

جامعة الأميرة  
نورة بنت عبدالرحمن  
كلية الإدارة والاعمال  
قسم المحاسبة



Princess Nourah Bint  
Abdulrahman University  
College of Business and Administration  
Accounting Department

# BACHELOR of Science in ACCOUNTING HANDBOOK

FACULTY  
VERSION



PNU Main campus - A6 Station

مطابع الجامعة  
press@pnu.edu.sa





## Princess Nourah Bint Abdulrahman University

Princess Nourah Bint Abdulrahman university (PNU) is the first public university for women located in Riyadh, the capital of Saudi Arabia. It is the largest women's university in the world. It has an innovative design and offers a cutting edge of technology for eighteen colleges and institutes. Its faculty members are from 25 different nationalities. The university offers diplomas, bachelor and postgraduate degrees for over 50,000 students. The campus is recently ranked 185 by UI Green Metric.



## Princess Nourah Bint Abdulrahman University

### Vision:

To be the beacon of women for knowledge and values.

### Mission:

It is a comprehensive university for women, which is characterized by its educational leadership and scientific research, and contributes to building the knowledge economy with a community and global partnership.

### Values:

Belonging,  
integrity,  
trust,  
superiority,  
excellence,  
commitment to quality,  
and professionalism.



## College of Business and Administration

### Vision:

To educate female leaders who will redefine business locally and globally.

### Mission:

To educate and inspire female leaders, entrepreneurs and scholars to transform the landscape of Business, adding value to the economy and society, locally and globally.

### Values:

Quality.

Leadership.

Integrity.

Professionalism.

Innovation and creativity.



## Accounting Department

### Department vision:

Empower female leaders academically and professionally in accounting sciences.

### Department mission:

Achieve excellence in academic and research aspects of accounting sciences locally and globally to achieve professional and social responsibilities.

### Department objectives:

1. Disseminate scientific knowledge and skills in accounting disciplines.
2. Promote ethical values and professional practices in the field of accounting.
3. Develop soft skills and encourage innovation, entrepreneurship, as well as community service.
4. Encourage scientific contributions and enhance scientific research standards.
5. Establish partnerships with distinguished and competent professional bodies in the field of accounting.
6. Qualify and prepare candidates for accredited professional certificates in accounting.



## Bachelor of Science in Accounting Program

### Program Mission

To inspire female professional accountants to serve their communities with high ethical values through distinctive learning and research academic environment.

### Program goals

1. Achieve high academic educational quality.
2. Create an environment conducive of high quality research.
3. Build a strong relationship with the community.

### Program objectives

1. Enable graduates to demonstrate core knowledge and professionalism in various accounting disciplines using latest state of the art technology.
2. Enhance critical thinking, research, communication and leadership skills of the graduates for effective decision-making.
3. Improve graduates' awareness of ethical values, and social responsibilities.
4. Motivate graduates to acquire professional accounting certificates and to continue postgraduate education.



## Head of Department's welcome message

The Accounting Department at the College of Business Administration aims to be one of the top accounting departments across the world through adopting best practices in teaching, learning and assessment and promoting high quality research in accounting.

Our vision, in the Department, is to empower female leaders academically and professionally in accounting sciences, and our mission is to achieve excellence in academic and research aspects of accounting sciences locally and globally to achieve professional and social responsibilities. As such, the accounting faculty handbook is designed to guide current and new faculty members and provide them with the necessary information about the Accounting Department and the policies and procedures governing the teaching staff.

The Accounting Department offers one undergraduate program, which is the “Bachelor of Science in Accounting Program” that is taught in English. Our faculty members are specialised in different accounting areas such as Financial Accounting, Managerial Accounting, Auditing, and Taxation. Here at the Accounting Department we are dedicated to enabling and supporting all of our faculty members to prosper and succeed in their respective fields academically and professionally.

We welcome you to the Accounting Department team and encourage you to take advantage of the various opportunities and resources that Princess Nourah bint Abdulrahman University offers to all of its members.

