



KING ABDULAZIZ UNIVERSITY
Deanship of Admission & Registration



ADMISSION GUIDE

1442 H

RETURN CAREFULLY



CERTIFIED COPY



His Excellency, The University President
Professor Abdulrahman O Al-Youbi

A Congratulatory Note

To all my sons and daughters admitted for the academic year 1441/1442 H, I wish you all success in your university life. Welcome to your university, King Abdulaziz University.

ADMISSION GUIDE

1442 H





5th
ENJAZ AWARDS 2018
#جائزة_إنجاز_الخامسة

Ministry Of Communications & Information Technology Award
Best Service For Community Members
Online Admission Service For King Abdulaziz University





Remarks of the Dean of Admission & Registration

Dr. Abed bin Abdullah Al-Mashaikhi

Praise be to Allah, Lord of the Worlds, and blessings and peace be upon our Prophet Muhammad, and whoever follows his path until the Day of Judgment.

The Deanship of Admission and Registration is the main gate through which a student enrolls in the university to start the undergraduate academic journey. As the Deanship realizes its paramount role, it assumes the task of providing all information about the University to the students, as early as they are still on the high school, so that they have a thorough knowledge about the University before joining its programs.

Based on the responsibility that the Deanship assumes, this simplified guide has been prepared to be a companion for the student in the process of applying for admission to the university through the electronic system. This guide includes all the information of interest to the student, starting from announcing that the portal site is ready for submitting an application for admission at the University, to the electronic procedures for admission in the programs the University proudly offers. This

Guide also introduces the student to the study system, available colleges at the University and its branch, different majors, academic courses in the different the approved paths at the University, attendance, standards of placement in colleges after successfully passing the preparatory year program, postponement mechanism, and termination from the university.

Students who seek joining King Abdulaziz University can check thorough and varied information in the website of the Deanship of Admission and Registration at the following link (admission.kau.edu.sa).

The Deanship of Admission and Registration hopes that this Guide meets the aspirations of the students wishing to join the University, and that it offers sufficient information and answers all their inquiries.

Last but not least, it is our pleasure to offer our students the sincerest congratulations. We welcome you to your University, praying to Allah Almighty to help you to achieve your aspirations. Best of luck for you all.



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Introduction

The University advocates the multiplicity of admission opportunities for students through both the preparatory year and direct admission to some of the University colleges, as well as admission through the preparatory year in Rabigh branch.

All applicants compete for the available seats based on the balanced average, giving privilege to the best of them.



The preparatory year for the Science / Science Health track



Science Track

This is the selection of the student seeking to pursue studying in scientific colleges such as engineering, science, etc. For some departments in the Faculty of Economics and Administration, the student must choose the preparatory year - Science Track.



Science Health Track

This is the selection of the student seeking to pursue studying in health colleges, whether in the main campus **Medicine - Dentistry - Pharmacy - Applied Medical Sciences - Medical Rehabilitation Sciences - Nursing** or in Rabigh branch **Medicine, Applied Medical Sciences**.

Please check page 31 for more details



The preparatory year Administrative Track

This is the selection of the student seeking to pursue studying in administrative or humanities colleges such as **Law - Mass Communication and Media**, etc. For some departments in the College of Economics and Administration, the student must choose **the preparatory year - Administrative / Humanities Track**.

Please check page 30 for more details

Direct Admission Is Available For Some Colleges
Without A Need To Study The Preparatory Year.

Target group

The target group is the secondary school students and those of similar rank, as well as students seeking to transfer from the diploma or undergraduate stage for the academic year 1442 H.

Placement: It means fulfilling the student's wish for enrollment in the college of interest, in accordance with the announced placement criteria

Before applying, the student must review the Science / Science Health Track, or the Administrative / Humanities Track in the Admission Guide (**see pages 30 - 33**) to make sure that the selection of the track is correct and to make sure it leads to the desired college. It is worth noting that programs of direct admission do not need the placement mechanism.



What is the balanced average?

The balanced average is the sum of the grades of (**high school + Aptitude Test + Achievement Test**), giving specific weight and percentage for each of them as illustrated below:

The balanced average for the preparatory year
Science / Science Track
Male and Female Students



40%

High School

40%

Aptitude Test

20%

Achievement Test

The balanced average for the preparatory year
Science / Science Health Track
Male and Female Students



40%

High School

40%

Aptitude Test

20%

Achievement Test

The balanced average for the preparatory year
Literary Track
Male Students



50%

High School

50%

Aptitude Test

The balanced average for the preparatory year
Literary Track
Female Students



40%

High School

40%

Aptitude Test

20%

Achievement Test



Illustrative Example: A student succeeds in the High School and achieved 95%; the student's grade in the Aptitude Test is 80 and Achievement test is 85. How can we calculate the balanced average?

Answer:

The balanced average is:
 $(90 \times 0.40) + (80 \times 0.40) + (85 \times 0.20) = 87$
 (The Balanced Average)





Available Programs in the University

I. Direct Admission Programs

- Waed Program Track to attract and nurture outstanding and talented students – Main Campus at Sulaymaniyah.
- Direct Admission Track in the environment-related faculties (Faculty of Earth Sciences, Faculty of Marine Science, Faculty of Environmental designs) – Main Campus at Sulaymaniyah.
- Direct Admission Track in the department of Sharia – Main Campus at Sulaymaniyah.
- Direct Admission Track in the preparatory program for the Faculty of Arts and Humanities – Main Campus at Sulaymaniyah.
- Direct Admission Track in the program of Early Childhood Education in the Faculty of Human Sciences and Design – Main Campus at Sulaymaniyah.
- Direct Admission Track in the program of Fashion Industry for the Severe Hearing Impairment Category in the Faculty of Human Sciences and Design – Main Campus at Sulaymaniyah.

Please check pages 24-25 for more details

II. Preparatory Year Admission Programs

- Preparatory Year for Science / Science Health Track – Main Campus at Sulaymaniyah.
- Preparatory Year for Administrative / Humanities Track – Main Campus at Sulaymaniyah.
- Preparatory Year for Science / Science Health Track – Rabigh Branch.
- Preparatory Year for Administrative / Humanities Track – Rabigh Branch.

Please check page 26 for more details

III. Diplomas

- Diplomas of the Faculty of Tourism
- Diploma of the faculty of Environmental Sciences
- Diplomas of the faculty of Applied Studies

Please check pages 40-44 for more details

Please check pages 24-25 for more details

IV. Qualitative Diplomas offered by the Deanship of Community Services and Continuing Education

- Diploma in Public Relations
- Diploma in Cisco Networking
- Diploma in Medical Secretariat.
- Diploma in Maps and Geographic Information Systems
- Diploma in English Language
- Diploma in Medical Sterilization (admission not activated)
- Diploma in Cybersecurity (admission not activated)
- Diploma in Professional Sales
- Diploma in Hajj and Umrah
- Diploma of Health Environment Monitor (admission not activated)

Please check page 45 for more details



University Faculties and Majors

Faculties in the main Campus (Sulaymaniyah)



Faculty of Arts and Humanities



- Arabic language and literature
- English language
- Chinese language
- French language and translation
- Geography (Environmental Studies - General Geography - Geographic Information Systems)
- History (History – Tourism Guidance – Archaeology)
- Psychology (General Psychology)
- Sharia
- Sociology and Social Work (Sociology – Social Work)
- Information Science

Faculty of Economics & Administration



- Accounting
- Business Administration
- Finance
- Human Resources Administration
- Health Services and Hospital Administration
- Marketing
- Management Information Systems
- General Administration (General Administration - Administrative Organization and Development)
- Political Sciences (Global Political Economy - Public Policy and Development) (**Male students only**)
- Economics (money and financial institutions - business economy) (**Female students only**)

Faculty of Law



- Systems

Faculty of Science



- Biochemistry
- Biology (animal - microbiology - plants)
- Chemistry
- Mathematics
- Physics
- Statistics
- Astrophysics (Male students only)
- Astro-mathematics (Male students only)
- Medical physics

Faculty of Medical Rehabilitation Science



- Physical Therapy
- Occupational Therapy
- Respiratory Therapy

Faculty of Human Sciences and Design



- Early Childhood Education (Direct Admission)
- Food and Nutrition
- Clothing and Textile
- Housing and Institutions
- Fashion Industry (Program for the Severe Hearing Impairment Category)

Faculties in the main Campus (Sulaymaniyah)

Faculty of Architecture and Planning



- Architecture
- Environmental Architecture
- Urban and Regional Planning
- Geomatics

Faculty of Marine Sciences



- Marine Geology
- Marine Physics
- Marine Chemistry
- Marine Biology

Faculty of Meteorology, Environment & Arid Land Agriculture



- Environmental Sciences
- Arid Land Agriculture (Arid land agriculture – Renewable natural resources)
- Water Resources Sciences and Management
- Meteorology

Faculty of Communication and Media



Media (Public Relations – Radio and TV – Press – Advertisement)

Faculty of Engineering



- Electrical Engineering (Power – Electronics and Communication – Computing – Biomedical)
- Mechanical Engineering (Production and Mechanical System Design - Thermal Engineering & Desalination Technology) (Male students only)
- Mechanical Engineering (Aeronautical) (Male students only)
- Nuclear Engineering (medical physics and protection from radiation) (Male students only)
- Industrial Engineering
- Chemical and Materials Engineering (Male students only)
- Civil Engineering (Male students only)
- Mining Engineering (Male students only)

