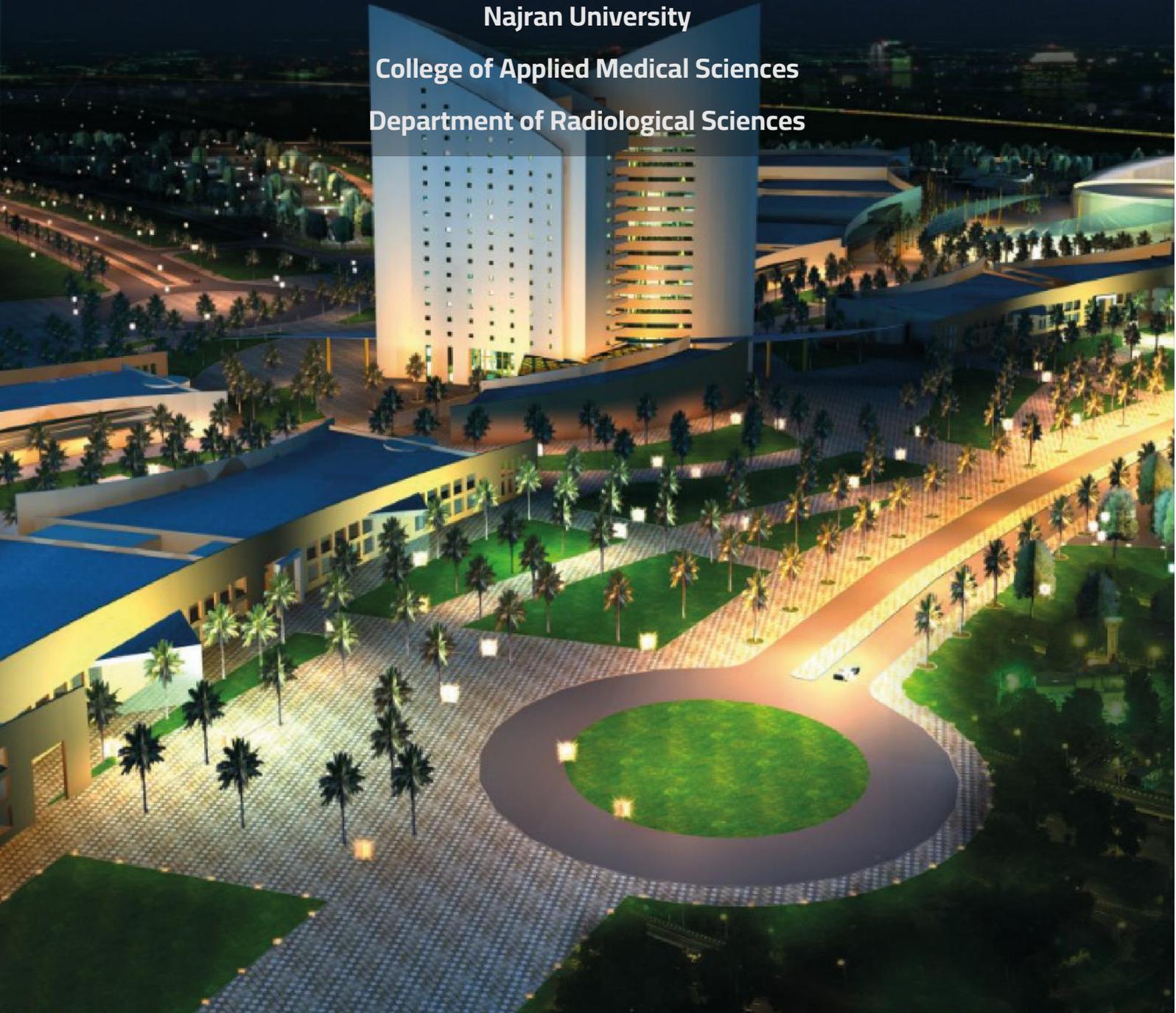




Najran University
College of Applied Medical Sciences
Department of Radiological Sciences



Faculty Members Guide

2025

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



جامعة نجران
NAJRAN UNIVERSITY



جامعة نجران

NAJRAN UNIVERSITY

كلية العلوم
الطبية التطبيقية

About

The Radiological Sciences Program Teaching Staff Handbook has been developed to provide general guidelines about Radiological Sciences Program policies and procedures for teaching staff. It is a guide to assist in becoming familiar with policies, privileges, and obligations as an employee in the college.

The Radiological Sciences Program Staff Handbook is intended to answer many basic questions and to direct readers to additional sources of information. It is the responsibility of every staff to be familiar with the current Program Staff Handbook and to comply with the guidelines contained.

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Introduction

This guide includes the most important regulations, systems, and university rules that faculty members need during their work in the Department of Radiological Sciences at the College of Applied Medical Sciences. We have included a summary of the most essential information a faculty member may need to ensure quick access to important details. Additionally, the guide contains links to the full texts of some of these regulations and systems to provide faculty members with a comprehensive understanding.

Higher Education Council Regulations and Systems:

<https://dhr.nu.edu.sa/75>

Civil Service Regulations and Systems:

https://www.mcs.gov.sa/_layouts/15/MCS.Internet/404/404.aspx

About the College

The College of Applied Medical Sciences at Najran University was established by a royal decree from the Custodian of the Two Holy Mosques under Resolution No. 5/40/1426, making it one of the health colleges within the university. The college was founded with the aim of meeting the community's need for qualified healthcare professionals across various therapeutic, preventive, and rehabilitative fields. It strives to produce graduates who can keep pace with the evolving standards of healthcare services and contribute to advancing scientific and technological development in the medical field.

The college also aims to offer distinguished academic programs in accordance with global quality and academic accreditation standards. Supporting this vision is a well-structured administrative framework and a diverse academic faculty from various scientific backgrounds, in addition to a variety of committees and units dedicated to serving students and the community.

The College of Applied Medical Sciences is considered the first of five health colleges established at Najran University, which include: College of Medicine, College of Pharmacy, College of Dentistry, College of Applied Medical Sciences, and College of Nursing.

The college consists of three academic departments offering specialized educational programs:

- Department of Medical Laboratory Sciences (Male)
- Department of Radiological Sciences (Male/Female)
- Department of Rehabilitation Sciences (Male/Female)

College Mission

To provide high-quality applied medical education and produce specialized scientific research that contributes to community service by providing a supportive and stimulating educational environment that meets national requirements.

Strategic Goals of the College

- Develop an organizational environment that supports innovation and enhances human resources development.
- Improving educational outcomes to align with development and labor market needs.
- Enhancing scientific research that supports innovation and sustainable development.
- Establishing postgraduate programs that align with labor market requirements.
- Expanding community partnerships and enhancing continuous and effective commitment to community service.

Radiological Sciences Program

Program Mission

Preparing distinguished technological specialists in the field of radiological science and medical imaging and promoting scientific research and community service in accordance with the rules of institutional governance

رسالة البرنامج

إعداد متخصصين تقنيين متميزين في مجال العلوم الإشعاعية والتصوير الطبي وتعزيز البحث العلمي وخدمة المجتمع وفق قواعد الحوكمة المؤسسية

Program Goals

- ❖ Prepare graduates equipped with the necessary skills to practice efficiently in the field of medical imaging and radiological sciences.
- ❖ Equip students with fundamental research and critical thinking skills in medical imaging and radiological sciences.
- ❖ Enhance clinical training to effectively apply radiological sciences and positively impact community health.
- ❖ Provide a supportive academic environment for developing practical skills in radiological sciences.
- ❖ Improve the program governance for continuous skill development and student performance in radiological sciences

أهداف البرنامج

- ❖ إعداد خريجين مزودين بالمهارات اللازمة للممارسة بكفاءة في مجال التصوير الطبي والعلوم الإشعاعية.
- ❖ تزويد الطلاب بمهارات البحث الأساسية والتفكير النقدي في التصوير الطبي والعلوم الإشعاعية.
- ❖ تعزيز التدريب السريري لتطبيق العلوم الإشعاعية بشكل فعال والتأثير الإيجابي على صحة المجتمع.
- ❖ توفير بيئة أكاديمية داعمة لتطوير المهارات العملية في العلوم الإشعاعية.
- ❖ تحسين إدارة البرنامج للتطوير المستمر للمهارات وأداء الطلاب في العلوم الإشعاعية

الهيكل التنظيمي لكلية العلوم التطبيقية

مجلس الكلية

عميد الكلية

المجلس الاستشاري

مكتب العميد

وحدة العلاقات العامة

مدير إدارة الكلية

الأقسام الأكاديمية

وهيل الكلية للتطوير والجودة

وهيل الكلية للشؤون التعليمية

مساعد مدير الإدارة

مساعدة مدير الإدارة

قسم العلوم الإشعاعية

قسم علوم المختبرات
الإكلينيكية

وحدة تنمية المهارات

وحدة التطوير والجودة

وحدة التسجيل
الأكاديمي

وحدة التوجيه والإرشاد
الطلابي

وحدة الموارد البشرية

وحدة الاتصالات الإدارية

قسم الخدمات الطبية
الطارئة

قسم علوم التأهيل الطبي

وحدة القياس والتقييم

وحدة الخدمة المجتمعية

وحدة الدراسات العليا
والبحث العلمي

وحدة التدريب
الإكلينيكي والامتنياز

وحدة الدعم الفني وتقنية
المعلومات

وحدة الشؤون المالية

وحدة الخدمات المساندة

وحدة الاعتماد
الأكاديمي

وحدة التعليم والتعلم

وحدة الخريجين

وحدة التعليم الإلكتروني

وحدة مصادر التعلم

وحدة المستودعات والعهد

وحدة الخدمات المساندة

وحدة التخطيط والمتابعة

وحدة المرافق والتجهيزات

وحدة الأنشطة الطلابية

وحدة مصادر التعلم

وحدة مصادر التعلم

وحدة مصادر التعلم

وحدة الأمن والسلامة

College Council

The College Council consists of the Dean as Chair, with membership including the Vice Deans and the Heads of Departments. In addition, up to three faculty members from the college may be appointed, preferably with one serving as the college's representative on the Scientific Council. The duration of their membership is determined by a decision from the University Council. One of the Vice Deans serves as the Secretary of the Council.

Council Organization:

- ❖ The College Council convenes at least once a month. Meetings are not valid unless two-thirds of its members are present.
- ❖ Council decisions are made by an absolute majority of the attending members. In case of a tie, the side of the Chair (Dean) prevails.
- ❖ Council decisions are considered effective unless objected to by the University President within fifteen (15) days from the date they are received. If an objection is raised, the decision is returned to the College Council along with the President's viewpoint for reconsideration. If the Council maintains its original decision, the matter is referred to the University Council for resolution in its next regular or extraordinary meeting. The University Council may approve, amend, or cancel the decision, and its verdict is final.

Council Responsibilities:

- ❖ Recommending the adoption of the College's strategic plan in alignment with the University's strategic plans.
- ❖ Approving the College's research strategy.
- ❖ Approving the overall plan for implementing quality assurance and academic accreditation at the College.
- ❖ Establishing admission and transfer regulations for and from the College.
- ❖ Forming permanent or temporary committees from among its members or others.
- ❖ Promoting the preparation and coordination of scientific research within the College departments and supporting its publication.
- ❖ Reviewing matters related to the appointment, secondment, delegation, and promotion of faculty members, teaching assistants, and lecturers.
- ❖ Recommending the approval of study plans proposed by academic departments.
- ❖ Approving curricula, prescribed textbooks, and references used in the College or institute departments.
- ❖ Approving exam schedules and setting regulations for conducting exams.
- ❖ Recommending the approval of the College's internal executive bylaws.
- ❖ Approving training and scholarship plans necessary for the College.
- ❖ Approving the College's extracurricular activity plans.

- ❖ Deciding on student-related matters within its jurisdiction and referring other matters to the University Council.
- ❖ Reviewing any issues referred by the University Council, its Chair or Vice Chair, or the Dean of the College, and providing opinions accordingly.

Council Authorities:

Student Affairs:

- ❖ Approving lists of students denied exam access (due to attendance or other issues) and lifting such denials to allow final exam entry.
- ❖ Approving requests for students to take alternative final exams, provided it occurs within the following academic semester.
- ❖ Approving student re-enrollment.
- ❖ Approving the necessary regulations for evaluating the performance of affiliated (non-regular) students.
- ❖ Approving the re-evaluation of exam answer sheets, provided this is done before the start of the final exams for the following semester.

