of Home Economics

For the science path:

1. Knowledge of the bases and concepts related to the field.
2. Ability to establish effective working relationships with others.
3. Ability to prepare reports and research in the field.
4. The ability to think systematically to solve problems.
5. Interest in different health areas.
6. Applied scientific and research skills.
7. Innovation and imagination.
8. Ability to observe, visualize and develop artistic sense.

Skills needed to succeed in the Faculty of Home Economics

The Humanitarian and Administrative Path:

1. Ability to make comparisons and find alternatives and solutions.
2. Ability to logically choose the best solutions for different working situations.
3. Appreciate the role of the teacher and the sense of belonging to the teaching profession.
4. Ability to handle children.
5. Communication skills.
6. Innovation and imagination.

To contact the Faculty:

Organization	Ext No.	Email
Educational Affairs Unit	53220	hom.reg@kau.edu.sa
Student Services Unit	26047	stshami@kau.edu.sa

• Faculty of Dentistry (Sulaymaniyah)

The Faculty of Dentistry was established including its four departments and different divisions to be within the faculties of King Abdulaziz University in 1405 AH / 1985 AD.

It is the second faculty in the Kingdom of Saudi Arabia after the Faculty of Dentistry at King Saud University, which was established by a Royal Decree in 1395 AH. During the course of its journey and its efforts towards continuing development and quality improvement, the Faculty of Dentistry received an Academic recognition by the Association for Dental Education in Europe (ADEE) in 2008 and the National Academic Program Accreditation from the National Center for Academic Assessment and Accreditation (NCAAA) in 2017 for 7 years. Also, it was awarded for its high-quality standards by the King Abdulaziz Quality Award in 2018.

The Faculty currently has ten departments:

- Department of Oral Sciences - Department of Periodontology - Department of Oral Biology - Department of Oral and Maxillofacial Prosthetics - Department of Oral and Maxillofacial Surgery - Department of Endodontics - Department of Restorative Dentistry - Department of Orthodontics - Department of Pediatric Dentistry - Department of Dental Public Health

The number of cohorts who graduated from faculty is (26) cohorts, and now the number of students who are graduating annually is more than (197) male and female students.

	Department	Career Path
Science Path	Dentistry	<ul style="list-style-type: none"> • Hospitals - clinics - health units. • Research Centers - Dental materials Companies.

To contact the Faculty:

Organization	Ext No.	Email
Director of Educational Affairs Unit	23357	saaljudaibi@kau.edu.sa
Unit Coordinators	23358	falkole@kau.edu.sa
	23359	waalbogami@kau.edu.sa

• Faculty of Pharmacy (Sulaymaniyah)

The Faculty of Pharmacy was established in 1422 AH to be among the faculties of King Abdulaziz University, the second faculty of pharmacy in the Kingdom following the Faculty of Pharmacy at King Saud University. The first cohort of female students were admitted in the year of 1422-1423 AH / 2001-2002 AD. The students who graduate from the faculty receive a bachelor's degree with a name of Doctor of Pharmacy (Pharm D).

Departments and Career Areas:

	Department	Career Path
Science Path	Pharmacy	<ul style="list-style-type: none"> • Health sectors as a member of treatment planning within a medical team in public and private hospitals. • Community pharmacies. • Public and private hospital pharmacies. • Factories producing pharmaceuticals and diagnostic, therapeutic and cosmetic products. • Authorities in drug control, drug detection, addiction and treatment. • Scientific and pharmaceutical research centers. • Join academic staff in different educational institutions. • The Saudi Food and Drug Authority.

To contact the faculty:

Organization	Ext No.	Email
Director of Educational Affairs	23300	mtsindi@kau.edu.sa
Alumni Unit	23016	nabader@kau.edu.sa
Activities and Supervision Unit	23012	maalattas@kau.edu.sa

• Faculty of Applied Medical Sciences (Sulaymaniyah)

The Faculty of Applied Medical Sciences was established in 1424H, by transforming the assistant medical sciences programs at the Faculty of Medicine and Medical Sciences into an independent faculty to be one of the six health faculties at King Abdulaziz University's Medical Center. The faculty was established to fulfill the community needs in applied medical sciences disciplines by providing highly competitive educational and training programs and conducting high quality research.

The Faculty of Applied Sciences consists of the following departments:

- Medical Technology - Clinical Nutrition - Diagnostic Radiology.

The faculty grants its students a bachelor's degree after four years of study and a year of excellence, which allows them to practice their profession as specialists in their various medical fields after passing the exam prepared by the Saudi Medical Specialties Authority, for obtaining a license and a license to work in various health sectors in the Kingdom.

Departments and Career Areas:

	Department	Career Path
Science Path	Medical Technology	<ul style="list-style-type: none"> • Hospitals - Laboratories - Academic field (university teaching). • Medical research centers - criminal laboratories - fertility clinics - health equipment companies.
	Clinical Nutrition	<ul style="list-style-type: none"> • Hospitals and clinics - primary health care and outpatient care - rehabilitation centers. • Medical nutrition departments of pharmaceutical companies - private sector or outpatient clinics - research centers. • Schools - orphanages - health clubs - academic field (university teaching).
	Diagnostic Radiology	<ul style="list-style-type: none"> • Diagnostic imaging and radiotherapy of diseases in hospitals and radiology centers - radiology research centers. • Education in schools - hospital radiation monitoring bodies - academic field (university teaching).

To contact the Faculty:

Organization	Ext No.	Email
Director of Educational Affairs Unit	23148	oalfadal@kau.edu.sa
Deputy Director of Educational Affairs Unit	41791	aalqabaa@kau.edu.sa
Medical Technology Department Coordinator	41610	sjtalzahrani@kau.edu.sa
Clinical Nutrition Department Coordinator	23573	hkhoug@kau.edu.sa
Diagnostic Radiology Department Coordinator	23662	halsamman@kau.edu.sa

Skills needed to Succeed in the Faculty of Applied Medical Sciences:

1. Proficiency in English.
2. Awareness and accuracy of observation in interpreting the results.
3. Skills to perform operations.
4. Critical thinking, and monitoring relationships.
5. Analysis and Conclusion.
6. Ability to handle instrumentation.
7. Control the visual and muscular abilities.
- 8 - Emotional balance and persistence.
9. Ability to make decisions, face difficult situations, and self-control.
10. Control of hands, fingers and accuracy in harmonic movements.
11. Ability to conduct laboratory experiments.
12. High level of humanity and teamwork.
13. Flexibility in behavior and self-confidence.
14. Sensory and physical ability.
15. Logic.
16. Willingness to assist patients.
17. Ability to memorize and retrieve information.

