Jouf University

Deanship of Common First Year Induction Guide

1440-1439

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Dean's Speech

Praise be to Allah and peace be upon his Messenger.

It's my pleasure to welcome all students to the Common First Year (CFY) at Jouf University. I hope our students will get the maximum possible academic benefit during their study at the CFY and be able to competently serve their society and nation.

I strongly believe that our students' awareness and persistence along with the support of the CFY will help them achieve success in their academic and professional life. The Deanship of the CFY strives to provide students equally with the most appropriate educational environment that assists them to acquire the necessary linguistic, communicative, IT and cognitive skills. The CFY, further, provides all students with the opportunity to choose their most appropriate specialization and achieve excellence in their various study tracks. For this purpose, a high quality level of human and physical resources are provided at CFY in order to support the achievement of the vision and goals of the University and Deanship consistently with the Kingdom Vision 2030.

The CFY at Jouf University has become one of the leading higher education institutions in KSA by the highly appreciated support of our wise leadership represented by the Custodian of the Two Holy Mosques, his Crown Prince, and the Rector of Jouf University. *May Allah preserve them all.*

Thank you all.
Dean of the Common First Year
Dr. Ziyad Awadh Alrowaili

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Overview

In response to the aspirations of Jouf University for development and well-preparation of its students for a successful academic environment and smooth transition from high school stage to the higher education, the University Council recommended the establishment of the Preparatory Year Deanship in its 5th session held on 11/7/1430 H.

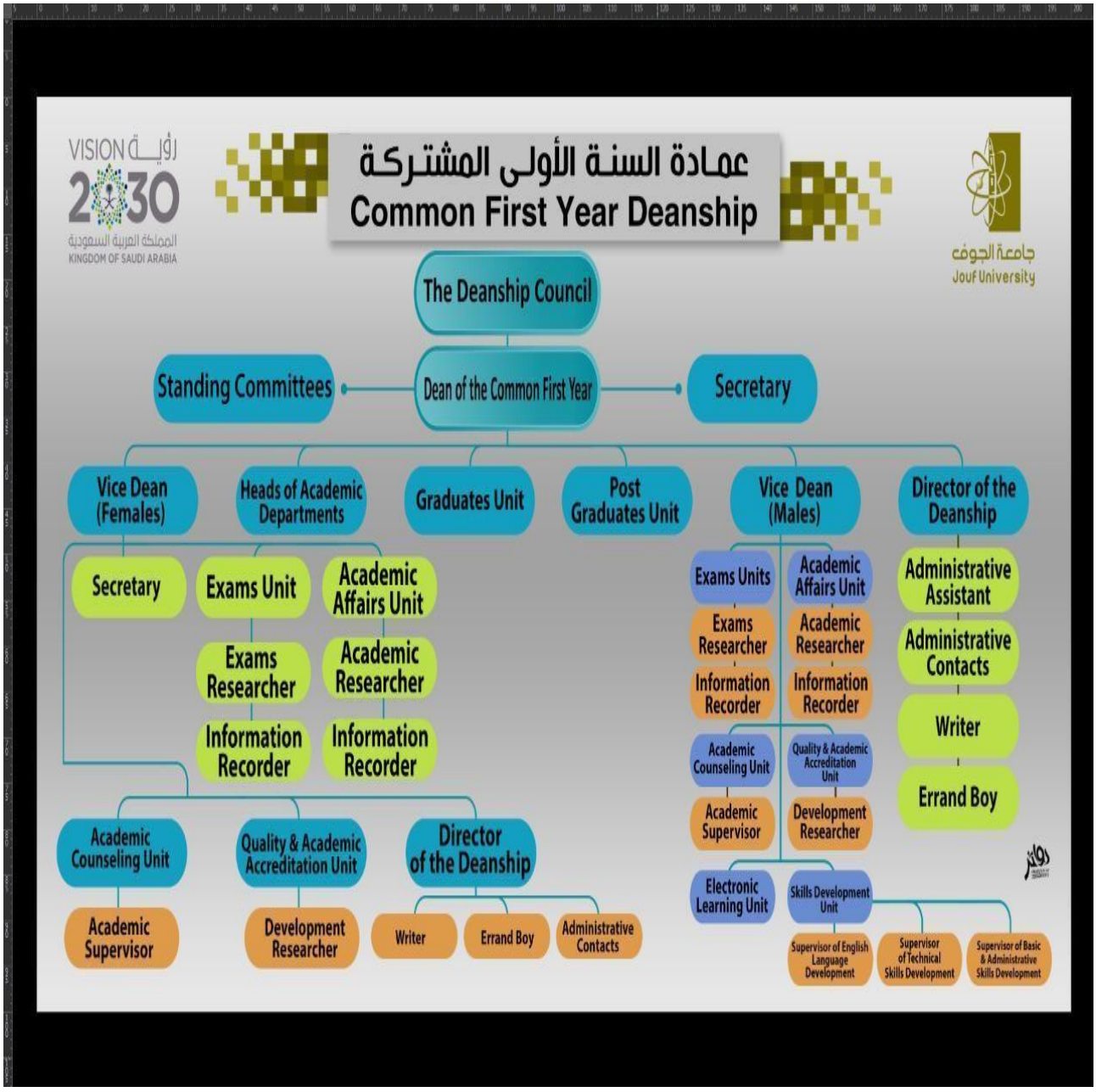
In light if this recommendation and in accordance with the memorandum of the General Secretariat of the Higher Education Council (HEC), a decision no. (18/56/1430) was taken by the Council at its 56th meeting held on 22/10/1430 H approving the establishment of the Deanship for the Preparatory Year at Jouf University. The Custodian of the Two Holy Mosques, the Prime Minster & the Chairman of the Higher Education Council approved the minutes of this session in his high decree no. 9353/MB dated on 14/11/1430 H.

