

Kingdom of Saudi Arabia  
Ministry of Education  
Princess Nourah bint Abdulrahman University  
University vice Rectorate for Academic Support and Student Services

Student Guide

# Support

2018/14440 H



جَامِعَةُ الْأَمِيرَةِ نَوْرَةَ بِنْتِ عَبْدِ الرَّحْمَنِ

Princess Nourah Bint Abdulrahman University

University vice Rectorate for Academic Support and Student Services



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# Support

**A Comprehensive Guide to Everything the Student Needs from Academic  
Support and Student Services**



## Vice Rector's speech for Academic Support and Student Services

Praise be to Allah, Lord of the Worlds, and peace and blessings be upon the noblest of Messengers, Prophet Mohammad and on his family and companions. The priorities of the University vice Rectorate for Academic Support and Student Services is to take care of the student, hold her hand during her university journey, and pave the way for her scientific carrier. The efforts of both Admission and Registration Deanship and Students' Affairs Deanship are combined to provide support and to harness all available resources for the student. The Deanship of Admission and Registration has the honor to be the first deanship to accept the student since graduating from secondary school, and the last deanship to bid farewell to the student after graduation from university. During this journey, the deanship communicates with the student to complete the procedures of admission, registration, addition, dropping, postponed, withdrawal, major transference, academic guidance and so on.

The Deanship of Student Affairs also contributes in providing student services, enrichment programs, and distinguished activities based on the university regulations. In addition, activities that are conducted locally and internationally in partnership with students' cooperation to improve the student academically, professionally, socially, culturally and religiously so, she can achieve her personal, academic integration.

The Vice Rectorate pays great attention to promote the intellectual awareness, to protect students and university environment from misguided ideas, and to preserve the moral instinct of the students' personalities. It also pays considerable attention to the qualitative development of preventive treatment methods of misconception ideas, along with its ways and tools. Also, strengthening the values of loyalty and belonging to the religion, then to the rulers and the homeland.

Moreover, the Vice Rectorate strives to improve the student's research skills and develop the culture of scientific research, creativity, and innovation to invest the student's energy and support. This will prepare the student for the global development in the field of research and innovation and be ready to participate in competitions through unique and exceptional plans and programs.

With the first edition of this guide, I am pleased to thank the rector of the university, Dr. Huda bint Mohammad Al Ameel, for her support to the vice rectorates and its deanships to function according to authorized instructions. I would also like to thank the prior Vice Rector of the



Academic Support and Student Services Dr. Na'ila bint Abdulrahman Aldaihan for her initiation of this guide, the Dean of Student Affairs, Dr. Laila bint Ahmed Al Mutabqani, the Dean of Admissions and Registration, Dr. Noura Bint Saleh Al Sudais; and all members of the support team for their efforts and continuous work to produce this guide, specially Prof. Maha Abdul Aziz Al Askar and Dr. Farah Bint Mansour Al Askar.

We ask Allah to bless this work and make it useful and beneficial for all students and members of the university. We also pray for Allah to grant us success. Finally, we offer a prayer in praise of Allah, the Lord of the Worlds.

Vice Rector of Academic Support and Student Services  
**Dr. Fayizah bint Mohammed Al-alfayiz**





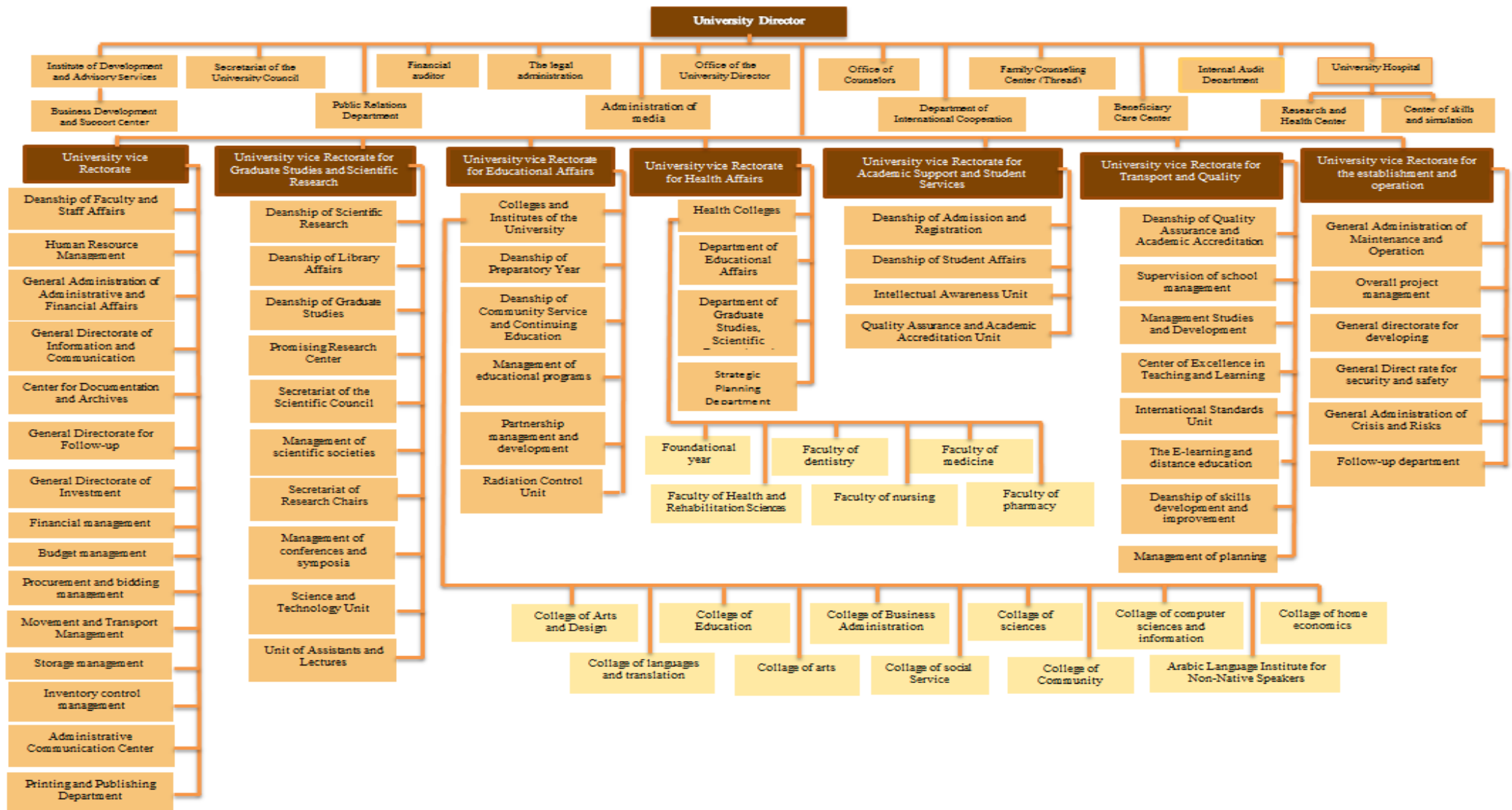
## **Princess Nourah University's Authenticity and Ambition**

Women's education in the Kingdom of Saudi Arabia has gained a great deal of care and attention, which allows her to move confidently towards achieving their ambitions and demonstrate her excellence in various fields, in order to compete in the fields of science in a skill that made her prominent locally and globally. In 1427 Hijri, the royal order of establishing the first university for girls in Riyadh was issued under the supervision of the Ministry of Higher Education. The university includes six female colleges in Riyadh city: College of Education for Literary Departments and Scientific Departments, College of Education for preparing Primary School's Teachers, College of Social Work, College of Education of Home Economics and Arts and College of Arts. In addition to the establishment of several new colleges serving the development process in the Kingdom.

On Wednesday, 29/14/1429 Hijri, the University was honored by the Custodian of the Two Holy Mosques, King Abdullah Bin Abdul Aziz Al Saud, for laying the foundational stone of the university campus, may Allah rest his soul and peace. At that time, he decided to change its name to Princess Nourah bint Abdulrahman University named after the sister's King Abdul Aziz bin Abdulrahman, the founder of the kingdom of Saudi Arabia, may he rest in peace.

Princess Nourah bint Abdulrahman University is the only female university in the Middle East. Also, it is one of the largest universities regarding area and its facilities with a total area of 8 million square meters. The entire building area comprises more than 3 million square meters. It has 14 faculties with different specializations.

## The Organizational Chart of Princess Nourah bint Abdulrahman University





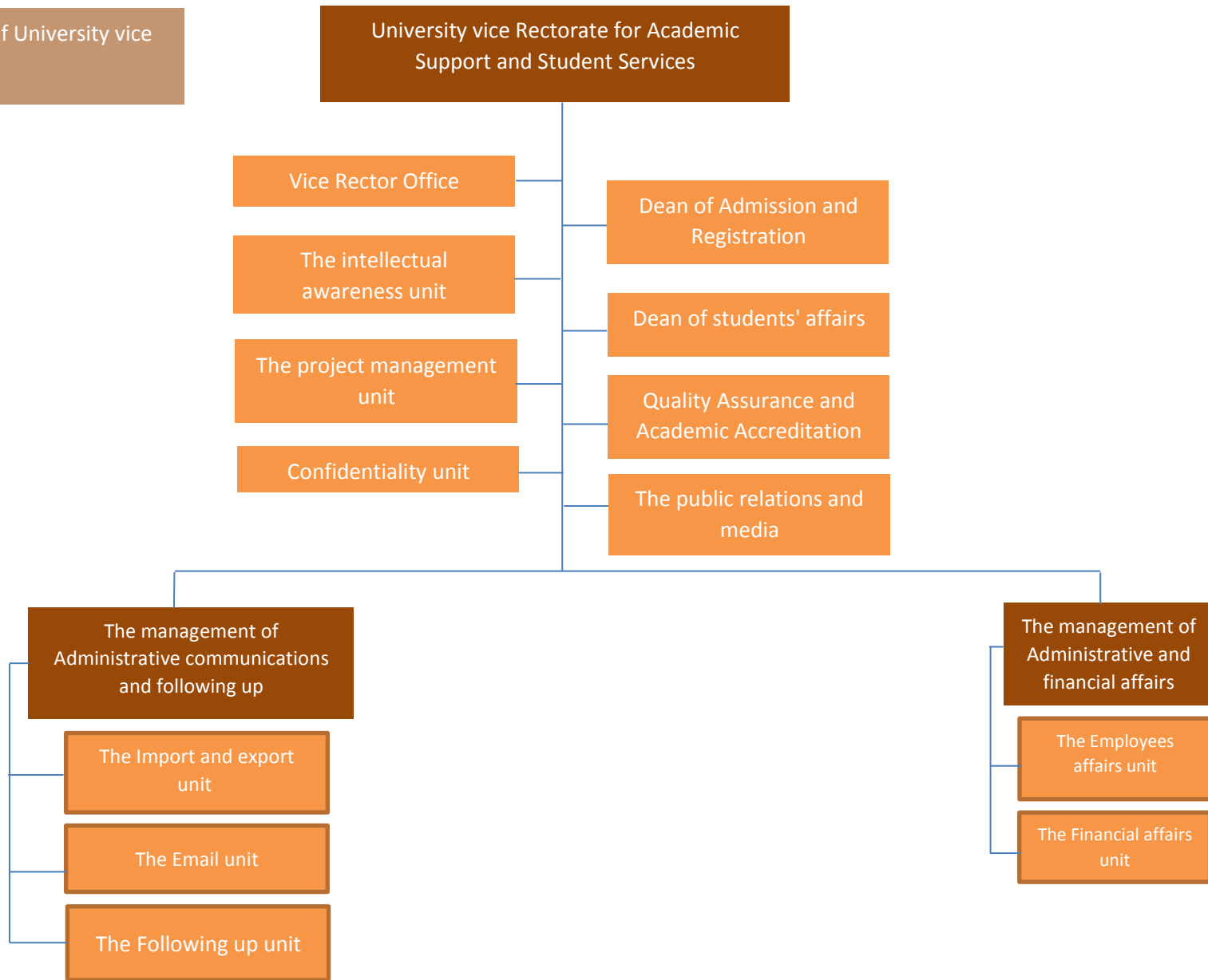
## **University vice Rectorate for Academic Support and Student Services**

In Resolution No. 25/71 in 1433 Hijri and telegraphic No. 7385 in 26/2/1433 Hijri, King Abdullah bin Abdul-Aziz Al Saud, may Allah forgive him, agreed to change the name of the Vice Rectorate from the “University Vice Rectorate for Community Service and Environment Development” to the “University Vice Rectorate for Academic Support and Student Services” at Princess Nourah bint Abdul Rahman University. The Vice Rectorate for Academic Support and Student Services plays a vital role in creating the appropriate academic environment for learning. It also develops student activities and academic and non-academic services to contribute in the University's pursuit for excellence in its outputs through an attractive, motivational and constructive learning environment.