• Faculty of Computing and Information Technology (Sulaymaniyah)

The faculty started its journey as a division of the Department of Mathematics within the Faculty of Science. It was designed to prepare professionals in the field of computer science to become technology experts that help to raise awareness in the different levels of society and also contributes to the development of the nation.

This has lasted for 21 years until the Royal Decree was issued in 1426 AH to establish the Faculty of Computing and Information Technology. Then in 1434 AH, the faculty received the ABET accreditation for its Bachelor program.

Vision:

To become a leading regional institution, offering educational, research and consultation programs in computing and information technology.

Mission:

The Faculty is an academic institute of higher learning specialized in computing, that strives to deliver high-quality educational, research and consultation programs.

Objectives:

To serve the developmental plans of the country through the preparation of specialized human professionals in a manner that meets the needs of the community of specialists in computer science.

Contribute to the development of human knowledge in the field of informatics through the promotion and adoption of advanced research programs.

Developing practical, cognitive and leadership skills for students.

Contribute effectively to community service by providing consultations that solve technical problems of a local nature.

Continuous updating of the content of study and research programs to keep pace with the new in the field of knowledge and the needs of the community.

Departments and Career Areas:

	Department	Career Path
Science Path	Computer Science	<ul style="list-style-type: none"> • Internet technologies and applications • Software analysis, design, programming, development and maintenance • Software Engineering • Database designer and developer • Design and development of computer networks • Development of multimedia technology. • Artificial intelligence.
	Information System	<ul style="list-style-type: none"> • Information security • System Analyst • Project Manager • Information System Specialist • Information System Consultant
	Information Technology	<ul style="list-style-type: none"> • Internet technologies and applications. • Software analysis, design, programming, development and maintenance • Software Engineering. • Design and development of computer networks. • System Management. • Development of multimedia technology. • Technical support.

Skills needed to succeed in the Faculty of Computing and Information Technology

1. Ability to learn English language.
2. Familiarity with the basics of using computers.
3. Ability to logically analyze issues and deal with numbers.
4. Ability to deal with numbers, graphs and statistics.
5. Innovative ability to make and design programs.
6. Skill and accuracy in dealing with instrumentation, technical devices, and being fast in performance.
7. Continuous practice in application.

To contact the Faculty:

Office Number (S102)

Organization	Ext No.	Email
Director of the Educational Affairs Unit + Officer for Specialization and Equivalency	72180	walubi@kau.edu.sa
Schedules Officer	72195	nalghatani@kau.edu.sa
Testing and General Educational Officer	74473	aalzhrani1@kau.edu.sa
Academic Advising and Student Services Officer + Applications follow ups	72192	aalsulame@kau.edu.sa

• Faculty of Law (Sulaymaniyah)

The Regulations Department was established in 1407 AH in accordance with the Council of Ministers Resolution No. 176 on 14/9/1401 AH to teach the Saudi regulations (laws) at King Abdulaziz University in order to meet the urgent need to provide all institutions and sectors with qualified and specialized professionals in the field of legal sciences (legal). The Law Department was transformed into a faculty called the Faculty of Law in 17/8/1433 AH.

Departments and Career Areas:

	Department	Career Path
Humanities Path	Public Law	<ul style="list-style-type: none"> • Banks. • Work in the Ministry of Interior and Foreign Affairs.
	Private law	<ul style="list-style-type: none"> • Work in the academic field. • Work in the Control and Investigation Commission. • Work in companies of any legal department. • Practicing the law profession in law firms and legal consultation offices.

Skills needed to succeed in the Faculty of Law

1. Knowledge of Arabic language including expressive, oral, and written skills.
2. Ability to connect ideas and observe, and conclude.
3. Basic knowledge of religious studies.
4. Fast reading and quick understanding skills.
5. Ability to talk and give speeches to a group of people.
6. Ability to analyze all aspects of a problem and identify appropriate actions to solve it.

To contact the Faculty:

Organization	Ext No.	Email
Educational Affairs Unit	41582	aialsolami@kau.edu.sa
	41581	mghneim@kau.edu.sa
	41566	eaalasmari@kau.edu.sa

• Faculty of Engineering (Sulaymaniyah)

The Faculty of Engineering for female students was established in 1433/1434 AH, unlike the Male section which was established in 1394/1395 AH, in order to keep up with the constant development of the Kingdom of Saudi Arabia in various industrial and productive fields.

The Faculty includes two departments:

- Department of Electrical and Computer Engineering.
- Industrial Engineering Department.

Departments and Career Areas:

	Department	Career Path
Science Path	Department of Electrical and Computer Engineering	<ul style="list-style-type: none"> • Computer networks - specialized computer labs. • Information Technology departments. • Planning and designing systems and production lines. • Design, operation and maintenance of database systems. • Systems analysis and problem solving. • Field of projects, preparation of technical feasibility studies. • Communication networks.
	Department of Industrial Engineering	<ul style="list-style-type: none"> • Project management. • Resource management. • Production planning. • System design, evaluation, analysis.

Skills needed to succeed in the Faculty of Engineering

1. Ability to deal with instrumentation in this field.
2. Ability in reasoning, analysis and conclusive reasoning.
3. Manual skills and accuracy in performance.
4. Ability to find solutions in the simplest, least expensive and most effective ways.
5. Imagination, idea connection in conclusion.

To contact the Faculty:

Organization	Ext No.	Email
Director of the Educational Affairs	73123	atagal@kau.edu.sa
Schedules Unit	73298	hmelaby@kau.edu.sa
Testing Unit	73121	taalnumani@kau.edu.sa
Administrative Unit	73126	dalmeshaly@kau.edu.sa
Alumni and Training Unit	73127	analshehri@kau.edu.sa

• Faculty of Communication and Media (Sulaymaniyah)

The Faculty of Communication and Media was established in 1433 AH with the goal of providing qualified professionals in the fields of communication and media to contribute to the achievement of development goals and to highlight them through local and international media.