Academic Affairs:

- ❖ Approving the allocation of marks for coursework.
- ❖ Approving the inclusion of practical or oral components in the final exam.
- ❖ Forming a committee to organize final exam procedures.
- ❖ Ensuring confidentiality in all final examination processes.
- ❖ Preparing final exam questions for certain courses upon the recommendation of the department head.
- ❖ Assigning the grading of exams to faculty members other than the course instructor.
- ❖ Setting the duration of final exams to be no less than one hour and no more than three hours.
- ❖ Approving the equivalency of courses taken by students outside the university based on recommendations from academic departments.
- ❖ Approving the enrollment of students in additional courses if they have completed graduation requirements but have a GPA below the required minimum.
- ❖ Recommending a fourth opportunity for a student to raise their cumulative GPA.
- ❖ Proposing the number of students to be admitted in the academic year.
- ❖ Recommending the issuance of a one-time economy class travel ticket during a single academic phase if the student's academic program requires travel outside the city of study.
- ❖ Recommending the granting of an exceptional opportunity for a student to complete graduation requirements, provided it does not exceed half of the original duration allocated for graduation, in cases where the student has not graduated within the maximum allowed duration including the program's standard length.
- ❖ Recommending that a student dismissed for exceeding twice the program's duration be given an opportunity to continue their studies for no more than two semesters.

- ❖ Recommending that a student dismissed due to academic warnings be given an opportunity to continue their studies for no more than two semesters.

Affairs Related to Saudi Faculty Members:

- ❖ Recommending the employment of faculty members.
- ❖ Recommending the employment of lecturers, teaching assistants, and research assistants.
- ❖ Reviewing faculty promotion cases based on recommendations from the relevant department council and nominating no fewer than eight specialized reviewers, whether proposed by the department or otherwise.
- ❖ Approving the payment of additional teaching unit compensation if a faculty member or equivalent teaches more units than the assigned teaching load.
- ❖ Recommending that a faculty member be granted a sabbatical leave for one academic year after five years from appointment or from the end of a previous sabbatical, or for one semester after three years.
- ❖ Reviewing reports on accomplishments made during a faculty member's sabbatical leave.
- ❖ Recommending approval for a faculty member to work as a part-time consultant in government agencies, the private sector, or regional/international organizations.
- ❖ Recommending faculty participation in conferences and seminars held inside or outside the Kingdom.
- ❖ Recommending the secondment of faculty members or their equivalents to work in government agencies.
- ❖ Recommending the deputation of faculty members or their equivalents.
- ❖ Recommending sending faculty members on academic missions outside the university.
- ❖ Recommending faculty teaching assignments outside the Kingdom.
- ❖ Recommending that faculty members be allowed to travel to conduct research at another university during the summer vacation.
- ❖ Recommending the transfer of faculty members or their equivalents between departments within the same college, provided it's within their academic specialization.
- ❖ Recommending the transfer of faculty members or their equivalents to or from the college.
- ❖ Recommending the transfer of faculty members or their equivalents to positions outside the university.
- ❖ Recommending the acceptance of resignation or early retirement requests from faculty members or their equivalents.
- ❖ Recommending the appointment of part-time professors for a period not exceeding two years, renewable.
- ❖ Recommending that part-time professors be awarded a compensation equivalent to the entry-level salary of their previous academic rank. If the professor was not a former faculty member, the University Council sets the compensation, not exceeding the entry-level salary of an Assistant Professor.
- ❖ Recommending the recruitment of outstanding Saudi professionals from outside the University for Teaching Duties.

Affairs of Non-Saudi Faculty Members:

- ❖ Recommendation to employ individuals exceeding the maximum age limit (60 Gregorian years), with an extension of up to ten years for Professors and Associate Professors, five years for Assistant Professors, and three years for other categories.
- ❖ Recommendation to count professional experience outside of university teaching if it is in the field of specialization and obtained after the academic qualification on which the contract is based, at a rate of one year for every two years of experience.
- ❖ Recommendation for faculty members to attend a conference or scientific symposium.

Scholarship and Training Affairs:

- Recommendation to sponsor teaching assistants and lecturers for study abroad, to extend their scholarships, or to terminate them.
- Recommendation to approve changes in the scholar's specialization, university, or country of study based on the department council's proposal.
- Recommendation to suspend the scholar's financial allowances if :
 - ❖ They change their specialization, university, or study location without the council's approval.
 - ❖ They are unable to continue their studies according to academic progress reports.
 - ❖ They violate regulations or instructions, or refuse to comply with them.
 - ❖ They fail to obtain the required qualification within the specified timeframe.
 - ❖ It is confirmed that they have discontinued their studies or left their place of study without an acceptable excuse.
 - ❖ They request the termination of the scholarship and return to the Kingdom.
- Preparing a report on the status of college scholars who are struggling academically after half the scholarship duration has passed, to be submitted to the University Council.
- Preparing a detailed annual report on the scholarship situation in the college, to be submitted to the University Council.
- Recommendation to approve the scholar's scientific trip.

Postgraduate Studies Affairs:

- ❖ Recommendation to add admission requirements for the master's program based on the recommendation of the relevant department.
- ❖ Recommendation to add admission requirements for the doctoral program based on the recommendation of the relevant department.
- ❖ Recommendation to accept a student into a master's or doctoral program outside their field of specialization based on the department council's recommendation.
- ❖ Recommendation to grant the student one additional opportunity for one or two semesters at most, based on the department council's recommendation, in cases where the cumulative GPA falls below "Very Good".
- ❖ Recommendation to grant the student an additional opportunity not exceeding two semesters based on

the department council's recommendation supported by the advisor's report, if the student has not obtained the degree within the maximum allowed duration.

- ❖ Recommendation to approve the transfer of a student to the university from another recognized university based on the department council's recommendation, taking into account the transfer conditions.
- ❖ Recommendation to approve the equivalency of credit hours completed at another recognized university for a transfer student, based on the department council's recommendation.
- ❖ Recommendation to approve a student's transfer from another specialization within the university to one of the college's specializations, in accordance with admission requirements and any other conditions deemed necessary by the department.
- ❖ Recommendation to approve alternative exams and courses that require more than one semester of study in graduate programs, based on the department council's recommendation.
- ❖ Recommendation to conduct a comprehensive written and oral examination administered by a specialized committee, following established regulations, for graduate students after completing all required coursework, based on the department council's recommendation.
- ❖ Recommendation to increase the number of theses a faculty member may supervise to five, based on the department council's recommendation.
- ❖ Approval of an alternative thesis supervisor in cases where the original supervisor is unable to continue, passes away, or leaves the university, based on the department council's proposal.
- ❖ Recommendation to form a thesis defense committee based on the department council's recommendation.
- ❖ Recommendation to reinstate a student whose enrollment was canceled and to determine which courses must be retaken, provided that no more than six semesters have passed since the cancellation.
- ❖ Recommendation to write scientific theses in English, with a comprehensive summary provided in Arabic.

Dean of the College

The Dean is a faculty member of the college who oversees the academic, administrative, and financial affairs of the college within the framework of the system and its regulations. At the end of each academic year, the Dean submits a report to the University President on educational affairs and all other activities within the college. The Dean reports directly to the University President and is also a member of the University Council.

Duties of the Dean

Administrative and Financial Affairs:

- ❖ Chairing the College Council, supervising the organization of its affairs, calling for its meetings, implementing its decisions, and submitting the minutes of its sessions to the University President.
- ❖ Implementing the regulations and bylaws of the Higher Education Council.
- ❖ Fulfilling the strategic objectives and policies of Najran University.
- ❖ Executing the decisions of the University Council as they pertain to the college.

- ❖ Supervising the preparation and follow-up of the college's strategic plan.
- ❖ Overseeing the management of the college's educational, research, administrative, financial, and cultural affairs.
- ❖ Developing the college in terms of administration, academics, and research.
- ❖ Coordinating and developing the college's relationships within and outside the university.
- ❖ Ensuring the availability of all educational, research, administrative, and financial resources needed by the college.
- ❖ Evaluating the performance of the college's vice deans, academic department heads, and directors or heads of affiliated units.
- ❖ Preservation the college's fixed and movable property.
- ❖ Coordinating the work of the college's advisory board and implementing its recommendations.
- ❖ Working on the development and enhancement of the college's own financial resources and improving it.
- ❖ Supervising the planning and preparation of the college's budget.
- ❖ Forming committees necessary for the performance of the college's tasks.
- ❖ Preparing a comprehensive periodic report on the progress of education, academic, administrative, and research performance in the college, and submitting it to the University President.
- ❖ Reporting to the University President any breaches of duties or other violations by faculty members or their equivalents, based on reports from department heads or personal observations.
- ❖ Referring disciplinary matters related to students and college staff in accordance with the applicable regulations and bylaws.
- ❖ Carrying out tasks delegated by the College Council.
- ❖ Representing the college within and outside the university.
- ❖ Implementing tasks issued required by the University Council or the University President.

Academic Affairs:

- ❖ Overseeing the progress of the educational process, implementing its plans, and developing its academic programs.
- ❖ Applying quality assurance, evaluation, and academic accreditation systems and regulations.
- ❖ Supervising various student activities within the college.
- ❖ Monitoring the administration of examinations and maintaining order and discipline within the college.
- ❖ Encouraging research across the college's various academic disciplines.
- ❖ Working to establish academic partnerships with educational institutions inside and outside the Kingdom.
- ❖ Supervising the recruitment of faculty members for the college.
- ❖ Overseeing the implementation of academic plans and programs within the college.

Authorities of the Dean:

- ❖ Selecting the college's vice deans and heads of academic departments, and submitting recommendations for their appointment to the University President.
- ❖ Approving the transcriptions of department council meetings, with the right to object to their decisions within 15 days of receiving them.
- ❖ Implementing the recommendations of the College Council.
- ❖ Issuing internal decisions necessary for good operation of the college in accordance with applicable regulations and bylaws.
- ❖ Approving performance evaluation reports prepared by the college's vice deans, department heads, and directors of administrative units regarding their staff.
- ❖ Approving ordinary, emergency, and exceptional leave for college staff and notifying the Deanship of Faculty and Staff Affairs in accordance with regulations.
- ❖ Allowing his authorities in accordance with university work policies and regulations.
- ❖ Approving purchase requests in line with applicable regulations.
- ❖ Forming various committees at the college level.
- ❖ Approving performance evaluation reports submitted by the college's units.
- ❖ Approving costs for the college's operational needs from its allocated budget.
- ❖ Recommending payment of entitlements for overtime work to college staff.
- ❖ Recommending internal and external assignments for college staff.
- ❖ Recommending overtime assignments for college staff.
- ❖ Recommending that college staff attend training courses inside or outside the university.
- ❖ Recommending the extension of service for a faculty member after retirement.
- ❖ Recommending the reappointment of a faculty member after retirement.
- ❖ Recommending the termination of contracts for non-Saudi faculty members in coordination with department heads.
- ❖ Approving the concerned department council's recommendation to postpone a postgraduate student's admission, provided the deferral does not exceed two semesters.
- ❖ Approving the concerned department council's recommendation to allow postgraduate student to withdraw from all courses in a semester.
- ❖ Approving the transfer of a student from outside the university to the college.
- ❖ Approving the transfer of a student from another college to the college.
- ❖ Approving the transfer of a student from one major to another within the college.
- ❖ Approving a student's request to study as a visiting student.

Vice Dean for Academic Affairs

The Vice Dean for Academic Affairs is a faculty member assigned to oversee the progress of the educational process for undergraduate students and to implement approved policies and programs related to student affairs and supporting educational services, aiming to achieve their defined objectives. The Vice Dean also supervises the academic departments within the college. This position joined to the Dean of the College and is a member of the College Council.

Duties of the Vice Dean for Academic Affairs:

- ❖ Overseeing the implementation of regulations and executive rules for undergraduate study and examination bylaws.
- ❖ Supervising the academic departments within the college.
- ❖ Supervising units affiliated with academic affairs.
- ❖ Overseeing the preparation of class schedules for students in academic departments and coordinating with other colleges in collaboration with the Deanship of Admission and Registration and the Scheduling Committee.
- ❖ Supervising final exams and forming exam committees in coordination with academic departments and the Deanship of Admission and Registration.
- ❖ Overseeing the implementation of regulations related to admissions and transfers to and from the college and between academic departments.
- ❖ Supervising the activities of the Student Affairs Committee and extracurricular student activity committees.
- ❖ Chairing the committees affiliated with the Vice Deanship and submitting their reports to the concerned authorities.
- ❖ Supervising the process of course equivalency.
- ❖ Supervising requests for deferment and withdrawal from study, as well as course add/drop processes for undergraduate students, in accordance with applicable regulations and decisions.
- ❖ Overseeing the preparation of academic denied Students lists and graduation lists.
- ❖ Supervising the college orientation week activities.
- ❖ Guiding and advising students and resolving academic performance-related issues.
- ❖ Submitting periodic reports to the Dean of the College on the performance of affiliated units, including assigned tasks and encountered challenges.
- ❖ Coordinating with college units in related areas.
- ❖ Overseeing the financial affairs and resources allocated to the Vice Deanship and its programs in accordance with regulations and policies.
- ❖ Performing the duties of the College Council Secretariat.
- ❖ Following up on updating the college's website concerning the Vice Deanship and its administrative units.
- ❖ Carrying out tasks assigned by the Dean of the College.