The Interim Committee entrusted with the mandate of the Higher Education Council (abolished) decided to amend the name of the Preparatory Year Deanship at Jouf University to *The Deanship of the Common First Year* during its 18th meeting held on 4/140/1440 H.

Deanship Study Tracks

Study Tracks
Male and female students who join the CFYD after passing high school are allocated one of the following tracks according to their own desires and their weighted ratio: Health Track: This track qualifies students to enroll in one of the colleges of Medicine, Dentistry, Pharmacy, Applied Medical Sciences. Scientific Engineering Track: This track qualifies students to enroll in one of the colleges of Engineering, Computer Science & Information).

Deanship Organizational Structure



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Vision

Academic excellence in qualifying students for university study in accordance with relevant high-quality standards and performance indicators.

Mission

Providing advanced educational services that enable students to acquire cognitive aspects and necessary skills with balanced relative weights and a motivating learning environment that encourages them for creativity in their way to join specialized colleges and enhance their sense of social responsibility.

Values

- Quality of performance
- Teamwork spirit

Objectives

- To familiarize students with the University regulations.
- To prepare students for University environment.
- To develop students' cognitive abilities and skills in English language, basic sciences and computer.
- To empower students' thinking, research and communication skills.
- To enable students to choose appropriate specialization for their interests and abilities and the needs of labor market.
- To provide a learning environment that helps students to excel and innovate.
- To raise students' awareness of their social responsibility.

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Deanship Study Plan

Current Study Plan (1439/1440 H.)

Level 1: Common Track

No.	Course Name	Course Code	Credit Hours	Pre-Requisite
1	Preparatory English (1)	ENGC 001	8	–
2	Introduction to Mathematics	MATHC 001	2	—
3	Physics (1)	PHYSC 001	2	—
4	Computer Skills	ITC 001	4	—
5	Thinking Skills & Learning Methods	PYPC001	2	—

Level 2: Health Track

No.	Course Name	Course Code	Credit Hours	Pre-Requisite
1	Preparatory English (2)	ENGC 002	5	ENGC 001
2	Medical Ethics	ME 002	2	—
3	English For Health Professionals	EHP 002	2	—
4	Human Biology	HP 002	4	—
5	Introduction to Biochemistry	IB 002	3	—
6	Communication Skills and Professional Health Education	HPECS 002	2	-

Level 2: Engineering Track

N.	Course Name	Course Code	Credit Hours	Pre-Requisite
1	Preparatory English (2)	ENGC 002	5	ENGC 001
2	English for Engineering and Computer Sciences	EECS 002	2	—
3	Mathematics (2)	MATHC 002	2	MATHC 001
4	Physics (2)	PHYSC 002	4	PHYSC 001
5	computer programming	ITC 002	3	ITC 001

Developed Study Plan (1439/1440 H.)

Health Track

First Semester							
No.	**Course Name**	**Course Code**	**Credit Hours**	**Actual Hours**			**pre-requisite**
1	English Language (1)	ENGL 001	6	5	5	10	–
2	University Life Skills	EDU 101	2	2	-	-	—
3	Chemistry	CHM103	3	2	2	-	—
4	Computer Skills	CIS 101	3	2	2		—

Second Semester							
No.	**Course Name**	**Course Code**	**Credit Hours**	**Actual Hours**			**Pre-Requisite**
1	English Language (2)	ENGC 002	6	5	5	10	ENGL 001
2	Biology	EHP 002	2	3	2	2	—
3	Medical Physics	PHS 103	2	3	2	2	—
4	Bio Statistics	MTH 103	3	2	-		—

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Level 2: Engineering Track

First Semester							
No.	**Course Name**	**Course Code**	**Credit Hours**	**Actual Hours**			**Pre-Requisite**
1	English Language (1)	ENGL 001	6	5	5	10	–
2	University Life Skills	EDU 101	2	2	-	-	—
3	Introductory to Mathematic	MTH 101	3	2		2	—
4	Computer Skills	CIS 101	3	2	2		—

Second Semester							
No.	**Course Name**	**Course Code**	**Credit Hours**	**Actual Hours**			**Pre-Requisite**
1	English Language (2)	ENGC 002	6	5	5	10	ENGL 001
2	Differential Calculus	MTH 102	3	2	-	2	MTH 101
3	Chemistry	CHM 10	3	2	2	-	—
4	Problem Solving and Programming	CIS 102	2	3	2	-	CIS 101

Deanship Council

Name	Position	Responsibility
Dr. Ziyad Bin Awadh Al Rowaili	Dean of Common First Year Deanship	Chairman
Dr. Abdul Bin Rahman bin Hamdan	Dean of College of Medicine	Member
Dr. Badr Bin Karim Al-Zare'	Dean of College of Dentistry	Member
Prof. Mohamed Nour Nahir Al-Mughrabi	Dean of College of Engineering	Member
Dr. Wafa Bint FahId Al Sarhani	Vice-Dean of CFYD – Sakaka Female Branch	Member
Dr. Sahar Mohammed Abu Salem	Vice-Dean of CFYD –Al-Qurayyat Female Branch	Member
Dr.. Bassam Fahad Al-Rasheed	Head of Self- Development Skills Department	Member
Dr. Hammad Ali Alshammari	Head of English Language Skills Department	Member
Dr. Ahmed Abdel Hamid Mohamed	Supervisor of Basic Sciences Department	Member

Responsibilities of Deanship Council

1. Setting out the general policies of the Deanship.
2. Taking work organizational decisions in the Deanship.
3. Periodic review of the Deanship strategic plan and its objectives in light of the achieved outcomes.
4. Implementing and following up the Deanship regulations.
5. Approving the final results of students' exams in the Deanship.
6. Considering and approving any new programs, projects or initiatives related to the Deanship's responsibilities and submitting recommendations to the University's senior management for approval before supervising their implementation.
7. Forming committees and work teams, defining their tasks and following up their performance.
8. Following up the work of Deanship's units and reviewing their annual reports.