The Vice Rectorate has adopted plans and development initiatives to achieve the vision and mission of the university and to improve the level of its outputs through the use of high quality technical, physical, human and recreational resources. The university also has adopted a program to attract outstanding students inside the Kingdom, and developing student clubs, adopting scientific journey programs, sponsoring scholarship students, develop the spirit of research and innovation, enhance intellectual awareness, preserve the virtuous instinct of the students' souls, and preparing students for the labor market through career counselling and training. A program aims to develop the student academically, professionally, skillfully, socially, culturally and religiously. And thus, it helps her to achieve the academic and personal integration through a group of units and centers, such as the Students’ Research and Innovation Unit, the Intellectual Awareness Unit, the Students' Counselling, Guidance Center, the Career Counselling. Moreover, Career Support Center, the Student Rights Protection Unit and the Support Center of Students with Special Needs. Besides, the university has provided specialized services for students of excellence, students with challenges and students with special needs, as well as best services for housing, nutrition and entertainment.



The Organizational Chart of University vice Rectorate





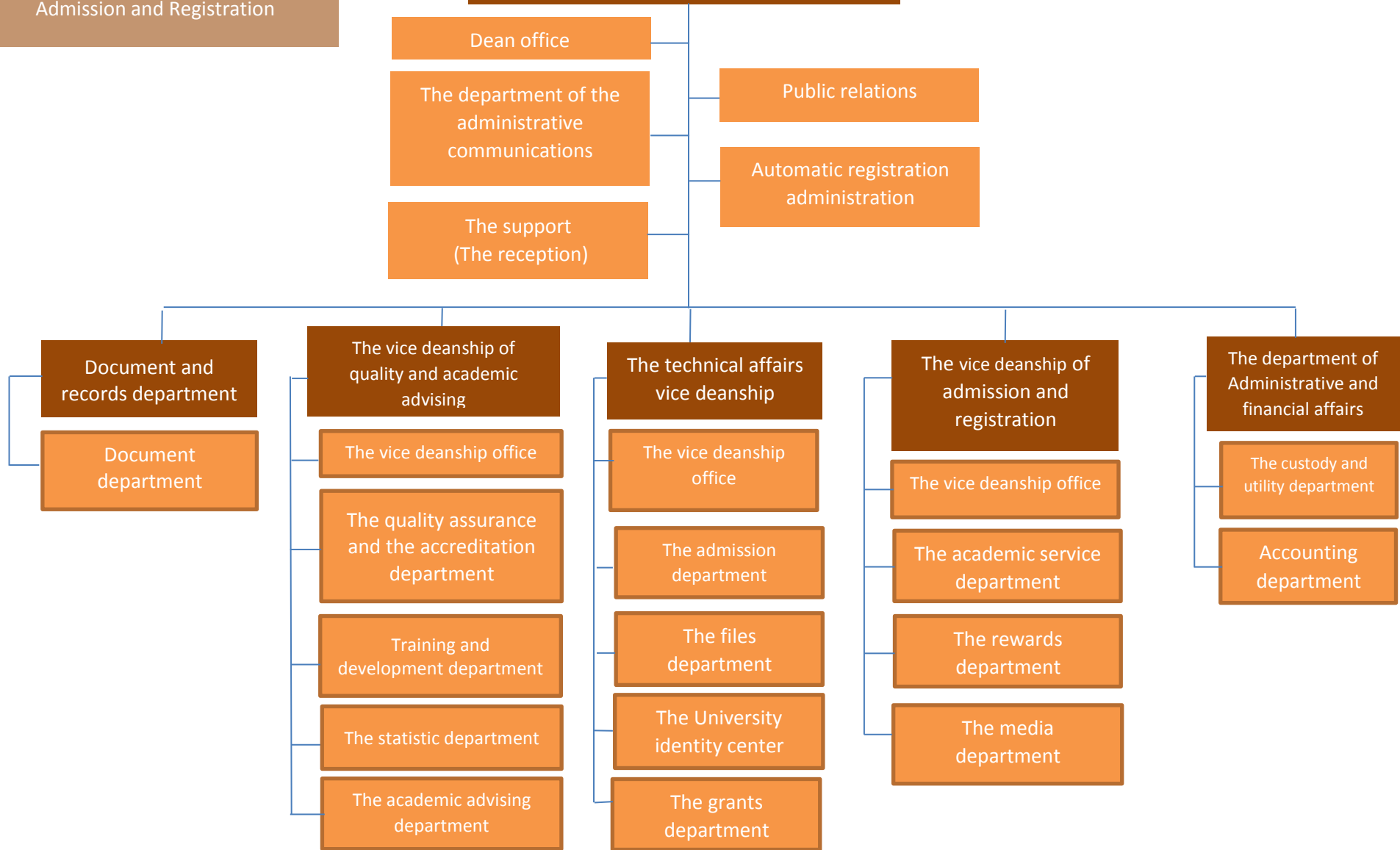
## **The Deanship of Admission and Registration**

It is one of the university's vice rectorates for the academic support and students' services. It is the Heart of the university and one of the important and supportive deanships. It is the main Communicational method between the university and its students from the beginning to the Graduation. Therefore, it is also responsible for the admission services for students according to certain Policies, systems and credited regulations. Its functions include:

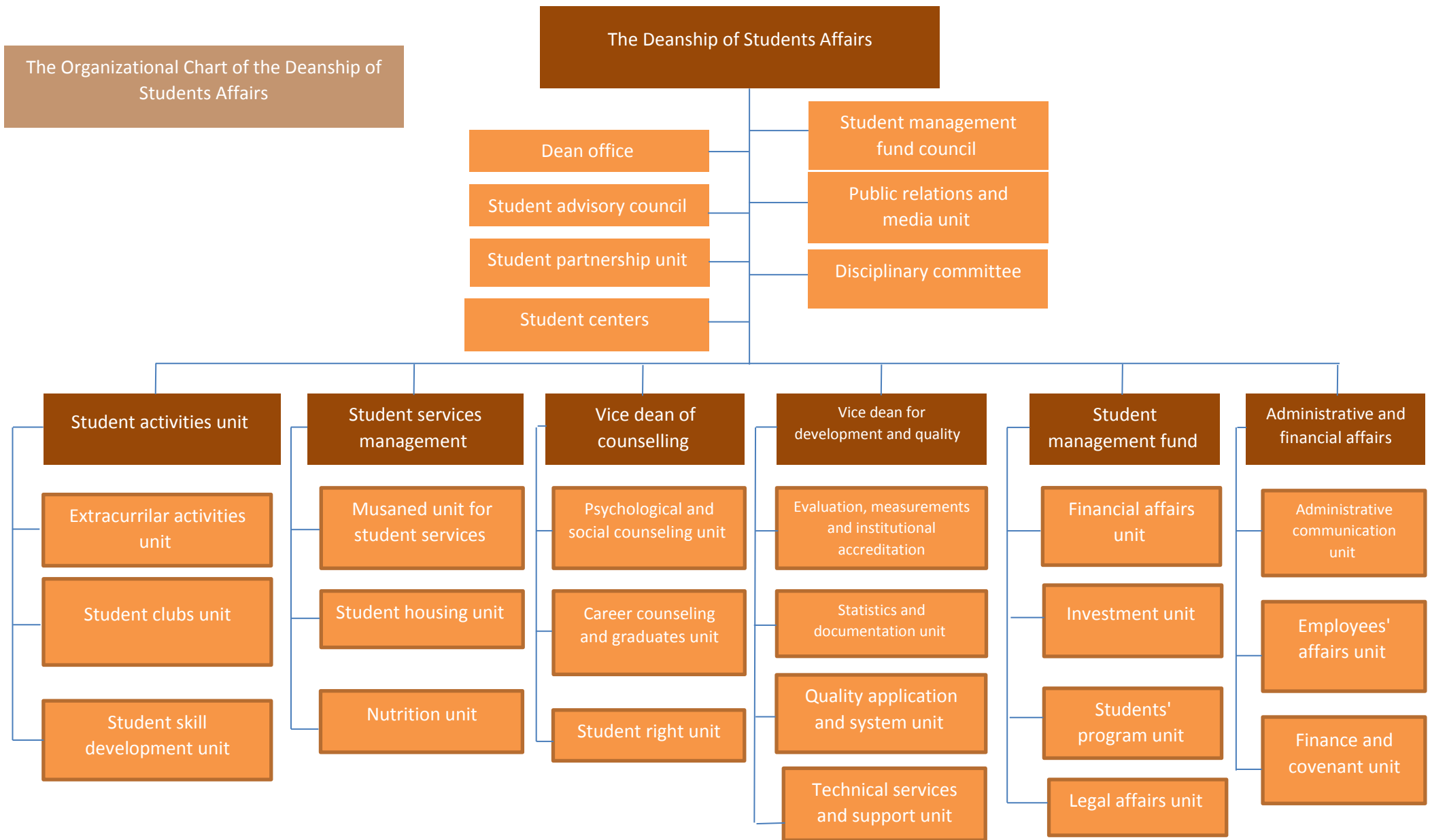
1. Preparing an annual admission plan, and observing the implementation of the admission policies and follow up its Procedures.
2. Following up the registration procedures for the students on time.
3. Following up all procedures for transferring students inside and outside the university.
4. Following up the graduates, giving them their graduation certificates, academic records and preparing manual for graduates.
5. Preparing an annual budget project.
6. Accepting scholarship students.
7. Supervising the academic counselling in all university faculties.
8. Preparing the students Rewards ' lists.
9. Following up the postponement, dropping and restriction.

The Organizational Chart of Admission and Registration

The Deanship of Admission and Registration



The Organizational Chart of the Deanship of Students Affairs





## **The Deanship of Students Affairs**

One of the supportive deanships of the university vice rectorates for academic support and student's services. It takes care of the academic Students' life, and it is considering her as the center of the instructional and educational process and the fundamental pillars that the university vision and message based on through the complete supervision on housing services, nutrition, student centers. Moreover, trips, subvention along with health and sport care for students.

Deanship takes care of building the student personality in complete form in different psychological, social and skills aspects through a complete group of activities and workshops in order to develop student's abilities enhance their academic skills, creativity and innovation. It also works as a connection between the student and all faculties in the university from one side and local society from the other side. Not only this, deanship responsibility extends to the permanent interaction between graduates and the university. Thus, to enrich their personal experiences and provide mutual support in different aspects and fields. This particular role of the deanship supports the student the most. It works on achieving her message through her different rectorates, managements and units which work in the same frame to accomplish the highest levels of advanced services to the students. Also, it is responsible for services that are related to students' affairs according to politics, systems and regulations, its function includes:

1. Presenting cultural, social and sports activities for students.
2. providing guidance services and social, psychological consultation for students.
3. Supervising housing and nutrition services.
4. Providing the necessary services to the graduates and continue to communicating with them.



### **Intellectual Awareness Unit**

This unit aims to strengthen the intellectual awareness and maintains the university environment and students from the misleading ideas and maintenance the good intentions of them. Furthermore, development of preventive and curative methods from these ideas, its ways and tools. Strengthening the values of loyalty and affiliation to religion then authorized and homeland. Her Excellency the rector, D. Huda Bint Mohammed Alameel issued a resolution to establish an intellectual security unit on 22-11-1436 H . In which its name changed to a unit of intellectual awareness on 2-9-1437 H.

### **Unit aims**

1. Consolidating the concept of intellectual security and the religious, national and social values to all employees and students.
2. Strengthening the cultural dialogue, accepting other's opinions, tolerance, and moderation, belonging to the homeland and maintaining its security. Moreover, rejecting extremism in all its forms.
3. Maintaining students against dissenting intellectual ideas for healthy instincts.
4. Strengthening the role of the academic student in achieving national loyalty and maintaining security.
5. Activating the role of local companies to support the concept of national security and to fight terrorism.

### **Unit tasks**

- 1- Encouraging students to conduct national research, in order to promote proper concepts and consolidate human values, preserving the Saudi society against misleading ideas, and behaviors of healthy instincts.
- 2- Hiring faculty members who have experiences and efficiency in this field to have benefits from their experiences and this profit will return to the university and society.
- 3- Implementing lectures, seminars, training courses, dialogue meetings, exhibitions, national and awareness campaigns.
- 4- Building and developing cooperation between the unit and the local community institutions to promote young people's intellect and to protect their healthy instinct.





