

Kingdom of Saudi Arabia  
Ministry of education  
King Abdulaziz University



# My University Life

(Students' guide to university activities and services)



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



## Introduction:

The Deanship of Student Affairs is one of the KAU supporting deanships.








It mainly offers services for students immediately after admission and getting a university ID number.


These services continue through the following eight vice deanships and four centers until the student is awarded a degree certificate:

- 1 Vice Deanship for Social and Cultural Activity
- 2 Vice Deanship of Accommodation and Student Services
- 3 Vice Deanship for Alumni
- 4 Vice Deanship for Development
- 5 Vice Deanship for Sports Activities
- 6 Vice Deanship for Scholarships
- 7 Vice Deanship for Student Affairs - Rabigh Branch
- 8 Vice Deanship for Special Need Students
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## Student Services:

The Deanship of Student Affairs tries hard to provide students with effective and quality non-academic services that could help them to enrich their individual experiences and improve their individual skills. To achieve this, it offers a group of services such as counseling services, professional services, financial services, housing services, special need services, and international student services. This is in addition to the following services:



## First: Financial Services:

### 1. Monthly Awards:

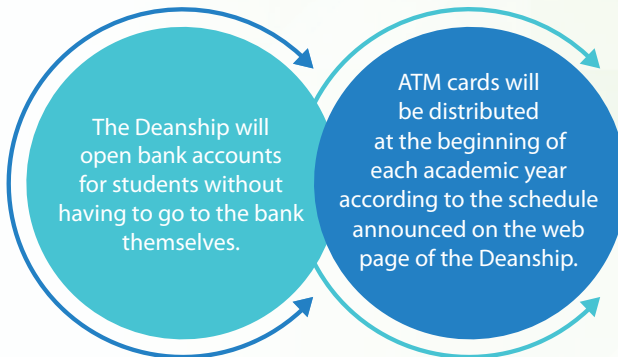
This is a monthly financial aid approved by the state for the regular Saudi students at universities as well as cultural exchange scholarship students. It is offered as SR 850 for the literary administrative specialties, SR 1000 for scientific specialties, and SR 900 for postgraduate students minus SR 10 paid as a monthly student share to the Students Fund.

This award is suspended if the student's GPA becomes less than 2.00 (out of 5.00), if the student exceeds the regular period of study, or the student withdraws from the university.

#### Service Provider:

The Student Awards Administration.

#### How to get the service?



### 2. Award of Excellence (Good Grade Reward):

This is an annual award paid to outstanding regular undergraduate students in recognition of their excellence. This award is paid to students under the following conditions:

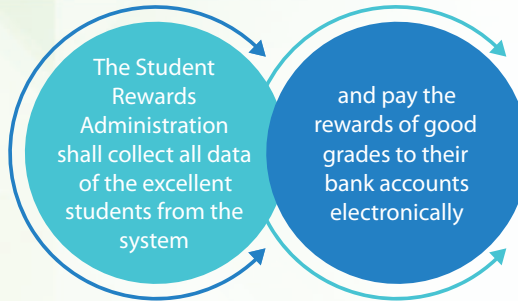


- ◆ The student must gain a GPA of (4.5) out of (5.00) or above for two consecutive semesters.
- ◆ The Student must be regular in their study.
- ◆ The student must not exceed the prescribed period of study.

### Service Provider:

The Student Awards Administration.

### How to get the service?



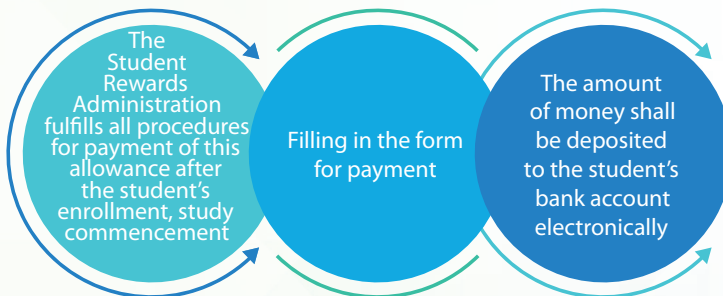
### 3. Apply for book and reference allowance:

It is an extra-month reward paid once each year to the postgraduate student during the prescribed period of study, without any extensions. Provided that the student is eligible for the monthly reward.

### Service Provider:

The Student Awards Administration.

### How to get the service?





## 4. Apply for thesis printing allowance:

This allowance is intended for postgraduate students who are eligible for the monthly award as SR 3000 for master students and SR 4000 for PhD students. It is paid once a year without an extension of the study period.

### Service Provider:

The Student Awards Administration.

### How to get the service?

Eligible students shall apply through their colleges at the end of each academic year.

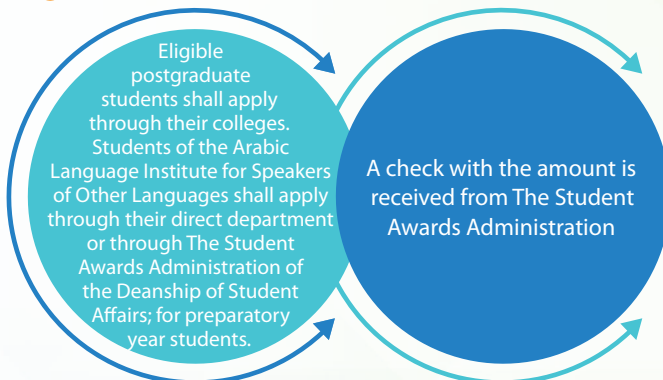
## 5. Apply for furnishing allowance:

This allowance is intended for scholarship students and paid once to them when they first arrive at the university. It is equivalent to two monthly rewards and remains payable all through their scholarship period.

### Service Provider:

The Student Awards Administration.

### How to get the service?







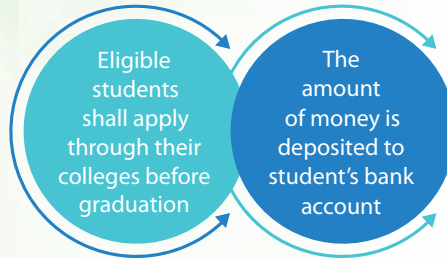
## 6. Apply for book shipping allowance:

This allowance is intended for scholarship students at postgraduate level to help them cover the expenses of shipping their books and research. This allowance equals a total of triple monthly rewards paid only once.

### Service Provider:

The Student Awards Administration.

