

Jouf University

Deanship of the Common First Year

Student's Guide

The academic year 1439/1440 AH

*In the Name of Allah
the Merciful*



Custodian of the Two Holy Mosques
King Salman bin Abdulaziz Al Saud
May Allah bless him



Prince Mohammed bin Salman Al Saud
May Allah bless him

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Attention

The Deanship of the first year is held in Jouf University It reserves the right to change or terminate any policy contained in this manual without notice The updated directory is available on the website of the Deanship on the following link

<http://WWW.ju.edu.sa/index.phd?id=402>

Or by scanning the following code to obtain the updated directory

Introduction

The Deanship of the first year in Jouf University seeks to prepare students and students to move from general education to university education, enabling them to integrate and identify the requirements of university study and prepare them mentally and spiritually for specialized studies in the following years. The Deanship also seeks to improve the university outputs through scientific, For students and new students and prepare them for scientific disciplines and facilitate their enrollment in these disciplines based on their tendencies and abilities

The first year program contains two tracks

1. Health track

2. Engineering track

The study shall consist of two semesters. The student shall be given an exceptional third semester to complete the requirements of the first year. The summer semester of the study period shall be calculated. If the students pass the first year program, they will be admitted to the colleges that require the passing of the first year, based on the special criteria approved by each College

Vision

Leadership and academic excellence in preparing and qualifying students for university study according to quality standards

Mission

Providing advanced educational services that develop the cognitive, skills and behavioral abilities of students through an academic environment conducive to learning and creativity in order to prepare them to join specialized colleges

Objectives

- Introduce students to university regulations
- Prepare students to adapt to the university environment

- Developing students' cognitive, skill and behavioral abilities in English, basic sciences and computer
- Provide students with the skills of scientific thinking, research and communication
- Help students to choose the appropriate specialization for their orientation, abilities and needs of the labor market
- Creating a stimulating school environment that helps students to excel and innovate
- Enhancing students' awareness of community responsibility

Value

Quality in performance

Teamwork

Academic Departments

Department of English language skills

The English Language Department trains students in terms of language and emphasizes students' acquisition of four English language skills and teaching the courses of general English language skills and English language courses for health specialties scientific and engineering disciplines.

Department of Basic Sciences

This section teaches courses in Natural Sciences (Medical Physics, Chemistry and Biology) and Mathematics, Biostatistics and Computer Courses

Department of Self Development Skills

The self-development skills department teaches the curriculum of university life skills

Administrative and Academic Units

Quality and Accreditation Unit

The Unit aims to contribute to enabling the Deanship to achieve its mission and objectives through adopting and implementing the principles of total quality and the development and implementation of plans and programs which ensures the achievement of high levels of performance and productivity in the fields of education, organizational, administrative, financial and technical and maximize the use of the knowledge and accumulated knowledge of the Deanship and its administrative and administrative units and to provide the requirements and requirements for obtaining academic accreditation and maintain it in accordance with the highest local and international quality standards, in order to enhance the capabilities of the Deanship to achieve sustainable competitive advantages

Academic and Student Advisory Unit

The unit aims to guide students to achieve the best results and adapt to the university environment and seize the opportunities available to them by providing them with the basic skills that raise the level of scientific achievement and guide them to paths serve their specializations and facilitate their educational career at the university

Academic Affairs Unit

The unit aims to find a regulatory process to coordinate the educational situation of students through follow-up of the school schedules and the steps of the educational process for students from the transfers between colleges or departments in coordination with admission and registration and carry out deletions and additions and deprivation and all related to the student Academy. The unit also supervises the scientific departments in terms of plans, curricula and follow-up of their progress in ascertaining their conformity with academic quality standards

Examination Unit

The unit aims to organize committees and test work, distribute observers at the time of the quarterly and alternative tests, analyze the results, prepare reports and give a picture of their level and comprehensiveness

Skills Development Unit

The Unit aims to identify the training needs of the Deanship's staff and to participate in organizing the process of providing training programs, following up on their implementation and evaluating the effectiveness of these programs

Unit of e-learning and distance education

The unit aims to benefit from modern learning methods which are based on self-learning and individual through dealing with educational computer programs in order to transfer the traditional education in the university to interactive electronic learning through the technology of education and communication technology