- The Council meets periodically on a regular basis or exceptionally when necessary as per invitations of its chairman. It can also be held as per a request of one-third of its members.
- The Council meetings take place only when its quorum is complete with minimum attendees of half its members.
- The Council's decisions are issued by an absolute majority of attendees and shall not be effective before being approved by his excellency the University Rector.

Academic Departments

Department of English Language Skills

Department of Self-Development Skills

Department of Basic Sciences

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Department of English Language Skills

About the Department

The department teaches General English courses and English Language for Special Purposes (ESP) including courses for health, science and engineering professions in order to enable students to master English skills necessary for their study at relevant specialized colleges.

Vision

To be the leaders of teaching English language skills and managing related programs.

Mission

Creating a big shift in students' acquisition of English language skills for general and academic purposes through recruiting high-quality trainers and employing most modern and effective management systems and teaching and learning resources.

Objectives

1. Assisting students to communicate effectively using English for special and general purposes.
2. Providing a stimulating and active English learning environment.
3. Developing English language curricula based on practical skills, real-life practices and extracurricular activities.
4. Engaging student community in real activities that enhance their English language abilities inside the English club.
5. Employing most efficient training competencies and developing them professionally according to the best quality standards.
6. Providing all necessary effective teaching and learning sources.
7. Employing the best English instructional methods in daily classroom practices.
8. Integrating technology effectively into daily instruction & learning
9. Employing valid assessment and evaluation methods based on ongoing performance and achievement of the English language proficiency.
10. Using global and high-quality assessment and evaluation standards and KPIs to follow up and improve teachers' effectiveness, administrators' performance, and programs' efficiency.
11. Ensuring the quality of the English program through ongoing external and internal evaluation.

Staff

#	Name	Degree	Nationality	Location	Description	Employer	Number
1	Hammad Ali Alshamari	PH.D.	Saudi	Sakaka Male	Head	University	1
2	Ali Hassan Morsi	PH.D.	Egyptian	Sakaka Male	Coordinator	Company	1
3	Abdul Aziz Moh. Khalil	PH.D.	Sudanese	Sakaka Male	Coordinator	Company	1
4	Teachers	Ph.D./ MA	Different Nationalities	Sakaka Male	English Teacher	Company	24
5	Maad Hammoud Al - Sarhani	M .A	Saudi	Sakaka Female	Coordinator	University	1
6	Teachers	PH.D. M .A	Different Nationalities	Sakaka Female	English Teacher	Company	20
7	Awni Mohammed Al - Nami	M.A	Palestinian	Qurrayat Male	coordinator	Company	1
8	Teachers	M .A	Different Nationalities	Qurrayat Male	English Teachers	Company	10
9	Amani Ibrahim Ahmed	PH.D.	Sudanese	Qurrayat Female	Coordinator	Company	1
10	Teachers	M .A	Different Nationalities	Qurrayat Female	English Teachers	Company	7

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11	Teachers	M .A	Different Nationalities	Tabarjal Male	English Teachers	Company	2
12	Teachers	M .A	Different Nationalities	Tabarjal Female	English Teachers	Company	2
Total							71

Career Fields of Graduates

Qualifying students in English language and preparing them to complete their studies at the following colleges successfully:

- College of Medicine.
- College of Dentistry.
- College of Pharmacy.
- College of Applied Medical Sciences.
- College of Engineering.
- College of Computer & Information Sciences.

Study Plan

Current Study Plan – 1439/1440 H

#	Course Name	Course Code	level	Semester	Academic Track
1	Preparatory English 1	ENG001	First	First	Health Engineering
2	Preparatory English 2	ENG002	First	First	Health Engineering
3	English For Health Professions	EHP002	Second	Second	Health
4	Medical Ethics	ME002	Second	Second	Health
5	English for Engineering and Computer Science	EECS002	Second	Second	Engineering

Developed Study Plan – 1439/1440 H

#	Course Name	Course Code	Semester	Academic Track	Pre-Requisite
1	English Language (1)	ENGL 001	First	Health	--
2	English Language (2)	ENGL 002	First	Health	ENGL 001
3	English Language (1)	ENGL 001	Second	Engineering	--
4	English Language (2)	ENGL 002	Second	Engineering	ENGL 001

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Department of Self-Development Skills

About the Department

The Department of Self-Development Skills plays a major role in both developing CFYD students' academic and social personality and preparing them for a successful academic and social life. The department also assists students to develop their psychological and physical personalities in order to attain the optimal characteristics of university students.

Vision

Preparing University students with distinctive personal skills that enable them compete at the local, regional and global levels.

Mission

Providing students with academic and social skills that help them complete their study at university and life successfully.

Objectives

1. Helping students to acquire thinking skills.
2. Helping students to acquire communication skills.
3. Developing student's abilities of creativity and innovation.
4. Raising students' awareness and sense of social responsibility.
5. Enhancing students' belonging values.