### **Health and Entertainment Center for the students**

The student's Health and Entertainment Center was activated in 2014 by the management of training team from Korea, it is considered the largest women's Health and Entertainment club in the Kingdom. It occupies (22,000 square meters) and its capacity reaches to (4600) students. The club runs by trainers who have high professional experiences and a lot of achievements in the sport fields.

### **Gym Objectives:**

- 1- Providing students with the information, healthy skills and sport activities to enable them to overcome their health problem.
- 2- Developing and refining the talents of students and guiding them to fill their leisure time positively.
- 3- Raising students' physical fitness by giving them appropriate exercises that develop and maintain their bodies.
- 4- Gathering and developing the talented students in different sports and work on their skills, practical levels, in order to achieve the university and society goals.
- 5- Developing health concepts, mental capacities, sports spirit, social and personal Perspectives, in addition positive behaviors, and the proper educational realization for sport competitions.
- 6- Developing the competitive spirit among students, and the university faculties . As well Choosing the best students to represent the university in events.
- 7- Sitting Up competitions and open tournaments, organizing them among students and their different managements. Thus, to increase numbers of athletes among the university's members.




### **Gym services:**

- Different sports classes at different times to give students the opportunity to choose the appropriate time and class.
- Nutritionists to provide a healthy diet program for students.
- Medical clinic.
- Prayer
- Special places for keeping sports tools.

### **Gym Sections: It includes:**

- **The Outdoor Stadium which consists of:**
  1. Main football stadium.
  2. Platform for 6000 attendants.
  3. Horse Riding Stable.
  4. Football stadium for training.
  5. Basketball stadium.
  6. Tennis stadium.
  7. Volleyball stadium.
- **A group of developed gymnasiums provided with latest technical tools according to the highest standards in sport, entertainment, and physical fitness, in order to practice a group of various sports, such as:**
  - 1- Basketball stadium
  - 2- Volleyball
  - 3- Aerobics sport
  - 4- Racetracks sport
  - 5- Bicycles
  - 6- Squash stadium.
  - 7- 2 Indoor and outdoor racetracks.
  - 8- 11 meters high climbing wall

- 
- **Olympic swimming pool of 50×25 meters, it's depth starts from 3.30 - 6 meters. It has includes :**

- 1- Bathrooms.
  - 2- Safety area for rescuing from drowning.
  - 3- Sauna.
  - 4- Jacuzzi.
  - 5- Lockers for students.
  - 6- Vapor area.
- Cafeteria provides some sandwiches, drinks and other snacks.
  - Students lounge contains PlayStation and two screens with space for 20 students.

### **Registration of the Gym:**

- Electronic registration through the university website.
- Personal picture for student (1).
- An approved schedule from student's college.
- Student credit-card to pay through selling device.
- University ID.
- Registration of the Gym depends on the student's interest as follows:
  - (1) Monthly amount 100 SR
  - (2) Two months amount 200 SR
  - (3) Three months amount 300 SR

### **Gym Working Hours:**

The Gym opens every day from Sunday to Thursday, from 10 am to 8 pm.

### **Gym Location:**

It is located in S2 metro station you could reach it by taking the (red line). It cannot be entered from the outdoor gate, because it is only for Gym employees. Students leave after closing the station at 5pm sharp.

If you have any questions regarding the Gym. You are welcomed to contact us via email: [asss-hcrc@pnu.edu.sa](mailto:asss-hcrc@pnu.edu.sa) or telephone: 0118235583





# Admission system






### **Admission System at Princess Nourah bint Abdulrahman University**

In princess Nourah University students are accepted through unified online admission portal for public universities in Riyadh on one of the announced programs. Choosing a major is according to specific standards of the university and its absorptive capacity in particular colleges.

#### **Conditions for New Students admission:**

- 1- Student should be Saudi or from a Saudi's mother.
- 2- High school certification or an equivalent from inside the kingdom or outside.
- 3- High school certification or an equivalent from a scientific department for those who apply for scientific and medical colleges.
- 4- High school certificate or an equivalent has not exceeded more than five years.
- 5- Student should apply for two exams Qiyas and General Aptitude tests, which presented by National Center for assessment (high school graduate students from the kingdom of Saudi Arabia or from another school outside the kingdom, which applies Saudi educational approach.)
- 6- Student must pass any interview or test determined by the university.
- 7- Student should be medically fit. In case of detecting student medically or psychologically not fitted, the university has the right to transfer her to another major inside the university.
- 8- Student should not be dismissed from another university for educational reasons or disciplinary ones.
9. The student should not have previous record in Princess Noura Bint Abdulrahman.
10. A student should not be enrolled or accepted in another university.
11. The student has to meet all other conditions that announced at the time of submission.
12. Any other conditions should be applied to the student selected by the university.
13. The student should not have a bachelor's degree before.





Completion of admission procedures according to the schedule that announced on the Unified Admission Portal will protect the student from cancelling her acceptance.

**Criteria for Admission at Princess Nourah bint Abdulrahman University:**

The acceptance depends on rate (Compound ratio). It is the total of the (secondary grades + Aptitude + Eligibility) with certain percentages as follows:

• **Health and scientists Specialties:**

30% General GPA for General Secondary School + 30% Aptitude + 40% Eligibility.

• **Humanities specialties:**

50% General GPA for General Secondary School + 25% Aptitude + 25% Eligibility.

**Documents Required for Admission:**

- **Saudi Student:** no documents required. Acceptance will be electronically.
- **The non-Saudi student from a Saudi mother:** must attend to university admission department according to a specified duration. Required documents:

1. Two copies of residence and passport
2. Two copies of /an original birth certificate.
3. Mother's national identity card and two copies of it.
4. Acceptance nomination notice, Application form after printing it from unified admission portal signed by the student and her guardian.



## Admission Procedures at Princess Nourah bint Abdulrahman University

- 1- Accessing the unified admission portal for public universities in Riyadh, and reviewing the acceptance calendar and the dates of submission.
- 2-announcing the candidates through the unified admission portal for public universities in Riyadh based on the differentiation between candidates according to the following:
  - The declared admission criteria the unified admission portal
  - Order of desires
  - Colleges admission requirements and availability of seats
  - University capacity
- 3- Passing any exam or interview determined by the university
- 4- Confirming the acceptance through the unified admission portal and printing the acceptance form during the declared period.
- 5- The student should Follow-up the university website that accepted her and the official social media.
- 6- Giving academic ID for those who have confirmed their acceptance through the portal.
- 7- Declaration the dates of giving the ID and ATM card on the university website.

It is the responsibility of the student to follow-up the particular instructions and notification through her account in the unified portal of online admission for students and the website of the university that has been nominated to accept her. Cases that may cause the abolishment of admission at Princess Noura bint Abdulrahman University:

### **Cancellation of Admissions at Princess Nourah bint Abdulrahman University**

Students acceptance might be cancelled at Princess Nourah bint Abdulrahman in the following cases:

- 1- Contravention the admission requirements in the university.
- 2- Entering incorrect data online admission requesting.
- 3- If there is previous record in the university.
- 4-If you did not attend a test or interview that are required in some colleges.
- 5- If you did not complete an acceptance procedure during a period.
- 6- If there is an acceptance of a student at another university, according to data that received from the ministry of education.

**In withdrawal case, the student will lose her chance in the university and cannot re-accept her again.**

### **Faculties of the University:**

1	Faculty of education	2	Faculty of art and design
3	Faculty of literature	4	Faculty of nursing
5	Faculty of social work	6	Faculty of pharmacy
7	Faculty of languages	8	Faculty of health and rehabilitation sciences
9	Faculty of science	10	Faculty of dentistry
11	Faculty of computer information science	12	Faculty of medicine
13	Faculty of business and administration	14	engineering faculty
15	Foundation year for health collages		

### Admission Programs at Princess Nourah bint Abdulrahman University

The acceptance at Princess Nora Bint Abdulrahman University has four programs which are:

#### First: The Foundation Year for Health Faculties:

It is one program for all medical Faculties. After they finish the program, they can allocate according to available seats.

#### Study plan for the Foundation Year for Health Faculties:

##### First semester:

M	Course name	Number and code course	Number and code course	Number of units	Hours effective contact	
					N	A
1	English language for health majors	ENG 104	HFSE 104	6	15	
2	for health majors General Biology	BIO 101-1	HFSB 101-1	3	2	2
3	for health majors General Physics	PHY101-1	HFSP 101-1	3	2	2
4	for health majors Mathematics	MATH 101-1	HFSM 101-1	2	1	2
5	Medical terminology	ENG 207 M	ENG 207M	2	2	-
6	Islamic culture(1)	ISIS 101M	ISLS 101M	2	2	-
Total					18	

##### The second semester:

M	A course name	A course number N code	Unit number	Actual contact hours	
				A	N
1	English language for health specialization2	HFSE206	6	15	15
2	Introduction to health professions	HFSI101	1	1	-

3	Human Biology for health specialization	HF5B102-1	3	2	2
M	A course name	A course number N code	Unit number	Actual contact hours	Actual contact hours
				A	N
4	General Chemistry for health specialization.	HF5C101-1	3	2	2
5	Introduction to Statistics	HF5S101-1	2	1	2
6	Islamic culture(2)	ISLS202M	2	2	-
7	writing	ARAB101M	2	2	-

**A student will be specialized after completing all courses in one of the following Faculties:**

Faculty	Study system	Section	Paths
Human medicine	Annual		General medicine N surgery
Dentistry	Annual		Dental N oral surgery
Pharmacy	Quarterly		Pharmacist
Health N rehabilitation science	Quarterly	Rehabilitation science	Physical therapy
			Occupational therapy
			Bachelor Doctor of Physical therapy
		Contact science	Swallow N speech disease
		Health science	Health education
			Clinical nutrition
			Epidemiology
			Clinical Psychology
		Radiology	Radiographic diagnosis
			Nuclear medicine
UV imaging			
			Radiation therapy

<b>Study Conditions in the Foundation Year for Health Faculties:</b>	
<b>English Language test</b>	The level of English language to candidate student for admission is determined by taking a test before the final acceptance for the student M and be announced about the time and place details in the Unified Student Admission Portal and the university website.
<b>Studying</b>	The student study two semesters consecutive curriculum, and are included in the first and second level of her study plan
<b>Grade Point Average</b>	The grade point average's student of foundation year included in accrual average.
<b>Majors</b>	Sorting by automatically competitive differentiation to the: <ol style="list-style-type: none"> <li>1. Arrange the desired majors</li> <li>2. The point average of scientific courses (chem 101 - 1, PYES 101 - 1, BIO 101 - 1, BIO 102 - 1, STAT 101 - 1 , Math 101 – 1)</li> <li>3. The accrual average for foundation year, the composite rate (30% secondary general, 30% Aptitude test, and 40% Achievement test)</li> </ol>
<b>transfer</b>	The student who accepted at the Faculty of nursing can't transfer to the medical Faculties.
<b>drop medical and addition</b>	Registration of courses automatically and don't allow the student to postponement, drop or addition any courses.
<b>rewards</b>	The student receives 1000 RS monthly.
<b>drop and postponement</b>	The new student can't drop and postpone the first semester of admission
<b>University withdrawal</b>	The student withdrawal from university when dropping out in all courses for a semester and can't request to re- withdrawal if the dropping in admission semester.





### **First: Special Conditions and Controls in Some Departments of Health Faculties:**

#### Faculty of Pharmacy:

- The student`s grade shouldn't be less than (B+) in the chemical course to health majors. (chem 101 -1)
- The student`s grade shouldn't be less than (B+) in biology course to health majors. (bio 102 -1)
- The student`s grade shouldn't be less than (B+) in human biology course to health majors. (bio 102-1)

#### Faculty of Health and Rehabilitation Sciences:

- Faculty of Rehabilitation Sciences (Physical Therapy Program, Occupational Therapy Program):
  - The student`s grade shouldn't be less than (B+) in biology course to health majors. (bio 102-1)
- Faculty of Applied Medical Sciences (Radiographic diagnosis, Ultrasonography) :
  - The student`s grade shouldn't be less than (B+) in Mathematics course to health majors. (math 101-1)
  - The student`s grade shouldn't be less than (B+) in Physics course to health majors. (phy 101-1)

### **Second: Nursing Faculty:**

Admission is direct to Nursing Faculty. The student must complete the Foundation year for health Faculty.

Studying system: (8 semesters).

#### Conditions for accepted student at the faculty of nursing:

- Passing the personal interview and the English language exam.
- Completing all courses of the Foundation year for health Faculties.