Faculty of Earth Sciences

- General Geology – Engineering Geology
- General Geology – Geophysics
- General Geology – Hydrogeology
- General Geology – Mineral Resources and Rocks
- General Geology – Petroleum
- Geology and Sedimentology
- General Geology – Structural
- Geology and Remote Sensing
- Geological Exploration Techniques

Male and Female
Students

Male Students Only

Female Students Only



University Faculties and Majors

Faculties in the main Campus (Sulaymaniyah)

Faculty of Computing & Information Technology

- Computer Science
- Information Technology
- Information Systems

Faculty of Medicine

- Medicine and Surgery

Faculty of Dentistry

- Dentistry Medicine and Surgery

Faculty of Pharmacy

- Pharmacology

Faculty of Applied Medical Sciences

- Medical Labs Technology
- Diagnostic Radiology
- Clinical Nutrition
(Female students only)

Faculty of Nursing

- Nursing

Faculty of Tourism

- Hospitality Management
- Travel and Tourism Management
- Events Management
(Male and Female students)
- Hotel and Hospitality Management (Diploma)
- Travel and Tourism (Diploma)

Faculty off Applied Studies

- Insurance
- Marketing
- Sales
- Accounting
- Network Management
- Computer Drawing
- Sterilization

Faculty at Obhur

Faculty of Maritime Studies

- Department of Hydrographic Surveying.
- Department of Nautical Science.
- Department of Ports and Maritime Transport Transportation.
- Department of Marine Engineering



Faculties in Rabigh Branch

College of Business



- Finance
- Marketing
- Health and Hospitals Management
- Law
- Management Information Systems
- Human Resources
- Accounting

Faculty of Engineering



- Electrical Engineering
- Mechanical Engineering
- Industrial Engineering
- Civil Engineering
- Chemical and Materials Engineering
- Architectural Engineering

Faculty of Computing & Information Technology



- Computer Science
- Information Systems
- Information Technology

Faculty of Medicine



- Medicine and Surgery

College of Science and Arts



- Mathematics
- Physics
- Chemistry
- Biology
- English (Linguistics and Translation)

Faculty of Applied Medical Sciences



- Medical Lab Technology
(Male students only)
- Nursing
(Female students only)



Admission General Terms

- 1 To be a Saudi citizen, or of a Saudi mother, or of a mother of a Saudi son.
- 2 To have obtained the high school certificate or an equivalent certificate from the Kingdom or abroad.
- 3 To obtain approval from his/her reference to study in case the student works for a public or a private entity.
- 4 Male students should have obtained the aptitude test “Qodrat” for the Administrative / humanities Track, and should have obtained the aptitude test “Qodrat” and the achievement test “Tahsely” for the Science Track.
- 5 Female students should have obtained both the aptitude test “Qodrat” and the achievement test “Tahsely” for both the Science Track and the Administrative / humanities Track.
- 6 **The electronic data must match the original documents submitted.**
- 7 The Ministry of Education National Center for Assessment (Qiyas) shall decide the validity of the aptitude test “Qodrat” and the achievement test “Tahsely”.
- 8 The applicant should not have been dismissed from the University or other universities for disciplinary reasons; after admission, if it is proven otherwise, admission shall be annulled.
- 9 The University shall not admit an applicant who withdrew from the University or any other educational institution unless a period of at least three months elapses before the start date of the study, I.e., the University shall not admit any student withdrew after 10/11.1441 H.

-
- 10 The University does not accept any High School Diploma obtained for more than three years, *i.e., the University does not accept certificates obtained from 1437/1438 or earlier.*
-
- 11 Blind students are exempted from Qiyas tests, according to the decision of the Ministry of Education National Center for Assessment.
-
- 12 The University does not allow a student more than two chances for admission, *i.e., the admitted student shall not have more than two university number throughout his/her study cycle in the University.*





Admission General Terms

Documents to be uploaded electronically on the university website for admission:



- 1 The original high school certificate.
- 2 The original identity card.
- 3 A color passport size 4 x 6 cm photo with a white background (**with the veil for female students**).
- 4 Employer's approval (for employees).
- 5 Birth certificate and the ID of the mother or the ID of the Saudi son (for non-Saudi students of a Saudi mother or a mother of a Saudi son).
- 6 An official statement illustrating reason for the withdrawal, if the applicant had withdrawn from any other educational institution.
- 7 A student with special needs must attach a health certificate from the Needs Center, stating the type of disability.



The student who has a conditional admission must bring the requested documents as stated in the review form

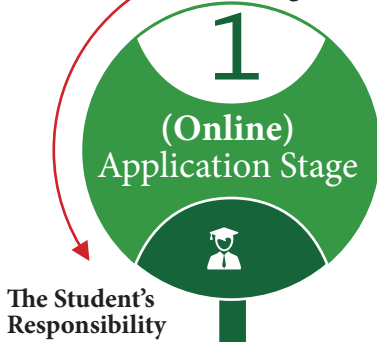


مركز الملك فيصل للمؤتمرات
King Faisal Convention Center.



Admission Mechanism

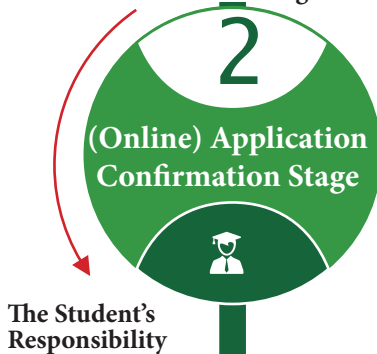
The First Stage



(Online) Application Stage

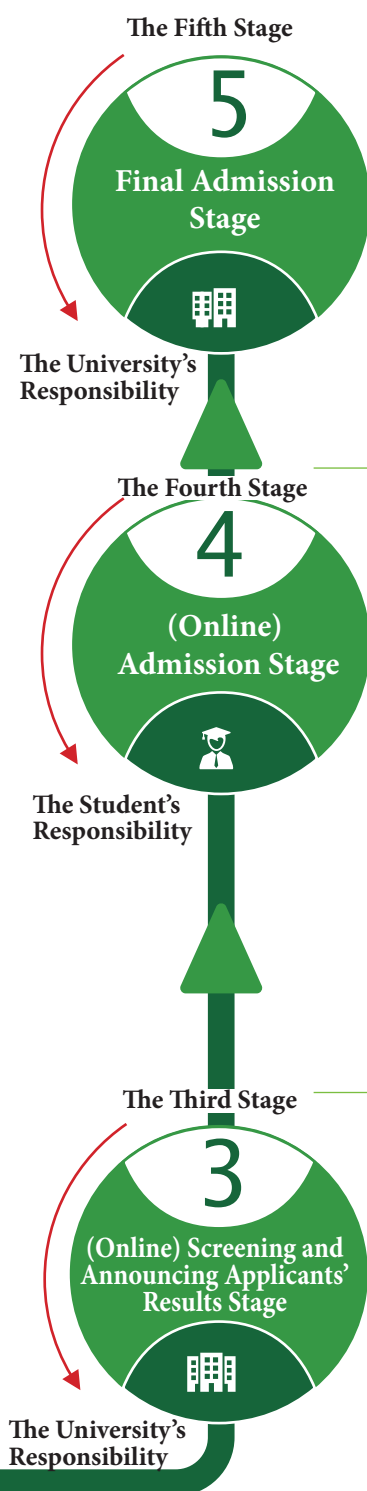
- Application should be made during the specified period through the admission portal on the university's main webpage www.kau.edu.sa
- The program will provide you with the password that you entered on your mobile phone to keep it. Please do not disclose the password to others.
- The applicant must fill in all the personal data and academic study information. In the event that the applicant does not obtain the degree of the high school diploma or the degree of Qiyas tests, this step can be skipped, provided that the degree shall be added as soon as it is obtained during the announced application period and before the application is confirmed.
- The applicant must prioritize his/her admission selections.
- The applicant shall upload clear scans of the original required documents (**ID + high school form + photo, etc.**).

The Second Stage



(Online) Application Confirmation Stage

- Confirmation of the application is very important to complete the application procedures. After that, the student's file will be electronically transferred to the University for verification.
- Application confirmation shall only take place after entering all the required data of the applicant. Note that the data cannot be modified after application confirmation.
- Failure to confirm the application within the specified period means canceling the admission application.
- The applicant should follow up the application through the follow-up page in the (Azzez) portal and ensure that all stages are completed until the stage of issuing the university card.



Final Admission Stage

• Admission of the applicant is approved after matching the original and online documents and ensuring the validity of the data entered. The electronic system prompts an order to issue the student a university ID card, if the conditions for admission are met and based on the vacant seats.

• **The university has the right to annul a student's admission if it is proved that the student did not fulfill the admission requirements even after the university ID card is issued.**

Online Admission Stage

• After announcing the results of the screening and your nomination for one of the university's available seats, you must immediately login to the admission page to complete the procedures by approving the selection for which you have been nominated during the specified period.