The study system in the first year common

Admission

- Admission shall be in one of the tracks (health or engineering) according to the conditions of admission approved by the University Council and announced in a timely manner
- Admission shall be at the beginning of each academic year. The Council of the League may make exceptions
- The student has the right to change his / her place of study after studying at least one semester on the same course that he accepted, provided that there are vacant seats from admission and that the student fulfills the lowest weighted percentage of the place to be transferred

Registration

- Students are enrolled in the first year of full-time level courses without regard to the GPA
- Students are not allowed to apologize for one or more courses during their first year of study
- All the courses of the first year are included in the general cumulative average of the plan allocated to the student after the end of the first year of the joint or transferred to it before the end of the first year common
- A student of the first year participating in Jouf University can not study any course of the study plan as a visiting student at another university
- A student of the first year of joint registration in the summer semester shall be treated as an unexpected student, graduating from the academic burden, the registration period and the apology for the summer semester

Specializations in colleges after the end of the first year common

- The specialization in the health colleges shall be after passing all the courses of the health track in the first year common at a rate not less than 2 out of 5
- The specialization in the Faculty of Engineering, Computer and Information Sciences and the Computer and Information Sciences Departments in the Faculty of Science and Arts in Tabargal and Al-Qurayyat shall be after passing all engineering course courses in the first common year at a rate of not less than 2 out of 5
- The allocation shall be at the beginning of each semester, except for the colleges which stipulate that the allocation shall be made annually according to the specializations and faculties available for allocation as well as the vacant seats approved by the University Council.

Conversion between first year common tracks

- The student may transfer between the tracks of the first year after the first semester of admission to the university as a maximum, provided that there are vacant seats of admission and the student to meet the minimum proportion of the track required to be transferred to him only once that is during the transfer period approved transfer university. This shall not be counted as part of the conversion movements provided for in Article 46 of the Study Regulations and Tests
- Students who wish to transfer to the same track are chosen according to the weighted admission rate and according to the vacant seats in each track

Intercultural transfer requiring the first common year

- Students may not transfer to faculties requiring the first year of joint study outside the faculties of the course they have studied in the first year
- A student in one of the faculties may transfer to another faculty or department within the faculties and departments of the track he studied in the first year of co-operation provided that he has studied at least one semester in the specialization allocated to him and achieved the criteria of transfer for

the section to be transferred to him, and contrary to Articles 46, And forty from the list of tests and study at Al-Jouf University

Transfer from the first year of joint students to Jouf University

Students are entitled to transfer to colleges that do not require the first common year before the end of the first year in accordance with the vacant seats in the colleges provided that the conditions of the admission criteria for the current semester or the seventh are met if there is no admission

Transfer from the first year shared from Jouf University

No transfer to students of other faculties at Jouf University may be made to the first common year

Transfer to the first year common from outside Jouf University

The transfer of students from outside Jouf University may be accepted according to the following admission criteria: -

- The transfer is only on the same track as the student at the university to be transferred
- The student who is transferred to the first year must study all the courses of the first year in common and cannot compare any course previously studied by the student outside Jouf University
- Study at least one semester at a university recognized by the Ministry of Education
- To meet the admission requirements for new students in the course of the transfer required at the time or the nearest semester that was accepted in the first year

- Achieving the rate required for external transfer as stipulated in Article 42 of the list of tests and study at Jouf University
- Any other conditions determined by the Deanship of the first year common and announced in a timely manner

Postponement, apology and drop-out

The student is entitled to deferment for one semester only, provided that it is in the maximum period of the week preceding the study in the semester and does not enter the postponement within the regular period of study in the first common year.

The student is allowed to apologize during a study in the first common year and maximum once according to the period of apology in the university calendar provided that the apology for all the courses that are registered in that chapter to be counted apology from the regular period of study in the first common year.

If the student completes his first year in the middle of the academic year and wishes to be assigned to one of the faculties following the annual allocation system, he may postpone his assignment at the beginning of the following year provided that he enters into competition with the students who completed the first year of joint study at the end of that year.