### **Third: Scientific and Humanitarian Faculties:**

A. Faculties with Direct Admission in Their majors for bachelor's Degree

Studying system: quarterly

M	Faculty of	Department	The Secondary
1	<b>Literature</b>	Islamic Studies	Literary Sections / Scientific Sections /Memorization Quran
		Arabic language	
		geography	
		history	
		libraries and Information	
2	<b>Education</b>	Psychology	Literary Sections / Scientific Sections /Memorization Quran
		special education	
		early childhood	
3	<b>social service</b>	social service	Literary Sections / Scientific Sections /Memorization Quran
4	<b>business and admin</b>	Systems	Literary Sections / Scientific Sections /Memorization Quran
		accountancy	Scientific Sections
		economic	
		business and admin, the majored will be in one of this program 1- business and admin 2- international funding. 3- Marketing innovation and technology.	
5	<b>Science</b>	mathematical	Scientific Sections
		Physics	
		Chemistry	
		Biology	

M	Faculty of	Department	The Secondary
6	<b>computer and information sciences</b>	Computer Sciences	Scientific Sections
		Information Technology	
		Information Systems	

(B) Faculties can make direct admission in bachelor's degree. Then, students are specialized in according majors after Finishing preparatory program according competing, absorptive capacity and acceptance for every program.

### The quarterly study system

M	Faculty of	Department	the type of secondary
7	<b>Arts and Design</b>	Fashion Design and Fabrics	Literary Sections Scientific Sections Memorization Quran
		Interior design	
		Graphic Design and Digital Media	
		Visual Art	
		Product Design	
8	<b>Languages</b>	Translation The specialization In one of the two programs: 1- English Language and Translation. 2- French language and translation.	Literary Sections Scientific Sections Memorization Quran
		English literature	
		Applied Linguistics	

<b>Study conditions n the Foundation Year for Scientific and Humanitarian Faculties:</b>	
<b>English language test</b>	A test is performed before the beginning of the study To determine the level of English for the accepted student {except Faculty of languages} Details of date and location are posted on the university website.
<b>program</b>	The programs in all scientific and humanitarian faculties consist of (8) study levels, The foundation year in these faculties are calculated from the years of the program.
<b>Duration</b>	The maximum requirements for completing the graduation requirements are (12) semesters, and the classes of drop and transfer within the statutory period, while the classes of postponement are not counted.
<b>Specialization</b>	The students are allocated directly to all faculties except for language, design and arts Faculties, which are allocated after the completion of the preparatory program.
<b>advising Academic</b>	Each student is connected with her academic advisor since enrolled in the department. She must follow her academic account and the department announcement to recognize her advisor whose her tasks are to direct the students and lighten them with the university and college policy, help them in registering appropriate courses, and adjust with university requirements to study.
<b>Drop and add</b>	Courses are automatically registered. Students are not allowed to drop, add any courses in the 1 <sup>st</sup> semester.
<b>Rewards</b>	Students receive monthly rewards as following: 1- 850 SAR for social service, languages, education, art colleges and the two majors of business and administration college (business and administration, law). 2- 1000SAR for science, computer sciences, art and design, and accounting, economy, marketing and innovation, and international funding majors in business and administration college.
<b>Drop and postponement</b>	New students are not allowed to drop or postpone the first semester of study since admission. But they are allowed to drop and postpone in the following semester due to the academic calendar.
<b>Transfer</b>	The student has the right to apply for transfer to another specialization after completing a semester at least in the specialization in which she is accepted, according to the conditions and dates announced by deanship of admission and registration.
<b>Drop out</b>	The student's enrollment shall be folded if she is dropped out studying all the courses for a semester. She is not entitled to request re-registration if the break is in the admission semester.

#### Fourth: Community Faculty (Diploma Degree)

Faculty of society gives the degree or the diploma degree in literature or science, It is an average university degree .

School system: quarterly.

N	Faculty	Section	Track	Secondary type
9	Society	Administrative Sciences	Business Administration	literary, scientific and Quran memorization
			Sales and Marketing	
			Office Management	
			Accounting	Scientific
		Computer Sciences and information Technology	Programming	Scientific
			Sites Design	
Information Technology				

#### Study controls in the Community Faculty for New Students

<b>goals</b>	Faculty of society aims to qualify for graduate's high school for the labor market through providing educational and training programs (in 4 semesters to help the student to acquire skills and scientific expertise.
<b>programs</b>	Programs consist of 4 semesters.
<b>Duration of regularity</b>	Maximum period to finish graduation requirements is six. Semesters drop and transfer are counted during the duration of regularity while postponement semester are not counted.
<b>specialization</b>	The students' specialization to appropriate tracks is according to the condition and mechanism set by the Faculty.
<b>drop and add</b>	Courses are recorded automatically not allowed for a student to the course or add any courses into the first semester for admission, and the student cannot change the courses when they registered it.

<b>postponement and dropping</b>	Not allowed for new student to postpone or drop the semester in the first semester. of admission students will be allowed to postpone and drop the semester in the second semester according to the announced procedure in the university calendar.
<b>drop out</b>	The student will be dropped out when she does not study one semester. Students are not allowed to re-enroll if they drop out in the admission semester.
<b>Bridging and Transition</b>	There are not transfer programs or bridging from diploma to bachelor degree for diploma holders.

**Attending scientific conferences and seminars qualify he student to gain mental and practical skills that she needs in the work field.**

### **University Identification Card**

It is the identity of university students, and considered the way to be known as a student at princess Nora Bint Abdulrahman University. It is an obligatory to all students in the university to get the ID, as well as, students who studies by visiting system. Identity Card contains the following data:

- Student Name.
- Picture of Student.
- Academic Number.
- Blood Type.

### **The Importance of the University Identification Card:**

New enrolled students are given the ID to be used in following cases:

- Identification at the university campus.
- To borrow from the library.
- Inter the exam hall.
- To acquire the approved academic records? .
- access the halls of conference rooms and Gym.





**The Official Email is the electronic identity for the student, when she communicates with the members of the university.**

**Regulations and Provisions of the University Identification Card:**

- 1/ The student at Princess Nora Bint Abdulrahman University take the first copy of her ID for free.
- 2/ The card is extracted in University Identity Center (IDCC) at A4 station (ground floor).
- 3/ The student should keep her ID should be handed over from damage and loss, and always carry the ID in the Campus to show it to employees when defining herself.
- 4/ The University has the right not to allow the student to enter the campus when she did not show her ID to the employees.
- 5/ The Identity should be handed over to Deanship of Admission and Registration in The following cases:
  - Graduation.
  - Withdrawal.
  - Disciplinary dismiss from the university.
  - End of visiting the university for the students.
- 6/ preserving the ID is responsibility for the student.
- 7/ having or using others ID or forgery it, or give it to others to use it during studying or after graduating, it is considered as a violation of university regulations, and it exposes the student to disciplinary action.
- 8/ in case, of finding missing ID, you have to hand it over to the lost office at student center A4 building the second floor.
- 9/ All the Standards and provisions are applied to all the university students.



### **Extraction Procedures of the University Identification Card:**

#### **First: The First Issue of the University Identification Card for the New Student:**


- 1- The deanship of Admission and Registration announces on its official website about the schedule for the issuance of ID for the new students at the university.
- 2- The student ID is issued only if holding the origin of the national identity (for Saudi women) and the origin of the residence (for non-Saudi women) to make sure of the student identity.
- 3- Student must bring proof of her blood type.
- 4- A New student who will join the university dorms contact Admissions Department to fill out the admission notice form, after completing the housing procedures, the student ID will be issued.
- 5- Student ID will be issued for the transferred student and the student who is accepted to study as visit system. All the procedures for the extraction of the student ID applied on them in the university.


**The student ID must be preserved from damage or loss and reported in case you lose it to prevent abuse.**

#### **Second: Issuing Replacement of Lost University Identification Card:**

**(1) Regular Student:** when the student losing Her ID student card, she Is given another Card under the following procedure:

- 1)The student should go to an office of Students affairs in her Faculty to inform them about her lost card, by filling the form of university card (1) after that the form of exchanging lost student card , valid for two weeks.
- 2)Student brings this form to the office of lost at the building of students services(A4), ground floor, office number (0.412) to report about the lost card.
- 3) The student's faculty announces about the lost card for two weeks.

- 
- 4) Student should check with the office of lost to make sure in case of finding the card.
  - 5) When the card has not been found around two weeks, the student should go to the office of lost to stamp the order form from the official responsible.
  - 6) Student go to mining exchanging lost from the local of university identity, ground floor A4 and bring the original Saudi Patriotism identity card and the residence permit to foreign and payment taxes.
  - 7) If Student late to mining exchanging the lost of university card after two weeks from the announcement of losing she has to payment delay taxes each week.
  - 8) To follow the student under limit deadline to mining of (exchange the lost) the faculties bring to Admission of Registration at the end of each week the list has names of students who come required publishing university card (exchanging the lost) to follow the request on E-mail address: dar-photography@pnu.edu.sa
  - 9) The student pays the publishing taxes (exchanging the lost) for university card as following:
    - 100 Riyal (First time).
    - 150 Riyal (Second time).
    - 200 Riyal (Third time).
  - 10) When student lost the card at the fourth time, the student changed to examination, The roles that administration of university and Admission of Registration determined, stratification on her.
  - 11) When a student finds the original card after mining exchanging the lost student has to back the card to the local of university identity, and she can be getting back 50% from taxes.



**(2) Graduate student (or student who withdrew her file)** when the graduate student lost her university card her document getting to the following procedures:

- 1) Payment fine exchanging the lost (100) Riyal in the accounting office at Admission of Registration.
- 2) Sign on commitment written to giving the card when they find form (2), and she can be getting back the all taxies expect to bring out a receipt of the moratorium.
- 3) Bringing out a receipt of the moratorium to directors on files administration.

**If you found a missing university card, you must deliver it to the lost-property office in A4 station.**

**Third: Issuing Replacement of damaged University Identification Card:**

1. The student heading for the Office of Students Affairs in her Faculty and filling the form (1) Which is request university card.
2. The student is heading with the request form to University Identity Center. On condition that is bringing the damaged card and the original of national identity for Saudi student and the original residence for the non-Saudi student.
3. Extraction the replacement of a damaged for card after paying the fees and its amount (50) R.S.

**Fourth: Issuing a New Card in Case of Modifying the Student's Data:**

1. The student shall head to the modifying students' data office in the registration and acceptance administration for applying data adjustment.
2. If the modifying data entails modifying the ID, the student shall head to the registration and acceptance administration substantive deputy for requesting modified ID, only after bringing the previous ID, the original national card for Saudi student, and residence card for non-Saudi students.

**By not carrying the ID card while in university facilities would deprive the student for some**

**Of the university' services.**









# Academic services



## Academic Services

### **First: Registration, dropping and adding.**

Registering for syllabuses can be done by using the global information system (banner) automatically. The students can add and delist the subjects that she needs to take; she also can choose the academic schedule that is most suitable for her. It can show the final grades, the academic record, update data, calculating the average rate and the grade point average. Also tracing her academic status.

### **Information System Services (Banner):**

#### **Delisting and addendum:**

This service lets the student add and delist subjects through the operation of registering at the the beginning of each academic semester; according to the announced dates in the university and that would be possible in the highest and lowest level that is allowed for it.

#### **Search for the courses schedule:**

It is a sub-section service of courses registration that allows the student to search for specific suitable subject for her schedule.

#### **The student schedule:**

It is one of the sub-section services of courses registration that allows the student to review her schedule for details.

#### **Final grades:**

It is a sub-section service of student documents which allow the student to review her final grades.

#### **View Suspensions:**

It is one of the sub-section services of student documents that allow the student to know all her amount or academic suspensions.

**Before registration, the student should read the syllabus to have an idea of the course subjects. Also, the student has to consult with her academic advisor before adding or dropping courses.**



### **Course Registration Controls:**

- 1- According to the student level and her grade in the previous semester, the registration is done automatically.
- 2- At specific times in the university calendar, the student allowed to edit her schedule by using the university website - self-service - delete and add with taking these points into consideration:
  - The registered hours should not be less than the minimum hours which is 15 hours.
  - Pass pre-requisite that is the requirement for other courses.
  - The registered hours should not be more than the maximum hours which is 22 hours.
  - The student can only take two courses to the next level only.
  - If the student failed in a particular course, she should retake the course next semester with another course.
- 3- A student cannot justify passing the requirement or incongruity with specific hours on the schedule.
- 4- A student on the level one cannot drop, add or postponement of the courses.
- 5- a student cannot change her section which she has.