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6. Providing students with scientific research skills.
7. Preparing students for university life

Staff

#	Name	Degree	Nationality	Location	Position	Employer	Number
1	Bassam bin Fahad Al-Rasheed	PhD	Saudi	Sakaka Male	Head of Department	University	1
2	Staff from Company	PhD/ MA	Different Nationalities	Sakaka Male	Members	Company	6
3	Staff From Collage Of Education	PhD	Saudi	Sakaka Male	Teacher	University	2
4	Abdel Salam Mohamed Ghaleb	MA	Yemeni	Qurayat Male	Coordinator	Company	1
5	Staff from Collages of Science	Ph.D.	Egyptian	Qurayat Male	Teacher	University	1
6	Dalal Wanes Al Ruwaili	M.A	Saudi	Sakaka Female	Coordinator	Company	1
7	Staff from Company	M.A	Saudi	Sakaka Female	Member	Company	1
8	Staff From Collage Of Education	Ph.D.	Saudi	Sakaka Female	Teacher	University	1

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9	Nujood Awad Al Atwi	M.A	Saudi	Qurayat Female	Coordinator	Company	1
10	Staff from Collages of Science	Ph.D. M.A	Different Nationalities	Qurayat Female	Teacher	University	1
11	Staff from Collages of Science & Arts	Ph.D.	Egyptian	Tabarjal Male	Teacher	University	1
12	Staff from Collages of Science & Arts	PH.D.	Egyptian	Tabarjal Female	Teacher	University	1
Total							18

Career Fields of Graduates Work

Qualifying male and female students to join the following colleges successfully:

- College of Medicine.
- College of Dentistry.
- College of Pharmacy.
- College of Applied Medical Sciences.
- College of Engineering.
- College of Computer & Information Sciences.

Study Plan

Current Study Plan – 1439/1440 H

#	Course Name	Course Code	Credit Hour	Level	Track	Pre-Requisite
1	Thinking Skills & Learning Methods	PYPC001	2	First	Health and Engineering	-
2	Communication Skills & Professional Health Education	HPECS002	2	Second	Health	**PYPC001**

Developed Study Plan – 1439/1440 H

Course Name	Course Code	Level	Track	Pre-Requisite
University Life Skills	**EDU 101**	**First**	**Health / Engineering**	-

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Department of Basic Sciences

About the Department

The Department teaches courses of Natural Sciences (Physics, Biochemistry, Human Biology) and courses of Mathematics (Mathematics & Computer Skills) that enable students study at specialized colleges.

Vision

Leadership and academic excellence in teaching of the principles of basic sciences by providing an effective learning environment that qualifies students to study at University successfully.

Mission

Developing the basic scientific skills of students through modern teaching methods based on direct interaction and positive participation in order to be able to study at University.

Objectives

1. Ensuring commitment of students and faculty members to the principles of discipline within the department and Deanship.
2. Preparing students scientifically in basic sciences courses to pursue their university studies distinctively.
3. Developing students' abilities to solve problems using scientific methods of thinking.
4. Encouraging and supporting effective participations of students in various activities of the department and the university community.
5. Raising students' awareness of social responsibility.

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6. Developing basic science curricula in coordination with the colleges of the university as their per academic needs.
7. Disseminating and controlling quality of the department.

Staff

#	Name	Degree	Nationality	Position	Work place	Employer	Number
1	Ahmed Abdel Hamid Mohamed	PhD	Egyptian	Supervisor	Sakak Male	University	1
2	Massad Abdel Mouktader Salama	PhD	Egyptian	Coordinator of Mathematics Section	Sakak Male	University	1
3	Staff of CFYD, Colleges of science & College of Computer Science	PhD /MA	Different Nationalities	Instructors & lecturers	Sakak Male	University	25
4	Amal Mohammed Asran	PhD	Egyptian	Coordinator	Sakak Female	University	1
5	Staff of CFYD, Colleges of science & College of Computer Science	PhD /MA	Different Nationalities	Instructors & lecturers	Sakak Female	University	18
6	Abdullah Khalil Al Asal	MA	Jordanian	Coordinator	Qurayat Male	Company	1
7	Staff from Company	MA / PhD	Different Nationalities	Instructors & lecturers	Qurayat Male	Company	2
8	Staff of CFYD, Colleges of science & Arts	PhD /MA	Different Nationalities	Instructors & lecturers	Qurayat Male	University	13
9	Najwa Ahmed Al - Saidi	MA	Egyptian	Coordinator	Qurayat Female	Company	1
10	Staff from Colleges of science & Arts	PhD / MA	Different Nationalities	Instructors & lecturers	Qurayat Female	University	11

11	Staff from Colleges of science & Arts	PhD	Different Nationalities	Instructors	Tabarjal Male	University	4
12	Staff from Colleges of science & Arts	PhD	Different Nationalities	Instructors	Tabarjal Female	University	4
Total							81

Career Fields of Graduates

Qualifying male and female students to join the following colleges successfully:

- College of Medicine.
- College of Dentistry.
- College of Pharmacy.
- College of Applied Medical Sciences.
- College of Engineering.
- College of Computer & Information Sciences.