Noha A. Alessa, PhD  
Head of Accounting Department

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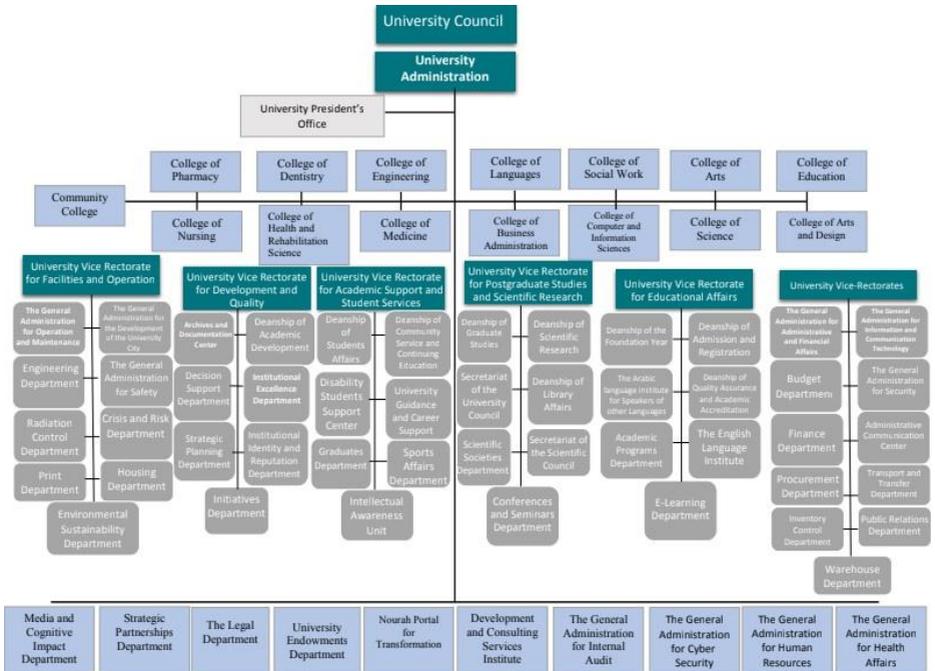


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# BACHELOR of SCIENCE in ACCOUNTING

UNIVERSITY  
STRUCTURE





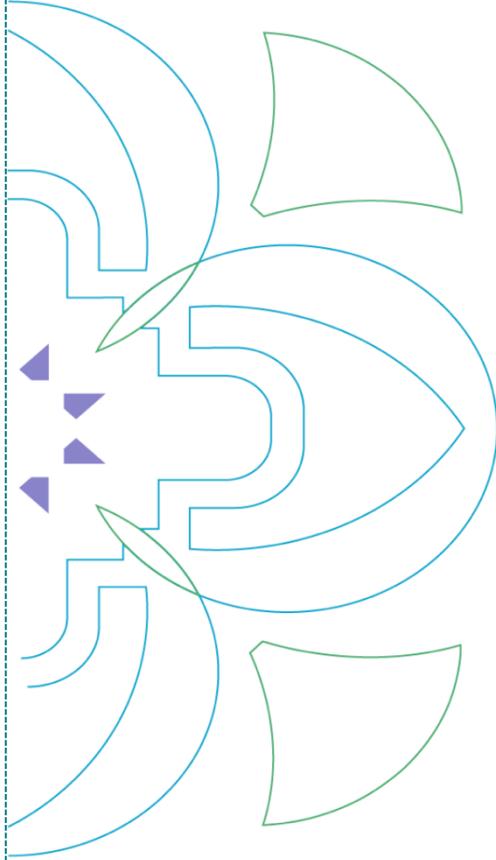
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# BACHELOR of SCIENCE in ACCOUNTING

FACULTY  
MEMBERS'  
DUTIES AND  
RIGHTS





## General Duties and Responsibilities

- ✓ Develop course plans for the subjects that will be taught and select appropriate books.
- ✓ Teach the courses, organize exams, enter and review student grades.
- ✓ Improve teaching and evaluation methods and promote new ways of teaching.
- ✓ Engage in innovative approaches to learning and teaching
- ✓ Supervise thesis, student research, scientific reports and social activities.
- ✓ Provide academic guidance to students and serve as an academic advisor for them.
- ✓ Conduct and publish innovative research and studies.
- ✓ Help in developing knowledge and participate in research activities.
- ✓ Participate in councils and committees; local, regional and international conferences; and any activities that promote and improve the department, college, University.