**A student responsible for being sure from registering courses which not incongruity with**

**Registering rules.**



### **Academic Load:**

It is a number of credit hours (on semester) that student can take it during a specific semester. It differs from student to another depends on her situation and ability, whereas they relief study load for the student who has an academic stumble or warning.

### **Lower limit study load:**

The lower limit for a semester is (15) study unit' without prejudice to the number of levels hours on the study plan that is lesser.

### **The upper limit of study load:**

(22) Credit hours are a maximum number for the regular semester and (9) hours for the summer semester.

It may allow adding (2) credit hours more than the maximum number of the last semester to complete the student's graduation requirements after taking the approval from Faculty and department council.

**Student must prepare her personal schedule on her specific time for adding and dropping, and do not assign it to other.**

### **Graduation Requirements:**

#### **-Graduation requirements are dividing into:**

- 1- University core curriculums: every student needs it, and it usually aims to give them some skills which every graduated student need it, such as learning Arabic language, Islamic culture, and English language.
- 2- Faculty requirements: Faculties are preparing their student in many departments, and whereas all department has a particular academic program, but it requires providing an academic knowledge among graduates from all departments on the same Faculty, and it require studying joint courses which called Faculty requirements.
- 3- Faculty requirements: the courses that student acquires through studying skills and the necessary knowledge to practice a specialized work or continue the postgraduate education in a major. These courses divided into:



## 1- Main Courses.

## 2- Optional Courses, and they are divided into:

- Optional Department: the number of hours that student should study in her department and it should be from the selected list in her study plan.
- Optional Faculty: the number of hours that student study them from her department or another department in her Faculty and she chose from a selected list.

### Free Courses:

Which are the courses that student should study them from other department and they are not included in her study plan. The student can study it out of her Faculty, and it has no requirement.

There is no list to choose from it and any course she studies it out of her study plan, it considers as a free course. The university selected a group of courses and allowed all students to add them as free courses. In order to, make it easy for students.

### Academic Advisor:

Each group of students have an advisor to help them about issues that are related to the study, like:

- 1- Clarification of the academic systems.
- 2- Defining the sequence of the required courses and the requirements of the major for student and suggest optional courses for her.
- 3- Follow student's progress and her development.
- 4- Help in registration ( add and drop ).
- 5- Help student to pass what happened from academic stumbling or academic warnings.





### **To know your Academic supervisor from the Academic System:**

- 1- Access to the self-service from the safe zone
- 2- Choose "student".
- 3- Choose "student records".
- 4- Choose "view the student information".
- 5- Semester.
- 6- Academic supervisor.
- 7- In case the name of an academic supervisor is not shown, you must go to the guidance coordinator in the student's department.

### **Courses Schedule**

The student can know the times and the location of classes, also the dates of the final exams through the academic system, by following these steps:

- 1- Access the academic system.
- 2- Student.
- 3- Registration.
- 4- Weekly schedule, the data of the registered courses appears ( Course symbol, Section, the Reference number for the class, Hall and building number).



**Second: Academic Record and Academic Status:**  
**Academic Record:**


It is a statement of student academic progress, the details of the registered courses, its grades average and final exams grades.

**Academic Record Contents:**

- 1- Student's name and her academic number, written as the same way of her university ID card.
- 2- Student's ID number and her Faculty, department and major.
- 3- Student's academic status (withdrawn, delay, alarm...ect).
- 4- The courses that have been studied in all semesters with the symbols, numbers, determine units and results of it.
- 5- Semester grade average.
- 6- Grade point average.
- 7- The registered, passed and regained hours and the hours of the semester grade average and grade point average.

**Notes:**

1. The official Academic Register contains the stamp of Admission and Registration Deanship.
2. Students record classified as a private and secret.
3. Failure Degree (F) does not omit from the academic registry. It will remain until graduation.
4. The student may have stamped official academic register in anytime from support and backup unit at deanship of admission and registration.



5. The Academic Register clarifies the courses that have to balance for Switched Student outside the University. The balancing course degree accounts of Grade point Average, it depends on the equivalence type:

- External Equivalences – the courses that have done by student in another university – are not accounting of GPA, and draw for her as (with).
- The courses that studied in visiting rule are not accounted of GPA. For achieved courses are appeared as ( ٤ ), and unachieved courses as ( ٥ ). It depends on Studies regulations of visiting rule.
- The student has to restudy the required courses in which she failed.
- The student has a right to restudy the course or select another course from the elective list ( or free list ) if she flunked the elective course (or free course).

### **Semester GPA and Cumulative GPA:**

#### **Average:**

It is an indication of student performance. It is a process that measures the student level during studying. It is the most critical standards that depended on to judge the student performance academically. If the average rose, that means the good performance and achievements and vice versa. Whenever the GPA is getting lower that's mean that the student performance in the course is weak and the level is low. Each university has its standards. Princess Noura University applied the US GPA standard which is the great value system (00,5). Where the student GPA is from number 1 to 5. The university students have two type of GPA: semester and cumulative.

#### **Estimation:**

It's the registered grade for the students in a course, which she obtained it at the end of the semester, and appears in the academic registration as a symbol.



### **Points :**

Each grade the students receives has a weighted points do not change which they are specific and fixed. These points are registered in the student register in front of each course that you study and get a grade. Points are given for each one hour of the course that based on the estimate obtained by the student in that course (number of hour's ×weight of estimate)

### **Semester GPA :**

It is the student GPA that based on one semester, for example, the first semester GPA, the second semester GPA or the summer. The excellence reward depends on the semester of GPA grade.

### **Cumulative GPA :**

- It's the GPA of all courses that the student has studied (success or failure).until the date of calculating that GPA.
- The GPA is called cumulative because the results of the registration courses accumulate from the first semester until the graduation semester.
- The courses in which the student was having the grade( W) are calculated when calculating the GPA.
- This GPA is approved in the graduation documents.
- Calculated for two decimal places.

### **Counting GPA:**

The total of all subjects' points ÷ the total of the approved hours for these subjects.

### **Registered hours:**

The total of hours that student registered in one semester or all semesters.

### **Finished hours:**

The total number of approved hours student had passed from the hours she registered.


### **Acquired hours:**

The total number of approved hours that the student had passed or been adapted for her filed subjects are not included which means if the student failed a subject it wouldn't be counted in her acquired hours.

**GPA hours:** The hours included calculating Semester GPA or Cumulative GPA for student.

**Grade symbols and points that approved and used in academic document in princess Norah Bint Abdulrahman University**

Symbol	Points	Grade range	Value
A+	5	From 95 – 100	Exceptional
A	4.75	From 90 – 94	Excellent
B+	4.5	From 85 – 89	Superior
B	4	From 80 – 84	Very good
C+	3.5	From 75 – 79	Above average
C	3	From 70 – 74	Good
D+	2.5	From 65 – 69	High – pass
D	2	From 60 – 64	Pass
F	1	Less than 60	
IP	0	-	In-Progress
IC	0	-	In-Complete
DN	1	-	Denial
NP	0	60 or more	Grade – Pass No
NF	0	Less than 60	Grade – Fail No
W	0	-	Withdrawn



D2	2	60	Reset Pass
EQ	0		Equivalent

### **Credit Hours:**

The idea of the certified hours is dividing the time of students' studies into a standard credit unit. Each unit is equal to another not only on period but also in teaching activity. The credit hours work as a standard of helping the student to get a specific qualification, through calculating the numbers of the credit unit that the student has completed studying them, making equations if the student transfers to another university for studying. Moreover, measuring the level of the student and her improvement in studying.

### **Academic adviser tasks are:**

**Introducing the student to the sequence of compulsory, elective courses, graduation requirements, also, suggesting elective courses to the student.**





**Academic Status:**

**The academic conditions are counted quarterly according to:**

**Excellence:**

The student gets this grade if her Semester GPA is not less than (4,5) and has registered for 12 minimum educational unit.

**Warning:**

Is informing the student not to reach warning and she could be warned in one of the cases:

1- If her GPA is from (2) to (2,49)

2- If her Semester GPA is from (1) to (2,49)

**(The first) Academic Warning:** if the student's GPA has decreased from (5) to (2)

**(The second) Academic Warning:** if the student's GPA has decreased from (5) to (2) in a semester that is followed by the first academic warning semester.

**Academic dismiss (third academic warning) If** a student has got three warnings.

**The fourth opportunity:** It is granted by deanship of admission and registration to an academic dismissal student of low-grade point average for those who can raise it by studying some courses.

**Academic dismiss for an exceeded period:** If a student does not accomplish the graduation requirements during the allowed period.

**Extraordinary opportunity:** If a student deserves an opportunity (a semester) to finish the graduation requirements and she must apply for an extraordinary opportunity ( in her Faculty).



### Allowed period:

- It is the required period to finish the graduation requirements with no extraordinary opportunity.
- The maximum of an allowed period is calculated by adding half of the program period to the program period, for example, if the period of the program according to the student plan is eight semesters. Hence the allowed period is 12 semesters. The apology and transmission semesters are calculated in the allowed period while the absence and postponement semesters are not.

**The student must ensure consistently that the transcript matches her major.**

### What Happens After the End of the Statutory Period?

According to the studying and examination regulation in princess Nourah bint Abdulrahman university, the student dismiss if she does not finish her requirements during the allowed period, and "academic dismiss for exceeded period" phrase appears on her transcript.

A student who is about to exceed the allowed period ( in the last semester of period) must apply to the department to granting her an extraordinary opportunity ( a semester) to finish the requirement and follow up the request till it is responded.



## **Financial Support**

**Reward:** is an amount of money that is paid monthly for the regular student in the university, The amount of reward differs from Scientific Faculty's and Theoretical Faculty's.

### **Terms for the disbursement of the Monthly Financial Support:**

1. The student must be Saudi, from Saudi mother or a mother of Saudi citizen or an official scholarship student from outside the Kingdom (abroad scholarship -Partial scholarship) only.
2. Student GPA must be not less than (2).
3. The student must be regular and did not exceed the duration of cures, where withdrawal and transfer are included in that duration, but postponement and cutout are not.

### **ATM Cards for University Financial Support:**

- These ATM cards are for the university student and their advantages differ from the current ATM cards, these ATM cards are issued for every student when accepted to study at University In cooperation with -Riyadh Bank- it reissued in case of loss or damage according to the regulations at the university, it has the following advantages:
- Used in a purchase from the points sale in stores.
- Payment of bills or receivables via ATM.
- Receiving a short message describing the process carried out on student personal account when conducting any financial process in the student account.
- The student can withdraw from all Riyadh Bank ATMs for free.
- Student can make (4) withdraw process in one month from any ATM rather than Riyadh Bank ATM and pye fee for more process (80) Halal for each process.
- Receiving transfers from any banks.
- We don't accept money transfer from any banks unless from Riyadh bank.
- Duration of the card is only four years from the date of the issuance. It can be renewed fromRiyadh bank branches in the university.

### Amount of the Monthly Financial Support:

- (1000) Riyals for all majors in the Faculty of: (medicine, science, computer and information science, art and design), and for the economy, accounting and Dublin programs in the Faculty of business administration.
- (850) Riyals for all majors in the following Faculty of: (literature, languages, education and social service), and for systems and business administration.
- (10) Riyals will be deducted from the monthly reward for the student funds, and she has not the right to claim it after graduation.

### Cases of Financial Support Suspension:

1. Exceed the program duration(\*) (drop and transfer semesters are included, postponement are not )
2. Postponement or drop the semester.
3. Dropout.
4. Get lower than 2 in GPA rate.
5. Disciplinary semester.

(\*) **Program duration:** it is the assessed duration of the program for graduation according to the Approved study plan by the university council. It counts from the semester that she accepted in the university including the drop and transfer semesters, postponement semesters are not including.

N	Faculty	Program period	Note
1	Education	8 specialization courses	
2	Business and administration		
3	Science		
4	Art and Design		
5	Computer and Information Science		
6	Letters-Art-		

7	Language	8 specialization courses	Excellence stipends are given for a year
8	Social Services		
9	Nursing	Two medical preparatory years+ 6 specialized courses	
10	Health and Rehabilitation Science	Two medical preparatory years+ 6 specialized courses	
11	Physiotherapy	Two medical preparatory years+ 10 specialized courses	
12	Medical	Two medical preparatory years+ 5 years	
13	Dentistry	Two medical preparatory years+ 5 years	
14	Pharmacist	Two medical preparatory years+ 10 courses	

### Excellence Rewards:

- 1- Excellence reward is given ones in each term to a regular attendee student.
- 2- The Excellence reward is (500) Riyals.
- 3- It is given when following conditions are occurs:
  - If she did not exceed the duration of her restrictive program.
  - If she has a GPA over (4,50).
  - If the registered hours must be over (12) approved hours for the semester.
- 4- excellence Reward will automatically deposit to their accounts, and they don't need to ask for it
- 5- excellence Reward will be given to the graduate once she fulfils the required conditions

### Reward of Visiting Student of Another University:

- 1-Student reward will be stopped in the semester that she study outside the university (Visiting system).
- 2- The reward will be given entirely to the visitor student after reaching a result that semester from another university to admission and registration if she fulfilled the required conditions.