Study Plan

Current Study Plan – 1439/1440 H

م	Course Name	Course code	Credit hours	Level	Track	Pre-Requisite
1	Introduction to Mathematics	MATHC 001	2	First	Common	—
2	Physics (1)	PHYSC 001	2	First	Common	—
3	Computer Skills	ITC 001	4	First	Common	—
4	Human Biology	HP 002	4	Second	Health	—
5	Introduction To Biochemistry	IB 002	3	Second	Health	—
6	Mathematics (2)	MATHC 002	3	Second	Engineering	MATHC 001
7	Physics (2)	PHYSC 002	3	Second	Engineering	PHYSC 001
8	Computer Programming	ITC 002	3	Second	Engineering	ITC 001

Developed Study Plan – 1439/1440 H

م	Course Name	Course code	Level	Track	Pre-Requisite
1	Chemistry	CHM 103	First	Health	—
2	Computer Skills	CIS 101	First	Health & Engineering	—
3	Biology	BIO 103	Second	Health	—
4	Medical Physics	PHS 103	Second	Health	—
5	Bio Statistics	MTH 103	Second	Health	—
6	Introductory to Mathematics	MTH 101	First	Health	—
7	Differential Calculus	MTH 102	First	Health	MTH 101
8	Chemistry	CHM 103	Second	Engineering	----
9	Problem Solving and Programming	CIS 102	Second	Engineering	CIS 101

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Administrative Units

- Academic Affairs Unit
- Quality and Academic Accreditation Unit
- Assessment Unit
- Skills Development Unit
- Student Academic Guidance Unit
- E - Learning Unit

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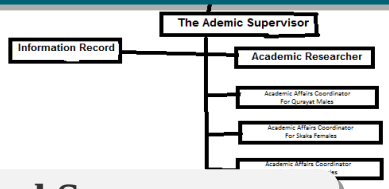
Academic Affairs Unit



Organizational Structure

1. Dean
2. Vice dean
3. Academic Affairs Supervisor
4. Academic Researcher
5. Information Recorder
6. Coordinator of the Academic Affairs Unit of Qurayyat Male Branch
7. Coordinator of the Academic Affairs Unit of Sakaka Female Branch
8. Coordinator of the Academic Affairs Unit of Qurayyat female Branch

Vision

Supervising, managing and developing the educational and academic process distinctively and in accordance with highest-levels of quality standards.

Mission

Providing advanced educational and academic services that upgrade the academic work in the Common First Year Deanship through offering a learning environment that stimulates creativity in accordance with the Kingdom Vision 2030.

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Objectives

1. Managing, organizing and coordinating the academic affairs of students through administrating the academic schedules and monitoring the course of the educational process.
2. Coordinating transfer of students between departments or colleges, course deletion and addition, deprivation, and all student academic affairs with the Deanship of Admission and Registration.
3. Oversighting the academic departments in terms of monitoring their study plans, curricula and progress, and ensuring that their academic performance conforms to the academic quality standards

Responsibilities

1. Assisting the Dean in supervising works and developing appropriate and advanced academic plans.
2. Carrying out all tasks entrusted by the Dean.
3. Carrying out all tasks entrusted by the Rector of the University
4. Acting the dean in case of his absence.
5. Implementing the Dean's academic decisions within the Deanship.
6. Contributing to the preparation of the College strategic plan and participating in its implementation.
7. Monitoring the educational process.
8. Developing the Deanship academic work system.
9. Supervising the implementation of Deanship study plans and programs.

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10. Developing performance appraisal for the heads of departments (faculty members).
11. Considering the departments' needs for faculty members.
12. Holding responsibility about the regularity of departments meetings.
13. Supervising the mid-term and final exams in the Deanship.
14. Ensuring the application of quality, evaluation and academic accreditation regulations and systems.
15. Managing student transfer from and to the Deanship in coordination with the Deanship of Admission and Registration.
16. Managing absenteeism and lateness of students.
17. Following up recording students' scores.
18. Following up of students' academic schedules in coordination with the Deanship of Admission and Registration.
19. Following up the process of students' distribution to sections.

Staff

N	Name	degree	nationality	Place of work	Position
1	Ahmed Abd Elhameed Mohammed	PH.D.	Egyptian	Skaka Male	Supervisor
2	Sawsan Bastawesy Ali	Ph.D.	Egyptian	Skaka Female	Coordinator
3	Hany Abd Elqader Omara	Ph.D.	Egyptian	Qarayyat Male	Coordinator
4	Thanaa Mohammed Salem	Master	Egyptian	Qarayyat Female	Coordinator

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Quality & Academic Accreditation Unit

Organizational Structure

1. Dean
2. Vice dean
3. Head of Quality & Academic Accreditation Unit
4. Development Researcher
5. Technical Support & Training Committee
6. Monitoring & Measuring Performance Indicators Committee
7. Internal Audit Committee
8. Dissemination of Quality Culture Committee
9. Implementation & Strategic Plan Review Committee
10. Administrative Affairs Committee
11. Vision and Mission Updating Committee
12. Academic Departments Quality Committee
13. Coordinator of Quality & Academic Accreditation Unit - Qurayyat Male
14. Coordinator of Quality & Academic Accreditation Unit - Skaka Female
15. Coordinator of Quality & Academic Accreditation Unit - Qurayyat Female

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Vision

To be an optimal example in applying quality systems and standards of higher education in order to preserve outstanding performance at Jouf University level, and to ensure accreditation of deanship courses by the audit and accreditation bodies at the national, regional and international levels.

Mission

Creating an active internal system for quality assurance and development in the Common First Year Deanship at Jouf University.

Objectives

1. Implementing an effective quality assurance system in the Deanship.
2. Spreading the culture of quality and awareness of the importance of applying its mechanisms among Deanship staff and stakeholders.
3. developing trained staff in the field of quality and its systems.
4. Adopting self-evaluation of performance as a basis for internal and external audit.
5. Diagnosing the obstacles of performance development at the Deanship, proposing solutions and developing improvement plans at various fields.
6. Ensuring effective communication with the Deanship of Quality and Academic Accreditation as a technical reference for the unit and to ensure the quality of outputs.