- ✓ Adhere to the research and academic duties, and work on implementing bylaws and regulations of the College.
- ✓ Devote time to performing scientific duties in the College, strive to promote the College mission and maintain a decent status in the fields of research, teaching and management.
- ✓ Engage with the community as per the College rules and regulations.
- ✓ Perform any other duties assigned by the department chair, vice Deans, Dean, providing that it does not conflict with the nature of work.
- ✓ Cooperate fully with the Head of the Department and the Dean in providing advice and proposals in all matters that will serve the best interests of the College, the students and the community.
- ✓ Provide students with academic advising during the registration period constantly monitor their study plans and adhere to office hours.
- ✓ Maintains an up to date and accurate course portfolio.
- ✓ Participate in staff development / programs and workshops.



## **Duties and responsibilities of a course instructor**

- ✓ Should deliver the courses assign to her as per the course plan.
- ✓ Should punctual to class and resolve all problems and issues with the course class students.
- ✓ If in case of emergency, she need to cancel the class, then have to inform the program chair of the Department and student well before in blackboard.
- ✓ Should attain all the meetings related to courses and committees, in absence should justify the reason through email.
- ✓ Should submit the grades and teaching portfolio requirement as per the NCAAA requirement within the specific time allotted.



## **Duties and responsibilities of a course coordinator**

- ✓ Should conduct regular meeting with other course members to prepare the course plan and discuss evaluation assessments.
- ✓ Distribute the work for smooth delivery of course and encourage Brainstorming.
- ✓ Solve the course related issues by discussing with year coordinators and Program Directors
- ✓ Prepare master course report as per NCAAA format including the major challenges and provide recommendation for developing the course.
- ✓ Submit teaching portfolio to the program coordinator at the end of the semester of all sections of the course.



## **Duties and responsibilities of a Quality coordinator**

- ✓ The Quality Coordinator is responsible for the effective delivery, operation, and quality management of the program for which they are assigned to her.
- ✓ She has to ensuring the effective implementation of course plans and procedures for each course, highlighting connections across courses within their assigned year as well as across years that can enhance students learning experience, and encouraging interdisciplinary collaboration across courses.
- ✓ The Quality Coordinator is responsible for supervising and managing Course Coordinators and informing the Program Director on program progress and performance”.



## **Rights**

- ✓ Faculties can convey their preference subjects of their choice and subject allotment will be done as per the requirement of the department.
- ✓ Sick can take a paid sick leave of 10 days per year by prior approval of the department chair and HR by uploading leave form in Tayseer.
- ✓ Faculty can avail paid maternity leave of 45 days can be avail on approval of Department chair and college Dean.

All other rights and benefits are provided as per the University regulations at the time of appointment.

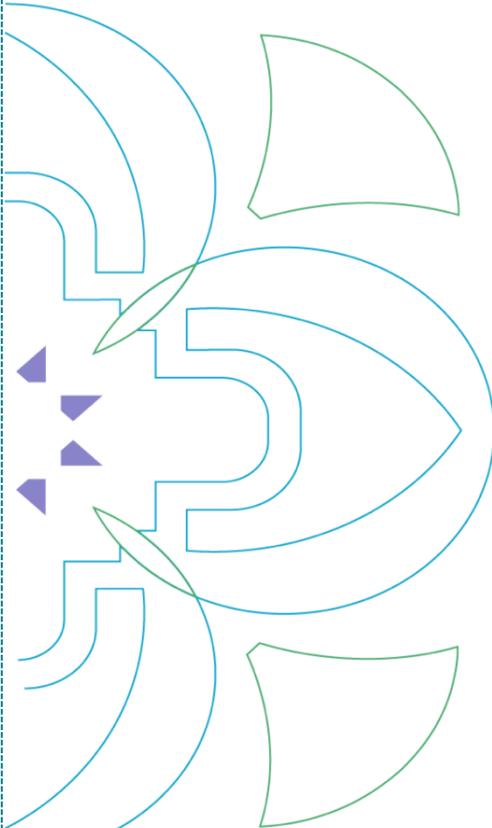
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# ACCOUNTING DEPARTMENT