**Summer Semester Reward:**

It is given to all registered and unregistered students who fulfilled the required conditions.

**Disability Allowance:**

It is given monthly to special needs students for those who fulfil the required conditions, and that after she goes to the support special needs center in the Faculty of Education and fill out the form.

**The student must withdraw the amount of the reward within 90 days just to make sure that the student is a regular attendee and not a dropout.**





## **Postponement and Withdrawal**

### **Postponement:**

Delaying means when a student does not register courses for the semesters that want it to be postponed, duration of delaying is not calculated within the duration of regulation

### **Controls of Postponement:**

1. The student should submit the deferment request during the first two weeks at the beginning of the semester according to the academic calendar.
2. Student can deferment from two consecutive semesters or three nonconsecutive semesters maximum during her university study (article 14) according to the study and exams for Faculty list.
3. In the case of delay, the allowance will be stopped.

### **Semester Withdrawal (dropping all courses):**

Student discontinues the semester without an acceptable excuse. The drooped semester will be counted within the necessary time for finishing the graduation requirements.

### **Controls of Withdrawal:**

- 1- The date for dropping a semester will be started at the third week to the tenth week according to a specific time in the academic calendar.
- 2- Student can drop two consecutive semesters or three nonconsecutive semesters maximum during her university study.
- 3- Dropping the summer semester is counted of the dropping attempts.
- 4- Dropped semesters are counted within the graduate duration.
- 5- Student will not deserve the allowance if she drops the semester.
- 6- The new student cannot drop the first semester.
- 7- If the student drops the semester, the subject's grade will be (w) in her academic record.



### **Dropping a Course:**

The student can drop a course with excuse and does not consider failed, but the registered hours must not less than minimum allowed

### **Dropping a Course Controls:**

1. The request for dropping a course must be through a specified period in university calendar by fill in the form.
2. The dropping must be not more than two courses in per semester.
3. The student cannot be dropping more than (5) courses in her university career
4. The student must have a deny rate in the courses.
5. The academic hours must be not less than 15 hours after dropping the course.
6. The student grade for dropped courses will be (W.(
7. The student must be insured fill in all required data before handing to Deanship of Admission and Registration, and any missing data in forms will not be implemented.
8. The student must attend and follow on her academic records because received a requests does not mean it implemented
9. The request implementing in 48 hours maximum if not the student must ask the Deanship of Admission and Registration and it's not responsible for who not come in specified period .
10. Dropping does not affect the student to get honors.
11. The new student cannot drop the first-semester admission.
12. Withdrawn from one course or more in the summer semester will be counted out of the allowed number to withdraw a course, which is five courses.

### The Difference between Withdrawal and Postponement:

Similarities	Differences
Both of them mean that student quit school temporarily, then returns in next semester.	Withdrawn must be before the period of courses registration, but the delay will be after the student registration.
Both of them could be for two consecutive semesters or three nonconsecutive semesters.	Delay will not be counted within the statutory period for graduation, but the withdrawn will be counted.
Both of them need a formal request from the student.	The date for the delay must be before the beginning of the semester until the second week, and until the tenth week is the period for the withdrawn.
When the student withdraws or delays school, the student allowance will stop after the acceptance of the request.	The course cannot be delayed but the student can withdraw from one course to five courses through school period, and two courses for one semester.
When the student does not return to the regular attendance in the next semester, she will consider as dropout student and will get withdrawn.	

**If the student drops out the school without informing the responsible institution in the university, she will get withdrawn from the university, and this will result in a suspension or a final dismiss.**







# Graduation and Documents







## **Graduation and Documents**

### **Graduation:**

It is the process of finishing the degree, and its end with a special celebration for this occasion inside the university. Graduation considered as a new beginning in the graduate's life and to contribute to building our country and community service.

1. Student graduates after finishing all the graduation requirements successfully according to the academic plan, in a condition that the grade point average is not less than (2), which means less than acceptable.
2. All the graduate grants an adopted certificate in two languages Arabic and English from the dean of the Deanship of Admission and Registration, and stamped with university seal.
3. Every graduate in the university grants an Arabic academic grade record adopted and stamped with university seal.
4. All the student's receivables like the allowances and excellence allowances will stop from the graduation date and will stop before that for the students who passed the program's period before the graduation.

### **Graduation Procedures at the Deanship of Admission and Registration:**

Deanship of Admission and Registration is the responsible institution of the academic procedures for student graduation, and it is done as the following:

- 1- Students who expected to graduate are specified by matching the group (make sure to finish all graduation requirements) and that after the fourth week every semester.
- 2- The list sent by Faculty's in the sixth week to make sure that all the student expected to graduate are included in the list of the participants of graduation ceremony next semester.
- 3- Redoing the matching for groups for graduates after the end of the final exams and count the grade point averages.
- 4- Student gets graduate (the register showed the student as a graduate).
- 5- Do an individual matching and an individual graduating for some cases in the program.



### **The certificate evaluation:**

It is a sub-service of (Student Recodes) that shows the student's Academic Plan, which is depending on the recent program, achieved courses, and the remnant courses in her Academic Planning.

#### **Show the certificate evaluation:**

1. Entering the University website [www.pnu.edu.sa](http://www.pnu.edu.sa).
  2. Logging in the Academic System.
  3. Pressing on “Student”.
  4. Selecting “Student Recodes”.
  5. Selecting the last term.
  6. Choosing “Certificate Evaluation” shows program information (Academic Plan).
  7. Pressing on “The Program”, then the following details will preview:
    - Student information, program information, and evaluation date.
    - Program description.
    - Program evaluation: which includes the program that student regulated with.
    - Student planning details are starting to show from the first level to the last level; the required hours (required), passed hours (have used), and the number of required and passed courses.
- Yes** means the course has passed.  
**No** means the course has not passed.

**Every student shall evaluate the certificate (once every semester) from her academic account, to confirm the required courses are finished.**



### **The procedures for receipt the graduation certificate:**

The graduated must follow these procedures to ensure the assumption in due time:

1. Updating name data in Arabic and English languages, according to the announciator appointments from the Deanship of Admission and Registration.
2. Following the website university announcement to know the timetable of certificates distribution for graduates.
3. Complete the clearance procedures.
4. Submitting the academic card for documents office.
5. Submitting the certificate for the graduated especially, in the necessity of showing a national identity of Saudi graduated. And the original residency for non-Saudi graduated.
6. Medicine graduated students must have the basic of honor certificate once the student submitted the certificate.
7. In case of non-attendance, the student should send authorization for the first-degree relative. \*

### **The procedures for authorizing to receipt the original version or the replacement graduation certificate:**

1. Sending an E-mail from the official mail of student to certificates management mail [certificates-dar@pnu.edu.sa](mailto:certificates-dar@pnu.edu.sa) as : “I ( graduated name ), I authorize (relative’s name) to submit the certificate, my own academic register, all own original papers from Princess Noura bint Abdulrahman University, and re-give my student ID to competent party.”
2. The authorizer should be close relatives.
3. Attach picture in the e-mail: national identity for Saudi graduated, the original residency card for non-Saudi graduated, a copy of national identity or residency to whom you delegate.
4. The student should submit the identity.
5. The authorizer must have his own original identity, graduated identity, and relative relationship prove.



**The approved estimate in the graduation certificate:**

The following table shows the corresponding estimate of the cumulative GPA that appears in the student's academic registration and graduate's certificate.

Symbol	Estimation and GPA	estimation
A	From 5 to 4.5	Excellent
B	From 4.49 to 3.75	Very good
C	From 3.74 to 2.75	Good
D	From 2.75 to 2	Acceptable

**A successful and failure student with grade (less than 2) can apply to her department to study courses so that she can raise her GPA to allow her to graduate.**


**Honors:**

The University of Princess Nourah Bint Abdulrahman gives her students the first or second honours degree, and it will be registered in the graduation certificate of the student, according to the following standards:

1. General conditions to obtain honors:

- The student should not fail in any course in the university or another university.
- The student should complete the graduation requirements in the regular period.
- The student had studied at least 60% of the graduation requirements in the university.
- The student should not be dismissed for the disciplinary semester.

2. A student who has achieved the general conditions shall be awarded the honor degree if she achieved the GPA condition in the graduation as follow:

- 
- First honors should be awarded to the student if she got at least (4.75) in GPA in the graduation.
  - Second honors shall be awarded to the student if she goes at least (4.25) to (4.74) in GPA in the graduation.

**The student is entirely responsible for making sure of finishing all the graduation requirements in the program which she is enrolled in. Also, she must follow her academic adviser and know the method of matching her plan in the academic system.**

**The procedures of reissuing graduation certificate:**

**First: replacement and damaged documents:**

If the student wants to issue a graduation certification instead of the original certification because of its loss, the following instructions must be followed:

1. Bring the origin national identity card of the Saudi graduate, the origin residence for non-Saudi graduate, and the origin passport if possible to the deanship of admission and registration.
2. Fill the form of lost allowance request.
3. Pay the specific fees.

**Second: replacement of adjustment the data:**

1. Bring the origin certification to be edited to the deanship of admission and registration with the origin national identity card for the Saudi graduate. Moreover, bring the origin residence for non-Saudi graduate and the original passport if possible, and notification of civil status to edit the name.

- Fill the form of lost allowance request.
- Pay the specific fees.

**(Lost allowance), (damaged allowance) or (editing the name) are expressions that written on the new issuance date on each issued certificate instead of the lost, damaged or edited certification.**





**The request for the academic record translated into English:**

1. Fill the form for the request to translate an academic register in the deanship of admission and registration (documents administration).
2. Pay the specific fees.
3. Contact with the student when finished translating the register after one week at least from the submission date.

**\*\*The fees for the replacement or translate:**

1. Reissuing certification (100) SR.
2. Reissuing academic register (50) SR.
3. Certified copy (50) SR.
4. Translating academic register (100) SR.


**The internal transferring (change the major)**

**The internal transferring:**

It is an academic process that gives the student a chance to transfer from her major that she accepted into another major, according to regulations and conditions that the deanship of admission and registration announce it in the university's website.

**General Regulations:**

1. The student shall make a transformation request through the available link in a specific period in the university's calendar on the website of the university.
2. Making a transformation request does not mean that it is accepted.
3. Preference will be given to those who requested the transformation according to the available seats and conditions by Faculty's announcement.
4. The transformation will be accepted due to arranging options and verifying the announced conditions on the deanship of admission and registration website.
5. The results will be announced (after calculating GPA) on the Deanship of Admission and Registration website at the university website.

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6. The student shall check her account continuously on the academic system to know about transferable implementation.
  7. The student is not allowed to transfer more than one time through her academic journey.
  8. The student is not allowed to request for transferring unless after she finished one semester (at least) in her major that she accepted in it.
  9. The student is not allowed to transfer unless after she finishes 50% from her restricted program.
  10. Withdrawn or dismissed student is not allowed to request for transformation.
  11. The student could request for changing her major in the same Faculty if she applied the conditions by her Faculty.

#### **The transferring regulations to the medical path:**

1. The student must be Saudi or from a Saudi mother.
2. Transformation is available for once in a year (second semester).
3. The student must take English language level test in the medical faculties.
4. Verifying the announced transformation conditions on the university's website on its time.

#### **The equalize after the transferring:**

1. The student who transfers to another facility, all her courses that have studied are found in her academic register, including grades and GPA throughout her studying in university (article 47) from the list of studies and exams for Faculty.
2. The transferred student must make sure from her academic advisor about her equation after transformation, and she will be responsible for it.
3. Requirements equation is equalized in the academic system automatically without student's request.
4. The equation of specialized courses that the student has studied in her transferred major is equalized, and it matches the courses in the transferred major automatically if they have the same name and symbol or they can be equivalent to the courses in the transferred major.
5. Different and added courses are equalized by designation, according to the agency of educational affairs in the university.
6. Parts of hours that are not equalized in the new major will be counted as free hours in the same numbers of free hours, according to the student transferred program.
7. Failed courses are counted before transformation in counting honours degree, according to executive regulations in the list of studies and exams in the university
8. The period that the student spends in her transferred major is counted within her obligatory regular period to finish the graduation requirements.