• The admission program shall allocate a limited time for you to confirm your approval of the selection, reserve an academic seat, obtain a university number, and shall give you a specific period for that, otherwise your right to have the seat will be forfeited.

• Failure to confirm the selection for which you are nominated at the specified time shall forfeit your right for admission to the university.

(Online) Screening and Announcing Applicants' Results Stage

• While results of the candidates will be announced on the follow-up page, the student will be notified by a text message (SMS) if possible.

• The student must follow up the result of the application at the time of posting the results as announced by the university.



Direct Admission Programs

Direct Admission Track

Waed Program

This program aims at attracting and nurturing outstanding and talented high school students to join the University through the academic acceleration tracks and direct placement in colleges to reduce the university study years. This is achieved through equalizing the courses a student studies before enrolling in the University, according to the applicable academic standards to equalize courses. The program has two tracks:

1. Advanced Placement Track

This track aims at attracting outstanding high school students to place them directly in some faculties they wish to join without admission in the preparatory year, after they meet the requirements and standards of this track. The track is further divided into two sub-tracks:

- Advanced Placement Track for the Faculty of Engineering
- Advanced Placement Track for the Faculty of Medicine

2. Dual Study Track

This track aims at academic acceleration of outstanding and talented high school students through enabling them to study with university students preparatory year courses and to pass them, based on the student's talent, during their high school studies.

For more information and special conditions for Waed program, please visit the website:

waed.kau.edu.sa

Direct Admission Tracks in the Faculty of Arts and Humanities:

1. Sharia Department Program (BA)

This program complies with the requirements of the National Center for Academic Accreditation and Assessment. The student starts the study the major directly from the first semester according to the announced admission criteria. It is neither necessary to study preparatory year programs nor to have the English language placement test.

2. Preparatory Program for the faculty of Arts and Humanities (BA)

This program is dedicated for the students seeking direct admission in the majors of the faculty of Arts and Humanities, except the department of Sharia and Islamic studies. Students are directly admitted in this program based on the announced admission criteria. It is not necessary to study in the preparatory year program.

Direct Admission Tracks in the Faculty of Human Sciences and Design:

1. Early Childhood Education Program (BA)

This program aims at preparing specialized teachers in the field of early childhood education to deal with children from the age of three to eight years, including kindergarten and early grades of elementary education. The department offers a bachelor's degree in education in line with the requirements for obtaining an educational certificate in a four-year period of study. The program has a field training in kindergarten and early elementary grades. **(For more information, please review the online application website on the university's webpage).**

2. Fashion Industry for the Severe Hearing Impairment Category Program (BA)

The program of fashion industry targets female citizens with severe hearing impairment, as the University is keen to involve them in society and give them job opportunities in fashion design and industry. **(For more information, please review the online application website on the university's webpage).**



Direct Admission Programs

Direct Admission Tracks for environment-related faculties

Direct admission tracks for environment-related faculties aim at coping with the latest curricula in the environment-related latest developments in science and application domains. The tracks also aim at linking different curricula to present and future labor market needs, increase student's scientific capacity, develop student's mental and research potentials, and boost students' critical and scientific thinking skill. The tracks include:

1- Faculty of Earth Sciences (BA)

This direct admission program in the Faculty of Earth Sciences aims at achieving a comprehensive set of scientific and educational objectives that come in line with a well-planned strategy to meet the labor market needs, as the graduates acquire the scientific competencies and capabilities to develop the society in earth sciences domains.

2- Faculty of Marine Sciences (BA)

This direct admission program in the Faculty of Marine Sciences aims at providing an excelled educational environment in the domains of marine sciences to meet labor market needs of the Faculty graduates.

3- Faculty of Environmental Sciences (BA)

This direct admission program in the Faculty of Environmental Sciences aims at coping with the developed curricula in the environmental sciences domains to meet labor market needs of the Faculty graduates.



Preparatory Year Admission Programs

What is the Preparatory Year?

The preparatory year is an academic year in which the student studies full time in the daytime. The student is required to attend daily according to the student's academic schedule. The duration of the preparatory year is one academic year divided into two consecutive semesters, through which the student studies all the courses of the first and second academic levels of the study plan for any scientific, health, or literary college, depending on the path to which the student has been accepted.



The Preparatory Year: General framework

The preparatory year at the university has two tracks:

- The science track, which is divided into science / Science Health Track
- Administrative and Humanities Track.

Students are admitted in the preparatory year for all tracks, and after successfully completing all preparatory year courses, students are placed in the faculties appropriate to their selections and abilities through a competition, according to the vacant seats and the criteria specified by each college.

The Preparatory Year: Objectives

There are many advantages for having a preparatory year at the university, which can be summarized as follows:

- 1 Rationalizing admission through directing students to the college appropriate for their abilities and skills, and based on their selections and averages.
 - 2 Orienting students to the available majors at the university and the nature of study therein.
 - 3 Giving the students the opportunity to discover their scientific capabilities in a university environment.
 - 4 Providing the students with the necessary skills and knowledge in English language, computer applications, and developing their learning, research and communication skills.
 - 5 Orienting students to university guidelines and regulations.
-



Preparatory Year Admission Programs


The Study System At The Preparatory Year

- 1 The student studies two consecutive levels (**two semesters**) to complete the preparatory year courses, and they are calculated as part of the graduation requirements.
- 2 The grades obtained by the student in the preparatory year are calculated in the academic record of the student and affect the student's academic average at the university.
- 3 Additions and deletions are only allowed when necessary, and the schedule shall remain unchanged throughout the student's period of study in the preparatory year.
- 4 The Deanship of Admission and Registration implements the registration process for courses automatically, according to the study plan of the preparatory year.
- 5 All preparatory year courses must be successfully passed during the first year. Only one additional semester is allowed for the student who fails to finish the preparatory year requirements. In other words, the student's study period shall not exceed three semesters to finish the preparatory year requirements.
- 6 The student is denied entry to the final exam if the percentage of the student's absence without acceptable excuse exceeds 20% of the lectures and scientific lessons for each course during the semester. The grade assigned to the student shall be Denied (DN) in the transcript.
- 7 All preparatory year courses must be successfully passed within the specified period (**three semesters**) as a **prerequisite for placement in colleges. The student's average shall not be less than (2 out of 5).**
- 8 The student is not entitled to transfer from one track to another in the preparatory year after performing the final exams for one of the courses therein.

International Accreditations


Date of Accreditation: **2008** | Accredited Programs: **4**

Faculty of Dentistry (DentEd)



Date of Accreditation: **2009** | Accredited Programs: **9**

Faculty of Human Sciences and Design (COE)



Date of Accreditation: **2009** | Accredited Programs: **12**

Faculty of Engineering (ABET)




Date of Accreditation: **2010** | Accredited Programs: **2**

Faculty of Economics and Administration – MBA Programs (AMBA)




Date of Accreditation: **2009** | Accredited Programs: **6**

Faculty of Earth Sciences (BGS)



Date of Accreditation: **2010** | Accredited Programs: **1**

Faculty of Science – Chemistry Programs (CSC)




Date of Accreditation: **2011** | Accredited Programs: **13**

Faculty of Meteorology, Environment and Arid Land Agriculture (CIWEM)



Date of Accreditation: **2011** | Accredited Programs: **15**

Faculty of Arts and Humanities (AALE)



Date of Accreditation: **2013** | Accredited Programs: **1**

Faculty of Applied Medical Sciences (NLNAC)



Date of Accreditation: **2013** | Accredited Programs: **4**

Faculty of Marine Science (IMAREST)




Date of Accreditation: **2013** | Accredited Programs: **1**

English Language Institute (CEA)



Date of Accreditation: **2013** | Accredited Programs: **1**

Faculty of Marine Science – Hydrographic Surveying (IHO)




Date of Accreditation: **2013** | Accredited Programs: **1**

Faculty of Economics and Administration (APAS / EFMD)




Date of Accreditation: **2013** | Accredited Programs: **3**

Faculty of Computing and Information Technology (ABET)



Date of Accreditation: **2014** | Accredited Programs: **1**

Faculty of Nursing (ACEN)



Date of Accreditation: **2015** | Accredited Programs: **6**

Faculty of Economics and Administration – BA Programs (AACSB)



Date of Accreditation: **2015** | Accredited Programs: **1**

Faculty of Pharmacy (CCAPP)







Students' Tracks in the Preparatory Year

Tracks of the male students in the Preparatory Year



Tracks, faculties, and their places that a male student may select after successfully passing the Preparatory Year:



Science Track (Science)

This track targets students who have a high school diploma (science) or an equivalent diploma.