The postponement and apology in the first common year shall be included within the number of times specified for the student to postpone and apologize in his university studies and stipulated in the list of studies and tests.

A student who has been out of school in the first year of joint study in accordance with Article 17 and its executive rules shall be treated from the list of studies and tests of Al-Jouf University.

Stumble in the first common year

The regular duration of the study in the first year of joint study is two semesters. The student is given an exceptional third semester to complete the requirements of the first common year. The summer semester is not counted from the regular period of study in the first common year.

Students who are troubled in the first year of the joint are transferred to the sections that do not require the first common year according to the vacant seats in the colleges provided that the acceptance criteria for admission to the current or previous academic or if there is no excuses.

Colleges available after passing the first year joint program

College	Department	Boys	Girls
Medicine	Medicine and surgery	✓	✓
Dentist	Dental and Oral Surgery	✓	✓
the pharmacy	the pharmacy	✓	✓
Applied Medical Sciences in Sakaka	Clinical Laboratory Sciences	✓	✓
	Nursing	✓	✓
	Physical therapy and rehabilitation	✓	✓
	Medical equipment	Not enabled	Not enabled
	Radiation	Not enabled	Not enabled
Engineering	civil engineering	✓	Not enabled
	Mechanical engineering	✓	Not enabled
	Electrical engineering	✓	Not enabled
	Electrical Engineering	✓	Not enabled
	Communications & Electronics	✓	Not enabled
Computer and Info sciences	Computer Engineering and Networks	✓	✓
	Computer and Info sciences	✓	✓
	Information Systems	✓	✓
Applied Medical Sciences in Qurayat	Clinical Laboratory Sciences	✓	✓
	Physical therapy and rehabilitation	✓	✓
	Nursing	Not enabled	✓
	Clinical Nutrition	Not enabled	Not enabled
Science and literature in Qaryat	Computer and Info sciences	✓	✓
Science and literature in Tabargal	Computer and Info sciences	✓	✓

The Study plans of the Deanship of the CFY of Jouf University Health Track

First Level							
pre-requisite	Actual hours			Credit hours	Course number and code	Course name	N
	T	H	N				
-	10	5	5	6	ENGL 001	E nglish Language (1)	1
-	-	-	2	2	EDU 101	University Life Skills	2
-	-	2	2	3	CHM 103	Chemistry	3
-	-	2	2	3	CIS 101	Computer Skills	4

Second Level							
pre-requisite	Actual hours			Credit hours	Course number and code	Course name	N
	T	H	N				
ENGL001	10	5	5	6	ENGL 002	E nglish Language(2)	1
-	-	2	2	3	Bio 103	Biology	2
-	-	2	2	3	PHS 103	Medical Physics	3
-	-	-	-	3	MTH 103	Bio Statistics	4

The Study Plan of the Deanship CFY of Jouf University Scientific Track (Engineering)

First Level							
pre-requisite	Actual hours			Credit hours	Course number and code	Course name	N
	T	H	N				
-	10	5	5	6	ENGL 001	E nglish Language (1)	1
-	-	-	2	2	EDU 101	University Life Skills	2
-	2	-	2	3	MTH 101	Introductory Mathematics	3
-	-	2	2	3	CIS 101	Computer Skills	4

Second Level							
pre-requisite	Actual hours			Credit hours	Course number and code	Course name	N
	T	H	N				
ENGL001	10	5	5	6	ENGL 002	E nGLISH Language (2)	1
MTH 101	2	-	2	3	MTH 102	Differential Calculus	2
-	-	2	2	3	CHM 103	Chemistry	3
CIS 101	-	2	2	3	CIS 102	Problem Solving and Programming	4

Study list and tests

School system

The student must attend the lectures from the first album of the beginning of the study as in the academic calendar of the university.