Authorities of the Vice Dean for Academic Affairs:

- ❖ Approving student withdrawal from a semester in accordance with regulations and policies.
- ❖ Approving the class schedules within the college.
- ❖ Forming and approving student activity committees in the college.
- ❖ Approving the increase in student numbers in coordination with the Deanship of Admission and Registration.
- ❖ Approving requests for extensions, re-enrollment, and make-up exams in accordance with the applicable regulations.
- ❖ Approving and submitting probation (denial) lists in accordance with rules and policies.
- ❖ Deciding on student excuse cases as needed, in line with the regulations.
- ❖ Selecting supervisors of affiliated units and departments and recommending their appointments.
- ❖ Communicating with relevant departments within the university in matters related to the scope of the Vice Deanship.
- ❖ Issuing internal decisions necessary for the operation of the Vice Deanship and its units in line with applicable policies and regulations.
- ❖ Evaluating the performance of the Vice Deanship's personnel.
- ❖ Approving regular and emergency leaves for staff in affiliated units.
- ❖ Approving expenditures from the Vice Deanship's budget and funds in accordance with governing regulations.

Vice Dean for Development and Quality

The Vice Dean for Development and Quality is a faculty member assigned to oversee development and quality processes, ensure the achievement of accreditation and academic evaluation standards within the educational process across academic departments, monitor administrative work quality within the college, and work toward continuous improvement and performance enhancement in all areas, as well as promoting a culture of quality. This position joined to the Dean of the College and is a member of the College Council.

Duties of the Vice Dean for Development and Quality:

- ❖ Promoting the concept of quality and spreading its culture throughout the college.
- ❖ Supervising the implementation of the quality program within the college.
- ❖ Supervising performance evaluation processes within the college.
- ❖ Supervising the implementation of the academic accreditation and evaluation program.
- ❖ Preparing and implementing the college's developmental and strategic plans.
- ❖ supervising the work of the Information Technology Unit.
- ❖ Studying challenges and problems facing development and quality programs and proposing solutions.
- ❖ Identifying the specialized training needs of faculty members in academic departments and coordinating Development and Quality. their implementation with the Deanship of
- ❖ Encouraging faculty members to participate in training courses, programs, and workshops offered by the

Deanship of Development and Quality.

- ❖ Supervising the preparation of a plan to develop the skills of college personnel, including faculty, staff, and students.
- ❖ Supervising the use of technology, e-learning, and educational media in teaching and learning within the college.
- ❖ Supervising the preparation of the college's annual report and distributing it to the relevant authorities after approval by the Dean.
- ❖ Submitting periodic reports to the Dean on progress in the units under their supervision, including assigned responsibilities and encountered challenges.
- ❖ management the development of educational facilities and the upgrading of laboratories in the college.
- ❖ Establishing internal regulations for the Development and Quality Vice Deanship, including role descriptions and coordination procedures for its affiliated units.
- ❖ Supervising the financial affairs and allocated resources of the Vice Deanship and its programs, in accordance with regulations.
- ❖ Overseeing the implementation of matters related to development and quality assigned to the Vice Deanship.
- ❖ Implementing and monitoring activities related to awards for innovation and excellence in academic, research, and administrative performance within the college.
- ❖ Developing appropriate phased plans for periodic review of approved quality standards to ensure continuous improvement in the performance of academic departments and administrative units.
- ❖ Establishing a mechanism for identifying the expectations, needs, and satisfaction levels of the college's stakeholders (internal and external), and communicating this to all relevant departments and units.
- ❖ Implementing and monitoring the evaluation and development of faculty teaching performance and supporting them in achieving professional and academic excellence.
- ❖ Supervising updates to the college website with respect to matters under the Vice Deanship and its administrative units.
- ❖ Carrying out tasks assigned by the Dean of the College.

Authorities of the Vice Dean for Development and Quality:

- ❖ Recommending the appointment of supervisors for the units and related departments.
- ❖ Communicating with relevant entities inside and outside the university within the scope and mandate of the Vice Deanship.
- ❖ Issuing internal decisions necessary for the efficient operation of the Vice Deanship and its units, in accordance with applicable regulations and bylaws.
- ❖ Evaluating the performance of the Vice Deanship's staff.
- ❖ Approving expenditures from the Vice Deanship's budget and funds in accordance with governing regulations.
- ❖ Approving regular and emergency leave for staff members in the units under the Vice Deanship.

Department Council

The Department Council is composed of the faculty members within the department. Each Department Council holds authority over academic matters within the limits of the regulations and bylaws.

Council Organization:

- ❖ The Department Council meets at least once a month. A meeting is not valid unless two-thirds of its members are present.
- ❖ The Council is chaired by the Head of the Academic Department. Decisions are issued by an absolute majority of the votes of the members present. In the case of equal votes, the side with which the chairperson voted prevails.
- ❖ The Council's decisions are considered effective unless objected to by the Dean of the College or Institute within fifteen (15) days from the date of receipt. If an objection is raised, the decision is returned to the Department Council accompanied by the Dean's opinion for reconsideration. If the Council maintains its position, the contested decision is referred to the College Council for final resolution.

Council Duties:

- ❖ Recommending the appointment, deputation, delegation, and promotion of faculty members, teaching assistants, and lecturers.
- ❖ Recommending the approval or modification of study plans.
- ❖ Recommending the approval of academic programs, curricula, prescribed textbooks, and references within the department.
- ❖ Encouraging faculty members to conduct, coordinate, and publish scientific research.
- ❖ Proposing names of distinguished scholars, not affiliated with the department, to teach or supervise research and theses.
- ❖ Recommending the engagement of visiting specialists—both Saudi and non-Saudi—for a limited period to teach in the department.
- ❖ Submitting a report to the College Council on the academic progress of sponsored students after half the scholarship period has passed.
- ❖ Submitting an annual detailed report on the scholarship status within the department to the College Council after approval.
- ❖ Proposing postgraduate study plans and admission criteria for the department.
- ❖ Reviewing the report submitted on a faculty member's accomplishments during academic leave.
- ❖ Considering matters referred by the College Council, its chair, or vice deans for study and feedback.
- ❖ Forming permanent or temporary committees from among the faculty members.

Head of the Department (Department Chair)

Head of the Department is a faculty member assigned to manage the academic, administrative, and financial

affairs of the department. They are responsible for implementing the regulations and bylaws of the Higher Education Council and must submit an annual report on the department's activities to the Dean at the end of each academic year. The Department Chair is appointed from among distinguished Saudi faculty members with proven academic and administrative competence, by a decision of the University President based on the nomination of the Dean of the College. The appointment is for a renewable term of two years. The Chair joins to the Dean of the College.

Duties of the Head of the Department – Administrative and Financial Affairs:

- ❖ Chairing the Department Council, supervising the organization of its affairs, convening its meetings, implementing its decisions, and submitting the records to the Dean of the College.
- ❖ Working to achieve the university's overall goals and policies.
- ❖ Implementing the decisions of the College Council as they relate to the department.
- ❖ Supervising the preparation and implementation of the department's strategic plan.
- ❖ Supervising the department's educational, research, administrative, financial, and cultural affairs.
- ❖ Supervising the development of the department in administrative, academic, and research aspects.
- ❖ Coordinating and enhancing the department's relationships within and outside the university.
- ❖ Ensuring the providing of all educational, research, administrative, and financial needs of the department.
- ❖ Overseeing the enhancement of quality and improvement of its outcomes.
- ❖ Implementing and following up on the decisions of the Department Council.
- ❖ Carrying out duties delegated by the Dean of the College.
- ❖ Reporting to the Dean any abuses or breaches of duty committed by faculty members or their equivalents.
- ❖ Submitting a report on the progress of postgraduate studies in the department to the Dean and the Vice Dean for postgraduate Studies at the end of each academic year.

Academic Affairs:

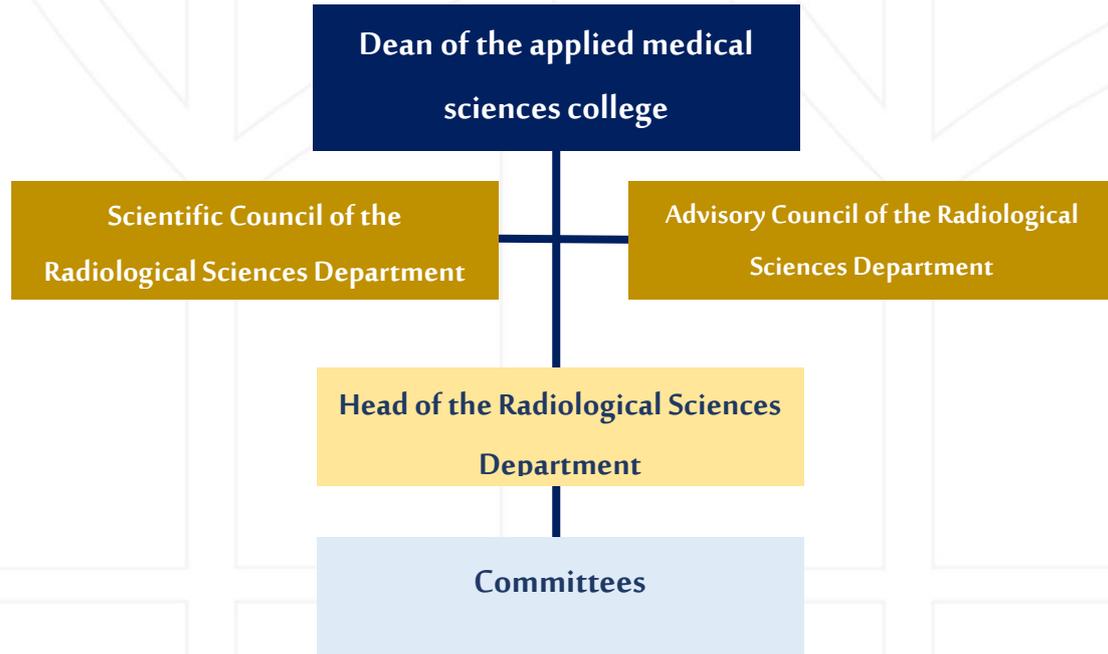
- ❖ Submitting a comprehensive report on the scholar's academic trip, if it takes place within the Kingdom and under the department's supervision, to the College Council.
- ❖ Supervising the progress of the educational process, implementing plans, and developing academic programs within the department.
- ❖ Applying quality assurance, evaluation, and academic accreditation systems and regulations.
- ❖ Supervising various student activities within the department.
- ❖ Monitoring the administration of exams and maintaining order within the department.
- ❖ Management the academic development of the department's programs.
- ❖ Preparing an annual comprehensive report on the progress of study, academic, administrative, and research performance in the department, and submitting it to the Dean of the College.
- ❖ Supervising the recruitment of faculty members for the department.
- ❖ Submitting the thesis discussion committee report to the Vice Dean for Graduate Studies within three weeks from the date of the discussion,

❖ Recommending a faculty member—other than the course instructor—to prepare the final exam questions for a course, if necessary.

Authorities of the Head of the Department:

- ❖ Recommending that final exam questions be graded by a faculty member other than the course instructor or that one or more specialists be involved in the grading process.
- ❖ Approving the grade sheets.
- ❖ Issuing internal decisions necessary for the smooth operation of the department in accordance with applicable regulations and bylaws.
- ❖ Distributing the teaching load among faculty members.
- ❖ Preparing performance evaluation reports for faculty members.
- ❖ Recommending compensation for department staff for work performed outside official working hours.
- ❖ Recommending that department staff be assigned to work outside regular hours.
- ❖ Recommending the attendance of training courses inside or outside the university by department staff.
- ❖ Coordinating with the Scholarship and Training Committee to follow up on the status of sponsored and trained personnel.
- ❖ Recommending the extension of service for Saudi faculty members after the end of their term.
- ❖ Recommending contracts with Saudi faculty members after the extension period ends.
- ❖ Recommending the recruitment of non-Saudi faculty members.
- ❖ Recommending the termination of contracts for non-Saudi faculty members.
- ❖ Approving the report prepared by the thesis supervisor and sending a copy to the Vice Dean for Graduate Studies at the end of each semester.