Faculties at the main campus (Sulaymaniyah)

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 Faculty of Engineering 2 Faculty of Computing and Information Technology 3 Faculty of Science 4 Faculty of Architecture & Planning | <ol style="list-style-type: none"> 5 Faculty of Economics and Administration (the following specializations only): <ul style="list-style-type: none"> ○ Business Administration ○ Economics ○ Accounting ○ Management Information Systems ○ Health Services and Hospital Administration ○ Finance ○ Marketing ○ Human Resources Administration |
|---|--|

Almurjan (Obhur)

- 6 College of Maritime Studies



Science Track (Science Health)

- | | |
|--|---|
| <ol style="list-style-type: none"> 1 Faculty of Medicine 2 Faculty of Dentistry 3 Faculty of Pharmacy | <ol style="list-style-type: none"> 4 Faculty of Applied Medical Sciences 5 Faculty of Nursing 6 Faculty of Medical Rehabilitation Sciences |
|--|---|



Faculties at Rabigh Branch

Science Track (Science)

- | | |
|---|--|
| <p>1 Faculty of Engineering</p> <hr/> <p>2 Faculty of Computing & Information Technology</p> <hr/> <p>3 College of Business</p> <ul style="list-style-type: none"> o Accounting o Finance | <p>4 College of Science and Arts (the following majors only):</p> <ul style="list-style-type: none"> o Mathematics o Physics o Chemistry o Biology |
|---|--|



Science Track (Science Health)

- | | |
|------------------------------|---|
| <p>1 Faculty of Medicine</p> | <p>2 Faculty of Applied Medical Sciences</p> <ul style="list-style-type: none"> o Medical lab Technology |
|------------------------------|---|



Administrative and Humanities Track

This track targets students who have a high school diploma (Sharia, Quranic studies, Islamic institute, administrative, commercial) or an equivalent diploma.



Faculties at the main campus (Sulaymaniyah)

- | | |
|---|---|
| <p>1 Faculty of Economics and Administration (the following majors only):</p> <ul style="list-style-type: none"> o General Administration o Political Science | <p>3 Faculty of Communication and Media</p> <hr/> <p>4 Faculty of Tourism</p> |
| <p>2 Faculty of Law</p> | |



Faculties at Rabigh Branch

- | | |
|---|--|
| <p>1 College of Business</p> <ul style="list-style-type: none"> o Marketing o Health and Hospitals Management o Law o Management Information Systems o Human Resources | <p>2 College of Science and Arts (the following major only)</p> <ul style="list-style-type: none"> o English Language |
|---|--|



Students' Tracks in the Preparatory Year

Tracks of the female students in the Preparatory Year



Tracks, faculties, and their places that a female student may select after successfully passing the Preparatory Year:



Science Track (Science)

This track targets students who have a high school diploma (science) or an equivalent diploma.



Faculties at the main campus (Sulaymaniyah)

- | | |
|---|---|
| <p>1 Faculty of Engineering (the following majors only)</p> <ul style="list-style-type: none"> o Electrical engineering (female students) o Industrial engineering | <p>5 Faculty of Human Sciences and Design (the following majors only):</p> <ul style="list-style-type: none"> o Food and Nutrition o Clothing and Textile o Housing and Institutions o Family Sciences |
| <p>2 Faculty of Computing and Information Technology</p> | |
| <p>3 Faculty of Science</p> | |
| <p>4 Faculty of Economics and Administration (the following specializations only):</p> <ul style="list-style-type: none"> o Business Administration o Economics o Accounting o Management Information Systems o Health Services & Hospital Administration o Finance o Marketing o Human Resources Administration | |



Science Track (Science Health)

- | | |
|--------------------------------------|--|
| <p>1 Faculty of Medicine</p> | <p>4 Faculty of Applied Medical Sciences</p> |
| <p>2 Faculty of Dentistry</p> | <p>5 Faculty of Nursing</p> |
| <p>3 Faculty of Pharmacy</p> | <p>6 Faculty of Medical Rehabilitation Sciences</p> |



Faculties at Rabigh Branch

Science Track (Science)

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 Faculty of Engineering 2 Faculty of Computing & Information Technology 3 College of Business <ul style="list-style-type: none"> o Accounting o Finance | <ol style="list-style-type: none"> 4 College of Science and Arts (the following majors only): <ul style="list-style-type: none"> o Mathematics o Physics o Chemistry o Biology |
|---|--|



Science Track (Science Health)

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 Faculty of Medicine | <ol style="list-style-type: none"> 2 Faculty of Applied Medical Sciences <ul style="list-style-type: none"> o Nursing |
|---|--|



Administrative and Humanities Track

This track targets students who have a high school diploma (Sharia, Quranic studies, Islamic institute, administrative, commercial) or an equivalent diploma.



Faculties at the main campus (Sulaymaniyah)

- 1 Faculty of Economics and Administration (the following majors only)
 - General Administration
- 2 Faculty of Law
- 3 Faculty of Communication and Media
- 4 Faculty of Tourism (the following major only)
 - Events Management



Faculties at Rabigh Branch

- 1 College of Business
 - o Marketing
 - o Health and Hospitals Management
 - o Law
 - o Management Information Systems
 - o Human Resources
- 2 College of Science and Arts (the following major only)
 - o English Language

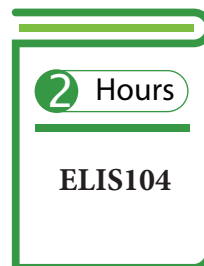
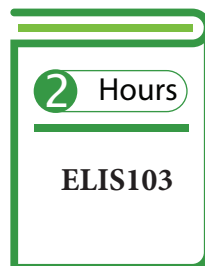
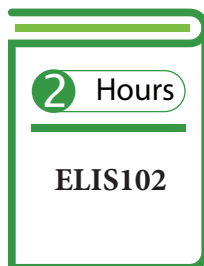
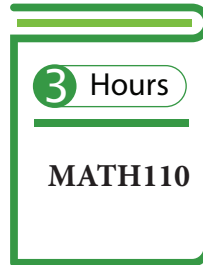
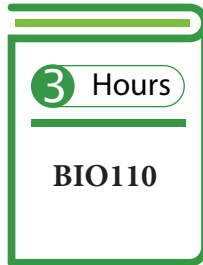
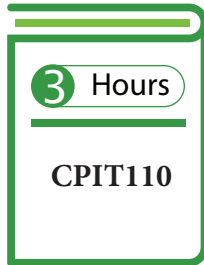
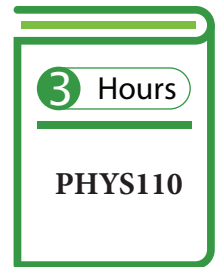
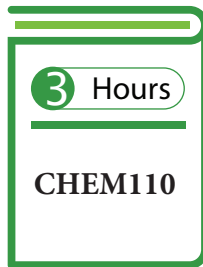


Study Plan for the Preparatory Year

Details of the study plan for the preparatory year



Details of the courses for the Science Track - Science





Details of the courses for the Science Track – Science Health

3 Hours

BIO 112

3 Hours

CHEM112

3 Hours

ELIH101

3 Hours

STAT112

3 Hours

MATH112

3 Hours

PHYS112

3 Hours

COMM101

3 Hours

ELIH102

3 Hours

CPIT110

Study Plan for the Preparatory Year

Details of the study plan for the preparatory year



Details of the courses for the Administrative / Humanities Track

<p>3 Hours</p> <p>COMM101</p>	<p>3 Hours</p> <p>IS105</p>	<p>3 Hours</p> <p>STAT111</p>	<p>3 Hours</p> <p>ARAB101</p>
<p>3 Hours</p> <p>CPIT111</p>	<p>2 Hours</p> <p>ISLS101</p>	<p>3 Hours</p> <p>MATH111</p>	<p>0 Hours</p> <p>ELIA 101</p>
<p>2 Hours</p> <p>ELIA102</p>	<p>2 Hours</p> <p>ELIA103</p>	<p>2 Hours</p> <p>ELIA104</p>	





Important Information

Placement in faculties after successfully passing the preparatory year

Placement in faculties is the process of selecting the faculty for the student based on the student's selections, provided that the criteria set by the faculty are met and vacant seats are available, and according to the competition between students for placement according to the balanced average.

Mechanism for Placement in Faculties

- 1 During the period specified for placement in the faculties while studying in the preparatory year, the student applies to define his/her selections through the electronic services system ODUS PLUS, which is responsible for arranging the selections based on priorities.
- 2 The student arranges the required selections, noting that selections cannot be changed after the results are announced.
- 3 Placement results are sorted after the end of the semester. Applications that do not meet the criteria are excluded (all preparatory year courses must be successfully passed and the GPA should not be less than 2 out of 5 to enter the competition and meet standards set by the faculties)
- 4 Priority of applications is given based on selections, the balanced average relative to placement and capacity of each faculty.

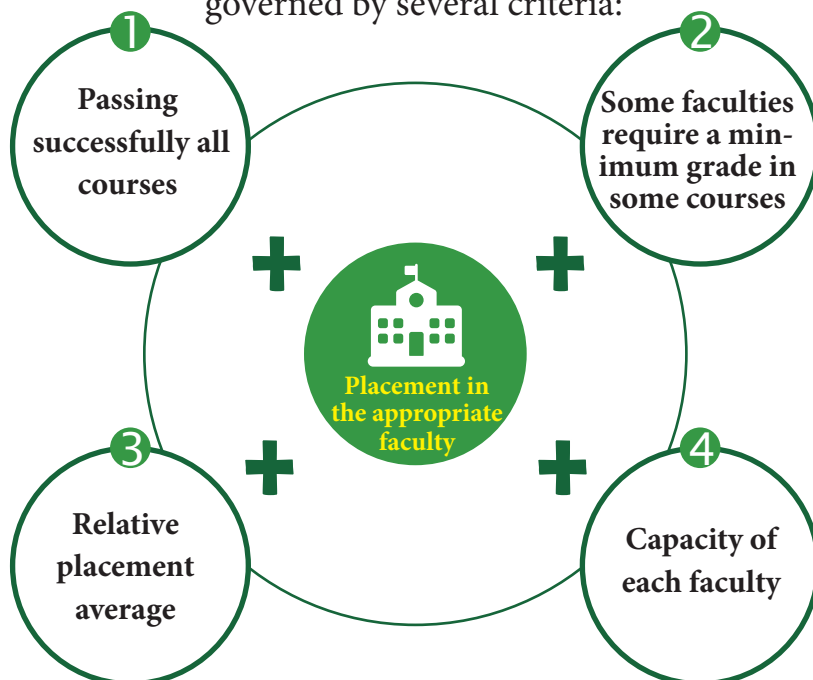


Very Important Note

The student is not allowed to change his / her selections and modify the faculty selection after the placement results appear.