The Faculty includes four departments:

- Department of Journalism and Digital Media
- Department of Public Relations
- Department of Audiovisual Production
- Department of Communication

Departments and Career Areas:

	Department	Career Path
Humanities Path	Journalism and digital media	<ul style="list-style-type: none"> • Work in major journal institutions. • Edit news in radio and channels.
	Public relations	<ul style="list-style-type: none"> • Coordination and publications management. • Public relations in government and private sectors.

Skills needed to succeed in the Faculty of Communication and Media

1. Knowledge of Arabic language including expressive and written skills.
2. Ability to communicate and interact with others.
3. Research and fast reading skills.
4. Ability to connect ideas, observe, and conclude.
5. Basic background knowledge.
6. Ability to purposefully debate, interpret facts and accurately state opinion.
7. Ability to identify the problem and review related information.
8. Ability to persuade and influence others.

To contact the Faculty:

Organization	Ext No.	Email
Director of the Educational Affairs Unit	41160	fcmg-ea@kau.edu.sa
Schedules and Classroom Officer	41141	ayfayoumi@kau.edu.sa
Specialization and equivalency Officer	41142	galsaedi@kau.edu.sa
Director of E-testing Unit	41142	dbaamer@kau.edu.sa
Supervisor of the Educational Affairs of the Preparatory Year	-	fbukary@kau.edu.sa
Educational Affairs Coordinator	-	sdakeel@kau.edu.sa

• Faculty of Tourism (Sulaymaniyah)

The Institute of Tourism at King Abdulaziz University, dedicated to students with a diploma degree, was established in 1428 AH in the presence of His Royal Highness Prince Mishaal bin Majid, Governor of Jeddah. Its name has changed then to the Faculty of Tourism in 1437 AH. In 1439 AH, the Faculty of Tourism received the first cohort of female students and started with one department, the Department of Events Management. It was the first in the Middle East to provide a bachelor's degree in that field.

The main language of instruction at the faculty is English. French language is also used as a compulsory subject at the first level and elective at the second level. At the last year, there is an internship in partnership with external entities in the field.

The Faculty has international partnerships with several institutions, such as the Hong Kong Polytechnic University, the Washington School of the Protocol and the Ecole Hoteliere Lausanne School.

Departments and Career Areas:

	Department	Career Path
Science & Humanities Paths	Event Management	<ul style="list-style-type: none"> • Wedding planner • Social networking events coordinator • Events management trainer • Events management lecturer • Ministry of Foreign Affairs special events • All sectors of celebrations • Olympic Sports Federation of all kinds • Exhibitions of all kinds, conferences and seminars • Tourism and Heritage Authority • General Entertainment Authority • Meetings planner • Events operations manager • Conference designer • Exhibition coordinator, Trade show designer • Special occasions designers • Field events manager, Marketing manager

Skills needed to succeed in the Faculty of Tourism

1. Proficiency in English language.
2. Another language such as French.
3. Mastering communication and interpersonal skills and protocols.
4. Commitment and attending classes.
5. Responsibility, efficiency and seriousness in study and work.

To contact the faculty:

Organization	Ext No.	Email
Educational Affairs	-	sosejiny@kau.edu.sa
	-	aalsalwy@kau.edu.sa

• Faculty of Medical Rehabilitation Sciences (Sulaymaniyah)

The faculty of Medical Rehabilitation Sciences was established by Royal Decree in 1434-1435 AH, to be a leading independent faculty in providing programs and research in Medical Rehabilitation Sciences at King Abdulaziz University in Jeddah. The first male and female cohort of students was admitted in 1439-1440 AH.

The Faculty of Medical Rehabilitation Sciences consists of the following departments:

- Physical therapy.
- Respiratory therapy.
- Occupational therapy.
- Hearing impairment and speech disorders.
- Orthotic and prosthetic

The faculty grants students a bachelor's degree after four years of study and a year of medical internship, which allows them to practice their profession as specialists in their various medical fields after passing the exam prepared by the Saudi Medical Specialties Authority.

Departments and Career Areas:

	Department	Career Path
Science Path	Physical therapy	Hospitals - Research centers - Rehabilitation centers - Sports centers & Health clubs - Academic field (University teaching) - Outpatient clinics.
	Occupational therapy	Hospitals - Research centers - Rehabilitation centers - Schools and Universities - Academic Field (University teaching) - Private healthcare - Intensive healthcare hospitals - Elderly care - Home nursing and residential care - Healthcare management - Primary and community care.

	Department	Career Path
Science Path	Hearing impairment and speech disorders	Hospitals - Research centers - Rehabilitation centers - Academic field (university teaching) - Private Clinics - Ministry of Labor and Social Affairs - Elderly care - Schools - Hearing companies and medical equipment.
	Respiratory therapy	Intensive care units, whether for adults, children, or newborns (preterm infants) - Patient hypnosis departments - Laboratories specialize in pulmonary function tests and other cardiac examinations - Nursing homes, Chest clinics and similar clinics Respiratory and diagnostic care services - the role of patients and their homes, especially those with chronic lung diseases - Academic field (University teaching).
	Orthotic and prosthetic	Hospitals - Research centers - Rehabilitation centers - Academic field (University teaching) - Outpatient Clinics.

To contact the faculty:

Organization	Ext No.	Email
Educational Affairs Officer, Faculty of Medical Rehabilitation Sciences	41791	aalqabaa@kau.edu.sa

• Community College (Sulaymaniyah)

The Community College of Female section in King Abdulaziz University faculties was established in 1434 AH with the goal of providing professional diplomas and distinguished technical programs of their quality and preparing qualified professionals with skills and knowledge that meet the needs of the labor market.

Departments and Career Areas:

Department	Career Path
Computer and Information Technology (CIT)	Work in the field of computer network systems management, network security, and computer technical support services.
Business Management (BA)	Work in the fields of accounting, insurance, marketing, sales and e-commerce in the government and private sectors.
Health Information Technology (HIT)	Hospitals and health facilities.