Organizational structure of the program



Program Enrollment Procedures

On the first day, the new employee joins the program, and the Academic Affairs Office prepares an orientation day/schedule for them. Orientation is an official welcoming process aimed at introducing the new employee to the college and encouraging engagement with other faculty members.

The new employee receives part of the orientation meeting and an informational file outlining the program's structure and system. Additionally, the new employee will be provided with the necessary support to complete all formal joining procedures, including submitting all required documents.

The Skills Development Unit offers a comprehensive orientation program for new faculty members over two academic semesters to prepare them to follow the rules and regulations of Najran University, as well as effective teaching and assessment methods.

All employees receive an employment contract according to their respective employment categories and levels. The General Directorate of Human Resources at Najran University prepares the employment contract based on the offer letter. All contract documents must be submitted as specified in the official employment onboarding procedures.

Classification of Faculty Members and Academic Staff

Academic Ranks

Are faculty members who hold the ranks of Assistant Professor, Associate Professor, or Professor. They must hold a Doctor of Philosophy (PhD) degree or an equivalent terminal degree. Their full-time responsibilities within the program include teaching, research, and community service.

Lecturers

Full-time faculty members who hold a master's degree, or individuals who have completed all requirements for a PhD except the dissertation. The program intends to appoint them as Assistant Professors upon completion of all PhD requirements.

Teaching Assistants

Graduate students who are involved in teaching, research assistance, or community service under the supervision of a faculty member.

Work Schedule

The maximum working hours are 48 hours per week. From Sunday to Thursday, according to work requirements, the working hours for the Radiologic Science Program extend from 7:30 AM to 3:30 PM, Sunday through Thursday.

Holidays and Leaves

The Radiologic Science Program follows the university's leave policy, under which all faculty members are entitled to an annual leave of 60 days at the end of each academic year.

Academic Calendar

The university publishes and distributes the annual academic calendar, which includes important dates such as registration periods, course add/drop deadlines, holidays, final exams, commencement ceremonies, and other key events. The calendar consists of two academic semesters, each lasting 15 weeks.

Program Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	140 MATH	Introduction to Mathematics	Required	-	2	Program
	140 NAJM	Reading skill	Required	-	2	Program
	141 NAJM	Writing skill	Required	-	2	Program
	142 NAJM	Listening and speaking skill	Required	-	2	Program
	143 NAJM	Grammar and vocabulary	Required	-	2	Program
	140 SKILL	Learning ,thinking and research skills	Required	-	2	Program
	140 TECH	Computer skill-1	Required	-	2	Program
Level 2	150 MATH	Calculus I	Required	-	4	Program
	150 NAJM	General English	Required	-	3	Program
	151 NAJM	Technical Report writing	Required	-	2	Program
	150 SKILL	Professional ethics	Required	-	1	Program
	150 SKILL	Communication skills	Required	-	2	Program
	150 TECH	Computer skill-2	Required	-	1	Program
Level 3	ISLM 111	Islamic Culture 1	Required	-	2	Institution
	ARB 201	Arab Writing Skills1	Required	-	2	Institution
	223 PHYS	Physiology	Required	-	2	Program
	204 PHST	Introduction to Physics	Required	-	2	Program
	250 TECH	Computer Applications in Health Sciences	Required	-	2	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	231 HIST	The Basics of Histology	Required	-	2	Program
	201 ANT	Anatomy -1	Required	-	2	Program
	241 RESH	Basics of Biostatistics	Required	-	2	Program
	207 BICH	Introduction to Biochemistry	Required	-	2	Program
Level 4	ISLM 112	Islamic Culture 12	Required		2	Institution
	211 RAD	Radiation Physics	Required	204 PHST	3	Program
	221 RAD	Radiographic Anatomy	Required	201 ANT	3	Program
	223 RAD	Basics of General Radiographic Investigations	Required	201 ANT	3	Program
	224 RAD	Radiographic Physiology	Required	223 PHYS	3	Program
	204 ANT	Anatomy – 2	Required	201 ANT	2	Program
	242 RESH	Applied Biostatistics	Required	241 RESH	1	Program
	225 PROF	Patient Care	Required	-	3	Program
Level 5	312 RAD	Ultrasound Physics & Instrumentation	Required	204 RAD	3	Program
	313 RAD	Radiation Protection	Required	211 RAD	2	Program
	222RAD	Techniques of Radiographic Image Recording -1	Required	-	3	Program
	331 RAD	Practical Training (1)	Required	223 RAD	3	Program
	341 RAD	Radiological Pathology	Required		2	Program
	324 RAD	Special Radiographic Investigations	Required	223 RAD	3	Program
	304 RAD	Cross Sectional Anatomy	Required	204 ANT	2	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 6	314 RAD	Nuclear Medicine Physics	Required	-	2	Program
	325 RAD	Ultrasound Investigation Techniques	Required	312 RAD	3	Program
	326 RAD	Fluoroscopy Techniques	Required	-	2	Program
	328 RAD	Advanced Imaging Techniques	Required	-	3	Program
	332 RAD	Practical Training (2)	Required	324 RAD	3	Program
	351 RAD	Radiation Equipment & Management	Required	-	2	Program
	329 RAD	Techniques of Radiographic Image Recording -2	Required	222RAD	2	Program
Level 7	427 RAD	Computerized Tomography Techniques	Required	304 RAD	3	Program
	433 RAD	Practical Training (3)	Required	331 RAD	2	Program
	434 RAD	Practical Training (4)	Required	325 RAD	2	Program
	452 RAD	Advance Equipment	Required	-	3	Program
	442 RAD	Accident and Emergency Radiography	Required	-	2	Program
	443 RAD	Nuclear Medicine Techniques	Required	314 RAD	2	Program
	444 RAD	X-Ray Film Reading	Required	-	2	Program
Level 8	ISLM 113	Islamic Culture 3	Required	-	2	Institution
	ARB 202	Arab writing Skills2	Required	-	2	Institution
	435 RAD	Practical Training (5)	Required	427 RAD	2	Program
	436 RAD	Practical Training (6)	Required	443 RAD	2	Program
	445 RAD	Magnetic Resonance Imaging Techniques	Required	-	3	Program
	446 RAD	Radiology Departments Management	Required	-	2	Program
	461 RAD	Scientific Research Methodology	Required	-	2	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
9	ISLM 114	Islamic Culture 4	Required	--	2	Institution
	438 RAD	Practical Training (7)	Required	445 RAD	2	Program
	547 RAD	Essential of Radiotherapy	Required	-	3	Program
	548 RAD	Applied Radiological Pathology	Required	-	2	Program
	562 RAD	Project Work	Required	461 RAD	2	Program
		Internship	Required			Program

Graduate attributes

- 1 Demonstrate appropriate positioning skills to produce a diagnostic radiographic image
- 2 Select appropriate technical factors to produce high quality images
- 3 Practice principles of radiation protection in a professional manner
- 4 Apply the standard procedures when performing trauma exams and nonroutine situations
- 5 Demonstrate the ability to apply critical thinking skills in evaluate the medical images and in scientific research
- 6 Display a concrete understanding of the profession's Code of Ethics and the continued professional development.
- 7 Demonstrate proficiency in communication skills with patients and other members of the healthcare team.

Program learning Outcomes

Knowledge	
K1	Describe the principles of anatomy, physiology, pathology of body systems and their applications in the radiological sciences.
K2	Explain the concepts of personal, patient and departmental radiation safety and protection.
K3	Discuss the fundamentals of instrumentation components, imaging protocols, techniques and quality assurance used in different imaging modalities.
Skills	
S1	Operate and manage effectively the different medical imaging equipment and practice the clinical and professional fieldwork.
S2	Practice a range of clinical skills used in image processing techniques and in diagnostic imaging systems.
S3	Apply the critical thinking skills that are required in interpretation and evaluation the medical images and in scientific research activities.
Values	
V1	Adhere to professional codes of ethical practice in diagnostic examinations and medical imaging processes.
V3	Display an interest and commitment to lifelong learning and continued learning.
V3	Demonstrate effective communication skills with patients, health team members and public.

Internship Year

The internship is a mandatory six-month practical training conducted in hospitals and centers with high-level training standards, either within or outside the Kingdom.

The training is carried out under the supervision of the training institution, in coordination and follow-up with the Vice Dean for Academic Affairs and the Internship Unit at the college.

Students may not receive the Certificate of Completion for the internship period unless they have successfully completed the entire duration.

This is a full six-month period of clinical/laboratory training that begins only after the student has successfully completed all courses and academic requirements of the relevant program. The internship period is considered an integral part of the study of Applied Medical Sciences programs, and graduates are not deemed qualified to practice the profession until this period is successfully completed.

Training Institution: This refers to one of the government or military hospitals or medical cities, inside or outside the Kingdom, approved by the College of Applied Medical Sciences Council. It must have at least one full training program accredited by the Saudi Commission for Health Specialties.

Conditions for Enrollment in the Internship Period

- Completion of all courses and academic program requirements of the College of Applied Medical Sciences with a “pass” grade.
- The internship begins no less than thirty (30) days after the announcement of the student’s final semester results, provided that training does not commence during an official holiday.

Approved Training Institutions

These include internal or external hospitals or medical centers that have been approved by the College Council for the training of internship students.

Regulations of Study and Examinations for Undergraduate Level and the Executive Rules of Najran University

Article 1: Definitions

Academic Year:	Two main semesters and an optional summer semester.
Semester:	At least 15 weeks during which course instruction is delivered; does not include registration or final exam periods.
Summer Semester:	No more than 8 weeks in length, excluding registration and final exams; course contact hours are doubled.
Academic Level:	The stage of study as defined by the approved study plans.
Course:	A subject that has a specific level, code, number, title, detailed description, and separate files maintained by the department for monitoring, evaluation, and development. Prerequisites or co-requisites may apply.
Credit Unit:	<ul style="list-style-type: none"> • A weekly lecture or clinical session of at least 50 minutes. • A lab or field session of at least 100 minutes.
Academic Warning:	Notification given when a student's cumulative GPA falls below the minimum specified in these regulations.
Continuous Assessment:	Marks for course-related tests, research, and educational activities during the semester.
Final Exam:	The single examination held at the end of the semester.
Final Exam Grade:	The mark obtained in the final exam for each course.

Final Course Grade:	The sum of continuous assessment and final exam marks, calculated out of 100.
Grade:	A descriptor or letter corresponding to the final course percentage.
Incomplete (IC):	Temporary grading when a student cannot complete course requirements on time.
In Progress (IP):	Temporary grading for courses extending beyond one semester.
Semester GPA:	The total points earned divided by total credit units taken that semester (points = grade weight × credit units).
Cumulative GPA:	Total points across all courses since admission divided by total credit units for those courses.
Overall Classification:	A descriptor of the student's academic achievement over their university tenure.
Course Load:	The total credit units a student may register for in a semester; minimums and maximums are set by the university's executive rules.

Admission of New Students

Article 2:

The University Council shall determine the number of students to be admitted in the upcoming academic year, based on recommendations from the college councils and other relevant university entities.

Article 3:

To be admitted as a new student at the university, the following conditions must be met:

1. The applicant must hold a General Secondary Education Certificate or its equivalent, from inside or outside the Kingdom.
2. No more than five years should have passed since obtaining the secondary certificate. The University Council may exempt this condition if there are compelling reasons.
3. The applicant must have good conduct and behavior.
4. The applicant must successfully pass any examination or personal interview as determined by the University Council.

5. The applicant must be medically fit.
6. If employed by a public or private entity, the applicant must obtain approval from their employer.
7. The applicant must fulfill any other requirements specified by the University Council and announced at the time of application.

Executive Regulation for Najran University

The following are the admission requirements for new students at the university:

1. The applicant must hold a General Secondary School Certificate or its equivalent from inside or outside the Kingdom.
2. No more than five years should have passed since obtaining the General Secondary School Certificate or its equivalent. The University President may grant an exception to this condition if valid reasons are provided.
3. The applicant must have good conduct and behavior.
4. The applicant must successfully pass any test or personal interview required by the University Council.
5. The applicant must be medically fit.
6. If the applicant is employed in any governmental or private entity, they must obtain approval from their employer to study.
7. The applicant must meet any other requirements determined by the University Council at the time of application.
8. The applicant must not have been dismissed from another university for disciplinary or educational reasons.

Article 4:

Applicants who meet all the admission requirements shall be ranked and selected based on their scores in the General Secondary Education Certificate examination, personal interview, and any admission tests (if applicable).

Study System

Article 5:

1. Study plans at the undergraduate level are designed to span at least eight semesters.
2. Students progress through their studies in accordance with the executive regulations approved by the University Council.

Article 6:

In some colleges, study may be based on a full academic year system, according to the rules and procedures set by the University Council. Each academic year is considered equivalent to two levels.