Placement Criteria after the Preparatory Year

The placement process in faculties after the preparatory year is governed by several criteria:



How to calculate the balanced average for placement?



* Student's total registered and acquired hours



Notice

There are special criteria for health faculty. Please refer to the admission guide for the Science Health Track.



Important Information



Attendance and Withdrawing

- 1 The student is not allowed to withdraw a semester.

- 2 In exceptional cases, the Permanent Committee of Admission and Registration may consider requests to withdraw the semester, provided that the withdrawn period shall be calculated as part of the withdrawn semesters allowed for the student during his/her university study.

Postponement

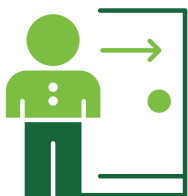


- 1 Postponement of study in the preparatory year is not allowed except in emergency cases.

- 2 In exceptional cases, the student may submit a request to the Permanent Committee of Admission and Registration to study the student's case and duly make the appropriate decision, according to the nature and duration of the postponement.

- 3 The postponement period shall be calculated as part of the postponement period allowed for the student during his/her university study.

Terminating the Student



- 1 If the student does not succeed in all preparatory year courses within the specified period (three semesters as a maximum)

- 2 If the student's cumulative GPA is less than two (2) at the end of the preparatory year, while the student succeeded in all the courses and after the maximum period is elapsed.

- 3 If the student is absent from study or dropped out.

- 4 If there is an administrative decision to terminate the student.

Quacquarelli Symonds Limited is a higher-education institute that publishes an annual report on the world best universities.

The ranking is based on academic quality, employment percentage of graduates, and their preparedness for the labor market.

KAU advanced this year to rank 303, while it was in rank 336 last year.



King Abdulaziz University seeks a more advanced rank with the leading world universities. Recently, KAU became in rank 131 globally in the domain of green universities that are environment-friendly. This ranking is concerned with green areas in the university and attempts to improve and renew facilities while reducing carbon dioxide emissions.



Times Higher Education World University Ranking (THE)
Times Higher Education World University Rankings (THE)

Ranking among universities established less than 50 years



This ranking focuses on academic and scientific quality and partnerships with foreign universities. According to THE, KAU is the best Arab university, and has a distinguished world ranking between ranks 251 and 300. For the universities established less than 50 years ago, its rank is 45.



University World Ranking

This ranking is very significant as it gives an indicator to the university position according to criteria such as:

- University research power, university ability to improve faculty performance, and the number of research awards.
- KAU is in rank 1 on the Arab level, and in ranks between 151-200 worldwide.



This is a scientific journal that classifies more than 500 world universities according to criteria and indicators like quality of research.

This classification assists students to select the universities appropriate to them.

KAU has the second rank on the Arab level and 378 on the world level.

According to the ranking of departments on the Arab level, departments of mathematics, physics, and earth sciences are ranked number 1.

Engineering is ranked as the second best engineering department on the Arab level.

Departments of chemistry and chemical engineering are in rank 3 on the Arab level.



Departments World Ranking



- Chemical Engineering 3
- Chemistry 3
- Computer Sciences 5
- Medicine 5



- Mathematics 1
- Physics 1
- Earth Sciences 1
- Engineering 2
- Pharmacy 5

On the Arab levels, academic departments in mathematics, physics and earth sciences are in first rank, Engineering is ranked as the second best in Arab universities, departments of chemistry and chemical engineering are in rank 3, medicine, pharmacy and computer sciences are in rank 5 on the Arab level.



Diplomas



Diplomas of the Faculty of Applied Studies

The Faculty of Applied Studies in Jeddah was established in 2002 as one of the higher education institutions in the Kingdom. The duration of study is three years, including the preparatory year program. The Faculty offers an intermediate university degree in the following majors from three departments:



Business Department

- Insurance
- Accounting
- Marketing and sales
- Sales



Department of Computer & Information Technology

- Computer Network Management
- Computer drawing



Department of Health Information Technology

- Sterilization diploma

The Faculty of Applied Studies at King Abdulaziz University is the first faculty of applied studies in the Kingdom. The Faculty grants students international professional certificates in addition to their academic degree, such as the International Certificate (**ACCA**) issued by the British Chartered Accountants Organization, the (**CII**) certificate approved by the British Insurance Authority, and certificates (**MTA, MCSA and MCSE**), which are awarded by the Microsoft Academy in the specialty of networks.

In addition, Cambridge Certificate in Information Technology, certified by the (**CIE**), in addition to CISCO certificates (**CCNA**) and (**IT**), as well as (**Adobe Professional Designer**) Certificate in Graphic Design

These professional certificates are a great leap for graduates of the Faculty of Applied Studies, as they have tangible weight in boosting the graduate's professional, scientific and economic level in the labor market, and this is no secret to those interested in labor market needs.

Another point of excellence for the Faculty is the recent inauguration of the Health Information Technology Department, which seeks to provide a wide range of programs in the field of health sciences that meet the requirements of the labor market, as the sterilization diploma program was launched in the department for male and female students. Faculty graduates with a diploma in sterilization will have job opportunities in government and private hospitals. The faculty has held several meetings with officials of the Ministry of Health to discuss the need of the ministry for such graduates in its hospitals in all regions of the Kingdom, and the Ministry has shown the urgent need for this major.

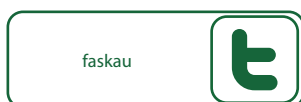


Study system at the Faculty of Applied Studies

The study system at the Faculty of Applied Studies runs according to the levels system, where each level indicates the student's stage of study. The number of levels required for graduation is six levels according to the approved study plans. The student proceeds from one level to the next if the student successfully passes all the registered courses in that semester.

Faculty of Applied Studies:
Phone: (012) 6952000
Ext: 75515 - 75541 - 75521

Email: fas@kau.edu.sa
Website: fas.kau.edu.sa





Diplomas



Diplomas of the Faculty of Tourism

The Faculty of Tourism is one of the university's modern educational and training arms. It is concerned with the field of hotel management, hospitality, travel and tourism. King Abdulaziz University provides students with the opportunity for admission in the diploma program of the Faculty of Tourism, which aims to qualify distinguished potentials with a high level of competence and quality of performance in the field of tourism. Students, who successfully complete courses of the preparatory year at the university, can be admitted to the major of hotel management and hospitality, and travel and tourism.



Study system at the Faculty of Tourism

The study system at the Faculty of Tourism runs according to the levels system. The study years in the Faculty of Tourism are three years, including the preparatory year at the university. Like other students in the University, the student is paid the monthly reward during the study period. A student graduates after obtaining a diploma degree in hotel management and hospitality, or travel and tourism.



Note

Competition on available seats follows special criteria and the relative placement average.

Departments and duration of study in the Diploma of the Faculty of Tourism

Hospitality Management major

In cooperation with the Lausanne School in Switzerland, the duration of the study is three years, including an introductory semester and a practical training semester in five-star hotels.



**Airport
Management**



**Tourist Attraction
Management**



**Events
Management**

Tourism and Travel major

In cooperation with the Faculty of Tourism and Hotel Management at Hong Kong Polytechnic University, the duration of the study is three years, including an introductory semester and a practical training semester at airports, tour agencies and event management companies.

Email:
tourism@kau.edu.sa

Website:
tourism.kau.edu.sa

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Diplomas



Meteorology diploma in the Faculty of Environmental Sciences

The program aims at preparing specialists in the domain of weather forecasting, aviation service, meteorology, environmental safety, agriculture and water, qualifying meteorologists and raising the efficiency of workers in this field in line with modern technology of the systems of the World Meteorological Organization and the Civil Aviation Organization. It aims also at meeting labor market needs and quality requirements in line with the vision of the Kingdom 2030.

Target Group of the Program

Students of High school and equivalent.

Admission Conditions to the Program

- 1 The student must be a Saudi citizen or from a Saudi mother.
- 2 The student should obtain a high school diploma (**science**) or equivalent degree.
The validity period of the high school diploma is three years, which means that the university this year accepts certificates from the academic year 1437/1438 H until this year.
- 3
- 4 Approval of the employer reference (**governmental / private**) if the student is an employee.