Skills needed to succeed in Jeddah Community College

1. Communication skills.
 2. A second language that meets the business demands.
 3. Using computers.
- To serve the labor market and the success of future projects.



Important Notes:

- No monthly allowance for Community College students.
- Direct admission program students are not entitled to transfer to any Faculty that has a Preparatory year program.

To contact the college:

 jcc.kau.edu.sa

 jccg-vd@kau.edu.sa

Organization	Ext No.	Email
Director of Educational Affairs	41425	dalkahtanee@kau.edu.sa
Student Support Coordinator	41826	nalshiky@kau.edu.sa

• Faculty of Business (Rabigh)

Departments and Career Areas:

	Department	Career Path
Humanities Path	Accounting	<ul style="list-style-type: none"> • Financial accountant (assistant or main) in corporate or service sectors. • Accountant in currency exchange, banks, insurance companies and specialized financial institutions. • Finance audit. • Tax accountant in General Authority in Zakat and Tax.
	Human Resources	<ul style="list-style-type: none"> • Human resources, Training and development division, Performance evaluation. • Build incentive systems, build salaries in private companies. • Patient affairs and Medical records. • Department of administrative Communications, Secretary of schools and educational institutions.
	Health Services Management and Hospitals	<ul style="list-style-type: none"> • Health insurance specialist, Director of social services. • Medical practice manager, Hospital manager. • Laboratory management, Healthcare consultant.
	Management Information Systems	<ul style="list-style-type: none"> • Information systems analyst, Information system designer. • Director of information centers, Information system consultant. • Database manager, E-Business development and management.
	Law	<ul style="list-style-type: none"> • Practice the law. • Provide legal advice and perform legal functions in: <ul style="list-style-type: none"> - Government sector (ministries, departments, agencies, etc.). - Private sector (companies, institutions, banks, etc). - Courts.

	Department	Career Path
Humanities Path	Financing	<ul style="list-style-type: none"> • Financial analysis. • Project evaluation. • Investment and development of banking services. • Work in the financial departments in government and private sectors.
	Marketing	<ul style="list-style-type: none"> • Marketing management. • Direct marketing. • Advertising and promotion. • Customer service. • Public relations. • Marketing Manager - E-Marketing.

To contact the Faculty:

All student queries are answered via the ERS at: <http://ers.kau.edu.sa>

Organization	Ext No.	Email
Educational Affairs for full time students	-	cobgrb-aer@kau.edu.sa
Educational Affairs for part time students	-	cobgrb.aee@kau.edu.sa
Educational Affairs for distance students	-	cobgrb.aedl@kau.edu.sa

• Faculty of Science and Arts (Rabigh)

Departments and Career Areas:

	Department	Career Path
Science Path	Mathematics	<ul style="list-style-type: none"> • Ministry of Education (Schools - Universities). • Researcher - Statistician Researcher. • Business related to insurance, accounting, banking, auditing and data analysis.
	Chemistry	<ul style="list-style-type: none"> • Ministry of Education (Schools - Universities). • Pharmaceutical companies, factories, solutions and chemicals. • Medical analysis centers - Department of medical analysis in hospitals and clinics of the Ministry of Health. • Marketing companies for laboratory and chemical products. • Scientific research centers - Standardization and Metrology Authority. • Desalination and water testing. • Poison and Anabolic Steroids
	Physics	<ul style="list-style-type: none"> • Ministry of Education: universities (academic or technical work) - schools. • Scientific research centers - nanotechnology centers. • King Abdulaziz City for Science and Technology. • National factories (gold factory - steel iron - and petrochemicals). • Standards and Metrology Authority - desalination. • Public and private hospitals in the field of radiology and x-rays.
	Biology	<ul style="list-style-type: none"> • Ministry of Education (Schools - Universities). • Laboratory technicians in medical laboratories and private hospitals. • Researchers in research centers. • Nanobiotechnology Centers for Biotechnology Graduates. • King Abdulaziz City for Science and Technology. • National dairy, juice, water, bottled and food factories (for microbiology)

	Department	Career Path
Humanities Path	English Language	<ul style="list-style-type: none"> • Ministry of Education (Schools - Universities). • Private sectors. • Translation centers and agencies. • Banks - marketing companies. • Ministries and government agencies that require the use of English as the Ministry of Foreign Affairs, Passports and Airports.

To contact the faculty:

Organization	Ext No.	Email
Educational Affairs Unit	-	naalaslani@kau.edu.sa
	-	bmalyobi@kau.edu.sa

• Faculty of Computing and Information Technology (Rabigh)

Departments and Career Areas:

	Department	Career Path
Science Path	Information Technology	<ul style="list-style-type: none"> • Programmer • Network manager • Systems and information security director • Database developer • Online engineer • Design, develop, and implement an information technology solutions • Applications engineer • Information security analyst
	Computer Science	<ul style="list-style-type: none"> • Programmer • Technical manager • Software engineer • Systems analyst • Web page developer • Mobile applications and software developer
	Information Systems	<ul style="list-style-type: none"> • Systems analyst • Web page designer • Database manager • Systems designer • Coach and teacher • Network analyst • Researcher in Computer Science • Management analyst • Computer programmer • Information technology consultant • Technical support for business information technology • Web site security

Skills needed to succeed in the Faculty of Computing and Information Technology

1. Ability to learn English language.
2. Familiarity with the basics of using the computer.
3. Ability to logically analyze issues and deal with numbers.
4. Ability to handle numbers, graphs and statistics.
5. Innovative ability to make and design programs.
6. Skill and accuracy in dealing with instrumentation, technical devices, and being fast in performance.
7. Continuous practice of application.

To contact the Faculty:

Organization	Ext No.	Email
Director of Educational Affairs	21608	amkalyoubi@kau.edu.sa
Deputy Director of Educational Affairs	21609	mqalyobi@kau.edu.sa
Alumni Unit	21618	nmaalyobi@kau.edu.sa

Vice Deanship for Alumni Female Section

This deanship was established on 29/3/1426 AH, to achieve the vision and mission of the university in promoting ways to communicate with graduates and to keep them in the climate of academic through their participation in the activities of various university events. It also promotes the strategic partnerships with the public-sector recruitment companies to create job opportunities and training programs for graduates to get ready for the job market.