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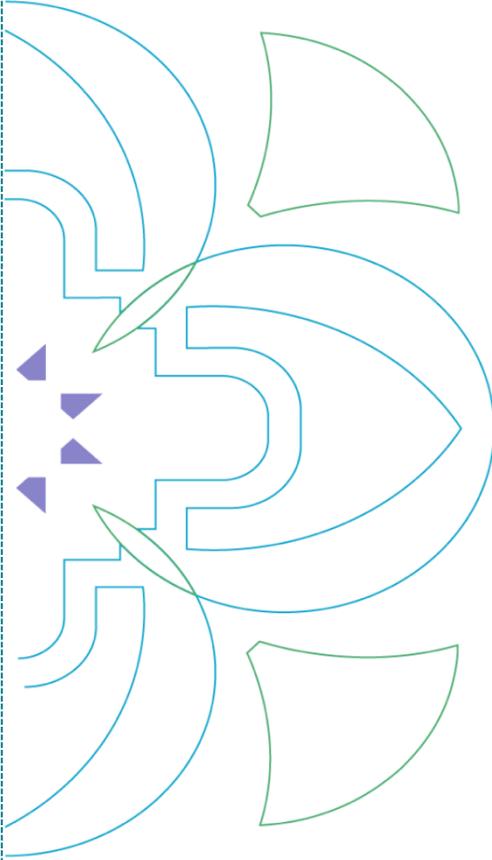
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# ACCOUNTING DEPARTMENT

SCIENTIFIC  
RESEARCH



The accounting department has implemented many policies in order to improve research through the CBA research center. These policies aim to implement successful practices for developing a culture of research in higher education. For instance, the program encourages faculty members to hold seminars and workshops inside the accounting department. Besides, the university and college administration consider ethics and integrity as core element in the planning, policies, working environment and culture, professional and personal practices. There is well-defined code of conduct for faculties regarding their responsibilities for teaching, research, plagiarism and matters that fall into conflict of interest. Teaching staffs involved with the program must meet high ethical standards, convey honesty and have integrity. These standards must be maintained in all dealings with students, teaching and other staff, and in relationships with other internal and external agencies including both government and non-government organizations.

Many faculty members devote part of their time for research activities, whether for journal publications, conference presentation, textbooks or other forms of publication or dissemination of information. Princess Noura Bint Abdulrahman University recognizes the importance of this aspect, and seeks to support and encourage staff engagement through a variety of mechanisms and procedures. This approach also helps in