Responsibilities

1. Preparing and implementing and updating Unit strategic plan
2. Formulating and developing the draft of the strategic plan through providing the required data and information and evaluating the deanship plans and programs according to the adopted mechanism.
3. Participating in implementing the Deanship strategic plan according to the approved mechanism.
4. Participating in the work of committees specialized in planning and development of Deanship academic and administrative areas, and providing suggestions for the development of administrative work procedures in accordance with the Total Quality requirements.
5. Continuously analytical monitoring and tracking of distinctive experiences in the field of academic accreditation and quality assurance including active policies, regulations, controls, standards, tools and techniques, and preparing reports on developmental proposals.
6. Proposing policies, regulations, controls and standards for obtaining academic accreditation and following up their adoption and implementation according to the approved mechanism.
7. Proposing policies, regulations, controls and quality assurance standards in the educational, administrative, organizational and technical fields and following up their adoption and implementation according to the approved mechanism.
8. Preparing the integrated complete guide for academic accreditation and quality assurance in the Deanship in light of the leading local and international experiences in order to ensure that the college obtains academic accreditation and maintains application of quality standards in the educational, administrative, organizational and technical fields according to the approved mechanism.
9. Suggesting the names of institutions, universities and colleges that can approve cooperation and partnership with in the field of academic accreditation and quality assurance.
10. Suggesting the names of specialized centers in the field of academic accreditation whose expertise and services are useful for the Deanship to obtain Academic Accreditation.
11. Suggesting appropriate academic accreditation bodies for the deanship upon conducting extensive studies and adjustment between all available alternatives in light of the Deanship's vision, mission and strategic objectives.
12. Continuous monitoring of the performance of academic and administrative units in the field of academic accreditation and quality assurance and preparing

reports and developmental proposals in accordance with the approved mechanism.

13. Proposing to establish an integrated database for academic accreditation and quality assurance and inserting, processing and continuously updating appropriate data according to the adopted mechanism.

Staff

#	Name	Degree	Nationality	Work Place	Position
1	Walaa Attieh Askar	MA	Egyptian	Sakaka Male	Supervisor
2	Imran Abdel Aziz Mustafa	MA	Egyptian	Qurayat Male	Coordinator
3	Amal Mohammed Asran	PhD	Egyptian	Sakaka Female	Coordinator
4	Nujood Awad Al Atwi	MA	Saudi	Qurayat Female	Coordinator
5	Abdul Razek Rajab Anas	MA	Egyptian	Sakaka Male	Member
6	Islam Ahmed Othman	MA	Egyptian	Sakaka Male	Member
7	Hamdi Abdel Rahman Mohammed	MA	Egyptian	Tabarjal Male	Member
8	Basma Mohammed al-Thiabat	MA	Jordanian	Tabarjal Female	Member

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Assessment Unit

Organizational Structure

1. Dean
2. Vice dean
3. Head of Quality & Academic Accreditation Unit
4. Development Researcher
5. Technical Support & Training Committee
6. Monitoring & Measuring Performance Indicators Committee
7. Internal Audit Committee
8. Dissemination of Quality Culture Committee
9. Implementation & Strategic Plan Review Committee
10. Administrative Affairs Committee
11. Vision and Mission Updating Committee
12. Academic Departments Quality Committee
13. Coordinator of Quality & Academic Accreditation Unit - Qurayyat Male
14. Coordinator of Quality & Academic Accreditation Unit - Skaka Female
15. Coordinator of Quality & Academic Accreditation Unit - Qurayyat Female

Vision

Striving to apply quality standards in order to achieve the deanship learning outcomes through conducting valid, distinctive and high-level of quality examinations.

Mission

Supporting the academic process in the Common First Year Deanship at Jouf University through the application of quality standards on all examination procedures and providing an assessment environment with transparent educational outputs.

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Objectives

1. Organizing the examination process by setting out schedules, committees of invigilation and monitoring to ensure smooth and disciplined administration of exams.
2. Supporting academic departments in order to enable their students achieve the highest rates of academic achievement.
3. Assisting students to overcome any challenges during exams by providing a responsive examination environment for their psychological and academic needs.
4. Submit periodic reports on the progress of exams and related observations.

Responsibilities

1. Supervising mid-term and final exams.
2. Coordinating with academic departments to prepare mid-term and final exams schedules.
3. Monitoring the course of mid-term and final exams.
4. Preparing the control staff, forming invigilation and supervisory committees and delivering/collecting exams papers.
5. Solving student problems related to exams.
6. Submitting cases of student cheating and violations to the disciplinary committee.
7. Preparing reports on mid-term and final exams.
8. Approving the dates of retake exams in coordination with academic departments.
9. Keeping exams files.
10. Creating a software database for student answer sheets and results in the midterm and final exams.
11. Implementing quality, evaluation and academic accreditation systems.
12. Raising faculty members' awareness regarding the rules and regulations governing the examination process.