Diplomas

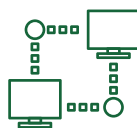


Qualitative Diplomas

The Deanship of Community Service and Continuing Education tends to offer qualitative diplomas to male and female students starting from the first semester of the academic year 1442 H. It is worth noting that the student shall pay costs of all the programs. Study duration is two years, as illustrated below:



Public Relations



Cisco Networks



Medical Secretariat



Maps and Geographic
Information Systems



English Language

Required documents for diploma programs

- 1 The original high school diploma and a photocopy of it.
- 2 Results of the aptitude test are printed from the Internet from the link www.qiyas.org.
- 3 The applicant's original ID card.
- 4 A recent colored personal photo, size 4 x 6 cm, with a white background.
- 5 Non-Saudi students but from a Saudi mother or from a mother of a Saudi son are required to submit the original of (birth certificate, mother's and her Saudi son's identity).
- 6 The approval of the employer (for employees).



Diplomas

Attendance

Attendance in lectures and practical lessons is mandatory. The student is denied to continue any course and to attend the final exam in the event that the student's absence exceeds 20% of the total lectures during the semester.

Postponement of Study in Diploma Programs



A student can ask to postpone studying a semester without having (**Fail**) if the student submits an acceptable excuse to the Academic Affairs Unit, in accordance with the following controls:

- 1 The student should submit an online request to postpone study, at least five weeks before the date of the final exams.
- 2 The student's GPA should not be less than (**2.00**) at the time of submitting the postponement request.
- 3 The student is not allowed to postpone study while studying the preparatory year diploma.
- 4 The postponement period shall be counted within the regular period of study in the college.
- 5 The maximum number of semesters that a student can postpone is (**two consecutive semesters or three non-successive semesters**) throughout the student's study at the university.





External Transfer

Introduction

King Abdulaziz University accepts male and female students willing to transfer to the University from educational institutions accredited by the Ministry of Education according to the criteria and terms of the transfer.

1 Transfer Terms

- 1 The student must be a Saudi citizen or from a Saudi mother or from a mother of a Saudi son.
- 2 The transfer must be from a university that is academically recognized by the Ministry of Education. The academic recognition letter of private or foreign universities and colleges must be attached.
- 3 The student must have studied at least two semesters at the university from which he wishes to transfer, provided that the number of study units registered in the academic record shall not be less than (24) credit hours.
- 4 The external transfer is approved based on the latest transcript (**academic transcript**) studied by the student and approved by the university from which the student is transferred.
- 5 At the time of transfer, the student should not be dropped out or terminated from the transferring university for disciplinary or academic reasons. After admission, if it becomes clear otherwise, the transfer shall be null, and the student must submit a proof that explains any interruption in the academic record.
- 6 The transfer can be made for one time only.
- 7 The student must meet the placement requirements in case the student is transferred to the preparatory year.
- 8 The student should not have studied at the transferring university, at the time of the transfer request, 50% or more of the study plan of the department to which the student shall transfer to at King Abdulaziz University according to the study bylaw.

- 9 A student who studied at the transferring university (18) acquired units in courses of a specific major may be transferred to the counterpart faculty at King Abdulaziz University, provided that the student successfully completes the remaining requirements of the preparatory year courses that are not equalized
- 10 Any course with grade less than Good (C) shall not be calculated for the student who transfer to KAU.
- 11 The student's GPA shall not be less than (3 out of 5) or (2 out of 4) (if the student was on the academic years system, GPA should not be less than (75%). Competition in placement and transfer depends on the capacity of the college to which the student wishes to transfer.
- 12 The study period for the preparatory year is two consecutive semesters, and the student may be given one extra semester when necessary to finish the preparatory year courses.
- 13 The transferred student must successfully pass all preparatory year courses in three consecutive semesters with a GPA not less than (2 out of 5).
- 14 In case of studying as a regular student, the student must be dedicated for studying, and in case the student is an employee, the employer approval must be submitted.
- 15 Courses related to placement in some colleges, such as health and engineering colleges, among others, shall not be equalized. The transferred student must study them.
- 16 The transferred student must pass at least 18 study units of the major in the college to which the student is transferred (**subject to college approval**).



All applicants, subject to a competition between them, shall be transferred to the preparatory year program. Direct transfer to colleges shall not be made. Any non-specific course that fulfills the conditions can be equalized.



External Transfer

2 Results of screening the transferred students shall be one of the following three cases:

1 **You are accepted as a student transferred to the preparatory year**, in the event that the student meet the requirements of transfer to the university, but did not meet the requirements of transfer to the college. This means that the student shall study the preparatory year and shall be placed in a college according to the placement conditions. The student shall specify his/her selections through Odus Plus program in the period specified by the university for the preparatory year. The student is not necessarily placed in the previous major.

2 **You are accepted as a student transferred to the college** in the event that the student meets the transfer requirements to the college, and the student is required to pass the preparatory year courses. This means that the student will be transferred to the college if he/she successfully completes the preparatory year courses in the specified period (**3 semesters**) with a GPA not less than 2 out of 5.

3 **According to the major criteria in the department in the college, the candidate for transfer should meet the requirements of the major. The University is not committed to transfer the student to the same major unless the major criteria in the college are met.**





External Transfer

3

Holder of a post-secondary diploma

The student who has obtained a diploma after high school is dealt with in a manner similar to transfer students. Such student are also required to adhere to the following general conditions:

- 1 The student should have obtained the diploma after high school.
- 2 The diploma must be equalized and academically recognized by the Ministry of Education.
- 3 The duration of the study is not less than three academic years.
- 4 The cumulative GPA is not less than (**4.5 out of 5**), (**3.5 out of 4**), or (**95%**). The lowest average shall be the base line of competition to the available seats in the program.
- 5 Graduation from the diploma should have been obtained within the last three years, as a maximum.
- 6 Some colleges do not equalize the student's courses in his/her major.
- 7 Course grades less than Good (C) shall not be calculated for the transferred student.
- 8 The study period for the preparatory year is two consecutive semesters, and the student is allowed only a third main semester to pass the preparatory year courses (**if any**).
- 9 The student must meet the requirements of some qualitative courses that are required by some colleges. The student who does not meet the college's requirements that match the student's major shall be terminated.

4

Mechanism of Transfer to King Abdulaziz University

- 1 The external transfer application is submitted through the online portal within the specified period.
- 2 The student must have an e-mail account and a mobile phone for registration and communication.
- 3 The program sends the applicant the user name and password to his/her e-mail or mobile phone.
- 4 The student fills in all the required data on the site.
- 5 The student uses a scanner to upload the following documents on the Add Attachments page:
 - The original high school form.
 - The original signed and approved graduation document for diploma holders.
 - The transcript (**academic record**) signed, sealed and approved by the student's university, containing all the study units that the student has studied at the student's university up to date.
 - In the event that the student's study has been postponed in the last semester, the student must attach a statement indicating this postponement.
 - The student's identity card, enlarged and clear.
 - Birth certificate - mother's ID (**if the student is a non-Saudi citizen of a Saudi mother**).
 - Identity card of the Saudi son (**if the student is the mother of a Saudi son**).
 - A personal Photo.
 - Work approval letter if the student is an employee.



External Transfer

- 6 In the event that the scanned and uploaded documents are incomplete or unclear, the status of the application on the follow-up page shall change to (**Not Meeting the Requirements**). The competent employee shall notify the applicant with what is required, electronically or by SMS, and a 24-hour opportunity shall be given to correct and re-upload the documents.
- 7 The competent employee checks and verifies the documents, and then approves them. The results will appear on the follow-up screen
- 8 In the event that the student is nominated as a transfer student, the student's status on the follow-up page shall change to (**Meeting the Requirements**), and in this case the student must print the (**Review Form**).
- 9 If the student has been transferred electronically, the student must print the Review Form to submit it to the University at the specified time and place, along with the documents required in the Review Form for approval.
- 10 The applicant must bring all the original documents that were attached electronically to match them and approve the transfer of the student. In the event that the data do not match, the transfer of the student shall be canceled.
- 11 The transferred student shall complete the transfer procedures and the student shall equalize the courses.





Scholarships

Scholarship Definition

It is the academic seat granted to a non-Saudi student to study in Saudi universities in accordance with the Royal decree, and one of its goals is to attract students who are scientifically distinguished in the Kingdom to achieve diversity and enrich scientific research.

Scholarships

Two types of scholarships



**External
Scholarships**

For international students from outside the Kingdom
dsa-scholarships.kau.edu.sa/pages-267119.aspx



**Internal
Scholarships**

For foreign students with legal residence in the Kingdom
admission.kau.edu.sa/Pages-260937.aspx

Conditions for accepting scholarship students (internal Scholarships)

- 1 The student must have a high school diploma or its equivalent from inside or outside the Kingdom.
- 2 The university does not accept any high school diploma that is obtained for more than three years from the start date of admission, which means that the university accepts certificates starting from the academic year 1437/1438 H.
- 3 The student must be a valid legal resident of the Kingdom before the start of the study.
- 4 For an undergraduate student, the student should be between 17 to 25 years old.
- 5 The student should not have received another scholarship from any educational institutions in the Kingdom.
- 6 National Center for Measurement examinations are required.
- 7 The certificates and supporting documents should be approved from the competent authorities.
- 8 The student is not authorized to work.
- 9 Fluency in Arabic (**speaking and writing**) is a prerequisite for admission to the undergraduate program.
- 10 The student must be academically distinguished.
- 11 The student must sign and abide by all electronic pledges on the site.
- 12 The data entered electronically matches the original documents.