Introduction to the vice deanship for alumni

The vice deanship continues to communicate with university alumni, raise their knowledge and skills, and support their goals in the search for suitable employment opportunities through providing **services in various fields via the following departments:**

First: Training

It organizes the appropriate training programs inside and outside the university with the appropriate knowledge and skills that qualify them to work in different fields. In addition, it provides training opportunities for students who are expected to graduate and alumni in the private sector and training centers in accordance with the requirements of the training curricula.

Services Provided by the Training Department:

• Taheel training program:

It is a program that aims to adapt alumni skills with job market requirements by building their individual capacities and developing their skills in an integrated training courses in cooperation with sectors within the university and by a group of qualified faculty members.



These training and development courses are provided under the supervision of the Vice Deanship for Alumni. A certificate is provided after the trainee attends these courses and pass the exam provided by the instructor. These typically are training courses in "English Language in the workplace" and "Using computers for administrative work". These are followed by a series of specialized courses in administrative work skills in addition to administrative that are in line with the requirements of the job market.

Admission Requirements:

- According to the conditions stated in the link.

- The student grade average point should not be less than (3 out of 5.)

Registration:

Go to the link: <https://studentaffairs.kau.edu.sa/Pages-273586.aspx>

• Entrepreneurship Program

A training program that deals with the skills the student needs to start a business project. The training process here is detailed practical.

Admission Requirements:

According to the conditions stated in the link.

Registration:

Access to King Abdulaziz University website https://www.kau.edu.sa/home_ENGLISH.aspx> Deanships> Deanships of Students' Affairs

• Interactive Training Courses

Training courses that match the requirements of the job market to bridge the gap between university outcomes and the skills needed to successfully engage in the job market.

Admission Requirements:

According to the conditions stated in the link.

Registration:

Access to King Abdulaziz University website https://www.kau.edu.sa/home_ENGLISH.aspx> Deanships> Deanships of Students' Affairs> Vice Deanship> Female Campus> Vice Deanship for Alumni> Training Courses

• Remote Training Courses

It is a training program developed in various fields including twenty-first century skills through an interactive electronic system, which allows training courses to take place remotely. The courses are led by a number of faculty members at the University, allowing the trainer to interact with trainees through computers.

Admission Requirements:

According to the conditions stated in the link.

Registration:

Access to King Abdulaziz University website https://www.kau.edu.sa/home_ENGLISH.aspx> Deanships> Deanships of Students' Affairs> Vice Deanship> Female Campus> Vice Deanship for Alumni> Training Courses - Registration by course schedule.

• Job market preparation program for people with special needs

The program offers training courses that aim to show the energies and abilities of these people and helping them contribute to the development of the society to be effective and self-reliant people. This is to demonstrate social responsibility and serving those with special needs who are part of this society, including: developing the necessary skills for alumni.

Admission Requirements:

- According to the conditions stated in the link.
- The student grade average point should not be less than (3 out of 5.)

Registration:

Access to King Abdulaziz University website https://www.kau.edu.sa/home_ENGLISH.aspx> Deanships> Deanships of Students' Affairs> Vice Deanship> Female Campus> Vice Deanship for Alumni> Training Courses - Registration by course schedule.

• Training and training of trainers

The program addresses the psychological barriers that the trainer is exposed to at the beginning of their work and how to overcome them. The program reviews more than one model of scientific training models and it focuses on instructional and educational technology that can help trainers deliver their training traditionally and online.

Admission Requirements:

- According to the conditions stated in the link.
- The student average should not be less than (3 out of 5.)

Registration:

Access to King Abdulaziz University website https://www.kau.edu.sa/home_ENGLISH.aspx> Deanships> Deanships of Students' Affairs> Vice Deanship> Female Campus> Vice Deanship for Alumni> Training Courses - - Registration by course schedule.

Second: Alumni Association

The vice deanship documents effective means of communication with all university alumni to invite them to participate in events and activities organized by the university. This is to benefit from their experiences and consult with them on the development of university programs and strategic plans through participation in activities committees and development committees.

Services offered by the Alumni Association:



• Seminar Programs

Since the establishment of the deanship, there were discussions on how to expand the culture of dialogue in all faculties of the university. Many different ideas and recommendations were offered in all fields. Of all of them, the idea of nominating alumni who have strong dialogue skills, experience, and strong academic and work record was accepted by the deanship leaders. Then, the idea of establishing dialogue seminars between alumni and society leaders was formed to focus on achievements and excellence in the academic environment and the workplace.

In these dialogue seminars, all parties work together to find the right way to reference. This is important because it uses constructive dialogue methods to satisfy the human need to integrate and communicate with others.

The deanship seeks to provide an enabling environment for dialogue between members of the community for the interest of the public and preserve intellectual unity. This is done by inviting leaders in the society to learn from their experiences, learn about their careers, reasons behind their successes, and obstacles they faced.

Objectives

- Keep alumni in contact with academia to be updated.
- Provide a platform for alumni to discuss their issues and aspirations through dialogues that contribute to their education and benefit from the experiences of invited leaders in order to help them have a successful working life.

Registration:

Details of the programs are made public through:

- Deanship Home website.
- Communication means of the deanship.

Registration is then through the Alumni Association Office in the deanship.

• Proud of My University (Fakhoor bi Jami'ati) card:

An alumni card program targets alumni. It was created by the vice deanship of the Alumni of the Male section to benefit from it within the university facilities, to get discounts from various external sectors, and to benefit from the university alumni's email address.

Entry requirements:

The applicant should be an alumnus.

Registration:

E-registration at King Abdulaziz University's website:

<https://studentaffairs.kau.edu.sa/Pages-243836en.aspx>



There is also the feature to request a «proud of my university» card via the link below to receive through the mail, this service is currently available in several cities: <http://cutt.us/e4YAq>

Third: Managing Employment Relationships:

The deanship plays an important role in enhancing communication with private sectors, as it is considered as the link between alumni of King Abdulaziz University and the labor market. It is responsible for communicating with the labor market and learn about its required competencies and qualifications to find suitable opportunities for alumni and thus provide them with jobs that correspond to their competence and specializations.