Executive Regulation for Najran University

It is permissible for study in some colleges to be on the basis of the full academic year in accordance with the rules and procedures in these regulations after replacing the term "academic year" with "semester" wherever it appears, and the academic year is calculated as two academic semesters, without conflicting with the following:

1. Courses are offered in the annual system for a study year not less than thirty (30) weeks, excluding registration periods and final examinations.
2. A final exam is held for each course at the end of the academic year. For scientific and practical courses of a training nature, the final exam is held at the end of the training period.
3. An exam is held before the start of the academic year for a period not less than two weeks. A student is allowed to enter it in courses where the college council deems the course's nature and total number of hours appropriate. The passing grade in the second round replaces the grade of the previous failure, with a maximum grade of (25 out of 50) and is recorded as "Pass" in the second round.
4. A student who fails in the first round of the final exam is not allowed to enter the second round in courses exceeding what is decided by the college council in paragraph (3). The student remains in the same academic year and studies only the failed courses.
5. The student who fails in the second round or in the same year twice in the courses he failed will remain in the same academic year. The college council may allow him to study other courses from the following year.
6. The number of years in which a student can register for the same courses shall not exceed two

Level System

Article 7:

This is an academic system in which the academic year is divided into two main semesters. A summer semester may also be offered, with its duration calculated as half of a main semester. Graduation requirements for obtaining a degree are distributed across academic levels according to the study plan approved by the University Council.

Article 8:

The University Council shall establish detailed regulations governing student progression from one academic level to another, considering the following:

1. Courses for each academic program are distributed across levels, with the number of credit hours per level determined in accordance with the approved study plans.
2. Students who have not failed any courses are registered in courses according to a progressive sequence starting from lower levels, in line with the approved study plans.
3. Academically struggling students are registered in courses in a way that ensures they meet the minimum required course load for each semester, while adhering to the following conditions:
 - No scheduling conflicts in their timetable.
 - Fulfillment of all prerequisite requirements for the courses to be registered.
 - Students may not register for courses from higher levels unless necessary to complete the minimum course load.

Najran University Executive Regulation: Rules for Moving from One Level to Another

Article 8-1:

The minimum academic load for a student is the minimum number of study hours, and the maximum academic load is the maximum number of study hours, in a way that suits the student's cumulative GPA and university regulations — or as deemed appropriate — with the approval to increase the maximum limit for students expected to graduate (not exceeding 24 hours).

Article 8-2:

Registration for courses is carried out automatically for the student unless the student requests otherwise (if he is not academically suspended) before the beginning of each semester according to the academic plan for the student's study program, taking into account the lower levels in the study plan to suit the academic timetable, as follows:

- A. According to the student's cumulative GPA.
- B. There should be no schedule conflicts in the student's timetable.

Article 8-3:

Preliminary registration will be deleted for students who do not confirm their registration during the first week of the semester (or summer).

Article 8-4:

A student may modify their registration through the electronic portal by adding or dropping courses during the first week of the semester.

8-1: Conditions for Dropping:

1. The number of study hours after dropping must not be less than the minimum academic load for registration.
2. If the dropped course has a co-requisite course, it cannot be dropped unless the co-requisite is also dropped.

8-2: Conditions for Adding:

1. No schedule conflicts in the timetable.
2. The added course must be part of the approved academic plan, elective courses, or a substitute course if available.
3. Meeting the prerequisites for the course.
4. Not exceeding the maximum allowed load for registration based on the student's cumulative GPA.

Attendance and Withdrawal from Study

Article 9:

A regularly enrolled student is required to attend lectures and practical sessions. A student will be barred from taking the final exam in any course if their attendance falls below the percentage determined by the University Council, provided it is not less than **75%** of the scheduled lectures and practical sessions for that course during the semester.

A student who is denied access to the final exam due to excessive absences will be considered **failed** in the course and will receive a **Denied (DN)** grade in their academic record.

Najran University Executive Regulation:

A regular student must attend lectures and practical classes. The student will be prohibited from taking the final exam in a course if their attendance falls below 75% of the lectures and practical classes, or the specified practical sessions for each course during the semester or academic year for annual courses, without an acceptable excuse approved by the College Council or its delegate.

If a student is prohibited from taking the exam due to excessive absences, this will be recorded in the course as "Denied" (ح) or "DN." The lists of prohibited students in the courses are prepared by the college and approved by the Dean of the College or their delegate.

Article 10:

By exception, the College Council—or its delegate—may lift the denial and allow a student to take the final exam, provided the student submits an excuse deemed acceptable by the council. The University Council determines the minimum required attendance percentage, which must not be less than **50%** of the scheduled lectures and practical sessions for the course.

Article 11:

A student who is absent from a final exam will receive a grade of **zero** for that exam. Their final course grade will be calculated based on the continuous assessment marks earned during the semester.

Article 12:

If a student is unable to attend a final exam in any course due to a compelling reason, the College Council may, in extreme necessity, accept the excuse and allow the student to take a **make-up exam**, provided it is held **no later than the end of the following semester**. The final grade is then recorded based on the make-up exam result.

Article 13:

- A student may **withdraw from the semester** without being considered a failure, if they submit an acceptable excuse to the designated authority set by the University Council, within the period defined by the executive rules. In this case, the grade (W) is recorded, and the semester **counts toward the total time required for graduation**.
- A student may also **withdraw from one or more courses** in a semester with an acceptable excuse, following the executive rules set by the University Council.

Withdrawal from studying

Najran University Executive Rule:

(13-1) A student may request to defer continuing in a semester without being considered as having withdrawn if they submit an excuse before the start of the final exams by at least five weeks. For students in colleges that follow the annual system, the excuse must be submitted before the start of the final exams by at least seven weeks. Regarding short courses, the excuse must be submitted before the start of the exams by a period equivalent to the course duration, and in all these cases, the Dean of the College shall decide within three days from the date of submission of the request via the electronic portal. If the Dean does not approve the request within the specified period, the excuse is considered automatically approved according to the applicable regulations. The University Rector may grant exceptions in extreme necessity cases. The student will receive a grade of "W" (Withdrawn) or "ع" in Arabic, and this semester will not be counted towards the graduation requirements.

(13-2) The deferment period should not exceed two consecutive semesters or three non-consecutive semesters. For students in colleges with an annual system, the deferment should not exceed two non-consecutive years. A student may not defer more than twice during their study period at the university, and the Rector may make exceptions.

(13-3) A student may defer continuing in a semester if they are enrolled in only one required course in the semester and it is not offered in that semester, provided they submit the excuse before the start of the final exams by at least five weeks. For students in colleges with the annual system, the excuse must be submitted before the start of the final exams by at least seven weeks. For short courses, the excuse must be submitted before the start of the exams by a period equivalent to the course duration. The Dean of the College must decide within three days via the electronic portal. If no decision is made within this period, the excuse is automatically approved according to the regulations. The student will receive a grade of "W" or "ع" in Arabic, provided that the excuse does not exceed the final exams for the General Preparatory Year, and the student must fulfill the applicable conditions.

Article 14:

A student may submit a request to **defer their studies** due to an acceptable excuse, as determined by the authority designated by the University Council.

The deferment must not exceed **two consecutive semesters** or **three non-consecutive semesters** throughout the student's enrollment at the university.

If this limit is exceeded, the student's enrollment will be **terminated**. The University Council may grant exceptions in cases of necessity.

The **deferment period is not counted** as part of the time required to complete graduation requirements.

Article 15:

If a regularly enrolled student discontinues their studies for one semester without submitting a deferment request, their enrollment will be **terminated**.

The University Council also reserves the right to terminate the enrollment of a student who is absent for **less than one semester**.

For part-time or affiliate students, enrollment will be terminated if they **miss all final exams** for the semester without an acceptable excuse.

Article 16:

A student is **not considered to have interrupted** their studies during any semester in which they are officially enrolled as a **visiting student** at another university.

Article 17:

A student whose enrollment has been terminated may request to be **re-enrolled under the same student number and academic record**, provided the following conditions are met:

- The request must be submitted **within four semesters** from the date of termination.
- The request must be approved by the **relevant college council** and other concerned bodies.
- If **more than four semesters** have passed since the termination, the student may apply as a **new applicant**, and must meet all the current admission requirements.
- A student may only be re-enrolled **once**. However, the University Council may grant an exception in cases of necessity.
- Re-enrollment is **not permitted** if the student was on **academic probation** at the time of termination.

القاعدة التنفيذية لجامعة نجران:

يمكن للطالب المطوي قيده التقدم لكليته بطلب إعادة قيده برقمه وسجله قبل الانقطاع وفق الضوابط الآتية:

١. أن يتقدم بطلب إعادة القيد خلال أربعة فصول دراسية) أو سنتين دراسيتين للكليات التي تطبق نظام السنة الدراسية (من تاريخ طي القيد).
٢. أن يوافق مجلس الكلية المعنية والجهات ذات العلاقة على إعادة قيد الطالب.
٣. إذا مضى على طي قيد الطالب أربعة فصول دراسية فأكثر) أو سنتين دراسيتين للكليات التي تطبق نظام السنة الدراسية (فيماكانه التقدم للجامعة طالباً مستجداً دون الرجوع إلى سجله الدراسي السابق على أن تنطبق عليه كافة شروط القبول المعلنة في حينه، ومدير الجامعة

الاستثناء من ذلك وفقاً للضوابط التالية:

أ. موافقة مجلس الكلية التي يتبعها الطالب على إعادة القيد بعد النظر في أسباب الانقطاع مع إمكانية اشتراط إعادة دراسة بعض المقررات الدراسية التي سبق للطالب دراستها قبل الانقطاع بناء على توصية القسم المختص ألا تزيد مدة الانقطاع عن ثمانية فصول دراسية إلا إذا حضر الطالب ما يثبت ممارسته لعمل أو دراسة لها علاقة بطبيعة الدراسة في تخصصه يقتنع بها مجلس الكلية.

ب. ألا يكون الطالب منذراً أكاديمياً.

ج. أن يكون قد أنهى ما لا يقل عن ٢٥% من متطلبات التخرج.

٤. لا يجوز إعادة قيد الطالب أكثر من مرة واحدة ولمدير الجامعة - في حال الضرورة - الاستثناء من ذلك

٥. لا يجوز إعادة قيد الطالب المطوي قيده إذا كان مفصولاً لأسباب تأديبية أو تعليمية.

Article 18:

A student who has been dismissed from the university for **academic or disciplinary reasons**, or who has been dismissed from **another university for disciplinary reasons**, may not be re-enrolled.

If it is later discovered that the student had previously been dismissed for such reasons, their **re-enrollment will be considered void**, effective from the date it was granted.

Graduation

Article 19:

A student graduates upon successfully completing all graduation requirements in accordance with the approved study plan, provided that their **cumulative GPA is not less than "Pass"**.

If a student has passed all courses but their cumulative GPA remains below the required level, the **College Council**, based on a recommendation from the relevant department, may specify **additional courses** for the student to take in order to raise their GPA to the minimum required level for graduation.

القاعدة التنفيذية لجامعة نجران:

(١٩-١) يتخرج الطالب بعد إنهاء متطلبات التخرج بنجاح حسب الخطة الدراسية، على ألا يقل (معدله التراكمي عن مقبول، ومجلس الكلية - أو من يفوضه - بناء على توصية مجلس القسم المختص تحديد مقررات مناسبة يدرسها الطالب لرفع معدله التراكمي وذلك في حال نجاحه في المقررات ورسوبه في المعدل التراكمي).

(١٩-٢) لا يعتبر الطالب متخرجاً إلا بعد صدور موافقة مجلس الجامعة على منحه الدرجة العلمية.

(١٩-٣) فترات التخرج:

- أ. الطلاب الذين يحصلون على تقدير غير مكتمل (ل) أو الذين يسمح لهم باختيار بديل في مقرر وأكثر في آخر مستوى دراسي لبرنامج التخرج، أو من في حكمهم، ترفع بشأنهم مذكرات تخرج إفرادية حال استكمالهم المتطلبات، ويعتبر آخر فصل دراسي في سجل الطالب هو فصل التخرج.
- ب. الطلاب الذين تقتضي خططهم الدراسية إنهاء متطلبات التدريب العملي ترفع أسماؤهم لمجلس الجامعة بطلب الموافقة على منحهم الدرجة في نهاية الفصل الدراسي الذي ينهون فيه هذا المتطلب، على أن تثبت بسجل الطالب العبارة التالية) استكمل الطالب متطلبات التدريب العملي خلال هذا الفصل .