Note

- The competition is made between non-Saudi students within the limits of the seats allocated to them according to the admission criteria.
- Health faculties are not available for non-Saudi students.



Scholarships

Admission Mechanism for Internal Scholarship Students

The student must apply through the admission portal on the university website and shall assume all responsibility for the entered data.

- 1 The student applies online through the admission portal and selects the type of identity (**resident**).
- 2 The student's documents are checked and validated.
- 3 Student's data is uploaded to the scholarship program designated for scholarship students.
- 4 Upon nomination to the University and acceptance of application, the student is notified with an SMS message or e-mail.
- 5 The student is contacted by e-mail to complete admission procedures.



The scholarship student is not entitled to transfer from one university to another.



The mechanism and procedures for accepting non-Saudi students require a longer time to obtain the Royal approval for admission to the university.

Contact the scholarship unit:
Dar-scholarships@kau.edu.sa





Student Rights

First Theme: Student Rights

Student rights are the rights guaranteed by university regulations in both the academic and non-academic domains to provide a supportive educational environment that guarantees a stable life, according to its potentials.

I. Academic rights of students

- 1 The right of the student to be provided with the appropriate study environment to study in an appropriate way by making available all accessible educational facilities while maintaining the confidentiality of information and privacy of the student's academic file.
- 2 Providing appropriate guides for the student through which students can learn about their rights and duties, the bylaws and guidelines for study and examinations, discipline, and controls to submit grievances through all available means at the university, including books, publications, or electronic links through the university's portal, in addition to orientation seminars and meetings.
- 3 Facilitating access to all university rights by the administrative or academic bodies in accordance with the university's rules and regulations.
- 4 Notifying the student before making any decision against him/her, warning the student at any violations, and inform the student in writing of the decisions taken, while maintaining the student's right to criticize any decision that may conflict with the student's academic interest in accordance with the university's rules and regulations.
- 5 Freedom to debate and express opinion on educational and pedagogical matters pertaining to the student, provided that this comes within decent behavior and in accordance with the university's rules and regulations.
- 6 Submitting grievances to the concerned authority in the event of failure to obtain the rights mentioned in the student's charter.

-
- 7 The faculty members' commitment to the times of lectures, office hours and breaks between lectures, commitment not to cancel lectures or change lecture times except in emergencies and only after announcing make up lectures in a manner that does not conflict with the student's time or ability to comprehend.
-
- 9 Obtaining a hard or soft copy (CD) of the university student's charter of rights and duties, otherwise uploading the charter to the university's website.
-
- 10 Joining the college or department according to the student's selection, based admission and registration controls approved by the University and in line with the university's capabilities.
-
- 11 Obtaining a university card that proves the student's identity inside and outside the University.
-
- 12 Notifying the student that there is an orientation day to introduce the University's faculties and departments to find out what is suitable for the student after meeting the admission requirements (**responsible party: the Deanship of Admission and Registration**)
-
- 13 Guiding and directing the student by disseminating publications on the University's rules and regulations, guides about the college and the academic department to which the student belongs, study plans and other student services, in electronic format and uploading them on the university's website (**responsible party: the Deanship of Student Affairs, Deanship of Admission and Registration**).
-
- 14 Perceiving the study schedules before the start of the semester to register in the available courses allowed by the system and the registration rules, taking into account the priorities of registration in accordance with fair controls when it is not possible to fulfill the desires of all students in registration.



Student Rights

First Theme: Student Rights

I. Academic rights of students

- 15 Deletion or addition of any course or deletion of the semester according to the system of study and registration at the University within the period specified for that as announced to students

- 16 Obtaining the course plans at the start of the study, which includes (information about the professor / professors of the course, the course specifications, objectives and learning outcomes, the schedule for implementing the course, methods and techniques of evaluating the student during the semester 'exams, curricular activities, applications', skills to be acquired, references, sources of knowledge and learning).

- 17 Transferring from one college to another within the university or from one academic department to another, or transferring the study system from distant to regular or external education and vice versa, based on the rules and regulations for transfer and according to availability in the college.

- 18 Obtaining the graduation document upon completion of the graduation requirements in accordance with the University's rules and regulations during the period specified by the University to deliver the document.

- 19 Commitment of faculty members and employees to respect and give the student all academic and moral rights.

- 20 Conducting effective academic discussions and freedom to ask questions to a faculty member without intimidation, while adhering to the ethics of discussion and as required by public morals.

- 21 Ensuring the confidentiality of any complaint submitted by the student against teachers.

-
- 22 Feeling physical security so that the student is not exposed to physical or health dangers, and moral or psychological security, so that the student does not feel any moral threat such as intimidation of punishment, humiliation or ridicule by any academic and administrative party.
-
- 23 Reviewing course grades and results of quizzes and exams performed after their correction, as well as reviewing his/her answers in the final exam and viewing the answer sheet if necessary, in accordance with the rules and regulations approved by the University.
-
- 24 Informing the student of what is issued against him/her such as warnings, or denials to the final exams, illustrating the reason for denial before the date of the final exam.
-
- 25 Exam questions should be within the framework of the curriculum and its contents, and that the balanced distribution of scores are taken into account in this regard.
-
- 26 Knowing the model answer to the questions of the quizzes and midterms.
-
- 27 Recovering all homework delivered during the semester, whether in a hard or soft copy, or otherwise.
-
- 28 Obtaining financial compensation in the event that the student is assigned to work on the hour basis during school years beyond the student's duties, in arrangement with the body in charge in accordance with the University's rules and regulations.



Student Rights

First Theme: Student Rights

II. Non-academic rights of students

- ① Enjoying the social welfare services provided by the University in accordance with the rules and regulations.

- ② Providing the student with adequate health care, as stipulated by the University's regulations, in terms of providing treatment in hospitals and health centers affiliated with the University.

- ③ Participating in the University activities according to the available capabilities.

- ④ Taking advantage of the University's services and facilities such as (**University housing, central library, counseling center for psychological and social assistance, sports facilities, student activities and educational events, restaurants, parking lots and others**) in accordance with the University's rules and regulations and according to the available capabilities.

- ⑤ Obtaining the incentives and additional financial rewards instated by the system in case the student is outstanding.

- ⑥ Obtaining financial aid or loan after investigating the student's financial status and it is proved that the student is in need for it, in accordance with the university's rules and regulations.

- ⑦ Giving the student the opportunity to attend training courses, programs, excursions, activities and volunteer work in a manner that does not conflict with the student's academic duties.

- ⑧ Selecting fellow students to represent the student in student advisory committees to discuss relevant issues.

-
- 9 Obtaining the decent and appropriate service for the student's needs and orienting the student with the service in the event that the student is a person with special needs, according to the available capabilities.
-
- 10 Evaluation of the student to the services provided to him/her through questionnaires.
-
- 11 Putting in place a specific body at the University to take care of the student rights and follow up on them.
-
- 12 Providing the student with complete bylaws and regulations, including the disciplinary regulations and the penal code.
-





Student Duties

Second Theme: Student Duties

I. Academic duties of students

- 1 Knowing and adhering to the university bylaws and regulations.
- 2 Commitment to the standards of distinguished academic conduct.
- 3 Attending the orientation day to be introduced to the University's colleges and academic departments.
- 4 Regular attendance of study and commitment to the academic duties and tasks required effective the start of the study and avoiding absence without an acceptable excuse, in accordance with the provisions of the university's rules and regulations.
- 5 Dealing with faculty members, colleagues and all employees of the academic and administrative sectors of the University with respect, ' respecting the privacy of each of them.
- 6 Adherence to the University's rules and regulations relevant to exams (not to cheat, attempt to cheat, or help colleagues to cheat).
- 7 Commitment to the ethics of scientific research and professional honesty.
- 8 Adherence to the instructions and guidelines given by the invigilator or official in the examination hall or laboratories; and not to cause noise while performing exams.
- 9 Not to engage in any behavior inconsistent with religion and morals that may affect the academic and professional status and social responsibilities of the student.
- 10 Commitment to respect the penalty inflicted on him/her in the event the student breaches University rules and regulations.
- 11 Evaluating the faculty member by using the forms prepared for this purpose, taking into account honesty when filling in these forms.



Student Duties

Second Theme: Student Duties

II. Non-academic duties of students

- 1 Taking care in secret and in public upon using the University's facilities and properties such as buildings, equipment and laboratories to maintain them to benefit all students, and not to destroy or tamper with the University's properties, or to participate in that.
- 2 Adhering to remain quiet in the University facilities during official hours, to refrain from smoking in the facilities, not to cause any disturbance, or to attend gatherings in places other than those designated for that purpose.
- 3 Following the appropriate behavior and dress code that observe Islamic and university norms, and not to behave in a way that violates Islamic and public ethics applicable in the University.
- 4 Commitment to carry the university card as long as the student is inside the university, and to present it to the employees or faculty members upon request or when making any transaction in the university.
- 5 Keeping the university card safe and not to allow others to impersonate him/her or others.
- 6 Presenting ideas and discussing them with others, and conducting appropriate research if assigned to the student.
- 7 Adherence to the rules and regulations of the various university sectors (**university housing, security, safety, medical services, etc.**).
- 8 Commitment to give the university correct and accurate information and data about himself/herself, and to report any change in the data.
- 9 Maintaining the University reputation by avoiding making any improper behavior inside or outside the university campus, as the university has the right to take appropriate action against the student in case any violation occurs.