• **Employment Relationship Management Services:**

- Communicate with private sectors to find suitable job opportunities for alumni by filling the needs of the sectors in the functional analysis form at the following link:

https://marz.kau.edu.sa/ShowSurvey_Ar.aspx?SID=174753



- Register the data of alumni seeking employment in the private sectors in the application form at the following link:

https://marz.kau.edu.sa/ShowSurvey_Ar.aspx?SID=174688



- Nominating alumni looking for work to private sectors according to the required specialties from the private sectors.

Annual Professional Forum

It is to provide successful programs and plans, which aim to provide career and training opportunities for university alumni and to educate them about the future career of their different specialties. It also helps them to connect and seek opportunities with external sectors.

• **Objectives of the Forum:**

- Provide the largest number of career opportunities that are suitable for the alumni.
- Raise the awareness for alumni about professionalism in the workplace and work ethics.
- Provide an opportunity for direct communication between alumni and employers in the labor market.
- Develop methods and strategies for sharing work and training experiences.
- Provide workshops about difficulties the alumni face during the job search.
- Highlight entrepreneurship and financial awareness.

• **Activities of the Forum:**

- **Career Fair:** The deanship organizes a job fair in collaboration with a number of external governmental and private sectors to present a number of job opportunities for alumni in different disciplines.

• **Training courses and workshops:** The training courses and workshops at the forum meet the needs of alumni in terms of developing their personal and professional skills. These are led by a distinguished group of trainers from inside and outside the university who have experience in the work field and human development.

• **Themes of the Forum:**

(employment, career counseling, training and preparation).

To contact the vice deanship for alumni of the female section: (Building 65)

Organization	Ext No.	Office No.	Email
Alumni Association	73360	4B-6	dsagg@kau.edu.sa
Employment Relations	73355	4B-5	dsaag.career@kau.edu.sa
Career Counseling and Career Support Center	41175	4B-15	dsaag-fcc-alumni@kau.edu.sa
Training Unit	73359	4B-3	akmairmani@kau.edu.sa



General Management of Security Services

The general management of security services oversees everything related to entry and exit from the University's gates, as well as other tasks such as forgetting or losing a card, an early exit permit and a taxi ride permit.

First: Female Student Entry Gates:

All university gates are open from 6 am to 6 pm.

• Entry Gates:

Entry students enter the female section and the Preparatory year buildings from the following gates:

- Northern gate (1).
- Western Gate (1).
- Southern Gate.
- Northern gate (3).
- Western Gate (2).
- Preparatory Year buildings

• Gates of Medical Students:

Medical faculties students enter and leave the medical center from the following gates:

- Eastern gate - Medicine.
- Western gate - Medicine.
- The bridge is a gateway intended for students to cross from the medical center to the university hospital.

• Housing gates:

Housing was moved to new buildings and two gates were established:

- The main entrance gate for students in the housing, and it is also a bus stop gate for medical center students and students of the Preparatory Year only.
- The connection gate for students to enter the female campus.

• Gates and distance education and part time students:

Distance education and part time students are admitted only from the Southern gate on the days they are allowed to enter the female section only.

Second: Temporary authorization

This is a temporary one-day permit issued by the gate security member to the student inside the gate in case of forgetting, losing or damaged university ID.

• Actions required

- Present a valid ID to the gate security members.
- Present a proof of enrollment to the gate (1) security members.
- Receive authorization by the gate security members.
- Fill in the student form (Temporary Authorization Form).
- Go to the student service center building (65) female section or building (235) Preparatory Year building to ensure accurate information and form approval, before 2 pm.
- Submit the authorization form to the gate security members at the exit.

• Documents required:

- Valid ID.
- Class schedule.
- Reward card.
- Or club card.

Third: Permit for items entry and exit

Allows entry and exit of items such as laptops, lab coolers, etc.

• Authorized time for items to enter and exit:

Morning period from 8 am to 3 pm.

• Actions required

Fill out the form (Items Entry and Exit Form), explain what items will be entered or exited, indicate how many, and provide a description of these items.

• Documents required from the authorized person

University ID card.

Fourth: Permit to use a taxi (Uber and Karim)

In order to be able to use a taxi or delivery company on a temporary basis (one day), the student must obtain a permit from the security of the female section. However, if this was needed for a long term, the student must obtain a permit from the security of the males section.

Fifth: Delivery of missing persons

If missing items such as (wallet, mobile, bag, university card, keys, etc.) were found, it can be handed over to the security. If nobody claims these items within 24 hours, they will be handed it over to the Lost & Found department in Student Services Center in the deanship of Student Affairs.

Forms

الجهة:
التاريخ:
الموقع:

المشقة العربية السعودية
وزارة التعليم
جامعة الملك عبد العزيز
الادارة العامة لخدمات الأمن

تصريح دخول خروج أمن

الدخول: ☐ خط الطائرات ☐ سكن الطالبات ☐ المركز الطبي ☐
نوع التصريح: ☐ دخول أمن ☐ خروج أمن
عند التصريح: ☐ تأجيل ☐ موافقة - ملاحظة:

بيانات الدخول الخروج	الرقم من الدخول الخروج	العدد	نوع ورق التسلل
الخروج	الدخول		
الوجه			
الوجه			
الوجه			
الوجه			
الوجه			

عند التصريح: ☐ تأجيل (إرجاء عبدة الجزء "١") ☐ موافقة (إرجاء عبدة الجزء "٢")

بيانات تأجيل التصريح	الجهة المقصودة
اسم الطالب:	اسم الجهة:
الكلية:	المصعب:
الرقم الجامعي:	رقم الهاتف:
التوقيع:	الوجه:
اسم الجهة:	اسم الجهة:

بيانات تأجيل التصريح	الجهة المقصودة
اسم الطالب:	اسم الجهة:
الكلية:	المصعب:
الرقم الجامعي:	رقم الهاتف:
التوقيع:	الوجه:
اسم الجهة:	اسم الجهة:

اعتماد التصريح: (مرفق) مرفقة الأمن: ☐ الخروج ☐ الدخول ☐
الاسم:
التوقيع:

الإصدار: VOW540.5.F06 الإصدار: ١٤٣٨

الجهة:
التاريخ:
الموقع:

المشقة العربية السعودية
وزارة التعليم
جامعة الملك عبد العزيز
الادارة العامة لخدمات الأمن