Staff

#	Name	Degree	Nationality	Work Place	Position
1	Fahd Mohammed Al - Abali	PhD	Yemeni	Sakaka Male	Supervisor & Rapporteur
2	Mohammed Amer Al-Balkhi	PhD	Syrian	Qurayat Male	Exams researcher
3	Meaad Hammoud Al - Sarhani	MA	Saudi	Sakaka Female	Coordinator
4	Hani Abdel Qader Omara	PhD	Egyptian	Qurayat Male	Coordinator
5	Mahmoud Fathy Al-Karazoun	MA	Jordanian	Sakaka Male	Member
6	Ayat Abdulmutallab Mohammed	MA	Sudanese	Qurayyat Female	Coordinator
7	Hamdi Abdel Rahman Mohammed	MA	Egyptian	Tabarjal Male	Member

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Skills Development Unit

Vision

Continuous development in light of up-to-date comprehensive knowledge.

Mission

Providing all Deanship employees and students with a variety of training programs that contribute to develop their cultural and intellectual personality in order to be able to face problems, challenges and rapid changes in light of the Kingdom vision 2030.

Objectives

1. Disseminating training culture among students.
2. Provide programs through which students can discover their abilities and tendencies.
3. Conducting educational and scientific courses for all Deanship students.
4. Identifying phenomena and problems facing students and addressing them by providing effective remedial, preventive and developmental training programs.
5. Develop values of students with specific focus on volunteering and handcrafts.
6. Developing students' cultural and creativity by providing a range of programs.
7. Developing students' initiatives and self-confidence.
8. Addressing some students' negative cultural attitudes such as extravagance and indifference.

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Responsibilities

1. Identifying training needs necessary to develop skills of the Deanship staff.
2. Preparing academic and professional training plans and programs in light of the needs of the deanship academic departments and units.
3. Providing specialized trainers in various disciplines for the proposed training courses
4. Encouraging faculty members to present training courses for students and staff in other departments and units.
5. Proposing appropriate mechanisms to increasing the effectiveness of training programs.
6. Preparing files of Skills Development Unit.
7. Preparing periodic reports on the activities of the Skills Development Unit and submitting them to the Deanship.
8. Continuous coordination with the Quality and Academic Accreditation Unit to verify the effectiveness of the training programs provided and supervised by the unit.
9. Carrying out the tasks entrusted to the unit in terms of training and development within the Deanship.

Staff

#	Name	Degree	Nationality	Place of work	Job Description
1	Fahd Mohammed Al - Abali	Ph.D.	Yemeni	Sakaka Male	Supervisor
2	Murtada Mohammed Hamid	MA	Sudanese	Sakaka Male	Member
3	Nujood Awad Al Atwi	MA	Saudi	Quryyat Femal	Coordinator
4	Abdel Salam Mohamed Ghaleb	MA	Yemeni	Quryyat Male	Coordinator
5	Iman Mohamed Al-Mansi	Ph.D.	Egyptian	Sakaka Female	Coordinator

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Student Academic Guidance Unit

Organizational Structure

Vision

To build up a distinct personality of students on the basis of renewed knowledge

Mission

Enhancing academic values and developing creative thinking skills of students to maximize their positive abilities and build up their future and society successfully.

Objectives

1. To promote the culture of academic guidance among students, and enable them get access to the services of the unit even if not requested.
2. To identify and provide academic guidance programs and services that suit the various disciplines of students in order to enhance their academic achievement and address their social challenges.

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3. To provide appropriate climate for students in order to get use of the expertise of faculty members outside classroom.
4. Discovering and getting use of the talents of students and help them to maximize their abilities through engaging them in the activities of student affairs.
5. Building positive relationships and rapport between students and faculty members and their peers.

Responsibilities

1. Developing a plan for the Deanship academic supervision.
2. Holding meetings with the members of subcommittees of academic departments in order to inform them about relevant work, plan and system and schedules.
3. Preparing and publishing a periodic report on academic guidance.
4. Guiding students to all relevant affairs such as postponing study, deleting courses, withdrawing, canceling enrolment/re-enrolment, appointing supervisors, forming discussion committees, getting additional chances to improve rate, and getting aware about exceeding the statutory period of study.
5. Monitoring student academic performance and recording low level cases.
6. Raising student awareness about the unit, its importance and how to benefit from its services through meetings, publications and deanship website.
7. Developing an orientation program for students to define the Deanship objectives and mission, educational programs, academic departments, the fields of graduates' work, and the offered care service. Students are also provided with guidance regarding the most appropriate socialization that fit their interests and abilities.
8. Distributing new students to academic councilors and posting related lists on the billboards and Deanship website at the beginning of each year.
9. Submitting a periodic report to the vice-dean each mid-term covering the unit performance, and another one on students' levels.
10. Studying cases of student referred by Deanship Administration and reporting them to concerned parties.
11. Considering student academic problems submitted by counselors and addressing them with the Deanship Administration.

Staff

#	Name	Degree	Nationality	Place of Work	Position
1	Hassan Sami Abusini	Master	Jordanian	Sakaka Male	Supervisor
2	Yousef Marji Al Shammari	Master	Saudi	Sakaka Male	Rapporteur
3	Lateefa Samed Alsharari	Master	Saudi	Sakaka Female	Coordinator
4	Najwa Ahmed Al – Saidi	Master	Egyptian	Quryyat Female	Coordinator
5	Abdullah Hassan Ibrahim	Master	Egyptian	Quryyat Male	Coordinator
6	Hamdi Abdel Rahman Mohammed	Master	Egyptian	Tabarjal Male	Member
7	Basma Mohammed al-Thiabat	Master	Jordanian	Tabarjal Female	Member
8	Yousef Marji Al Shammari	Master	Saudi	Sakaka Male	Officer
9	Ahmed Abdullah Al-Belaili	Master	Syrian	Sakaka Male	Committee Officer
10	Abdul Aziz Qarian Al Ruwaili	Bachelor	Saudi	Sakaka Male	Committee Officer
11	Dalal and Nice Ruwaili	Master	Saudi	Sakaka Female	Coordinator

E - Learning Unit

Vision

To establish a distinguished e-learning unit in the deanship that is able to provide an interactive learning environment focused on creativity.