Appendices

Conditions for accepting British certificates (IGCSE) at the university

Tracks	Courses to pass in the two levels (O and A)	
	O-Level	A-Level
Option 1	<p>Passing 7 scientific courses Example: Mathematics, Chemistry, Physics, Biology, Statistics, Computer, Communication Skills, etc.</p>	
Option 2	<p>Passing 5 scientific courses Example: Mathematics, Chemistry, Physics, Biology, Statistics, Computer, Communication Skills, etc. er, Communication Skills, etc.</p>	
Option 3	<p>Passing 7 theoretical courses Example: Economics, Communication Skills, Arabic, History, Literature, Arts, Management</p>	

* Courses equivalent to A-LEVEL can be counted, for example (AL Level = 2 As Level).

* Language and culture courses are not counted.

Grade Weight: (A +) (A = 97), (B = 85), (C = 75), (D = 65), (F = 55), etc.

High school average $\left(\frac{\text{Total scores for courses in high school}}{\text{Number of Courses}} \right) =$ %

Courses to pass in the two levels (O and A)

A-Level *

Passing 2 A-Level scientific courses

- | | |
|--------------|----------------|
| 1. Chemistry | 2. Physics |
| 3. Biology | 4. Mathematics |

Passing 3 A-Level scientific courses

- | | |
|--------------|----------------|
| 1. Chemistry | 2. Physics |
| 3. Biology | 4. Mathematics |

Passing 2 A-Level theoretical courses

- | | |
|---------------------|--------------|
| 1. Literature | 2. Economics |
| 3. Management, etc. | |



Balanced Average for Science Track (All Students)

= (High School Average X 40%) + (Aptitude Test X 40%) + (Achievement Test X 20%)



Balanced Average for Administrative / Humanities Track (Male Students)

= (High School Average X 50%) + (Aptitude Test X 50%)



Balanced Average for Administrative / Humanities Track (Female Students)

= (High School Average X 40%) + (Aptitude Test X 40%) + (Achievement Test X 20%)



Appendices

Conditions for accepting American diplomas at the university

Requirements for accepting this type of certification are the following

The student must have passed levels

(10 - 11 - 12)

High school average $\left(\frac{\text{Total scores for courses in high school}}{\text{Number of Courses}} \right) =$ %

Basic Science Courses

(Chemistry - Physics - Mathematics - Biology - English)



Important Note

One of the conditions for admission to the university is that the student must take Qiyas tests (aptitude - achievement) that are held by the National Center for Measurement and Evaluation in Education in the Kingdom of Saudi Arabia in either Arabic or English. The student must log in to the Center's website www.qiyas.org to check dates and to register.

The student can apply to the University before the high school results appear. In the event that the results appear later than the screening date, the student's nomination can be considered if a vacant seat is available for him/her and the student meets the conditions and criteria for admission, provided that the results of high school appear before the start of study.





Appendices

Deanship of Student Affairs

A brief summary of what the Deanship of Student Affairs offers to the student:



Dormitory

The University offers dormitory, for low fees, for female students who are accepted in the university's main campus and live outside Jeddah.



The Monthly Bonus

Students shall be paid a monthly bonus of (850) Saudi Riyals in the literary track and (1000) Saudi Riyals for the science track.

There is an excellence reward of **(1000)** Saudi Riyals paid to students who obtain a GPA of 4.5-5 for two consecutive semesters, excluding summer, and payable only once, provided that the student is still within the regular period that allows a student to receive a bonus.



Transportation

There are free shuttle buses between the dormitory and the University campus from 07.00 am to 10.00 pm.



Food

The University has restaurants that provide daily meals at low prices under the supervision of the Nutrition Department.



Stadiums, swimming pools and gyms

These facilities are available under the supervision of specialized trainers, and there are reading rooms and an internet café.



Student clubs

The University has several student clubs, such as the Theater Club, the Heritage Club, the Arts Club, the Hobbies Club, the Arabic Calligraphy Club, the Computer Club, and the Scientific Innovation Club.

Deanship of Student Affairs

Phone: (012) 6952859

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Website: fas.kau.edu.sa

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FAQs

1 Shall I study the preparatory year if I go to the direct admission?

Direct admission means accepting the student directly in the college without the need to study the preparatory year.

2 How many years of study are there in the direct admission program to the Faculty of Arts?

The student studies the complete study plan, which lasts for approximately four academic years.

3 Does direct admission to the College of Arts include all majors?

Yes, it includes all majors except for Sharia majors.

4 Do I need to take a test to specialize in English, French or Chinese majors?

Yes, the student is required to take an English language placement test.

5 Is the preparatory year counted among the years of study that the student spends at the university?

Yes, it is counted as part of the graduation plan, and the average is calculated and affect the student's academic level.

6 Are there parallel programs for regular study programs?

No, they are abolished by a Royal High Order.

7

As a student, the period specified for the preparatory year ended and I have not passed all the courses. What is my situation?

If a student has spent the specified period for the preparatory year (which is three semesters) while one or more courses need to be passed, or the student has a GPA of less than 2.0, the student's registration from the university shall be canceled or transferred to other programs, if applicable.

8

If I choose the science track during the admission period, can I move to the administrative / humanities track?

The student who is admitted to the science or administrative / humanities track during admission is not entitled to change the track unless a vacant seat is available for the student, in accordance with the admission requirements. The student must arrange his selections very carefully because announcing the results means that based on the selections of applicants, all seats are taken and distributed.

9

I studied a semester in the science track and I found it difficult. Can I transfer to the administrative / humanitarian track?

If the student studies in a track, whether science or administrative / humanities, the student cannot transfer to the other track unless the student withdraws his/her file (for one time only).

10

What are the university admission criteria?

Admission to the university is competition-based between applicants, and privilege is given to the balanced average, the secondary school diploma, and vacant seats.

11

Do these criteria include non-Saudis?

Yes, these criteria include everyone, but priority is given to Saudis, then consideration is given to admitting non-Saudis according to the seats allocated to them pursuant to the Royal decree.



FAQs

12 If the University admitted a certain number of students and one student of my acquaintances withdraws, can I replace him/her?

No, if the student withdraws after admission, the student who deserves the available seat shall be contacted.

13 What is the lowest balanced average accepted by the university?

There is no specific percentage, but a competition based on the balanced average and available seats for admission to the university.

14 I have a bachelor's degree from the University, do I have the right to obtain another undergraduate degree from any program, whether regular, distant, or external education?

The University does not award an academic undergraduate degree to anyone who obtained one before, whether from KAU or from another university, according to the study regulations

15 What is the preparatory year? How long is its program?

The preparatory year at King Abdulaziz University is an academic year that the student must study. It is counted within the student's graduation plan, and its duration is only two semesters, including the first and second levels of the college plan in which the student is enrolled. During the preparatory year, the student studies basic and cognitive course common to scientific or literary colleges, according to selection of the student.

16 Does the student in the preparatory year science track study the same courses like the student in the preparatory year administrative / humanities?

The courses of the science track student is different from the administrative / humanities track student.

17

How do I transfer from a science track to administrative / humanities track or vice versa?

If the student seeks to transfer from one track to another after the final exams, then the student must withdraw completely from the track in which the student is enrolled. Then, the student needs to register again in the other track, according to the admission requirements at that time. The academic track courses are not counted in the administrative / humanities track, and vice versa.

18

What is the situation if the student fails one of the preparatory year courses?

The study period in the preparatory year is two semesters, and the student must successfully complete all its courses. A failed student has the right to study a third semester as a last chance to complete these courses in addition to the summer semester.

19

Can I withdraw my file from the University and apply again?

Yes you can, for one time only, provided that the date of withdrawing the file is 3 months before the start of the study.

20

Is there a preparatory year program in Rabigh branch?

Yes, all colleges in Rabigh apply the preparatory year system.

21

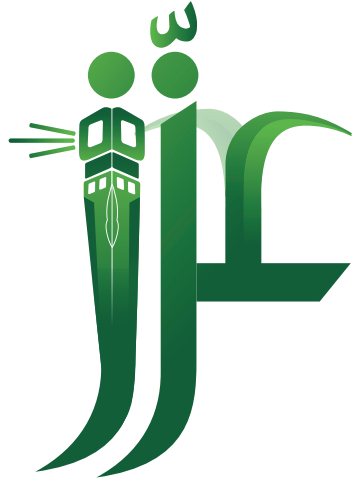
If the student is accepted in Rabigh branch, can the student transfer to the University min campus in the future?

No, the student is not entitled to transfer from Rabigh branch to the main campus after admission, and the student shall be placed in one of the University's colleges in Rabigh branch.

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admissionskype



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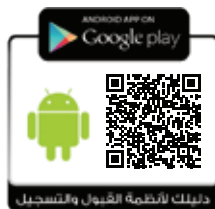


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