تصريح مؤقت للطالبات

بيانات من قبل الطالبات	بيانات من قبل مرفقة الأمن
الاسم: الوجه: الكلية: الرقم الجامعي: نوع الدراسة: الجهة: التاريخ:	الوجه: الكلية: الرقم الجامعي: نوع الدراسة: الجهة: التاريخ:
اسم الجهة:	اسم الجهة:
الكلية:	الكلية:
الرقم الجامعي:	الرقم الجامعي:
التوقيع:	التوقيع:
اسم الجهة:	اسم الجهة:

اعتماد تصديق الطالبات:
اسم الجهة:
الكلية:
الرقم الجامعي:
نوع الدراسة:
الجهة:
التاريخ:

اعتماد تصديق مرفقة الأمن:
اسم الجهة:
الكلية:
الرقم الجامعي:
نوع الدراسة:
الجهة:
التاريخ:

الإصدار: VOW540.5.F16 الإصدار: ١٤٣٨

[illegible]

General instructions for security:

- Bring the university ID card and class schedule daily.
- Presenting the University ID upon entry and exit.
- The student is directed to the security at the gate when entering or leaving if they do not have their university card. They will need to explain why do not have it with them and they need to present an ID card.
- The student ensures to get a temporary entry permit and fills in their information and approval from the Deanship of Student Affairs in Building (65) to be presented upon exiting the gate.
- The student ensures to obtain a permit for items to enter and exit the gate and clarifies what will be entered or exited to the security with approval by the educational affairs.
- Go to security if missing items are found and and fill out a form.
- Entry and exit of distance education and part time students from the Southern gate.
- The time allowed for students to leave the university is at 10:00 am. In case of emergencies, go the security building, fill out an early exit form, and provide evidence if any.
- If you notice something that violates the university regulations or something bad happens, contact the operations department of the female section on ext: 26666.

To contact the General Management of Security and Reports

- Go of the General Management of Security Building No. (22)
012-6400000, ext. 26666, emergency ext. 51111

Central Electronic Questionnaires

Introduction

Based on the mission and vision of the Deanship of Quality and Academic Accreditation in guiding the university to achieve quality learning outcomes and community service, a system was applied to reach leadership in quality and academic accreditation nationally and internationally.

To achieve the objectives of Deanship of Quality and Academic Accreditation that is based on the promotion of measurement and evaluation culture and based on the recommendations of the Education and Training Evaluation Commission that focused on the importance of having a high standard questionnaire system, the central electronic questionnaire was established. It measures services satisfaction level and suggestions for improvements in order to keep up with the Saudi Arabia 2030 vision and improve university services.

Here are some students' recommendations that the university has taken to improve its services including:



Central Questionnaire Types and How to Participate in a Questionnaire System

Istibana (Questionnaire) Students' Brochure

استبانة



Central Questionnaires

University Services Questionnaires



✓ Students' Activities



✓ General Services



✓ Community Service



✓ Library Services



✓ Admission Services

Educational Processes Questionnaire

Curricula



Curriculum Evaluation ✓

Curricula Evaluation and Services for preparatory year ✓

Learning Outcomes



Student Experience Evaluation ✓
(who completed 50% of the academic plan)

Program Evaluation ✓
(for students who are expected to graduate)

Training



Training Evaluation for non-health faculties ✓

Health faculty excellency year evaluation ✓

Your evaluation is confidential. Your responses will be anonymous. Results will be shared with decision makers to improve and develop.



Questionnaires will be available at certain times that will be announced at the beginning of every academic year

How to participate

Login to your email
and select related emails



1



Login to the Odus system and
click on "Istibana"

Click on the questionnaire link



2

Fill in the questionnaire and send it



3

Reminder Notification: You get notified through the following means:

The University App

MY-
KAU

Text Messages

SMS




Email



Frequently Asked Questions

Question	Answer
I am a Preparatory year student who entered the ATM card number three times and the bank took my card.	If you lose your ATM card, you have to go to Samba Bank branch for women.
How to apply for an excellence reward?	If you are eligible for the reward, it is automatically credited to the student's account.
How to register for workshops held by a deanship. Is it through the website of the Deanship or through attendance Deanship Building (65)?	Courses are registered via Odus Plus - select Extra-curricular activities.
I graduated this semester. Is it possible to work for you hourly?	Hourly work is for full time students who do not receive monthly allowance. It is not for graduates.
What are the places where students can work hourly at the university other than the central library?	Visit building (65) ground floor office (1B-7) to find out more about organizations and opportunities.
How can I get a Certificate of Excellence?	The Certificate of Excellence is printed electronically through the student page in ODS (Student login → Certificates → Then Certificate of Excellence).
Can I get a loan or financial assistance?	Yes, via electronic forms in Odus Plus. For a loan, the student's allowance must be continuous and not exceeding eight semesters.
How can I get books, references and printing allowance?	You can apply through graduate studies at the school.
When will I receive the loan amount after accepting the application and how?	The loan amount is deposited to the student's monthly allowance 5 working days after the application is submitted.



-  Cafeteria
-  Bookstore
-  Golf Cart Stop Stations

- Independent Deanships**
- Deanship of Library Affairs (Central Library) 14
 - Deanship of Information Technology 45
 - Deanship of Students' Affairs – Female Campus 65**
 - Vice Deanship of Students' Affairs for Female students' activities 65
 - Vice Deanship of Students' Affairs for Alumni 65
 - Deanship of Admission and Registration 66
 - Deanship of E-learning and Distance Education 66
 - Deanship of Graduate Studies 66
 - Deanship of Community Services and Continuous Education 66

- Faculties**
- Faculty of Law 2
 - Faculty of Communication and Media 3
 - Faculty of Sciences (Scholarship Management) 7
 - Faculty of Educational Graduate Studies 42
 - Faculty of Home Economics 43
 - Faculty of Art and Humanities (Aljawhara building) 56
 - Faculty of Computing and Information Technology 61
 - Faculty of Engineering 64
 - Faculty of Economics and Administration 67