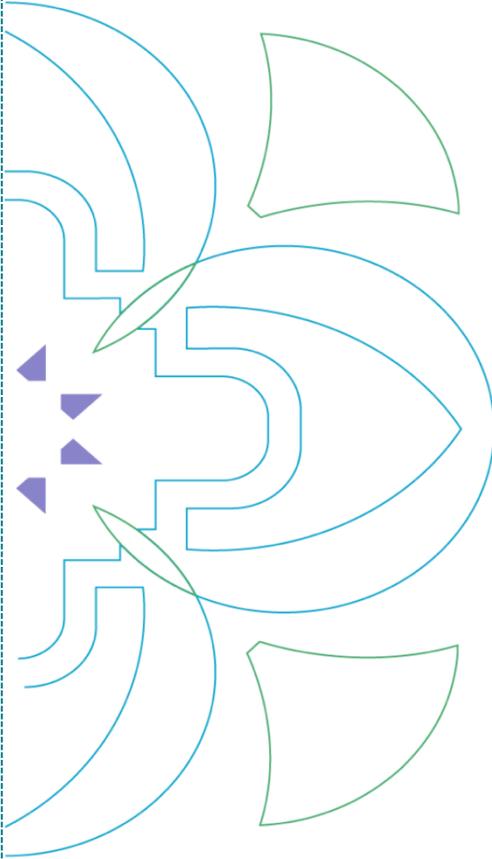


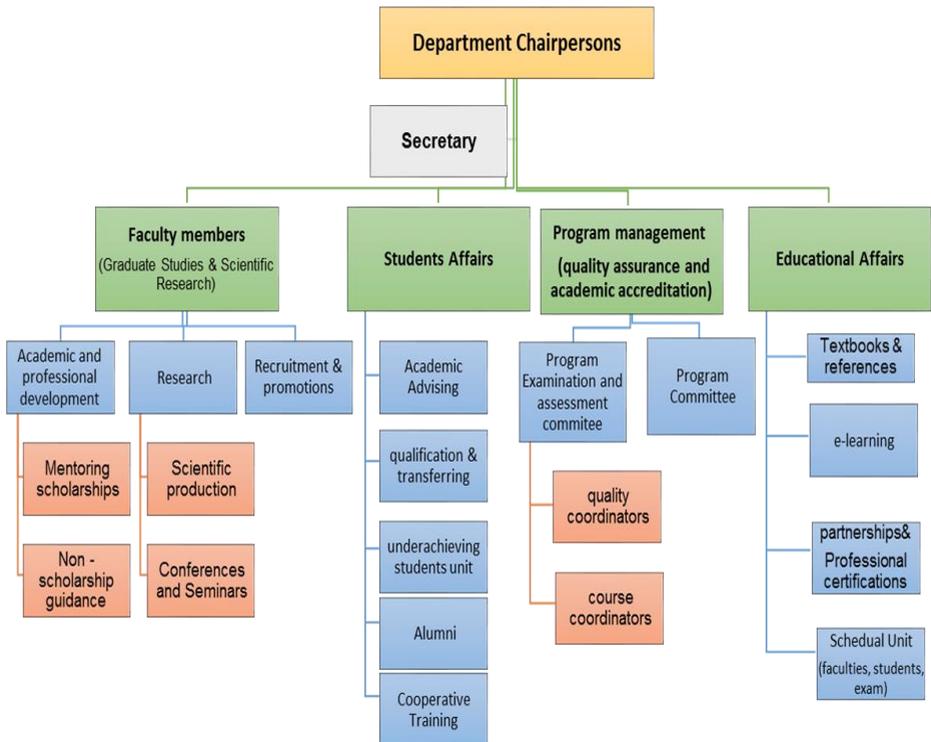
raising and maintaining high standards of work, as the university continues to raise its research profile. On the same avenue, the department encourages and motivates staff members to publish researches that are compatible and treated the vision and mission of Kingdom of Saudi Arabia 2030, in turns of raising the participations of women to interactive and success KSA vision.



# ACCOUNTING DEPARTMENT

## COMMITTEES' STRUCTURE AND TASKS





Committee's name	Committee's Tasks
<p><b>1.Educational affairs</b></p>	<ul style="list-style-type: none"> <li>-Responsible for the proper functioning of the subsidiary subcommittees.</li> <li>-Ensure that courses are linked to the faculty members.</li> <li>- Monitor midterm exams.</li> <li>- Managing exams checking process.</li> <li>- Any new tasks related to the committee</li> </ul>
<p><b>2.Program management (Quality And Academic Accreditation)</b></p>	<ul style="list-style-type: none"> <li>-Responsible for good work programs in subcommittees and affiliated committees</li> <li>-Specify course coordinators</li> <li>-keep track of Quality Assurance and Academic Accreditation in college.</li> <li>-Update on tasks related to committees.</li> </ul>
<p><b>3.Students affairs</b></p>	<ul style="list-style-type: none"> <li>-Responsible for good work progress in sub-committees and affiliated committees.</li> <li>-Follow the members to fill and restrict special forms regarding break and denial.</li> <li>-Follow academic advisors for students expected to graduate.</li> <li>-Apply the fourth standard of quality standards related to students.</li> </ul>



	<ul style="list-style-type: none"><li>-Filling all the accreditation forms related to the fourth standard and collect evidence of that.</li><li>-Follow with guidance committee at the college level.</li><li>-Follow with student affairs agency in college.</li><li>-Communicate with responsible party of student activities to get the necessary evidence (activities report)</li><li>-Update on tasks related to the committee.</li></ul>
<b>4. Faculty members</b>	<ul style="list-style-type: none"><li>-Responsible for the proper functioning of the sub-committees.</li><li>-Applying the fifth standard of quality standards related to faculty members.</li><li>-Fill out all the accreditation forms related to the Fifth Standard, and collect evidence for that.</li><li>-Restrict community service of all the faculty members, with evidences</li><li>-Compute members' partnerships with the labor market.</li><li>-Any new tasks related to the committee</li></ul>