(١٩-٤) إصدار بدل مفقود لوثيقة أو شهادة التخرج وفقاً لما يلي:

- أ. يعلن الطالب عن فقد وثيقة أو شهادة تخرجه في صحيفة الجامعة أو إحدى الجرائد الخلية ولا يتقدم بطلب إصدار بدل مفقود إلا بعد مضي أربعة أسابيع على الإعلان على أن يرفق بطلبه صورة من الإعلان.
- ب. يوضع ختم بعبارة (بدل مفقود) على كل وثيقة أو شهادة تصدر كبديل مفقود.

Dismissal from the University

Article 20:

A student shall be dismissed from the university in the following cases:

- A. If the student receives **three consecutive academic warnings** due to a cumulative GPA below **2.0 out of 5.0** or **1.0 out of 4.0**. However, the **University Council** may, based on a recommendation from the College Council, grant a **fourth opportunity** to students who are deemed capable of improving their GPA by retaking available courses.

B. If the student fails to complete graduation requirements within a period exceeding half the standard program duration, in addition to the original program length. The University Council may grant an exceptional opportunity to complete the graduation requirements, provided it does not exceed twice the original program duration.

C. In exceptional cases, the University Council may offer students who fall under the above clauses an additional grace period not exceeding two semesters to complete their graduation requirements.

القاعدة التنفيذية لجامعة نجران:

١. يلتزم مدرس المقرر باحتساب الدرجة المحددة من مجلس الكلية للأعمال الفصلية.
٢. يلتزم مدرس المقرر بإعلان كيفية توزيع درجات الأعمال الفصلية للطلاب في بداية كل فصل دراسي بحسب ما ورد في توصيف المقرر، وموعد الاختبارات الفصلية.
٣. يلتزم مدرس المادة بإطلاع الطلاب على أوراق إجاباتهم في الاختبار الفصلي بعد إعلان نتيجته ومقارنتها بالإجابة النموذجية للاختبار.
٤. يقوم مدرس المقرر بإعلان نتائج الاختبارات الفصلية خلال أسبوعين من تاريخ إجراء الاختبار، كما يلتزم بإعلان النتيجة التفصيلية للأعمال الفصلية الأخرى قبل بداية فترة الاختبارات النهائية.
٥. يحق للطالب الاعتراض على درجته في الاختبار الفصلي خلال أسبوع من إطلاعها على ورقة إجابته، ويقدم طلب الاعتراض إلى مدرس المقرر وفي حال عدم قناعة الطالب بإفادة مدرس المقرر يقدم اعتراضه لرئيس القسم (أو وكيل الكلية للشؤون الأكاديمية إذا كان رئيس القسم هو مدرس المقرر) للنظر بإعادة تقييم إجابة الطالب، ولرئيس القسم في سبيل ذلك الاستعانة بمن يراه من أعضاء هيئة التدريس بالقسم، وذلك خلال أسبوع من تاريخ تقديم طلب الاعتراض إليه، ويكون قراره في هذا الشأن نهائياً.

Final Examinations

Article 22:

The college council to which the course belongs shall determine — based on a recommendation from the department council — a grade for coursework, which shall not be less than **30%** of the final grade for the course.

Article 23:

The coursework grade for a course shall be calculated using one of the following two methods:

1. Oral or practical exams, research papers, other types of in-class activities, or a combination thereof, along with at least one written examination.
2. At least two written examinations.

القاعدة التنفيذية لجامعة نجران:

١. يلتزم مدرس المقرر باحتساب الدرجة المحددة من مجلس الكلية للأعمال الفصلية.
٢. يلتزم مدرس المقرر بإعلان كيفية توزيع درجات الأعمال الفصلية للطلاب في بداية كل فصل دراسي بحسب ما ورد في توصيف المقرر، وموعد الاختبارات الفصلية.
٣. يلتزم مدرس المادة باطلاع الطلاب على أوراق إجاباتهم في الاختبار الفصلي بعد إعلان نتيجته ومقارنتها بالإجابة النموذجية للاختبار.
٤. يقوم مدرس المقرر بإعلان نتائج الاختبارات الفصلية خلال أسبوعين من تاريخ إجراء الاختبار، كما يلتزم بإعلان النتيجة التفصيلية للأعمال الفصلية الأخرى قبل بداية فترة الاختبارات النهائية.
٥. يحق للطالب الاعتراض على درجته في الاختبار الفصلي خلال أسبوع من اطلاعه على ورقة إجابته، ويقدم طلب الاعتراض إلى مدرس المقرر وفي حال عدم قناعة الطالب بإفادة مدرس المقرر يقدم اعتراضه لرئيس القسم (أو وكيل الكلية للشؤون الأكاديمية إذا كان رئيس القسم هو مدرس المقرر) للنظر بإعادة تقييم إجابة الطالب، ولرئيس القسم في سبيل ذلك الاستعانة بمن يراه من أعضاء هيئة التدريس بالقسم، وذلك خلال أسبوع من تاريخ تقديم طلب الاعتراض إليه، ويكون قراره في هذا الشأن نهائياً.

Article 24:

The college council to which the course belongs — based on a recommendation from the department council — may include practical or oral examinations as part of the final exam for any course and shall determine the portion of the final exam grade allocated to such components.

Article 25:

The department council offering the course may, upon the recommendation of the course instructor, allow a student to complete the requirements of any course in the following semester. In such a case, the student's academic record will show an **Incomplete grade (IC) or (J)**, which will not be included in the semester or cumulative GPA calculations. Once the student completes the course requirements, the final grade will be recorded and included in GPA calculations. If one semester passes without the student completing the requirements, the **Incomplete (J or IC)** grade will be replaced with a **Failing grade (F) or (هـ)**, which will be calculated into the GPA.

Article 26:

Seminar courses, research courses, and courses of a practical or field-based nature may be excused from the provisions of **Articles 22, 23, and 24**, or from parts thereof, by a decision of the college council

upon the recommendation of the department council responsible for teaching the course. The college council shall determine the method for assessing student performance in such courses.

Article 27:

If research-based courses require more than one semester to complete, a **Progress grade (IP)** shall be recorded for the student. Upon completion of the course, the final grade achieved will be recorded. If the course is not completed within the specified period, the department council responsible for the course may approve recording an **Incomplete grade (IC)** in the student's academic record.

Article 28:

The grades a student receives in each course shall be calculated as follow

Grade Point (out of 4)	Grade Point (out of 5)	Grade Symbol	Grade Description (Arabic)	Percentage Grade
4.0	5.0	A+	Excellent High	95 – 100
4.75	4.75	A	Excellent	90 – <95
3.5	4.5	B+	Very Good High	85 – <90
3.0	4.0	B	Very Good	80 – <85
2.5	3.5	C+	Good High	75 – <80
2.0	3.0	C	Good	70 – <75
1.5	2.5	D+	Passable High	65 – <70
1.0	2.0	D	Passable	60 – <65
0	1.0	F	Fail	أقل من 60

القاعدة التنفيذية لجامعة نجران:

تحسب التقديرات التي يحصل عليها الطالب في كل مقرر كما يلي :

الدرجة المتوية	التقدير	رمز التقدير	وزن التقدير من (٥)
٩٥-١٠٠	ممتاز مرتفع	أ+	٥,٠٠
٩٠ إلى أقل من ٩٥	ممتاز	أ	٤,٧٥
٨٥ إلى أقل من ٩٠	جيد جداً مرتفع	ب+	٤,٥٠
٨٠ إلى أقل من ٨٥	جيد جداً	ب	٤,٠٠
٧٥ إلى أقل من ٨٠	جيد مرتفع	ج+	٣,٥٠
٧٠ إلى أقل من ٧٥	جيد	ج	٣,٠٠
٦٥ إلى أقل من ٧٠	مقبول مرتفع	د+	٢,٥٠
٦٠ إلى أقل من ٦٥	مقبول	د	٢,٠٠
أقل من ٦٠	راسب	هـ	١,٠٠

Article 29:

The overall academic standing (cumulative GPA rating) upon a student's graduation shall be determined based on the cumulative GPA as follows:

- **Excellent:** If the cumulative GPA is **not less than 4.50 out of 5.00** or **3.50 out of 4.00**.
- **Very Good:** If the cumulative GPA is **from 3.75 to less than 4.50 out of 5.00** or **from 2.75 to less than 3.50 out of 4.00**.
- **Good:** If the cumulative GPA is **from 2.75 to less than 3.75 out of 5.00** or **from 1.75 to less than 2.75 out of 4.00**.
- **Pass:** If the cumulative GPA is **from 2.00 to less than 2.75 out of 5.00** or **from 1.00 to less than 1.75 out of 4.00**.

Article 30:

First Class Honors shall be awarded to a student who achieves a **cumulative GPA between 4.75 and 5.00 out of 5.00**, or **between 3.75 and 4.00 out of 4.00** upon graduation.

Second Class Honors shall be awarded to a student who achieves a **cumulative GPA between 4.25 and less than 4.75 out of 5.00**, or **between 3.25 and less than 3.75 out of 4.00** upon graduation.

To be eligible for First- or Second-Class Honors, the following conditions must be met:

1. The student must not have failed any course taken at the university or at any other institution.
2. The student must have completed the graduation requirements within a period not exceeding the average between the minimum and maximum allowed duration of study at their college.

3. The student must have completed at least **60%** of the graduation requirements at the university from which they will graduate.

القاعدة التنفيذية لجامعة نجران :

- تمنح مرتبة الشرف الأولى للطالب الحاصل على معدل تراكمي من (٤,٧٥) إلى (٥,٠٠) عند التخرج، وتمنح مرتبة الشرف الثانية للطالب الحاصل على معدل تراكمي من (٤,٢٥) إلى أقل من (٤,٧٥) عند التخرج .
- ويشترط للحصول على مرتبة الشرف الأولى أو الثانية ما يلي :
١. ألا يكون الطالب قد رسب في أي مقرر درسه في الجامعة أو في جامعة أخرى.
 ٢. أن يكون الطالب قد أكمل متطلبات التخرج في مدة أقصاها متوسط المدة بين الحد الأدنى والحد الأقصى للبقاء في كليته .
 ٣. أن يكون الطالب قد درس في جامعة نجران ما لا يقل عن (٦٠%) من متطلبات التخرج .

Article 31:

The college council may form a committee to collaborate with the departments in organizing final examinations. The committee's responsibilities include reviewing grade submission sheets and delivering them to the designated committee within no more than three days from the date of any course's final exam.

Article 32:

The college council may decide to apply secrecy procedures in the administration of final examinations.

Article 33:

The course instructor shall prepare the exam questions. However, when necessary, and upon a recommendation from the department chair, the college council may assign another person to prepare the questions.

Article 34:

The course instructor shall grade the final exam papers for their course. When needed, the department chair may involve one or more specialists in the grading process. The college council may also assign the grading to another individual if necessary.

Article 35:

The person responsible for grading the final exam shall record the students' scores on the official grade sheets and sign them. These scores must then be approved by the department chair.

Article 36:

A student may not be scheduled to take more than two final exams on the same day. The university council may grant exceptions to this rule.

Article 37:

A student shall not be permitted to enter the final exam after thirty minutes from its start time and shall not be allowed to leave the exam room before thirty minutes have passed from the start of the exam.

Final Examination Procedures

Article 38:

Cheating during an examination, attempting to cheat, or violating the rules and regulations of the examination process are offenses punishable under the **Student Disciplinary Code** issued by the University Council.

Article 39:

In exceptional cases, the college council responsible for teaching the course may approve the re-evaluation of examination papers, provided this is done before the beginning of the next semester's examinations.

Article 40:

Based on a recommendation from the relevant department council, the college council shall determine the duration of the final written examination, provided that it is **no less than one hour and no more than three hours**.

Article 41:

Without prejudice to the provisions outlined in **Articles 31 to 40**, the University Council shall establish the specific regulations governing final examination procedures.

Transfer from One University to Another

Article 42:

A student may be accepted for transfer from outside the university in accordance with the following conditions:

1. The student must have studied at a recognized college or university.
2. The student must not have been dismissed from the institution from which they are transferring for disciplinary reasons.
3. The student must meet the transfer requirements specified by the University Council.

القاعدة التنفيذية لجامعة نجران

يجوز بموافقة عميد الكلية التي يرغب الطالب التحويل إليها قبول تحويله من خارج الجامعة وفق الضوابط الآتية:

١. أن يكون الطالب قد درس في كلية أو جامعة معترف بها.
٢. ألا يكون مفصولاً من الجامعة الخول منها لأسباب تأديبية أو تعليمية.
٣. أن تنطبق عليه شروط التحويل التي يحددها مجلس الكلية.
٤. يجب ألا يقل عدد الوحدات المقررة التي يطلب من الطالب الخول دراستها في جامعة نجران عن ٦٠ % من عدد الوحدات المقررة المطلوبة للحصول على درجة البكالوريوس من الجامعة.