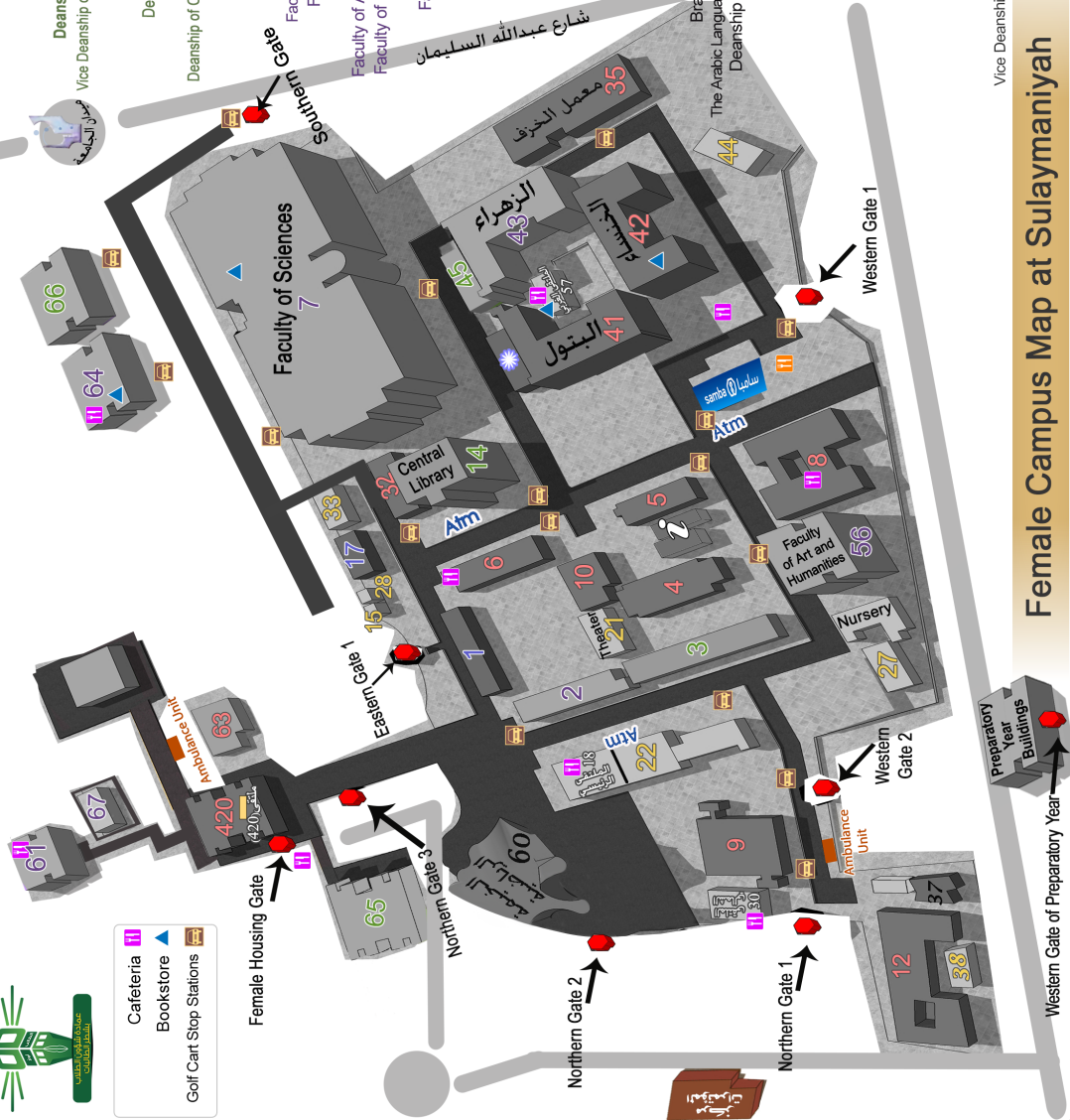
- Classroom buildings**
- 32-12-10-9-8-6-5-4
 - 420-63-42-41-35

- Managements, Centers, and Institutes**
- General Management 1
 - Vice Presidency for Female Campus 6
 - Employee Affairs Management 6
 - Research Endowment Fund 3
 - Safety Management 3
 - Emergency and Disaster Center 3
 - University Medical Services Center 17
 - Branch of the University Guidance Center 4
 - The Arabic Language Institute for Speakers of Other Languages 40
 - Deanship of Quality and Academic Accreditation 40
 - Media Center 66

- General Services**
- Meetings Hall 15
 - Theater 21
 - General Management of Security 22
 - Nursery 27
 - Saudi Mail/ Communication Center 28
 - Warehouses 33
 - General Management of Facilities 38
 - Sporting Tent 60

- Preparatory Year Buildings**
- Vice Deanship of Students' Affairs for Preparatory Year 235
 - English Language Institute 236-237
 - Faculty of Tourism 204
 - Community College 235

Female Campus Map at Sulaymaniyah



Important numbers

KAU: 012 6400000

Organization	Ext	Email
University president	6952011 012 6952008 012 6952009 012	almodyr@kau.edu.sa
Vice Deanship Office for Female Section	53086 - 26016	vp-womenscampus@kau.edu.sa
Students' complaints	52057	
Vice Deanship of Student Affairs - Female Section	73383	dsag.ssc@kau.edu.sa
Admission and Registration (Academic Advising)	Full service: 26552 - 26551	darg.tasjeel@kau.edu.sa
	Full time: 63031	
	Part-time and distance education: 63225	
E-Learning and Distance Education (Communication and Support Unit)	26373 0126951222	ddlg.student@kau.edu.sa
Community Services and Continuing Education	Workshops: 26293	dcsceg.crs@kau.edu.sa
	Part-time: 26134	dcsceg.esa@kau.edu.sa
	Preparation trainings: 26266	-
	Finance: 26330	dcsceg.fin@kau.edu.sa
English Language Institute	Full time: 27064	elig@kau.edu.sa
	Part-time: 27217	
	Distance education: 27065	
General Education Unit (Islamic Culture- Arabic Language)	26689	jaljehani@kau.edu.sa sembg.emas@kau.edu.sa
Emergency and Disasters	6951111 012	edc@kau.edu.sa

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Website: <http://studentaffairs.kau.edu.sa>

Phone: 012-6400000 Unified number: 8001169528

 studentsaffair

 kau_ads