Attendance and apology for study

- The student is prohibited from entering the final exam if his absence exceeds (25%) without an excuse from the total number of lectures and specific scientific courses for the course.
- A student who has been denied entry to the test due to absenteeism shall be considered a rapporteur in the course and shall prove his degree of quarterly work and shall be given a deprived assessment or DN.
- Lists of deprivation in the last week of the study for each semester shall be announced by the Deanship itself
- The student who is absent from the final exam is zero in that test and his / her assessment is calculated on that basis on the basis of the quarterly grades obtained
- The excuse for absence from the final test is accepted in the following cases:
 - It shall be provided from the time of its occurrence, up to one week after its demise, on the section to which the student belongs
 - Urgent excuses accepted by the Council of the Deanship
- The alternative test shall be to monitor the result within a period not exceeding the end of the next semester

- The student may, after the approval of the dean of the Deanship or his delegate, apologize for continuing to study a semester without being considered a rapporteur if he finishes the apology procedures during the regular period
- The regular period for an apology from the semester to the pre-final exams is three weeks depending on the academic calendar
- Students are given a grade of W or W and this semester or year is calculated from the period required to complete graduation requirements
- The classes of apology should not exceed two consecutive semesters or three separate semesters during the study of the university student and then later
- The student who is not allowed to register after the expiry of the apology period should not be considered off-duty

Delay and drop-out

The student may apply to postpone the study before the beginning of the semester or the academic year for an excuse accepted by the Council of the Department and shall be adopted by the Deanship Council or by his delegate. The period of deferral shall not exceed two consecutive semesters or three semesters of non-consecutive duration during his stay at the University. The Council of the University in case of necessity, the exception after the recommendation of the Council of the Deanship and the support of the Standing Committee for Student Affairs

A student accompanying her husband or a legal guardian may refuse to accept admission for a period not exceeding five years. If the student wishes to return to the study, her status shall be treated as follows:

In the case of change of study plans equivalent to similar or equivalent courses that the student or student has already studied and completes the graduation requirements of the current plan

In case of no change in the study plans, the student returns to her former academic position

After more than five years, the student's seat is kept in the section and begins as an emerging student

The duration of the probation is not counted within the period required to complete graduation requirements

The deferred student must register after the expiry of the period of deferral or not be considered interrupted

The student's incomplete enrollment period is terminated if he does not address his academic status before the end of the fifth week of the study

Re-enrollment

A re-registration shall be considered in the following cases:

A student who has been enrolled in the course may apply for his kidney by applying for re-registration in his book and his previous record according to the following rules:

To apply for re-registration within four semesters from the date of enrollment

The Council of the Deanship concerned shall approve the re-registration of the student in accordance with the regulations he determines during the registration period and in case of delay of the approval of the Deanship Council for the regular period of registration, then the student is entitled to register only in the next semester

If the applicant is enrolled in four semesters, then he can apply for a new university Without reference to the previous academic record to be applicable to all the conditions of admission announced at the time and the Council of the University exception on the recommendation of the Council of the Deanship

The student may not be re-enrolled more than once and the University Council in the case of necessity shall be exempt from this on the recommendation of the Deanship Council

A student may not be re-enrolled if he / she is academically separated

It is not permissible to re-register the student who was dismissed from the university for educational or disciplinary reasons or who was dismissed from another university for disciplinary reasons. If it becomes apparent after re-registration that he has been dismissed for such reasons,

Separation from the university

The student is warned if his / her cumulative average has dropped from 2 to 5 and this is reflected in his / her academic record

If the student receives three successive warnings, he is considered to be an academic separator until the decision of the Deanship Council is issued

Estimates and final grade codes

Percentage	Grade	Grade Code	Grade out of 5	Grade out of 4
95 – 100	High excellent	A+	5.00	4.00
95- 90	Excellent	A	4.75	3.75
90 – 85	High very good	B+	4.50	3.50
85 – 80	Very good	B	4.00	3.00
80 – 75	High good	C+	3.50	2.50
75 – 70	Good	C	3.00	2
70- 65	High acceptable	D+	2.50	1.50
65 – 60	ACCEPTABLE	D	2	1.00
Less than 60	Failed	F	1.00	0

When the student withdraws from all the courses after the withdrawal period, he is given an excuse and gives the assessment after the teacher's approval that the student's performance was satisfactory and that his absence without an excuse did not exceed 23% of the lectures and laboratories until the date of his withdrawal. For the student

Give an estimate (withdrawn with a grade of deposit) WF If the student withdraws officially from all courses after the withdrawal period with an excuse and the performance is satisfactory and the student who received this estimate Raspa in the decision