Article 43:

The college council shall approve the equivalency of courses previously taken by the student outside the university, based on recommendations from the departments offering those courses. The equivalent courses shall be recorded in the student's academic transcript; however, they shall not be included in the calculation of the cumulative GPA.

Article 44:

If it is discovered after the student's transfer that they were previously dismissed for disciplinary reasons, their enrollment shall be considered canceled retroactively from the date of acceptance into the university.

القاعدة التنفيذية لجامعة نجران

إذا أتضح بعد تحويل الطالب أنه سبق فصله لأسباب تأديبية أو تعليمية فيعدّ قيده لاغياً من تاريخ قبول تحويله للجامعة.

Article 45:

A student may transfer from one university to another during any academic semester, in accordance with the procedures and deadlines announced by the university to which the student is transferring, and in line with the general regulations for transfer.

Transfer from One College to Another within the University

Article 46:

A student may transfer from one college to another within the university in accordance with the regulations approved by the University Council.

Article 47:

All previously completed courses, including grades and semester and cumulative GPAs, shall be recorded in the academic transcript of a student transferring from one college to another within the same university.

Visiting Student

Article 50:

A **visiting student** is one who takes certain courses at another university or at a branch of the university to which they belong, without officially transferring. The courses taken are considered equivalent according to the following conditions:

- Prior approval from the student's home college for taking the courses.
- The courses must be taken at a recognized college or university.
- The course taken outside the university must be equivalent in content to one of the graduation requirements.
- If the visiting student is studying at a branch of the same university, the process is governed

Article 47.

- The University Council determines the maximum percentage of credit hours that may be accepted from outside institutions for visiting students.
- The grades of courses credited from the other university are **not included** in the cumulative GPA, but the courses are recorded in the student's academic transcript.
- Any additional conditions set by the University Council.

القاعدة التنفيذية لجامعة نجران :

الطالب الزائر هو الذي يقوم بدراسة بعض المقررات في جامعة أخرى أو في فرع من فروع الجامعة التي ينتمي إليها دون تحويله وتعادل لو المواد التي درسها وفقاً للضوابط الآتية :

أولاً : لطالب جامعة نجران ويرغب الدراسة زائراً في جامعة أخرى :

١. أن يكون للطالب سجل دراسي (بمعدل تراكمي (لفصلين على الأقل في الكلية التي التحق بها قبل طلبه الدراسة كطالب زائر .
٢. يجب الحصول على الموافقة المسبقة من كلية الطالب للسماح له بالدراسة كطالب زائر مع تحديد المقررات التي سيقوم بدراستها ، وللكلية اشتراط الحصول على معدل معين لمعادلة المقرر . ويوجه للدراسة بخطاب رسمي من عمادة شؤون القبول والتسجيل .
٣. أن تكون الدراسة في كلية أو جامعة معترف بها .
٤. أن يكون المقرر الذي يدرسه الطالب خارج الجامعة معادلاً أو (مكافئاً) في مفرداته بسبة لا تقل عن ٨٠% ولا تقل وحداته الدراسية عن عدد وحدات المقرر المراد معادلته به .
٥. مع مراعاة الفقرة (د) من المادة (الثانية والأربعون) ، يكون الحد الأقصى لمجموع الوحدات الدراسية التي يمكن احتسابها من خارج الجامعة هو (٢٠ %) عشرون في المائة من مجموع وحدات التخرج من جامعة نجران .
٦. لا تحتسب معدلات المقررات التي تتم معادلتها للطالب الزائر ضمن معدله التراكمي، وتثبت المقررات في سجله الأكاديمي.
٧. يجب على الطالب تزويد عمادة شؤون القبول والتسجيل بنتائجه التي حصل عليها خلال أسبوعين من بدء الدراسة في أول فصل دراسي يلي فترة دراسته كزائر ، وإذا لم يقدم نتائجه يعتبر منقطعاً عن تلك الفصول (عدا الفصول الصيفية) ويعامل حسب المادة (١٥) .
٨. تصرف المكافأة الشهرية للطالب الزائر إذا كان مستحقاً لها عن طريق مسيرات يدوية بعد تقديم نتائجه عن الفصل لعمادة شؤون القبول

ثانياً : لطالب جامعة نجران (في نجران أو أهد فروعها) ويرغب الدراسة طالباً زائراً في نجران أو أهد

فروعها :

١. أن يكون للطالب سجل دراسي بمعدل وفصل واحد على الأقل في الكلية التي التحق بها قبل طلبه الدراسة كطالب زائر .
٢. يجب الحصول على الموافقة المسبقة من كلية الطالب للسماح له بالدراسة كطالب زائر مع تحديد المقررات التي سيقوم بدراستها ، ويوجه بخطاب رسمي من عمادة شؤون القبول والتسجيل .
٣. أن يكون المقرر الذي يدرسه الطالب معادلاً أو (مكافئاً) في مفرداته لأحد المقررات التي تتضمنها
٤. متطلبات التخرج .
٥. تتم معادلة المقررات طبقاً للمادة (٤٧) .
٦. الحد الأقصى للفصول الدراسية التي يسمح للطالب دراستها زائراً فصلان دراسيان ، ومدير الجامعة الاستثناء من ذلك بزيادة فصل دراسي واحد في الحالات التالية :
 - أ. عدم تمكن الطالب من تسجيل الساعات المقترحة له لأسباب تتعلق بالجامعة المازرة.
 - ب. الطالبات اللاتي تجرهن ظروفهن الأسرية على عدم استكمال متطلبات تخرجهن إلا كطالبة زائرة ويمنعهن النظام من التحويل .

ثالثاً : لطالب جامعة أخرى ويرغب الدراسة طالباً زائراً في جامعة نجران .

١. أن يكون للطالب سجل دراسي (بمعدل تراكمي) لفصلين دراسيين على الأقل من جامعته التي قبل فيها.
٢. ألا يكون الطالب مفصولاً لأسباب تأديبية أو تعليمية.
٣. أن يحصل على موافقة خطية مسبقة من جامعته للدراسة طالباً زائراً في جامعة نجران ، ويجب أن يذكر في الخطاب مقررات جامعة نجران التي سيقوم بدراستها .
٤. أن يحصل على موافقة الكلية التي يرغب الدراسة بها زائراً .
٥. الحد الأقصى للفصول الدراسية التي يسمح للطالب دراستها زائراً فصلان دراسيان .
٦. لا يحق للطالب الزائر طلب السكن في الجامعة ولا تصرف له مكافأة من جامعة نجران.
٧. تسجل المقررات للطالب من قبل الكلية التي يرغب الدراسة فيها مع مراعاة كافة ضوابط التسجيل في المقررات.

Article 51:

This regulation supersedes all previous regulations governing undergraduate study and examinations.

Article 52:

The University Council has the authority to establish implementing rules, provided they do not conflict with the provisions of this regulation.

Article 53:

The Higher Education Council holds the right to interpret this regulation.

General Admission Requirements at Najran University



الشروط العامة للقبول في جامعة نجران

01 أن يكون المتقدم سعودي الجنسية أو من أم سعودية

02 أن يكون حاصلاً على شهادة الثانوية العامة، أو ما يعادلها من داخل المملكة أو من خارجها

03 أن يكون حسن السيرة والسلوك

04 ألا يتجاوز عمر المتقدم ٢٥ عاماً، والمتقدمة ٣٠ عاماً

05 أن يستوفي أي شروط أخرى تراها الجامعة

Admission Requirements for the Radiological Sciences Program

According to the University admission rules:

In accordance with the university regulations concerning undergraduate tuition and examinations issued by the high education council decision number (5/2) taken in its session (second) of the High Education Council on 11/06/1416, students who are eligible for admission are those who have the Saudi Secondary School Certificate (science section) or its equivalent and passed Aptitude Exam provided by National Centre for Measurement and Evaluation in Higher Education (general capabilities + achievement for health and scientific specialties). The priority of acceptance for admission has been given to those applicants with the highest percentage (70% of the secondary school grade + 30% of aptitude exam grade). Applications are submitted electronically to the Deanship of Admission and Registration in the specified periods for each semester. Moreover, the applicants must fulfill the following admission requirements :

- 1- The applicant must be a Saudi citizen or from a Saudi mother.
- 2- The applicant must not have obtained the secondary school certificate for a period of more than five years ago.
- 3- The applicant must successfully pass any examination or personal interview determined by the university.
- 4- The applicant must be medically fit.
- 5- The applicant must be under the age of (30) years.
- 6- The applicant cannot have a Bachelor's degree from another university.
- 7- The applicant must fulfill any other requirements determined by the University Council and announced at the time of application.
- 8- The applicant must not be expelled from another university due to disciplinary or educational reasons.

Available at: <https://dadr.nu.edu.sa/94>

Academic Advising

Academic Advising is the process carried out by academic advisors within the colleges to familiarize male and female students at **Najran University** with academic regulations, assist them in progressing through their studies, and help them overcome any social, psychological, health-related, or academic challenges they may face.

Academic Advisor: An academic advisor is a faculty member who guides a group of male or female students in all matters related to their academic, social, and health affairs, from the time of admission until graduation.

Academic Advising Unit:

The college has established an Academic Advising Unit tasked with supervising the provision of advising services to students. The unit ensures their academic needs are met, helps guide their educational paths, and addresses their problems in ways that support the development of their personalities and skills in various areas.

General Objectives of the Academic Advising Unit:

- Provide students with academic and advisory information, raise their awareness of the educational program's objectives and the college's study system, and highlight the importance of academic advising.
 - Identify personal problems and obstacles that may hinder a student's academic achievement.
 - Offer guidance to help students understand their interests and capabilities, and encourage them to play an active role in the educational process.
 - Support and monitor students academically, socially, and health-wise throughout their years of study.
- ◀ The Academic Advising Office is responsible for admissions, registration, and maintaining students' official records. This includes registering students, preparing their academic records, and ensuring proper documentation and preservation.

Objectives of the Academic Advising Process:

- **Preventive Objectives:** To protect the student from academic failure or setbacks.
 - **Corrective Objectives:** To realign and improve the student's academic trajectory.
- ◀ **Developmental Objectives:** To enhance the student's ability to manage their affairs and solve problems by fostering integration and adaptation to academic life and encouraging active participation in it.

Mechanism of Operation for the Academic Advising Unit in the College:

- New and transferred students are introduced to their academic advisor in the relevant department at the beginning of each **academic year or semester**.
- During the **first week** of each academic year, new and transferred students are welcomed in a general meeting attended by the academic advisor. In this meeting, students are provided with essential information about university life and study regulations, and are introduced to their advisor, including the advisor's responsibilities toward them and their responsibilities toward the advisor.
- Newly appointed or contracted faculty members are introduced to the academic system, whether it is based on a credit-hour or course-based model.
- Faculty members are reminded to activate their office hours so students can benefit from them, and students are encouraged to consult their academic advisor whenever facing academic difficulties.
- Through regular meetings, the advisor monitors students' academic progress, assists in solving any issues they face, documents their cases in student records, and identifies those who may need further support.
- Talented and outstanding students are identified, recognized, motivated, and supported.
- Students who are academically struggling or facing social, health, or psychological issues are identified and supported through guidance and counseling.
- Records and documents related to academic advising for each academic level are prepared and maintained.
- Periodic meetings are held with academic advisors.
- Student records are regularly reviewed by academic advisors across all levels to ensure the advising process is being implemented and student information is properly updated.
- Surveys and research related to academic advising are conducted, and their results are circulated to enhance the effectiveness of the advising process within the college.

Qualities of the Academic Advisor:

- Well-versed in the academic system, whether based on credit hours or course units.
- Fully aware of and passionate about their role in academic advising.

Has sufficient time to perform the duties of an advisor (**at least two meetings per week**).

Key Skills Required for the Academic Advisor:

- **Leadership Skills:**
The ability to build a positive relationship with the student in order to influence and support them in pursuing their goals.
- **Planning Skills:**
The advisor's ability to help students define their goals and transform them into actionable steps. For example, guiding a student in selecting an appropriate major to achieve long-term academic and career goals, or helping them plan to improve their cumulative GPA.
- **Listening Skills:**
The advisor must be a good listener, attentive to students' opinions, ideas, suggestions, and the challenges they face. This strengthens students' self-confidence and builds trust between the advisor and the students.
- **Decision-Making and Problem-Solving Skills:**
The advisor helps students learn how to identify problems, formulate potential solutions, and make the appropriate decisions to resolve those issues.
- **Time Management Skills:**
This includes scheduling and coordinating advising tasks, setting timelines for key academic advising activities such as registration, add/drop periods, and organizing office hours during which students can meet with the advisor.
- **Organizational Skills:**
The advisor must be capable of managing and organizing student files, handling registration and withdrawal tasks, and performing other administrative responsibilities effectively.
- **Empathy Skills:**
The ability to emotionally connect with students, understand their feelings and reactions, and build a trusting relationship that fosters acceptance of guidance, advice, and direction.