Mission

Providing interactive e-learning services based on quality standards.

Objectives

1. To promote quality of education by providing interactive e-learning aids and technologies.
2. To develop students' skills, abilities and interactivity with contemporary changes through modern technologies.
3. To transform Deanship conventional courses into electronic ones.
4. To train faculty members on the preparation of electronic courses.
5. To preparing necessary training courses and workshops in the field of e-learning for all employees of the Deanship

Responsibilities

1. Providing students and faculty members with training courses on the basics of Blackboard.
2. Distributing Blackboard manual to students attending courses.
3. Uploading an electronic copy of the English language textbooks on Google Drive and circulating them to students via Blackboard.
4. Creating an electronic form to update Blackboard data for faculty members.
5. Creating an ad section on Blackboard that includes all Common First Year students.

6. Creating an academic guidance section on Blackboard that includes all the Common First Common Year sections.
7. Creating an electronic form to organize students' visit the unit.
8. Creating a survey to measure student satisfaction regarding Blackboard.

Staff

#	Name	Degree	Nationality	Workplace	Position
1	Mahmoud Fathy	Master	Jordanian	Skaka Male	Official Unit
2	Alaa Ibrahim Assad	Master	Jordanian	Skaka Female	Coordinator
3	Reham Ahmed Mohamed	Master	Egyptian	Qurayat Female	Coordinator
4	Abdullah Khalil Al Asal	Master	Jordanian	Qurayat Male	Coordinator
5	Hamdi Abdel Rahman Mohammed	Master	Egyptian	Tabargal Male	Member
6	Basma Mohammed al-Thiabat	Master	Jordanian	Tabargal Female	Member
7	Ihab Mohammed Saeed	Master	Egyptian	Skaka Male	Member

Seventh: Administrative Affairs Unit

Organizational Structure

1. Dean
2. Director of CFYD
   - Administrative Assistant
   - Writer
   - Administrative Contacts
   - Teller
   - Development Researcher
   - Secretary
   - Errand Boy
3. Vice-Dean – Qurayyat Female Branch
   - Director of Branch Administration
     - Administrative Assistant
     - Secretary
4. Vice-Dean – Sakaka Female Branch
   - Secretary
   - Writer
   - Administrative Contacts
   - Development Researcher
   - Exams Researcher
   - Academic Researcher
   - Administrative Assistant
   - Academic Supervisor

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Vision

Distinctive preparation of attractive and stimulating educational and administrative environment according to high-quality standards.

Mission

Providing faculty members, students and visitors of CFYD with advanced administrative and technical services, a stimulating work environment and an integrated work system.

Objectives

1. Applying University regulations.
2. Providing a distinctive educational and administrative work environmentز
3. Organizing administrative work in a team spirit.
4. Increase productivity and quality of services provided to the faculty members, students and visitors.

Responsibilities

1. Supervising the implementation of the University administrative and financial regulations.
2. Reporting the dates of start-work and leave work for all Deanship staff.
3. Supervising and following up the work of all administration units.
4. Supervising the improvement process of the administration works.
5. Securing the Deanship's purchases of urgent requirements.

6. Supervising works of contractors with the Deanship regarding passports, residence, visas and tickets ز
7. Supervising the Deanship facilities in coordination with concerned authorities and planning for their monitoring, maintaining and cleaning.
8. Organizing the regular leaves for the Deanship staff of administrators, technicians, employees and workers.

Staff

#	Name	Nationality	Place of work	Employer	Position
1	Fares Jabir Allah 's alsalami	Saudi	Sakaka Male	University	Director of CFYD
2	Nasser Harthm Matar Alrowaili	Saudi	Sakaka Male	University	Teller
3	Qasim Radi Al Ahmad	Saudi	Sakaka Male	University	Clerk
4	Abdul Rahman Ahmed Al-Huwaidi	Saudi	Sakaka Male	University	Devolvement Researcher
5	Aida Faleh Akeel Habad	Saudi	Sakaka Female	University	Director of Branch
6	Gazwah Hashash Gabel	Saudi	Sakaka Female	University	Exam Researcher
7	Farah Salem Suwailem	Saudi	Sakaka Female	University	Secretary
8	Rabeeh Hassan Hamad Al - Hayzan	Saudi	Sakaka Female	University	Academic Researcher
9	Eidah Faleh Aqeel Habad	Saudi	Sakaka Female	University	Academic Supervisor
10	Nouf Khalif Rifai Al-Enezi	Saudi	Sakaka Female	University	Secretary
11	Nawal Ateeq Khudair Al Shammari	Saudi	Sakaka Female	University	Administrative contacts
12	Fatima Abdel Razzaq Mayouf	Saudi	Sakaka Female	University	Administrative Assistant
13	Hamadah Fahad Al - Ruwaili	Saudi	Qurayat Female	University	Director of Branch
14	Jawahar Mohammed Zidan	Saudi	Quryyat Female	University	Secretary
15	Hamida Salem Al Sharari	Saudi	Quryyat Female	University	Office woman
16	Newyah Zaky Alenzy	Saudi	Quryyat Female	University	Administrative Assistant

Branch	Number of Employees	Director	Total
Sakaka Female	3	1	4
Quryyat Female	7	1	4
Quryyat Female	3	1	4
Total	13	3	16

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