### How to get the service?



## 7. Apply for disability allowance:

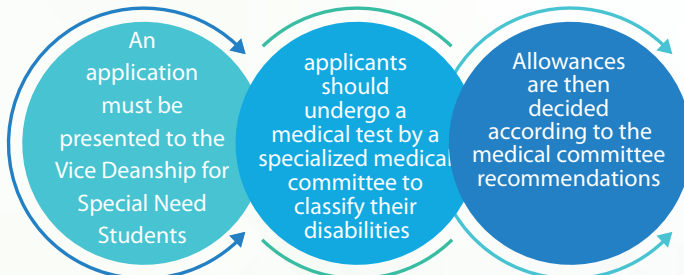
This allowance is intended for special need students and is estimated according to the following criteria:

- ◆ A blind student is eligible for receiving an amount of SR 5240.
- ◆ A disabled student is eligible for receiving an amount of SR 1500.

### Service Provider:

The Vice Deanship for Special Need Students.

### How to get the service?



## 8. Student applications for grants:

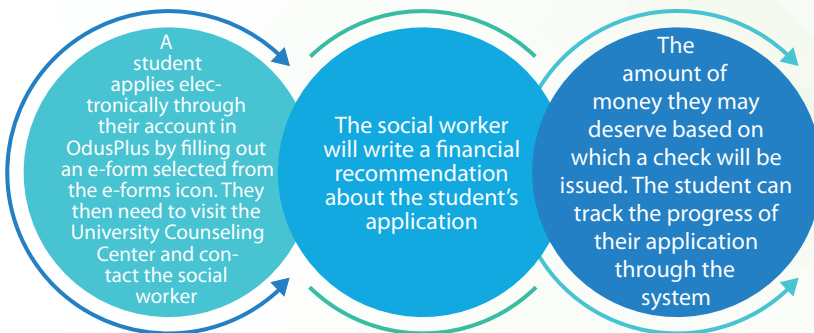
The Deanship of Student Affairs strives to provide university students with scientific, psychological, social, and financial stability through the financial support it offers via the advisory and counseling programs. Part of this support includes student grants; which are time-limited payments, paid to a student after studying their case by the University Counseling Center according to the following conditions:

- ◆ Student's monthly award should have been discontinued previously.
- ◆ Student's GPA must not be less than 2.5 out of 5.00.
- ◆ The student must be a member of the Student's Fund prior to this application.

### Service Provider:

The Student Counseling Center.

### How to get the service?





## Second: Food Services:

### The Central Restaurant:

The Deanship offers discounted meals to its students through a nutrition-specialized contractor.

It is worth mentioning here that meals are prepared under the supervision of a professional team of nutritionists. Moreover, the Deanship of Student Affairs is responsible for supervising

and monitoring the investment sites that offer their food and other services within the University premises. It also oversees the level of commitment to quality, cleanliness, safety and price rates.



### Service Provider:

Vice Deanship of Accommodation and Students Services.

### How to get the service?

Discounted meals are offered to students at multiple University restaurants situated throughout the University facilities; such as the Central restaurant in the academic field and the residence restaurant for male students.

## Third: Accommodation Services:

### 1. Apply for university housing:

The Vice Deanship for Accommodation and Students Services aims to provide KAU students with provisions for comfortable and secure housing, and psychological stability, to facilitate a positive environment to complete their education.

The role of the Vice Deanship for Accommodation and Students Services is not

limited to accommodating students, but goes beyond that to include the technical, administrative, and sanitary supervision. Moreover, it provides the sort of services that create a comfortable academic climate for students, fills their leisure time, and helps them enhance their skills by providing sports, cultural, and social halls. It also provides students with transportation, maintenance, sanitary, and safety and security services.

The University has endeavored to provide all the services and facilities students need in their daily life in the residence, such as: The Office of Housing Supervision, Office of Security and Safety, the Mosque, the Central Dining Hall, the Sports Hall, the ATM, the Catering Center, the Laundry and Cafeteria.

*Note: The student housing service is offered to students who live 85 km away from Jeddah city and according to the conditions provided on the website of the Deanship of Student's Affairs. The housing service is against nominal fees for each semester payable in installments from the monthly award or in cash.*

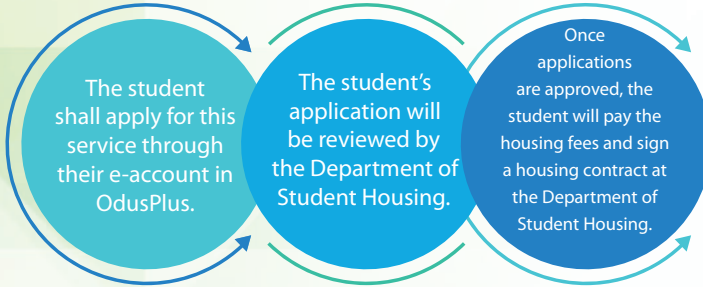
#### Service Provider:

The Student Housing Administration and Vice Deanship of Accommodation and Students Services.





## How to get the service?



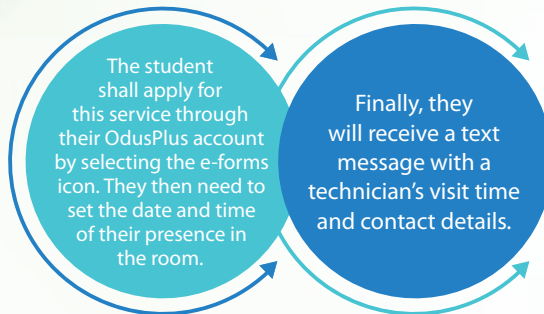
## 2. Apply for room maintenance:

This service is intended for the resident students. It aims at saving student's time and effort in case their housing unit needs to be maintained urgently or periodically. They will need to apply through their OdusPlus account.

### Service Provider:

The Student Housing Administration and Vice Deanship of Accommodation and Students Services.

## How to get the service?



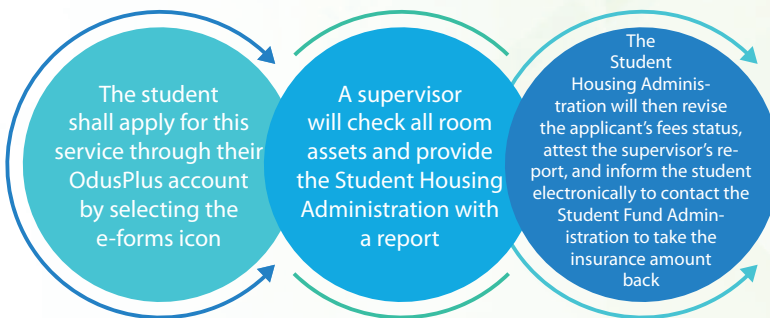
### 3. Electronic Housing Disclaimer:

This service is intended for resident students. It aims at saving student's time and effort in case they want to end the housing contract and hand over the housing unit.

#### Service Provider:

The Student Housing Administration and Vice Deanship of Accommodation and Students Services.