For more information, please refer to the Deanship of Admissions and Registration website at:

http://dar.ju.edu.sa/forms/list_laws.pdf

Regulations of the Testing Unit

Instructions for students

Compliance with the instructions of the Testing Unit represented by the supervisors of the roles and the auditor of the halls. The disciplinary regulation of the university will be applied. Any person who contravenes these instructions

Cheating in the test or starting it or violating the instructions and the rules of conducting the test are subjects punishable by the student according to the students' disciplinary procedure issued by the University Council. The presence in the hall before the test 10 minutes to listen to the test instructions.

Make sure you sign in the attendance list

It is not allowed to leave the room before 30 minutes from the time of the mid- and final test
Ensure the existence of personal identification (university card - national identity)
Make sure you have everything you need in the test (pens, calculator, etc.) where you cannot exchange test tools between students,
Leave all that is related to the test outside the room (Books - memos, etc).
Shut the mobile and leave it in the pocket.
Read the test instructions on the question sheet.
Checking the number of questions and the number of problems before starting to solve the questions.
Read the question slowly.

-Writing with blue pen only (using pencil only in case of answering on the electronic marking paper).

- making sure of writing the following information:
- full name
- university ID (identification number).
- department number
- shade clearly in case of answering on electronic paper.

Marking

- don't delete the answer (in case of electronic marking paper).
- don't talk to invigilator about the questions. in case of any problem, the invigilator should call the control of the exam or any of his assistant and that by calling the supervisor of the row.
- try to go to bathroom before the exam if needed.in case of any emergency, the row supervisor shall take you to bathroom.
- be quiet into exam room and don't talk to teachers or other students.
- leave the exam room quietly and be away if the students not yet finished their exam.
- The student who commits one of the following violation, should be punished by the deanship based on university regulations and laws:**
 - Frequent attention and suspicious movements.
 - intentionally making noise and distracting of invigilators.
 - trying cheating verbally or by movements.

- d. taking his phone out of his pocket.
- e. caught holding any paper concerning the exam.

The rights of university students in the academic field

1. Has the right to be provided with the appropriate study environment to achieve comprehension and study easily through the provision of appropriate educational possibilities.
2. has the right to get the scientific subject and the knowledge that associated with the university courses in accordance with the regulations governing university work.
3. Has the right on getting lesson plans in the collage or the department and the available majors, as well as accessing to the schedules before the study and registration in the courses that available in the system, taking into account the priority in the registration of students.
4. Has the right on canceling any course or semester based on the dead line of the registration and the school system.
5. Teachers should be punctual with lectures time and try to complete their teaching hours and lap hours and should not cancel lectures or change the time except in emergent cases and they should compensate them to students.
6. Has the right to inquire and discuss the appropriate scientific discussion with the teachers, without restrictions or punishment, unless his behavior is not respected, whether during teaching or office hours.
7. Has the right that the exam questions should be based on what he has taught in the course and there should be a fair and logical distribution for the test marks so as to achieve a fair assessment of the student.
8. Has the right to sit all the tests that can be held on the courses unless there is no systematic impediment to their occurrence and in accordance with the regulations and instructions. The student shall be notified of the deprivation before the exam in sufficient time.
9. Has the right to know the typical answer to the questions of the quarterly tests and the distribution of grades on the parts of the test on the basis of which the performance of the student is evaluated.
10. Has the right to request a review of his or her degree in the final examination as determined by the university regulations.
10. Has the right to Know the results obtained in the exams that he performed after correcting them.