### **The summer course**

It is a semester that its duration cannot be more than eight weeks. The registration and final exams are not involved in the duration, and the specialized duration in each course is doubled.

#### **The regulations of studying the summer course:**

1. Registered hours of the student are not more than (9) approved hours.
2. The student studies the courses in the summer course with doubled hours. The course of three hours weekly is double to six hours weekly.
3. Period of the study hour is same to the regular semester (fifty minutes).
4. The summer course is not involved in the allowed period to finish the graduation requirements.
5. Withdrawal and delayed student of the second semester can register in the summer course.
6. Dropout student of the second semester cannot register for the summer course.
7. The student must attend all the lectures; there is no warning of the attendance and absence in the summer course. It will be told to the student who is forbidden from the final exam at that time.

#### **The regulations of dropping the summer course:**

1. The student can drop the summer course at the specific time on the approved calendar.
2. If the student is registered in more than two courses, it is considered as dropping of a semester. It is calculated from the dropping times (3 nonconsecutive semesters).
3. Withdraw from a course or two are counted from the number of specific course withdrawal for students (5 courses).

The absence hours and percentage schedule				
Credit numbers	Contact hours numbers	First warning 10%	Second warning 20%	Deprivation 25%
2	4	3	6	8
3	6	4	9	12
4	8	6	12	16


### The visit

#### Studying as a visiting student.

It is a system that allows the student to study some courses at another university without withdrawing the file when the student is exposed to circumstances that force her to move to another area or other reasons.

#### The regulations of applying as a visitor:

1. The student must be a Saudi or from a Saudi mother.
2. Take a prior approval request for a visit from the Deanship of Admission and Registration.
3. Adherence to deadlines dates in the university calendar in which the visitor wishes to study.
4. The choice of courses is according to the following regulations:
  - Choosing courses from level courses that she studies or the next level, according to the approved study plan.
  - The chosen course is equivalent to one of the courses included in the graduation requirements in the program.
  - The maximum number of credits that can be calculated from outside the university is 25% of the number of graduation requirements.
5. Apply for visiting system is unacceptable if the student:
  - Has been warned academically
  - Dropout
  - Granted an extraordinary opportunity

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6. The rates of the courses, by the student in the university, are not calculated within her GPA (Article 50) from the study list and the examinations of the university level.
  7. The courses in the student's academic record are confirmed in the academic by scoring (NP) means (Grade\_ Pass No) if she got a rating not less than above average (C+), or (NF) means (Grade Fail No) if the grade is less than that.
  8. The student's semester result would not be approved for the visiting student if she did not get the approval of the Deanship of Admission and Registration at Princess Noura bint Abdulrahman University.
  9. If the student does not submit her results to the Deanship of Admissions and Registration after the end of the first week in the beginning following the semester of the separation visit, a student is considered to be withdrawn from that semester except for the summer semester, and she will be withdrawn from the university.

**The procedures of applying the visit for the Princess Nourah Bint Abdulrahman University:**

A student who wants to be a visitor student in another university follows the following procedures:

1. Go to the university that she wants to study in it as a visiting student, and bring a copy of curriculum plan for the subjects to be studied (sealed) and to make sure they are available.
2. Ask her academic supervisor to choose the appropriate courses for her, with taking care of the conditions.
3. Complete of the visit request form for the students of Princess Noura bint Abdulrahman University, published on the Deanship of Admissions and Registration website in the section forms.
4. Submit the form to the student's Faculty in the specific department with a copy of university ID card and a copy of academic register and approval of the Dean of the Faculty by signing the form.
5. The Dean of the Faculty must approve the signing of the form.
6. Write an official letter from the Deanship of Admission and Registration for the aimed university.
7. Student brings her results after the exams (official academic register stamped) to the Deanship of Admission and Registration in princess Nourah Bint Abdulrahman University before the first weekend of her following semester **as** a visitor.

**Student must keep a copy of the curriculum plan of their studied courses**





### **School drop-out and withdrawal:**

#### **Withdrawal:**


Is to stop a regular student from studying at the university for one semester or more because of the interruption, without applying a request for delay or withdraw, and she will get her withdrawal which is decided from the faculty council.

#### **Withdrawal procedures:**

1. Withdrawn students apply request (re-enrollment) through the self-service re-enrollment form, according to the period dates in the university calendar.
2. The request for re-enrollment must be during the four semesters of interruption date for bachelor's degree, and two semesters of the diploma degree.
3. The request must be submitted to the Faculty where she has withdrawn to consider the possibility of re-enrollment, with the number and academic register before the interruption.
4. After receiving the reply from the Faculty, the student is contacted by the responsible officer to complete the procedures according to the Faculty's response.
5. If four or more semesters are re-enrollment, they may apply to the university as a new student without referencing their previous academic register.

#### **The unacceptable cases of withdrawal apply:**

1. It is not acceptable to have the re-enrollment more than once.
2. The drop-out student cannot take the re-enrollment in the admission semester.
3. It is not acceptable to take the re-enrollment if the student took an academic forerunner.
4. The student cannot take the re-enrollment in the same semester of the withdrawal.
5. A student may not be re-enrolled academically or disciplinal.

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6. The student may not be re-enrolled if she passes the regular duration for her study in the university.
  7. Any other conditions and rules from the University Administration must be applied.

### **The transferring from outside the university**

**The external transferring:** is an academic movement that the student transfer from her university where she is studying, to another university outside due to circumstances such as transfer her guardian to another region.

### **The general regulations of the external transferring:**

A student who wants to transfer to Princess Noura Bint Abdulrahman University must comply with the following rules:

1. The student has not been academically expelled from her University, and if it was found after her transference that she is already expelled her entry will be cancelled, starting from the date of her acceptance (article 44) from the list of undergraduate studies.
2. The student must be Saudi or from a Saudi mother.
3. Must apply according to the announced dates in the university calendar on the electronic website.
4. The transfer must be from a national university or a university that is recognised by the Ministry of education and attaching recognition form the ministry for abroad universities.
5. Must have a reason for the transference.
6. GPA must not be less than (3.75) out of (5) or (2.75) out of (4).
7. The transfer request must be for the same major student registered in at her university.
8. The student must complete not less than a year at her university.
9. Transference cannot be accepted from universities inside Riyadh.
10. Transference for Medical Faculties is not allowed.
11. Transference of the student is not accepted If it turns out that it has completed more than 40% of the program that requested to transfer from it.
12. The student must pass the terms of the majoring that announced on Admission and Registration website.
13. Applying for transfer does not mean acceptance, the request will be answered after being reviewed by the relevant authorities.
14. The student must bring the original Secondary certification at the time specified by the Deanship of Admission and Registration.
15. Accepted Student is not allowed to request transfer inside PNU.



**The required documents:**

1. Filing Transfer application (from the website) with complete information.
2. Accredited and sealed academic record until last recorded semester.
3. A sealed copy of the description of the courses she has successfully completed and the courses had registered this semester.
4. A true copy of (identity student card) in her university.
5. A statement of the rewards received at her university.
6. A true copy of (valid national card).
7. Copy of general secondary certificate.
8. The results of abilities and achievement test.
9. Proof of transfer.

**The courses equalize after the conversion accept:**

1. The courses taken by the student in the pre-university are based on the recommendation of the departments offering these courses (subject 43) From the list of studies and tests for the university.
2. Calculate the courses whose average is GOOD (G+) at least.
3. The equivalent courses shall be shown in the academic record of the transfer students. And shall not be included in the average.
4. The courses that have been equated, it should be showed as (EC) in her academic record.
5. The failure courses in the previous university are calculated in honour degree.
6. The period spent by the student at her university before the transfer shall be calculated with an academic period of graduation.
7. The student has the right to cancel some of the courses that have been compared.
8. The student has the right to take a hard copy of valid equation document.

**Study as a student with scholarship:**

**Scholarship:**

It is the non-Saudi student seat for studying in higher education in the kingdom of Saudi Arabia.



### **The scholarship types:**

1. An internal grant for non-Saudi students residing in the kingdom.
2. An external grant to non-Saudi students from outside the kingdom, which are offered by the university to the students who come to the state for the study on its sponsorship, and includes some benefits such as housing and rewards.

### **The princess Nourah University classified the study grant into three types given their advantages:**

1. Free grants in which the students receive all the benefits.
2. Partial grants in which the student obtains certain benefits. Such as, seat, seat or residence. Less than the first group.
3. Paid bonus, through another part that pays the student's tuition fees.

### **General Regulations for Admission of the external scholarship:**


1-Apply to internal and external scholarships students admission requirements applicable to Saudi students at princess Nourah Bint Abdul Rahman University

2-The number of students must not exceed 5% of the admissions rate of Saudi students

3-The nomination is based on the specializations determined by the Deanship of Admission and Registration, and they are not allowed to accept in health specialties

### **The admission requirements for the external scholarship:**

1. The student should not be less than 17 years of age and not more than 25 years of university level, and Arabic Language Teaching Institute for Non-Arabic Speakers
2. The government accepts the sudden student to study outside of the country that required.
3. The students should not have grant study from the educational institution.
4. The degree and proof paper should include a prof from competent departments that determined by princess Nourah Bint Abdulrahman University.
5. The students should prepare a degree that has nothing in past from security devices in the country.

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6. Do not be fired from any educational institution in the kingdom.
  7. The student should be with the mahram, under the instruction of the organisation and have a grant or regularity stay or submit a book to an employer that need his service.
  8. The student should pass a medical examination that decided by regulations and instruction.

**The procedures to apply the scholarship:**

1. In a university, website Has advertisement about time to submit applications.
2. The claim to the grant should be electronic by a website that university decides the time to advertise.
3. Advertising name that acceptance in a website of the university and send an email message.
4. Complete admission procedures.

**General provisions**

1. The student should apply the rules of the grant under stay in the kingdom
2. Student entitled moves from princess Nourah Bint Abdulrahman University to another university if this university has an acceptance under competent stats.
3. Garnet under regulation and instruction that are work at princess Nourah Bint Abdulrahman University
4. The student payment for internal grant for her study at university stage
5. Just one week after advertising name that acceptance for payment fees
6. the student should pay fees for every semester study unless she keeps the average required for exemption is (4,45) from (5)

**To arrival to the building of deanship of admission and registration from outside the university:**

**Gate (4) main southern building entrance barking po5**

**To arrival inside university station F1 or A9**







# **Centers, units and services that are provided by the Student Deanship Affairs**



### **Student Clubs:**


It is a student organization care about student activity that is established under agency student activity and from the dean of student affairs decision, and the aim is found and developed talent student and availability chance to connect with the leader of the activity inside the university or another university.

### **The student clubs and associations aims:**

1. Development and support cultural, scientific, social, health, artistic and entertainment activities between students to Service University and society.
2. Support academic side specialty from scientific and practical development and link theory sides with life practical and training with specialization.
3. Development a talents and hobbies and work to support it
4. Invest the students free time in activities and many serving. To get a skill, experiment that helps to show up a perfect personality for a student with Islamic manner.
5. Develop team cooperation and volunteerism for University Students.
6. Strengthening the relationship bonds between the teachers. It helps to improve the academic level of the students
7. Participation in a various event inside or outside to exchange of experiences
8. Allow the chance for a Students to take responsibility planning, implementation and follow up.

### **The student clubs and associations types:**

1. Specialized clubs “associations” development of scientific, practical and support a student with management skills and leadership through special revival events such as workshops, training. The relationship between theoretical and academic in partial life. Preparing graduates to have knowledge and skills required for a successful life in their field.

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2. Clubs talent and skills. Discover a Students talent and invest their power. Development of various talent, work to develop the bonds between Students and teachers.
  3. Public clubs, raise awareness to help Students and local association. Promote values and spirit of citizenship, present development to their personalities.

#### **The regulations of form the student clubs and associations:**

- Create clubs and association for needs and vision of Dean of Student affairs.
- Development desire to create club/Students' associations fill out a form. The agency Students Affairs study and approval it from Dean of Students Affairs.
- The name of the club/Students' associations may not be changed. Only after approval of the Dean of Students Affairs.
- The number of club /Students' associations must be at least 30 Students, the club may include some Students organized on condition, the number of members shall not be less than the number of founders.
- Club activity may be suspended by a decision of the Dean of Students Affairs. If does not achieve the desired goals for creation, or issued a question inside the University. If did not a commitment of controls Student activities.
- It is permissible to cooperate with the relevant in implementing the programs in the company. Through coordination with the Dean of Student Affairs
- The clubs and Students associations at Princess Nora University may not allow practising any activity outside the University except with written consent of the Dean of Students Affairs. Whoever disagrees his activity and activities of its members are suspended for one year.