#### How to get the service?





## Fourth: Student Transportation Services:

### Transportation:

Transportation comes in confirmation of the great importance attached by the deanship to its regular male and female students in being transferred between study buildings, faculties, housing complexes, and training centers in a consistent manner; as well as transferring the



extracurricular-activity students into and outside Jeddah city. KAU was most concerned about overcoming all problems to ensure regular students make an easy use of their full school day. Providing that, the deanship offers all transportation services as free-of-charge services starting from 6:00 a.m. to 10:30 p.m. through frequent bus trips and assembly points announced in various ways.

### Service Provider:

The Student Housing Administration and Vice Deanship of Accommodation and Students Services.

### How to get the service?

This service is free for all students. As long as the student shows up to the gathering point according to the bus schedule announced on the website of the Deanship of Student Affairs. Moreover, they must show their university ID card to the driver or the on-site traffic supervisor.



## Fifth: Counseling Services:

### 1. Student counseling services in all fields of life:

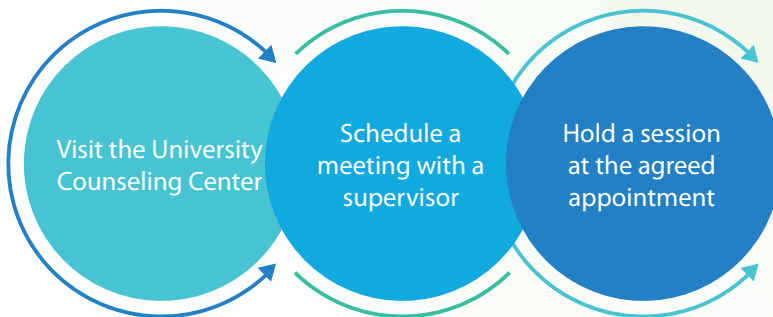
This service is provided by the University Counseling Center to help students; in a confidential way, to overcome any difficulties and problems they may face in their university life. It includes all fields of life and offered by specialized Counselors to find the best solution.



#### Service Provider:

The Student Counseling Center.

#### How to get the service?





## 2. Professional Counseling Service:

### *Workshop of Career Guidance and Rehabilitation:*

The workshop is one of the services of the Center for Career Guidance and Support. It aims at rehabilitating alumnus, acquainting them with the job market and how to perform a job search and prepare their CV in a way that best matches their specialization and job market requirements.



### *Service Provider:*

Center of Career Guidance and Support.

### *How to get the service?*

Applications must be made through the website of the Deanship of Student Affairs.

## 3. Personal Interview Test Program:

The ABC Test is one of the services provided by the Center for Career Guidance and Support. The test aims at informing students about the ways of interviewing, how to access it, the necessary information at the time of the interview, and how to present that information.

### *Service Provider:*

Center of Career Guidance and Support.

### *How to get the service?*

Applications must be made through the website of the Deanship of Student Affairs.

## 4. Professional Tendency Test Program:

The CYC Test is one of the services of the Center for Career Guidance and Support. The test determines student's professional tendencies and professional and personal skills in order to make them fully aware of suitable job prospects and available opportunities.

### Service Provider:

Center of Career Guidance and Support.

### How to get the service?

Applications must be made through the website of the Deanship of Student Affairs.

## 5. Professional Counseling Session:

The Professional Counseling Session is one of the services of the Center for Career Guidance and Support. This session is supervised by a professional counselor and follows the CYC Test. It aims at highlighting a student's weaknesses in order to strengthen them, and areas of strength to utilize in addition to answering the alumnus inquiries.



### Service Provider:

Center of Career Guidance and Support.

### How to get the service?

Applicant's minimum score in the interview test must be (Very Good).



## Sixth: Talented Students' Services:

### 1. The specialized scientific tests for exploring students' creative tendencies and skills:

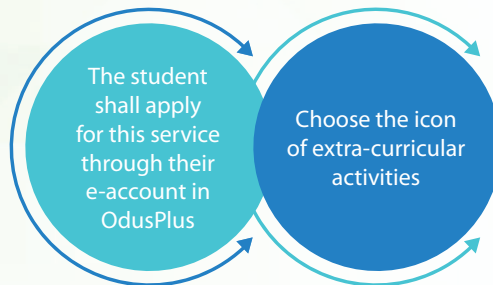
The specialized scientific tests are a group of intelligence quizzes aimed at discovering students' creative tendencies and skills. Moreover, students will get the proper counseling required for enhancing their skills.



#### Service Provider:

The Gifted and Creativity Center.

#### How to get the service?



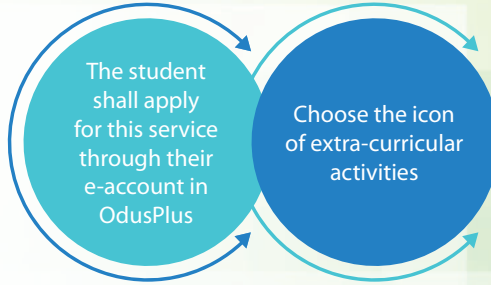
### 2. Workshops related to giftedness and creativity:

A group of workshops classified according to students' giftedness.

#### Service Provider:

The Gifted and Creativity Center and the Workshop Unit.

## How to get the service?



### 3. Sharing students' inventions with the external community:

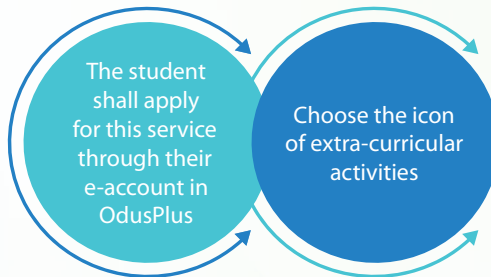
Provide the students participating in Ibtikary Competition with the opportunity to exhibit their inventions and innovations in local and international exhibitions.

#### Service Provider:

The Gifted and Creativity Center.



## How to get the service?





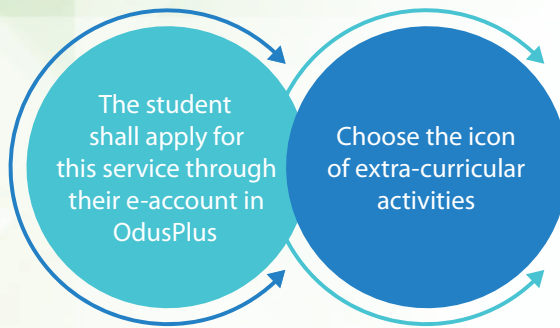
#### 4. Care and Support:

Sponsor students' creative projects and ideas and provide financial and academic support for innovative students.

##### Service Provider:

The Gifted and Creativity Center and the Support and Care Unit.

##### How to get the service?



## Seventh: Services of International Students:

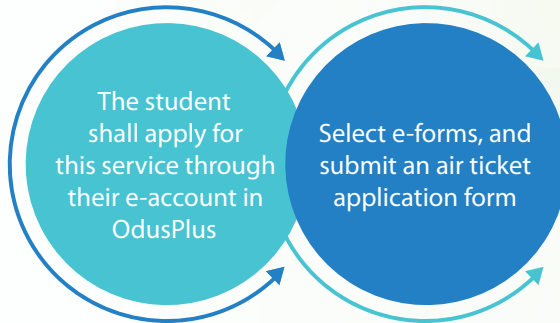
### 1. Boarding order application of scholarship students:

This service is intended for scholarship students as they are allowed to receive one free ticket (offered by the university) at the end of each academic year.

#### Service Provider:

The Vice Deanship for Scholarships.

#### How to get the service?







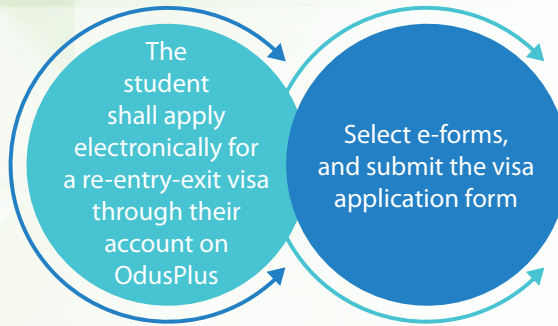
## 2. Apply for re-entry-exit or final exit visa:

This service is intended for scholarship students to finalize all Jawazat Department procedures of issuing a re-entry-exit or a final exit visa.

### Service Provider:

The Vice Deanship for Scholarships.

### How to get the service?



## Eighth: Services of the special need students:

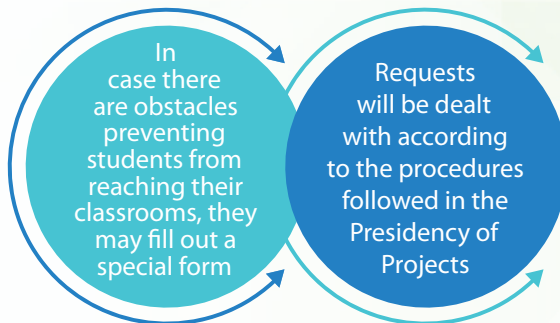
Since the Deanship believes in providing the best services for special need students, it has established a specialized vice deanship to care for them from their enrollment until graduation. It overcomes the difficulties they may encounter and provides them with the required support to benefit from all available services.



### 1. Accessibility:

A higher committee chaired by the KAU president and another executive committee chaired by the Dean of Projects have been established to accelerate and follow up implementation of the accessibility projects in the university.

#### How to get the service?

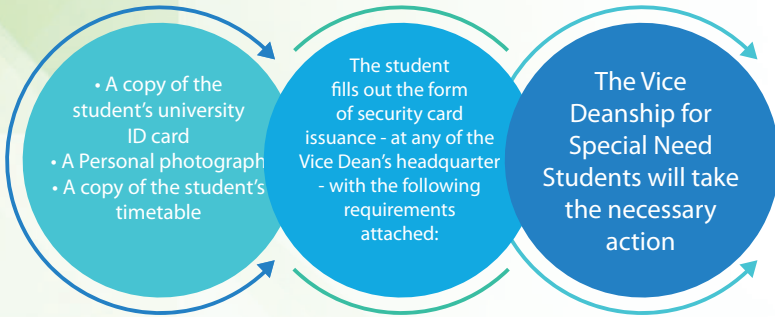




## 2. Parking permission for special need students' cars:

Special need students can reserve parking slots closer to their study classes.

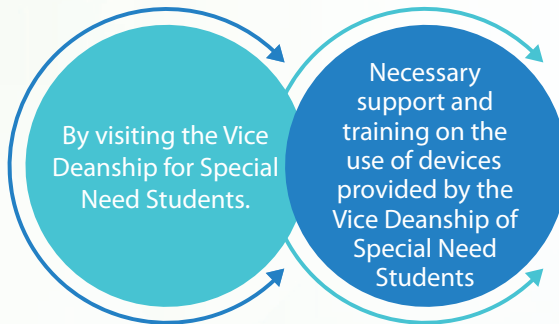
### How to get the service?



## 3. Providing technical support for students:

The Vice Deanship for Special Need Students offers several student-support devices such as BrailleSens for the Blind, white sticks, hearing aids, and wheelchairs.

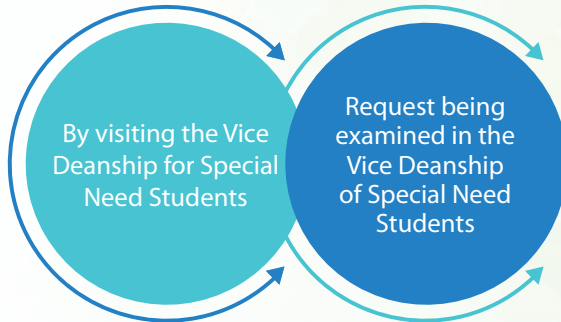
### How to get the service?



## 4. Services of the test monitoring committees for the special need students:

This service is intended for the special need students to take their tests at the Special Needs Center in equipped rooms according to the type of their disability and under the supervision of social workers.

How to get the service?





## Ninth: General Services (The Student Service Center):

### 1. Request payment of computers and electronic devices in installment plan:

In an attempt from the Deanship of Students' Affairs to secure all students' needs for electronic devices and computers; while firmly believing in the importance of technology and the supporting environment it offers to students during their academic journey, the Deanship has concluded agreements with many specialized companies to sell electronic devices and household appliances to students in 12 monthly installments.

#### Terms and conditions for buying a device:

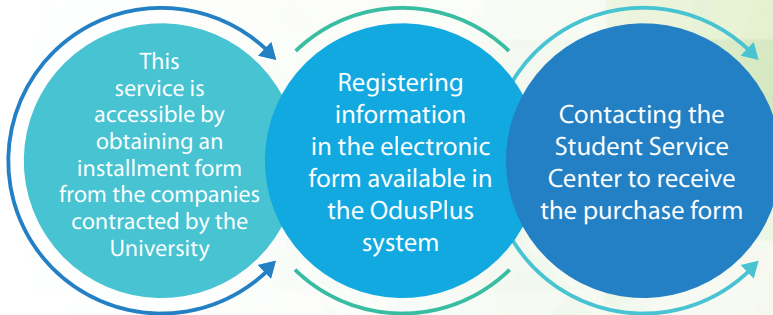
- ◆ The student must have passed the preparatory year.
- ◆ Student's GPA must be above (2.5 out of 5.00).
- ◆ The student must obtain a timetable at the time of application.
- ◆ Student's award must be continuing at the time of application.

#### Service Provider:

The Student Service Center.



## How to get the service?



## 2. Issuing the Certificates of Excellence:

In recognition of the efforts of outstanding students, the Deanship will issue an annual Excellency Certificate for all regular KAU affiliation, and postgraduate students. Therefore, a student who gets a GPA of (4.5 out of 5.00) in two consecutive semesters, will obtain this certificate either electronically through OdusPlus or as a hardcopy through contacting the Student Service Center immediately after the display of their GPA.

### Service Provider:

The Student Service Center.

### How to get the service?

An electronic copy of the certificate of excellence is always available through a student's OdusPlus accounts, otherwise, they may receive a hard copy of it by contacting the Student Service Center at the end of each semester or at the time of graduation.



### 3. Granting of loans:

Loans or credits are paid to male or female students who encounter emergency circumstances according to the following conditions:

- ◆ The student must be enrolled in a specialization with more than one semester away from graduation.
- ◆ The student should have a minimum GPA of (2.6 out of 5.00).

#### Service Provider:

The Student Service Center.

#### How to get the service?

The application is available under the e-forms icon at students' accounts on OdusPlus.

### 4. Providing students with their renewed ATM Cards:

The Student Service Center in coordination with the bank shall pursue the renewal of the reward cards after verifying continuation of eligibility. These cards are then sorted and delivered to students according to a schedule announced on the Deanship website.



#### Service Provider:

The Student Service Center.

#### How to get the service?

In case a student's ATM card expires, they will need to show up at the Student Service Center according to the appointment schedule announced on the website of the Deanship of Student Affairs. All students are required to present a valid national ID and university ID.



## 5. Requirements for finalizing electronic withdrawal and disclaimer procedures:

The Student Service Center attests both the hard and soft copies of the Disclaimer forms after a routine check done by the electronic systems of the departments of the Deanship of Student Affairs.

### Service Provider:

The Student Service Center.

### How to get the service?

The student must show the Withdrawal and Disclaimer forms for authentication at the Student Service Center.

## 6. Extra-curricular Activity Record:

All student's participation in activities throughout their study period at KAU are documented in one record that is similar to the academic record. This documentation of activities aims to preserve the student's rights, document their activities during the period of study at the University, and motivate students to participate in the available activities and programs.



This record also contributes to highlight the skills and capacities enjoyed by the student after graduation to be presented to the labor market, as employers in the public and private sectors are interested in student participation in various student activities that contribute greatly to form their personality, develop their skills, and enable them to participate in the scientific practices which earn them helpful future capacities and skills.

### Service Provider:

The Student Service Center.

### How to get the service?

Applicant has the option of getting the Extra-Curricular Activity Logbook as an e-form through their account in OdusPlus or as a hard copy by visiting the Student Service Center.



## Tenth: Law Services:

### 1. Educating students with their rights and duties:

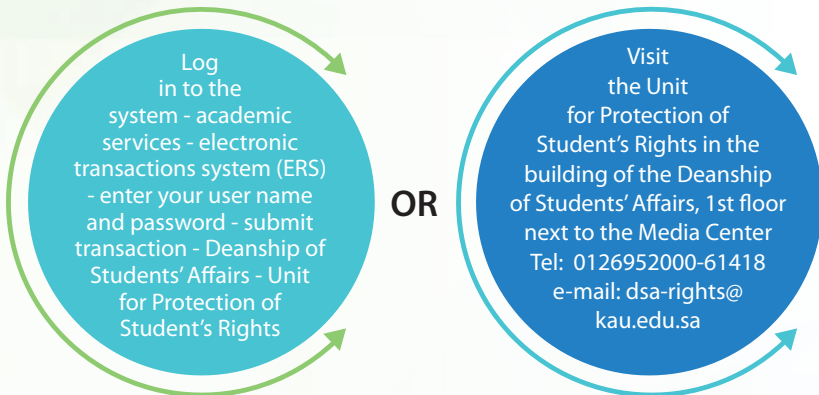
The Unit for Protection of Student's Rights is responsible for educating students about their rights within the university in accordance with KAU regulations and by-laws so the principle of belonging to the University and preserving the public property are maintained, aiming at contributing to the formation of a positive relationship between the student and the university community with due regard to duties and rights in an atmosphere of trust and mutual respect.



#### Service Provider:

The Unit for Protection of Student's Rights.

#### How to get the service?



## 2. Grievances and Complaints:

The Student Rights Protection Unit shall consider a student's right in complaining about any abuse they may face within the university in a neutral and transparent manner. The Unit shall also offer all necessary legal advice they may need, according to the following conditions:

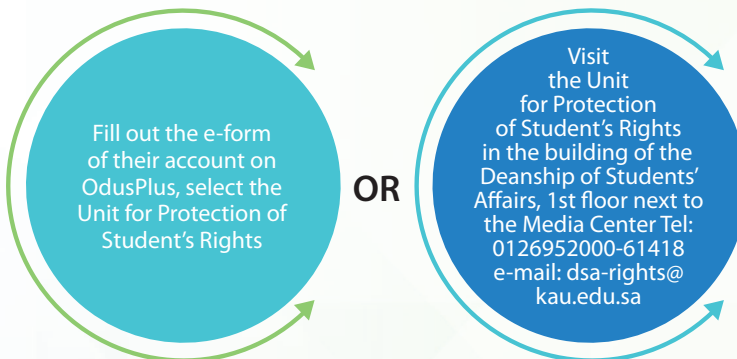
The student must submit their complaint to the Student Rights Protection Unit through one of the following ways:

1. Fill out the e-form of their account on OdusPlus, select the Unit for Protection of Student's Rights, or visit the Unit's office in the building of the Deanship of Student's Affairs.
2. Submission of the complaint must be within a period of 30 days from the date of the incident about the incident that occurred. For example, disclosure of a test result, physical or verbal abuse on the student, or preventing a student from enjoying one of their rights mentioned in the charter of student's duties and rights etc.
3. No student is allowed to submit their complaint 30 days after the date of the incident. They are also not allowed to submit more than one complaint about the same incident.

### Service Provider:

The Unit for Protection of Student's Rights.

### How to get the service?





## Eleventh: Campus Services:

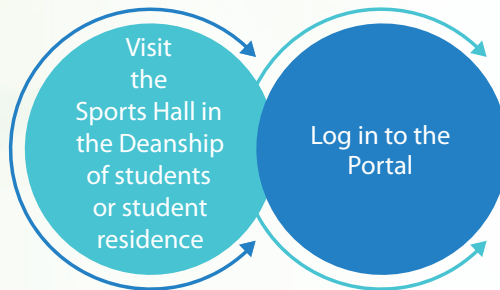
### 1. The Student Activity Hall in the Deanship and Student Residence:

Student activity is considered a cornerstone in the educational process, and by which the processes of talent identification and development are achieved. Student activity also contributes to the preparation of facilities to accommodate programs and curricular and extra-curricular activities according to specific curricula and under direct supervision; in order to come to fruition and find their results in the interests of students. Therefore, the Deanship of Students' Affairs its full potential to provide all that a student wishes to find in the Activity Hall, such as clubs, theaters, billiards, and tennis, etc. The Student Activity Hall opens its doors every day from 8:00 a.m. Up to 2:00 p.m.

#### Service Provider:

The Vice Deanship of Cultural and Social Activities, Administration of the Sports Hall.

#### How to get the service?



### 2. Sports facilities:

The Deanship of Students' Affairs is in charge of securing sporting goods and equipment necessary for colleges and sports facilities in coordination with the Student Activity Department, at the beginning of each academic year.



The Student Activity Department is in charge of the direct supervision of the following sports facilities: The Athlete's Village, the Sports Tent, the Stadium, the alternate Playground, the Swimming Pool, Areas of basketball, volleyball, handball, and ground tennis, Resident's Swimming Pool, Football, Volleyball, Basketball, Squash Courts and the Activity Hall, Stadium Gym for resident students.

### Service Provider:

The Vice Deanship of Sports Activity and the Sports Activity Administration.

### How to get the service?

All KAU students are allowed to participate in sports activities and in all its facilities according to the set schedule on the website of the Deanship of Student's Affairs.

## 3. The Deanship's Campus Store:

The Deanship of Students' Affairs have established a campus store in the academic field containing cafes, restaurants, gift shops, and mini-libraries offering items at reasonable prices.

### Service Provider:

The Department of Marketing and Service Sites.

### How to get the service?

The store works daily from 8:00 a.m. to 3:00 p.m. under the supervision of the Department of Marketing and Service Sites and the Vice Deanship for Accommodation and Nutrition.

## 4. The "Smoking-Free University" Program:

The "Smoking-Free University" Program is one of the most important services provided by the Deanship of Students' Affairs. It provides a healthy university environment, as it forms a medically and socially specialized committee to educate smokers and assist them to quit smoking in a medical and scientific manner.

### Service Provider:

The Vice Deanship of Cultural and Social Activities, Administration of the "Smoking-Free University" Program.

### How to get the service?

Students may visit the Administration of the "Smoking-Free University" to benefit from its services.



## Twelfth: Events and Activities:

The Deanship of Students' Affairs holds numerous activities and events on a regular basis. These activities and events assist the student in their career, social, and academic life. They are as follows:

### First: Events:

#### 1. The Annual Career Forum:

The Annual Career Forum is organized by the University. The forum aims at promoting the conciliation between the skills acquired by the graduate and the requirements of employment in the job market. It attracts several private and governmental bodies to offer employment opportunities for university students.



Several training courses and workshops are held on the sidelines of the forum.

#### Objectives:

- ◆ Provide as many appropriate vacancies as possible for male and female graduates.
- ◆ Deepening graduates' awareness, concepts and values of the professional environment and career-related ethics.
- ◆ Allow direct contact between graduates and employment in the labor market.
- ◆ Enhance the ways and strategies of exchanging expertise and experiences in training.
- ◆ Hold training and capacity-building workshops contributing to overcoming obstacles facing the graduate during their search for work.

## 2. “Proud of My University” Program:

In an effort to strengthen the sense of belonging in students after graduation, and to maintain constant student-university communication, KAU has established “Proud of My University” Program which is considered a unique program. KAU is one of the first universities to create a program which aims at strengthening a student’s belonging to the University by granting them, as a graduate, numerous and renewed advantages that are available only for current undergraduate students.

These benefits include an ID card granted to male and female KAU graduates. The holder of this card will benefit from the offers presented to KAU employees by establishments, companies, and other government sectors.

Objectives:

- ◆ Strengthen the University-Alumni affiliation.
- ◆ Build bridges with alumni.

## 3. Forsa Program:

Forsa website was created as an opportunity to help job seekers and university graduates in the process of searching for the job opportunities that best match their areas of specialization. That goal is being achieved through entering their CV data in the recruitment portals of KAU departments, Government sectors, recruitment agencies, and job search engines. Furthermore, data entering is followed by tracking the advertised posts and registering for them. Forsa is also a website to publicly announce KAU vacancies and workshops for graduates in addition to all employment-related inquiries.

Objectives:

- ◆ Assist graduates to find suitable employment opportunities and encourage them to enter their CV’s in the list of websites included in Forsa, track the advertised vacancies, and apply for them.
- ◆ Urge KAU graduates to realize the importance and necessity of job searching and acquiring the required skills.
- ◆ Urge KAU graduates to adopt continuous learning and develop their skills through courses, workshops, and increase their access to career and specialty development opportunities.





- ◆ Display topics and tips relevant to employment. For example, How to use the services of employment agencies, job search strategies, how to write a CV, frequent questions in job interviews, etc.
- ◆ Announce KAU job opportunities and news.
- ◆ Display calendar-related events and occasions.
- ◆ Respond to concerns.
- ◆ Display of FAQs that are useful for any student.

#### 4. The Annual Graduate Ceremony:

KAU organizes the Annual Graduate Ceremony under the supervision of the Vice Deanship for Alumni. This ceremony is organized under the auspices of his Highness the Emir of Holy Makkah. Each graduate will get a ceremonial robe from the Vice Deanship for Alumni. Moreover, distinguished students will have the honor of greeting his Highness the Emir and take memorial photos with him. They will also be honored with presents and commemorative shields.



#### Objectives:

- ◆ Honor the distinguished graduates to urge other students to Excel.
- ◆ Enhance the spirit of pride in the graduate.

#### 5. The Giftedness and Creativity Forum:

It is an annual forum held in University under the auspices of the KAU President. The forum includes a variety of training courses and specialized lectures in giftedness and creativity. It is also accompanied by an exhibition of students' inventions and innovations.



## Objectives:

- ◆ Train talented and creative students in required personal skills.
- ◆ Offer the required care and support for students and their projects.
- ◆ Educate students about their role in society and their responsibility towards it.
- ◆ Prepare talented students to participate in local, Gulf and international competitions.
- ◆ Identify talented students and contribute to their development.
- ◆ Educate students in how to use instruments of innovation to accelerate development.
- ◆ Spread the culture of creativity among KAU students in order for creativity to be the language of dialogue between interested students.
- ◆ Provide creative and talented students with the required scientific advice.

## 6. “My Appropriate Specialty” Program:

It is a project built with a professional strategy and according to a scientific and global vision. It aims at informing male and female students to choose what corresponds with their potential, skills, and what they wish to join from the wide range of specialties provided by the KAU. The program also aims at enabling students to chart a unique roadmap for their future, thereby reducing dropout and phenomena of shifting between disciplines and non-systematic experimentation with picking what fits with a student from the available specialties. Other objectives of the programs include eradicating manifestations of negative time and effort consumption and reducing economic and development waste.

## Objectives:

- ◆ Familiarize preparatory year students with the importance of awareness of their personality traits, career leanings, capabilities, and capacities.
- ◆ Assist preparatory year students in selecting a proper specialty according to international scientific standards.
- ◆ Inform student about academic specialties and subsequent work fields that commensurate with their personality traits and characteristics.
- ◆ Qualify students academically and skills-wise.
- ◆ Help students on charting a scientific plan for building skills required by the specific specialty.



## Second: Extra-Curricular Activities:

### 1. Student Clubs:

Student Clubs are student organizations under the supervision of the Student Activity Administration of the Deanship of Students' Affairs. Student Clubs play a key role in building the educational and life experience of students, and provide them opportunities to practice extra-curricular activities, which are helpful for them to integrate into the University community with like-minded colleagues. The clubs also support rich developmental opportunities contributing to understanding how to work in groups and to scientifically enhance student's skills. For example, Communication, teamwork, and leadership so that energies and talents are invested for the benefit of KAU students.



How to create a student club:

A club is created by students and according to their wishes, who have agreed that the club should have a targeted idea. The club must be created as follows



There are numerous student clubs, notably:

## ◆ The Theater Club:

It is a place to train students to master the various dramatic arts such as acting, directing, sound, lighting, and decor. The Theater Club also presents specialized courses in the performing arts and it has annual participation both at home and abroad.



## ◆ The Folklore Club:

Ancestral heritage is being preserved by the children as a wonderful picture of loyalty. The Folklore Club presents the best works that express true authenticity.

Arts of the Folklore Club vary and may be divided into three sections: Folk Arts, Chanting, and Heritage Collections.

## ◆ The Photography Club:

The Photography Club presents specialized courses in the art of photography. The club participates in photographing KAU ceremonies and occasions and organizing trips, various visits, and photographic exhibitions.

## ◆ The Arts Club:

The Arts Club offers specialized courses in fine arts and trains students to master painting and organizing plastic arts exhibitions.

## ◆ The Public Relationships Club:

The Public Relationships Club seeks to strengthen the fraternal links between KAU students and foster closer relations between KAU students and students of other universities. At the Club, students are trained in good interpersonal skills, reception of student delegations, and organization of KAU ceremonies and programs.



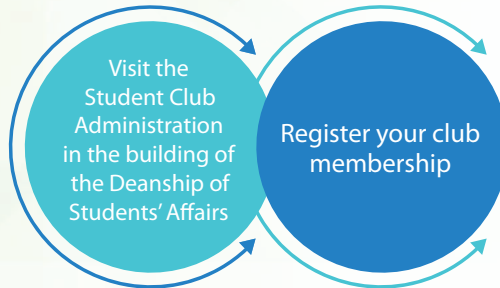
#### ◆ The Volunteerism Club:

The Volunteerism Club has been established in 1431 H after the impressive success of “My University is My Responsibility” Program. Objectives of the club include establishing and activating the principle of cooperation in order for our University to be the supportive hand and a suitable environment to serve our community by spreading the culture of volunteerism among KAU students.

#### ◆ The Horsemanship Club:

It aims to train students to the sport of horsemanship and develop a spirit of courage and fitness in them by benefitting from the available potential in the Club, where there are racetrack and horse stables.

### How to Join a Student Club?



#### The Sports Clubs:

The Deanship of Students' Affairs has attracted professional trainers in order to enhance students' sports talents and highlight them in regional and international forums.



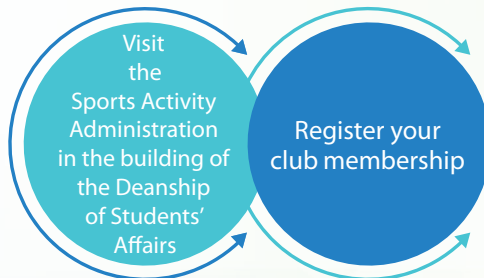
KAU sports activity participates in several events, including, in particular:

- ◆ KAU local league that takes place between faculties in all games.
- ◆ Leagues and competitions of The Saudi Universities Sports Federation in ten individual and team games.
- ◆ The league of the GCC higher education institutions that is organized every two years in one of the Gulf universities.
- ◆ The Football League for special need students.
- ◆ The Weight Lifting Championship for special needs students.
- ◆ The Football League of resident students.

**The most important games KAU participates in are:**

- ◆ Football.
- ◆ Volley Ball.
- ◆ Basketball.
- ◆ Table Tennis.
- ◆ Beach Volleyball.
- ◆ Ground Tennis.
- ◆ Cross Country.
- ◆ Athletics.
- ◆ Martial Arts (Judo - Tae Kwon Do - Karate).
- ◆ Swimming.

**How to join a sports club?**







## Various awards and competitions you can take part in:

### 1. The Golden Sail Award:

The Golden Sail Award is intended for KAU faculties. It aims at contributing to increase competitiveness in activities, programs, and competitions between faculties, both inside or outside the University. The winning faculty is determined by pre-developed standards.

KAU offers financial incentives and awards to specific colleges students contribute to after winning the award.

### 2. KAU President's Award for Scientific Excellence:

This award is presented by the KAU President to distinguished students excelling in health, scientific, and management disciplines.

### 3. The Shield of Excellence for the preparatory year students:

This shield is presented by the KAU President to students who passed the preparatory year with the highest GPAs. It is usually presented during the annual meeting of the KAU President with the freshmen.

### 4. University Star Award:

It is an annual competition organized for the "Starts of Faculties" who were nominated by their faculties. The award includes the following criteria: Includes acquired GPA, participation in activities, capacities, excellence, and votes.



### 5. The General Cultural Competition (Knights of the University):

It is a cultural competition encompassing assorted topics where each faculty is represented by a team of students. The Competition is organized once a year.



### 6. Ibtikary Competition:

It is an annual competition for KAU male and female students who participate with their innovations and inventions, and where incentives and financial awards are presented to winning students.





## Frequently Asked Questions (FAQs):

● Assalamu Alaykom Wa Rahmatullah Wa Barakatuh. Do students receive certificates when attending workshops?