The rights of university students in the non - academic domain

1. To benefits from the gift provided by the university and participate in the activities established in accordance with the regulations and instructions of the university.
- 2.Utilization of university services and facilities (university book, library, sports stadium, parking lot, etc.) according to university regulations.
3. Obtain the incentives and bonuses prescribed regularly, especially for the superior student.
4. Nomination for training courses, programs, internal and external trips and participation in cultural activities. As well as in community service activities and volunteer work.
- 5.Complaint or grievance against any matter that is affected by it in relation to the members of the teaching or the department or the college or any unit in the university. The assessment of complaint or grievance according to the rules of rights and obligations of students, and enable the student to know the decision of his complaint by those who are responsible for them.
6. The student must be given the opportunity to defend himself against any case brought against him at the university. And to listen to his statements before any decision issued against him unless he proves that his absence was an unacceptable excuse for two consecutive periods.
7. Grievance against the disciplinary decision issued against him in accordance with the rules prescribed by the provisions of the discipline of students
8. Maintain the contents of the student file at the university and treat it with integrity and should not be handed over except to the student or his guardian or his official representative. In addition, the cases that are requested by the investigation authorities, the judiciary or any other governmental body should not be published, except in cases of disciplinary action against the student.
- 9.The student of disabilities has the right to obtain the appropriate service for his needs in accordance with the laws and the available university facilities.

The student needs in the academic field

1. The student's regularity in the study and adherence to the rules and dates of beginning and end of the study registration, conversion, withdrawal and the addition and deleting. In accordance with the laws and regulations of the University.
2. The student should respect teachers, employees and workers at the university and the contracting companies with the university. The student should respect other students and their visitors and d not to distract them.
3. Respect the laws and rules of lectures and not to be absent from lectures, except with official excuse according to the regulations of the university.
4. The student should not cheat in university research or other university requirements related to the course and not to resort to any illegal means in the work of research, reports, papers or other.
5. Compliance with the rules of tests, non-cheating in the test or participation in it, impersonation, forgery or the introduction of prohibited materials or materials in the testing room.
6. The student should follow the exam instructions that requested to follow by invigilator or the official within the testing room or laboratory and should keep quiet during exam.

Students' commitments in the non-academic field

1. To comply with university regulations, laws and regulations, not to circumvent or violate them or to provide false documents to obtain a right or advantage contrary to the provisions of the relevant provisions.
2. Commitment to bring the university card and show it to the teaching staff and employees when needed and upon completion of any treatment at the university.
3. The student must not abuse, damage or tamper with university property or participate in it, whether it is related to other buildings or equipment.
4. To comply with the instructions of using the university facilities and equipment for the purposes allocated and obtaining prior permission from the competent authority when necessary.
5. Commitment to dress, behavior, morals and Islamic norms within the university.
6. Commitment to calmness, non-smoking, non-inconvenience, illegal assembly, or assembly of the project in places not allocated for that within the university.
7. Adhering to cleanliness and not throwing dirt in unallocated places in the university courtyards.

Applied Rules of the Student Advisory Council at Al -Jouf University

- Definition:

Student Advisory Council:

It is a student forum that represents all students and is committed to achieving its objectives as outlined in these regulations. It also complies with the regulations, rules and laws in force at the university and the Ministry of Education.

-Objectives of Student Advisory Council

- Communication between the students and the university administration in order to serve the students in their cases, and defend their opinion in the management.
- Promote the spirit of participation and cooperation between students, management and faculty members.
- To develop a sense of national belonging and serve the university and society in accordance with high ethical values.
 - encourage the spirit of leadership and responsibility of students.
- Practicing freedom of expression and proof of university identity in accordance with Sharia and the state system.
- Raising the level of intellectual and social life within the university.
- Discovering students' talents, abilities, and skills, and developing their creative spirit.
- Utilizing the diverse student energies in the service of the community.
- Participate in the organization and coordination of individual and collective student activities.
- Supporting individual and group student activities.
- Participate in the efforts to achieve the maximum benefit of available university facilities.
- Educating the students and urging them to abide by the rules and regulations in force at the university and good performance and scientific achievement and good treatment of members of the faculty and staff at the university.

The Candidate

- The students should be nominated by the deans and the college agents of the students
- Zoe ethics and those their Cumulative average should be above three.

Procedures for nomination processes

- Each dean should nominate one student from each department of those who are good, hard working and with scientific excellence. In the event that the departments are less than five, two of the most qualified students will be nominated.
- The nominated students from each department should choose their head in the presence of the Dean.
- For complete rules, please delete the following code.

Students' Clubs

English Language Club

Sports Club

Cultural Club

Social Club

scientific Club

Technical Club

voluntary Club

JOUF UNIVERSITY

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