#### **Club and Students associations formation consist of:**


- Supervisor (faculty member).
- Club president, vice president of the club, members "students'.

#### **Conditions of the candidacy of the club and Students association's presidents:**

The following conditions for those who want to nominate themselves for leading the club\ student association:

1. The student must be restricted and regular in a Faculty of the university.
2. The student must be completed two semesters.



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3. GPA must be not less than (3.00) out of (5.00).
  4. The student must be well-behaved, and no disciplinary punishment issued against her.
  5. The student should have experience in the student activities not less than a year.
  6. The student is not allowed to nominate for more than a club or student association.
  7. The student must be not affiliated with any other student program within the University such as (the student partnerships or the student advisory council).
  8. The term of the leadership is one academic year and after that new elections are held.

**The nomination mechanism for the student club and association presidency:**

1. The supervisor of the club and Student association does the tasks of the leader till she is chosen.
2. The nomination of the leader and vice leader of the club is open within 30 days from the beginning of the first semester.
3. For those who want to be nominated for leading the club and eligible of the nomination conditions, Fill out the particular form and a summary of goals and work plan and submit it to the supervisor of the club\ student association.
4. The leader is chosen based on the votes of the club\ student association members after vetting the nominations form and identifying the nominees.

**The nomination mechanism for choosing the vice president for student club and association:**

5. 1. Selection vice leader by the second place of votes numbers after the leader.
6. 2. Must have required conditions in the leader.

**The nomination mechanism for choosing the members of the student club and association:**

1. Announce about membership to the club through the first four weeks from start the first semester –except summer semester- by the leader of a student club, or who act her instead after that the membership registration window is closed.
2. The student who wants to get the membership fill in membership form at club management.
3. The leader or her vice handover the forms and lists member to club supervisor in the Faculty through 3 days from the close of registration after ensuring the application of membership conditions for the members.
4. The leader writes the membership lists and database include: student name, ID number, Faculty, major, e-mail, and phone number.
5. The student can join in 3 clubs memberships maximum provided that don't be board member except only one.

### **The conditions for membership the student club and association:**

1. The student must be restricted and regular in one of university's Faculty.
2. Must have a good character and behavior, and not issued against her any disciplinary penalty.
3. Renewed the membership yearly
4. Fill in the request membership form.

### **Golden Club Award:**

It is annual award submitting in the final events of activities of the club / The distinguished Student Association was an evaluation by particular criteria.

### **The students' clubs in Princess Nourah Bint Abdulrahman University:**

<b>The Organization that club following</b>	<b>Clubs</b>	<b>Goal of club</b>
Dean of Student Affairs	The Nzaha Club	It aims to spread an integrity culture and Anti-corruption and develop the self-censorship among university's students and organize meetings, courses and workshops that serve this purpose.
	The Declamation and Stage Club	It aims to develop the different literary talents of students (writing, elocution, and acting) to produce theatrical works serving the university and society.
The Deanship of community service	Nourah Volunteer Club	It aims to encourage students to participate in volunteer work and develop the sense of social responsibility among students and invest their voluntary energy in the community service.
Foundation Year	The Health Fitness Club	It cares about increasing the health awareness of all university's employees and reducing the rate of obesity by helping them improve their lifestyle
University Medical Center	The Community Health Club	It is interesting in activating programs that promote health, disease prevention and attention to the initiatives and participation of the students of the Princess Norah bint Abdulrahman University.



The Organization that club following	Clubs	Goal of club
Faculty of Arts	With my Values, I Rise Club	Link the teachings of the Quran and the Sunnah on the correct approach by the student, known as moderation and mercy.
	The Dialogue Club	Developing a generation capable of discussion and dialogue without fanaticism and accepting and respecting the other opinions.
	The Linguistic Prospects Club	Create a community that is proficient in Arabic language arts and proud of it.
	The Creativity Club	It Supports the student to reach the highest levels of creativity in the implementation, presentation and marketing of manual production to qualify them to lead the labor market.
	The Geographic Club	Build an integrated personality that capable of facing challenges and pursuit to communicate with the community and response its needs through effective planning of different activities
	The Knowledge Club	It aims to reach the university community to a skilled community that implements cognitive skills and promotes innovation, knowledge and collaborative creativity to build a conscious generation that interacts with its local and international issues.
Faculty of Education	The Early Childhood Club	It aims to develop the skills of students in the child care and provide voluntary services to the community.
	The Friends of Nature Club	It aims to create an environment-friendly society that contributes to transforming the native cultures into real practices that achieve sustainable development of the environment in the Kingdom.
	The Psychology Club	It is interested in developing the psychological aspects of students, investing their energies, developing their skills and enriching their personality in the psychology department.
	The Special Education Club	It aims to create an environment supportive of the talents of students which develop their skills of leadership, social and personal and employ their energies in the volunteer work to make them ambassadors to raise awareness of the rights of people with special needs

<b>The Organization that club following</b>	<b>Clubs</b>	<b>Goal of club</b>
Faculty of Sciences	The Chemistry Club	It aims to make society aware of the importance of chemistry in life in all its aspects through the organization of lectures and workshops with Faculty members in the university or from other universities
	The Physics Club	The club aims to be a source of scientific and physical creativity that serves the community.
	The Biology Club	It Provides useful programs that are related to biology.
	The Mathematical Sciences Club	It establishes the basic concepts in the mathematics of university students in general and students of the Science Faculty in particular.
Faculty of Administration and Business	Economy Club	It Provides diverse activities while leadership the economy also provides human economic competencies Eligible according to the best studies with maintaining Islamic identity.
	Administration and Business Club	It aims to prepare a generation with particular experience in administration and business field to achieve the highest levels of management, creativity, participation and social development.
	Systems club	He is interested in spreading legal culture on topics that concern society, women, and recent studies and systems in the kingdom.
	Accounting Club	Boosts innovation, collaborative creativity and accounting knowledge among accounting students and those who interested in them.
	Leading Businesses Club	Seeks to spread the culture of financial autonomy among students and to consolidate the concept of freelancing through the introduction of programs in the field of entrepreneurship.
	Nama Club	Boosts sustainable practices Environmentally at Princess Noura University To optimise the use of environmental resources.

The Organization that club following	Clubs	Goal of club
Faculty of Computer Science And information	Tech Minds Club	Providing students with all the latest in the field of modern programming techniques and languages for preparing qualified graduates for the labor market.
	IT Club	Preparing and qualifying students with high abilities and skills to Enable them to perform their tasks efficiently in the fields of information systems and in the academic fields to reach the professional excellence.
Faculty of Languages	French Language Club	Improve the skills of students in French through various activities and increase their vocabulary.
	Toastmasters Club	Making effective communication among people as a universal reality and help students to learn the arts of listening, thinking and talking, and thus develop a sense of self-realization and develop the possibility of leadership and facilitate understanding between people.
	Drama Club	Improve the language skills of students through the representation of theatrical texts in the English language Which helps to increase their language achievement, develop themselves, and enhance their confidence in themselves.
	Multilingual Club	Allowing university students to learn and teach new languages and cultures so that they can speak properly in fun. The Language Club teaches (7) languages: {Korean, Japanese, Urdu, Turkish, German, French, and Arabic for non-native speakers}.
	Wikipedia Club	It is interested in translating Wikipedia articles into and from Arabic to urge students to contribute efficiently and enrich Arabic content and benefit the Arab browser of the Encyclopedia Who rarely find translated scientific articles.
Faculty of Arts and Design	Art Club	It embraces artistic and creative talents of students and using them in the fields of education, social, religious, personal, and health, which contribute to the development of personal aspects of students.
Faculty of Medicine	Future Doctor Club	Preparing and developing students in the medical field.

<b>The Organization that club following</b>	<b>Clubs</b>	<b>Goal of club</b>
<b>Faculty of Dentistry</b>	I smile Club	Spread the culture of conservation on the health of the mouth and teeth.
<b>Faculty of pharmacy</b>	Pharmacy club	It combines the students of the Faculty of pharmacy and the other medical Faculties and allows them to exchange ideas and have pleasure through what concerns the pharmacists.
<b>Faculty of Health and Rehabilitation Sciences</b>	Physical therapy club	It means creating a distinguished creative female generation in the physical therapy field and being the first leading club in this filed.
	Innovation and scientific research club	Seeks to produce staff of researchers and inventors in health filed according to a consistent method with the requirements and standards.
	Health leaders clubs	Seeks to establish the health, prevention and health promotion as values and priorities through awareness raising and education and encourage healthy behavioral patterns.
<b>College of Nursing</b>	The health club	Seeks to establish the health and preventive concepts based on scientific evidence as to values and priorities of society in general and especially of the university members.
<b>College of social Services</b>	Integrated Club	Allows students to communicate between charitable and governmental institutions to establish the benefit of the majority students and university members.
<b>Community Faculty</b>	My small Business club	The student can do her small project to become high quality suitable for the labor market and community service and excellence at princess Nourah university and another university.
<b>Deanship of library affairs</b>	Reading club	Building a reader community, educated, knowledgeable society by spread the reading culture in many fields between university students and encourages them.
<b>Arabic Language Training Institute</b>	Cultures and people club	The creativity in the definition of the academic community with other cultures in many fields.







### **Students' advisory board:**

Is a group of students elected to represent Princess Noura bint Abdulrahman University legally and regular aiming to develop leadership skills and promoting their participation in making a decision that improves the academic process and various services provided by the University. The council is committed to achieving its objectives in according with regulations and procedures that followed in the university.

### **Students' advisory board:**

- 1-participates in building the personality of the student and develop it nationally and socially according to principles of Islamic law.
- 2- Develop leadership among the students and allow them to express their views.
- 3- Educating students about their rights according to of the university regulations.
- 4-Attention of student's issues and follow up them in work in cooperation with university administration.
- 5-Working to provide a healthy environment for dialogue and respect for opinion and others.
- 6- Enhancing the spirit of cooperation and the concept of teamwork among the students.
- 7-Supporting culture, scientific, society and sports activity and promoting them and raising their efficiency.
- 8-Encourage students to contribute truth and effectiveness in planning and organizing all the related affairs of the students and their studies.
- 9-Contribute with the university in the development of student services in the actual needs.
- 10- Documenting the relations between the students and members of the educational and administrative staff at the university

### **The Students' advisory board consist of :**

- 1- President of the council.
- 2- Advisor.
- 3- Secret Keeper.
- 4- Members.



There are equal numbers between the members of council and the registration students in the Faculty as following the minimum per member shall be one.

The number of members council	The number of the registration students
2	1-2500 student
3	2501-5000 student
4	5001-7500
5	7501-10000
6	10001-12500
7	12501 more

**The conditions for membership the students' advisory board:**

The student who wants to nominate herself for council membership (leader, vice leader, secretariat, and member) should have these following conditions:

1. The student must be restricted in the bachelor's degree in Faculty that she will nominate for it.
2. Must have passed for her acceptance in university two semesters.
3. Must remain on her graduation at least two semesters.
4. Must be good conduct and did not punish by any disciplinary punishment.
5. GPA must be not less (3.50) to (5.00) on the semester.
6. Must he have communication skills and teamwork.
7. Must have active participation in non- methodology activities and volunteer works.

**Each restricted student at princess Nourah Bint Abdulrahman University has the right to nomination herself in the council membership if the conditions were identical with her.**



### **The executive committee to elect the students' advisory board:**

Deans of the student affairs presides that executive committee for the election of the council to student advisory council is formed an executive committee with a decision from administrative of the university, on the dean of the student affairs recommendation at less before three months of nomination date.

### **The election regulations for the students' advisory board:**

- For every student have registered at princess Nourah Bint Abdulrahman university spend the time to study achievement the bachelor's degree to participation on the voting process.
- Not allowed to an elector to vote more than once through one election session and not allowed to appointment as agent on an election.

### **The board's meetings:**

- The council affairs made our regular meeting once a month and might be made emergency session when needs. Secretary of the council and the leader prepared for the meeting examination an invitation all member and reported all member for the date of meeting at less before one week to regular meetings, and at less two days for extraordinary meetings, the invitation is including a schedule of the meeting.
- To made student advisory council is required attend two-thirds of the members.


### **The students' advisory board duration:**

The membership of the Council would be two academic years after the new elections.

### **The students' advisory board membership's tasks and validities:**

#### **President:**

- 1- Representing the council before parties responsible at the university.
- 2- Convening council meetings.
- 3- Preparing meeting agendas.
- 4- