

Kingdom of Saudi Arabia
Ministry of Education
Jouf University
College of Business
Department of Business
Administration
Executive MBA Program



Admission and Registration Handbook

Department Of Business Administration

Executive Master of Business
Administration (EMBA)

College Of Business

Jouf University, KSA

Kingdom of Saudi Arabia
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Introduction

On the basis of the College of Business's duty to achieve the quality of its outputs, it has prepared a Guide to Admission and Registration Requirements, which aims to explain the regulatory procedures for admission and registration as a guide that allows faculty members and students to follow the standard and correct procedures.

As a result, the guide included the basic general principles, the principles of admission of new students to the master degree, the teaching method, attendance and reasons for study, postponement, abandonment of studies and re-enrolment, as well as the principles of graduation.

First: The General Basic Principles

- + **The academic year:** consists of two main semesters and one summer semester.
- + **The academic semester:** consists of a period of time not less than fifteen weeks, all courses of which are taught, and registration periods and final exams are not included within it.
- + **The summer semester:** consists of a period of time that does not exceed eight weeks and does not include the registration and final exam periods, and during which the period allocated to each course is doubled.
- + **The academic level:** is indicative of the academic stage, and the number of levels required for graduation is eight levels or more, according to the approved study plans.
- + **A course:** is a subject that follows a specific level within the approved study plan in each major program. Each course has a number, code, name, and detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and it is permissible for some courses to have a pre-requisite or requirements or concurrent with it
- + **The study unit:** is the weekly theoretical lecture of no less than fifty minutes, or the clinical lesson of no less than fifty minutes, or the practical or field lesson of no less than one hundred minutes
- + **Academic warning:** is the notice given to the student due to a decrease in his GPA below the minimum indicated in these regulations.
- + **Semester work degree:** the degree awarded for work that shows the student's achievement during a semester of tests, research, and educational activities related to the course.
- + **Final Exam:** A course test that is held once at the end of the semester.
- + **Final exam score:** the score that the student obtains in each course in the semester final exam.
- + **Final score:** the sum of the semester work scores plus the final exam score for each course.
- + **Grade:** a description of the percentage or alphabetical code of the final grade the student attained in any course. The semester average: is obtained by dividing the total points obtained by the student by the total units of all the courses he studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course the student studied.
- + **Cumulative GPA:** is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units determined for those courses.
- + **General estimate:** Describe the student's level of educational attainment during his studies at the university.
- + **Minimum academic load:** the lowest number of academic units that a student should register in proportion to his cumulative GPA.

Second: Conditions For Admission To The Program

Acceptance of applicants for the program according to the following conditions:

- 1) The applicant must be a Saudi, and on an official scholarship for higher studies if he/she is a non-Saudi.
- 2) The applicant must have a university degree in one of the following tracks (financial management - accounting, marketing, management information systems, economics) with a grade of no less than good from a Saudi university or from another recommended university, or obtain a university degree (in other disciplines) with a grade at least Good from a Saudi university or another recommended university with three years' experience in an administrative position.
- 3) To be of good conduct, and medically fit.
- 4) Obtaining a score of (65) in the general aptitude test for university students as a minimum.
- 5) Submit two scientific recommendations from professors who previously taught him.
- 6) The approval of his reference if he is an employee.