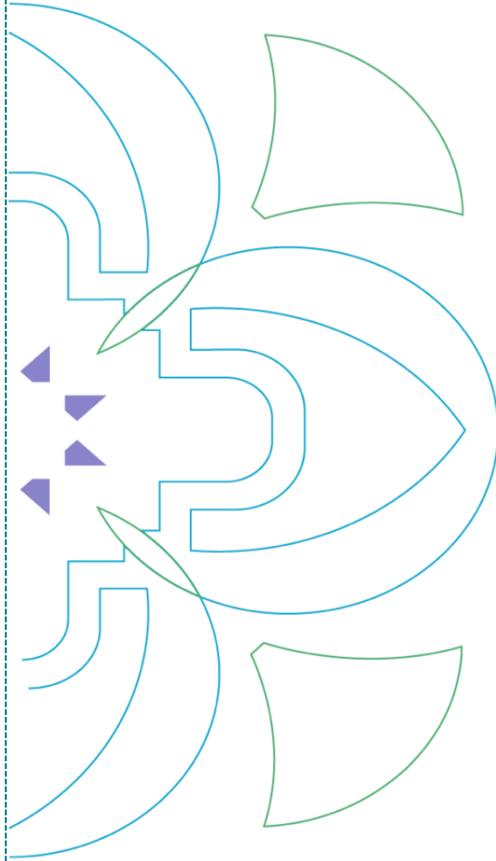
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FACULTY  
BENEFITS AND  
AWARDS





The University grants several annual awards to faculty members who have achieved excellence in teaching, research, and community services. The awards are the Distinguished Teaching award, research award, and publication financial benefits that both awarded by the vice rectorate of higher education and scientific research. These academic awards foster an environment in which significant and meaningful academic life can develop.

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# ACCOUNTING DEPARTMENT

FACULTY  
PROMOTION  
PROCESS



011-82-23154



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The main objective of the faculty promotion procedures is to promote academic excellence in the University. To achieve this goal, the University has established the Scientific Council which is under the vice rectorate of postgraduate studies and scientific research.

In order to apply for promotion from the rank of Assistant Professor to the rank of Associate Professor, it is required:

- To have a minimum of four years of work experience as Assistant Professor at a Saudi University or other accredited university, provided that the period of service in Saudi universities shall not be less than one year.
- To have completed the minimum scientific production that required for promotion, in accordance with the provisions of Article 32 of the Regulations.
- The scientific production she has submitted has been published or ready to be published during her tenure as an Assistant Professor.

In order to apply for promotion from the rank of Associate Professor to the rank of Professor, it is required:

- To have a minimum of four years of work experience as an Associate Professor at a Saudi university or another accredited university, provided that the period of service in Saudi universities shall not be less than one year.
- To have completed the minimum scientific production that required for promotion, in accordance with the provisions of Article 32 of the Regulations.
- The scientific production he has submitted has been published or ready to be published, during his tenure as Associate Professor.

#### *Promotion Process:*

The faculty member shall submit an application for promotion to the relevant Department Council and it shall include the following:

- Statement of her scientific and functional qualifications and her career progression.
- Statement of her teaching activities.
- Statement of her activities in the service of both university and community.



- She should submit at least five copies of the scientific production for promotion application, in addition to the data to describe them as well.
- She should provide any additional information to support the promotion application.
- She should provide any other information or documents requested by the Department Council, the College Council, or the Scientific Council.

The efforts of the faculty member, who submitted (her application) for promotion, are evaluated on the basis of one hundred points (100), divided as follows:

- Sixty Points for the scientific production.
- Twenty-five points for the teaching.
- Fifteen points for the university and community services.

The University Council sets standards for evaluation of participation in teaching and serving the university and community upon the recommendation of the Scientific Council.

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## FACULTY PERFORMANCE EVALUATION





The performance of the faculty is continually monitored to ensure effective delivery of high quality administrative and academic duties. This is accomplished by clear faculty evaluation policies. Specific forms for evaluation of staff member by their heads are used, whose domains include efficiency as an educator, research contribution, and community services. In addition, students evaluate the staff via specific form. The research activities of staff members are regularly evaluated. The results of the evaluation are sent to each faculty discretely via E-mail at the end of each academic year. Heads of the departments discuss the results of the evaluation with low performing faculty to guide them to improve their performance, by directing them to the appropriate way for effectively developing their academic, administrative and/or research skills through attending the workshops offered freely by the faculty development unit or also by different Vice-Rectorates and Deanships of the University.

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