General Responsibilities of the Academic Advisor:

The academic advisor is responsible for a wide range of tasks. The most important include:

- Obtaining a list of assigned students from the registration office or the college/department.
- Meeting with the students to introduce himself/herself, get to know them, and build a positive relationship.
- Informing the students that their role is to provide help and support.
- Presenting the benefits and advantages of the academic advising system.
- Distributing informational materials and brochures about the advising system to the students.
- Ensuring students are familiar with their university ID numbers.
- Emphasizing the importance of attendance and discipline throughout their academic journey.
- Presenting the advising plan and approach for working with the students.
- Announcing their office hours and explaining the importance of maintaining communication.
- Answering students' questions and encouraging them to visit.
- Explaining the academic system (whether course-based or credit-hour system).
- Emphasizing the importance of building a respectful academic relationship between students and all faculty members.
- Helping ease any anxiety students may feel in their early interactions with faculty.
- Assisting students in understanding the nature of study in the college and providing guidance on choosing a major that aligns with future job market opportunities.
- Helping students resolve academic issues in a timely manner, which reduces the risk of failure and strengthens students' connection to their institution.
- Familiarizing students with the academic calendar, particularly key dates such as registration, add/drop periods, and other deadlines.
- Encouraging students to participate in extracurricular and student activities within the college.
- Assisting in planning students' course schedules.
- Monitoring and tracking students' academic progress.

Procedural Duties of the Academic Advisor:

Preparing the Student's Academic Advising File:

Each academic advisor must prepare an individual file for every assigned student. The file should include the student's name, section, and academic ID number. The advisor must regularly update the file with the necessary documents. The main contents of the file include:

- A copy of the student's personal information.
- A copy of the student's course registration schedule for the current semester.
- A record for monitoring the student's academic progress.
- A copy of the student's cumulative academic transcript.
- A copy of course add/drop forms submitted by the student.
- A copy of any official decisions or actions taken concerning the student

Preparing a Statistical Report of Student Course Requirements:

- The academic advisor should obtain the preliminary registration schedule from the Registration Office.
- The advisor prepares a statistical form to record the student's course requirements.
- The advisor meets with the assigned students to determine their needs based on their academic plans.
- The completed course requirement form is then submitted to the Registration Office.

Supervising the Add/Drop Process:

- The advisor discusses with the student the reasons for dropping a course and evaluates the justifications provided.
- The advisor guides the student to replace the dropped course by adding an alternative one.
- The advisor distributes add/drop forms to students who wish to make changes.
- The advisor ensures that the total credit hours remain within the permissible limits after the add/drop process.
- The advisor verifies that all required information is correctly filled out on the add/drop form.
- The advisor approves the form and submits it to the Registration Office.
- A copy of the add/drop form is retained in the student's advising file.

Advising and Guiding Academically Underperforming Students:

- The advisor establishes a method of communication with students when needed.
- The advisor delivers absence or academic warning notices to students in coordination with the Registration Office.
- The advisor prepares a list of academically underperforming students.
- The advisor schedules a meeting with these students.
- The advisor helps them understand the impact of their academic delays on their future.
- The advisor works with the students to develop a remedial plan in coordination with the college administration.

Support for Academically Underperforming Students

Target Groups

- A student who fails to achieve the required passing grade in one or more courses.
- A student who fails multiple times at the same academic level.

A student who has transferred between multiple departments.

Mechanism for Dealing with Underperforming Students:

- These students are identified by the academic advisors assigned to each academic level.
- A report is prepared for each individual case. Based on the findings, tailored support is provided, as the causes of academic difficulties vary from one student to another.
- **Remedial sessions** are held for these students near the end of the semester. Each course is reviewed in **two dedicated sessions** led by the course instructor in coordination with the department chair and the academic advisor of the relevant level.
- The academic advisor submits a progress report for these students after the results of the first and second semesters are announced, to track improvements and assess the effectiveness of the support mechanism. A summary report is then submitted to the Dean for discussion in the College Council.

Motivating High-Achieving Students

Target Group:

These are students who possess strong academic abilities, enabling them to achieve high GPAs in their field of study. This includes students with a **GPA of 4.0 or higher**, based on the total grade points according to their academic level in the program.

Mechanism for Encouraging High-Achieving Students

- Creating an **Honor Board** displaying the photos of students with a GPA of **4.0 or above**.
- Sending personal photos of top-ranking students in each academic level to the *Sada Al-Jami'a* magazine (female students are honored by listing their names without photos).
- Organizing an **annual celebration** during the first week of the first semester to honor top-performing students (with a GPA of 4.0 or higher) in each academic level, and awarding them **Certificates of Appreciation**.
- Giving high-achieving students priority in attending training programs organized by the **Deanship of Development and Quality** and the **Deanship of Student Affairs**, aimed at enhancing students' skills.
- Inviting top-performing students in each academic level to attend scientific seminars and cultural season lectures held by the academic department.
- Involving the top student in one of the research projects awarded to faculty members and funded by the university.

Motivating Creative Students

Target Group:

A **creative student** is one who possesses exceptional intellectual abilities and demonstrates outstanding performance that surpasses peers through distinctive mental and creative capacities, driving them toward achievement and innovation.

This creativity does not necessarily have to be related to the student's field of study; it may also appear in activities or fields supported by the college or university.

Mechanism for Supporting Creative Students

A **Unit for Creativity and Gifted Student Support** shall be established within the college. This unit operates under the **University Vice President's Office for Creativity and Giftedness**, and is affiliated with the University's Center for Creativity and Gifted Student Support. The unit includes:

- A number of **clubs**, such as clubs for physics, biology, chemistry, etc.

- A department for identifying and supporting gifted students.
- A department for innovations and patents.

Central Academic Advising Unit

Unit Mission:

To provide comprehensive advising services that prepare students for university life and support their right to education and learning. This is achieved through holistic care for their needs, the development of their abilities, and the discovery of their talents in ways that align with the demands of the labor market.

Objectives:

- Preparing students to adapt to university life.
- Providing an academic environment that supports students' right to education and learning.
- Offering comprehensive care that addresses students' needs.
- Developing students by nurturing their talents and enhancing their abilities.
- Equipping students with the skills and qualifications aligned with labor market demands.

Unit Tracks:

- Peer Advising
- Self-Advising
- Consultative Advising
- Supportive Advising



تعلم الوحدة المركزية للإرشاد الأكاديمي عن استمرار استقبال استشارتكم عبر نظام أرشدني
(<https://arshedni.nu.edu.sa/>)

وتسعد الوحدة أيضاً بالتواصل معكم لاستقبال استشارتكم عبر الواتس أب من خلال الأرقام التالية:
(00966175417313) لشطر الطلاب - (00966175411292) لشطر الطالبات.



Rights and Responsibilities of Faculty Members

1. Rights of Faculty Members:

The Higher Education Council and Universities System, along with its executive regulations, guarantees various rights for faculty members, including:

- Various types of leave, including sabbatical leave.
- Compensation for administrative duties performed in addition to academic responsibilities.
- Attendance at scientific conferences, symposiums, and workshops.
- Faculty members and their equivalents are entitled to the same allowances and benefits as state employees of equivalent ranks.
- Secondment, delegation, and part-time consultancy for government entities outside the university.
 - Promotion provided all regulatory conditions are met.

2. Responsibilities of Faculty Members:

There are fundamental responsibilities that faculty members are expected to uphold, such as avoiding any academic or professional behavior that may harm the university's reputation, refraining from actions that waste university resources, avoiding the misuse of the university's name for personal gain, and not engaging in outside employment without the university's knowledge and approval.

In general, faculty members are expected to fulfill the following duties:

- Teaching within the assigned teaching load.
- Providing additional teaching beyond the assigned load when necessary.
- Preparing exams for their respective courses.
- Collaborating with department colleagues to develop study plans and improve departmental programs.
- Supervising the practical or field components of the courses they teach.
- Conducting research, studies, and workshops, and participating in group research within their field of specialization.
- Supervising graduate student theses and research projects.
- Advising and guiding undergraduate and graduate students.

- Staying current in their field by keeping up with new publications, journals, and research.
- Engaging in creative writing and analytical contributions that advance knowledge and serve the community.
- Participating in departmental meetings, committees, and associations within the college and university.

Useful Links

– University Electronic Admission Guide

<https://dadr.nu.edu.sa/94>

Access the Student Electronic Guides

<https://dadr.nu.edu.sa/#>

Student Programs Portfolio

<https://itc.nu.edu.sa/>

Medical Resources Available in the E-Library

<https://dlaf.nu.edu.sa/medical-books>

E-Learning Deanship – Educational Lessons Link

<https://elearning.nu.edu.sa/bbs>

University Rules and Code of Conduct for All Students

<https://dsaf.nu.edu.sa/80>

Smartphone Usage Policy and Related Rules on university Campus

<https://dsaf.nu.edu.sa/81>

University Housing Rules and Regulations

<https://dsaf.nu.edu.sa/78>

Faculty Members' Information

Name	General Specialization	Specific Specialization	Academic Rank	Mobile / Email
Ali Hamad Al-Shehri	Diagnostic Radiology	Nuclear Medicine	Assistant Professor	0557220709
Mohammed Khalil Saeed Saleh	Physics	Medical Physics	Professor	mksaleh@nu.edu.sa
Abdullah Al-Asimi	Diagnostic Radiology	Magnetic Resonance	Associate Professor	0554504955
Hassan Al-Shamrani	Diagnostic Radiology	Diagnostic Radiology	Associate Professor	0506496169
Saeed Jaber Al-Qahtani	Diagnostic Radiology	Diagnostic Radiology	Assistant Professor	0546644574
Mansour Al-Qahtani	Diagnostic Radiology	Nuclear Medicine	Assistant Professor	0558255309
Khalaf Al-Shamrani	Diagnostic Radiology	Diagnostic Radiology	Assistant Professor	0553439822
Saeed Al-Husainiya	Diagnostic Radiology	Magnetic Resonance	Assistant Professor	0546696665
Wael Ali Faqihi	Diagnostic Radiology	Ultrasound	Assistant Professor	0508317164
Hamed Abdullah	Physics	Nuclear Physics	Assistant Professor	0554486739
Mohammed Mastour	Diagnostic Radiology	Diagnostic Radiology	Lecturer	0550711187
Al-Busairi Taifour	Diagnostic Radiology	Ultrasound	Lecturer	0502620421
Hussein Al-Shaeri	Diagnostic Radiology	Magnetic Resonance	Assistant Professor	0540995111
Mohammed Faye' Ibrahim	Diagnostic Radiology	Medical Physics	Assistant Professor	0553415127

Name	General Specialization	Specific Specialization	Academic Rank	Mobile / Email
Abdulsalam Al-Qahtani	Diagnostic Radiology	CT Scan	Lecturer	0566416669
Abdulrahman Al-Mubti	Diagnostic Radiology	CT Scan	Lecturer	0507306199
Soheir El-Sayed Suleiman	Physics	Nuclear Physics	Assistant Professor	
Naglaa Hussein Mohammed	Diagnostic Radiology	Ultrasound	Associate Professor	0542468810
Samia Abdel Qayoum	Diagnostic Radiology	CT Scan	Associate Professor	0555842519
Noha Saleh Mustafa	Diagnostic Radiology	Medical Physics	Assistant Professor	0553117468
Jehan Ibrahim Babiker	Diagnostic Radiology	CT Scan	Lecturer	0504631932
Ibtihaj Hussein Said Ghafrah	Diagnostic Radiology	Diagnostic Radiology	Teaching Assistant	0557999804
Huda Mashari Al-Si'ari	Diagnostic Radiology	Diagnostic Radiology	Teaching Assistant	0559180784
Nadel Iqal Al-Salloum	Diagnostic Radiology	Diagnostic Radiology	Teaching Assistant	0534934352
Majdah Saud Atiwi	Diagnostic Radiology	Magnetic Resonance	Teaching Assistant	0502330743
Amani Mansour Al-Saeedi	Physics	Medical Physics	Teaching Assistant	0563696499
Areej Ali Ghuramah Mohammed	Diagnostic Radiology	CT Scan	Teaching Assistant	0538561383
Ali Hamad Al-Shahri	Diagnostic Radiology	Nuclear Medicine	Assistant Professor	0557220709
Mohammed Khalil Saeed Saleh	Physics	Medical Physics	Professor	mksaleh@nu.edu.sa



جامعة نجران

NAJRAN UNIVERSITY

كلية العلوم
الطبية التطبيقية