● Yes, all attendees receive certificates of attendance.

● How do we know about upcoming workshops of the Deanship of Students' Affairs?

● Each Vice Deanship shall provide its own schedule of workshops on its page on the website of the Deanship of Students' Affairs.

What are the contact numbers for when an emergency occurs?

External: 6951111 Ext. 51111

● How do we move from assembly points to the quartering areas in the event of an emergency?

● KAU will provide the necessary transportation.

● How can I apply for university housing? How much are the housing fees?

The application will be through the Odus electronic system and housing fees are SR1000 per semester, in addition to SR 500 paid as a premium.

● How can I connect with graduates if I have lost means of communication with them?

● We are working now on connecting all graduates in one database through the OdusPlus system that will be launched soon.

Are there any discounts for tickets from Saudi Arabian Airlines?

● Currently, there are no discounts, because the discount agreement was canceled by Saudi Arabian Airlines.

● How can I register for the alumni workshops of the Deanship of Student's Affairs? I know that registration is through the website of the Deanship of Students' Affairs, but how do I access it?

● Registration must be through the Alumni Program by accessing the

website of the Deanship of Students' Affairs and selecting Vice Deanship from the sidebar menu, Boys Campus, Vice Deanship for Alumni, and Alumni Program.

● **Is it mandatory to have a medical test for admission to accommodation? Where can I do the test?**

● The medical test is mandatory, and can be done at the Medical Administrate of the main campus or any other medical center.

● **Is it possible for a graduate student to work at the Dean Ship of Students' Affairs on a volunteer basis to get some experience? If yes, is there any certificate to be granted?**

● We offer opportunities for volunteer work for graduates only during times when career forums of the Deanship of Students' Affairs are running and not throughout the school year. The graduate will get a certificate with their hours of volunteer work.

● **I want to register for the student housing. Where do I go?**

● Registration must be through student's account in Odus system.

● **Is the student residence for free or is there a fee for housing?**

● Residence fees for male students are SR 1000 per semester.

● **A freshman KAU student asks: What does the Festival of Start of End of Activities mean? How can a student participate in such festivals and the other activities?**

● At the beginning of the academic year in an evening event; under the auspices of the President of the University, the Deanship of Students' Affairs launches the start of the student activities. The launch of activities takes place in a commemorative occasion attended by KAU vice presidents and the Dean of Student Affairs, faculty deans, many faculty members, activity goes, secretaries, and students to celebrate the beginning of programs and the events of Student Activities, display them to students, and reopen registration for students to participate.

At the end of the academic year, the Deanship of Students' Affairs organizes



the Festival of the End of Student Activities under the auspices of the KAU President. The Festival includes honoring the winners of competitions, outstanding students in student and sports activities.

All students have the right to attend festivals whether they have participated in activities or not.

● **Is there a residence for the students of the Rabigh Campus?**

● Yes, there is, and students must apply for it through their electronic accounts.

● **What are the opening times of the Central Restaurant in the Student Housing?**

● Opening times of the Central Restaurant are as follows: from 10:00 a.m. to 4:00 p.m. and from 7:00 p.m. to 9:30 p.m.

● **Regarding male students, what is the procedure for receiving a graduation robe? And what is the date for this year's ceremony?**

● The Vice Deanship for Alumni is in charge for the distribution of graduation robes. Regarding the graduation Ceremony news and place of robe distribution will be announced through the website of the Deanship of Students' Affairs.

● **Is there transportation for students from Jeddah to Rabigh?**

● Yes, there is. Transportation from Jeddah to Rabigh is free but you must register in the Transportation Unit in Rabigh.

● **When is the Award of Excellence deposited?**

● Rewards are monitored by the Ministry of Finance and deposited immediately after approval. Then you will receive a text message from the University when the money is deposited.

● **Can a student submit a complaint against one of the employees of the University?**

● The Student Rights Protection Unit can offer the required help; therefore, a student is required to submit an electronic complaint to the Student Rights Protection Unit of the Deanship of Students' Affairs through the following link: [ers.kau.edu.sa](http://ers.kau.edu.sa)






### ● Are there any restrictions to file a complaint?

● The student who wishes to file a complaint must abide by the following procedures and controls:

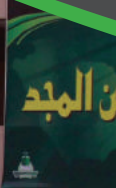
1. The student must submit their complaint to the office of the Student Rights Protection Unit (The website of the Deanship of Student Affairs - the Student Rights Protection Unit).
2. Submission of the complaint must be within a period of 30 days from the date of the incident, related to the incident that occurred. For example, disclosure of a test result, physical or verbal abuse on the student, or preventing a student from enjoying one of their rights mentioned in the charter of student's duties and rights. Etc.)
3. No student is allowed to submit their complaint 30 days after the date of the incident. They are also not allowed to submit more than one complaint about the same incident.
4. Student must submit their complaint to the Student Rights Protection Unit through one of the following ways:
  - a) Log in to the system - academic services - electronic transactions system (ERS) - enter your user name and password - submit transaction - Deanship of Students' Affairs - Unit for Protection of Student's Rights.
  - b) Visit the Unit for Protection of Student's Rights in the building of the Deanship of Students' Affairs, 1st floor.
5. Follow up on a student's complaint begins at the time of submission and continues until the time it is decided.



## Contact Us

					
Office of the Dean of Student Affairs	06951414	aalhayani@kau.edu.sa		@Profalhayani	
The Student Service Center	6951395	Dsa.ssc@kau.edu.sa		@dsa.ssc	0501111052
The Vice Deanship for Special Need Students	0126951477	dsag.sn@kau.edu.sa	CSSN	cssn_kau	0548502161
The University Counseling Center	0126952000 Ext: 61772	dsa.gcc@kau.edu.sa		ksaeduc	0535388043
The Vice Deanship of Scholarships	60259 - 6952000	dsa.vd.sch@kau.edu.sa		dsa_vds	
Giftedness and Creativity Center	0126951168	dsa.talent@kau.edu.sa	Kautcc	Kautcc	
Vice Deanship for Social and Cultural Activity	6952053	dsa.vd.csa@kau.edu.sa			
Vice Deanship of Accommodation and Students Services	6951394	dsa.vd.an@kau.edu.sa			
Vice Deanship for Sports Activities	6951379	dsa.sport@kau.edu.sa		@kau_spor	
Vice Deanship for Student Affairs – Rabigh Branch	6951412	Dsa-rabigh@kau.edu.sa		@dsa_rabigh	
The Unit for Protection of Student's Right	61418 -0126952000	dsa-rights@kau.edu.sa		@st_affairs	





Deanship of Student Affairs  عمادة شؤون الطلاب

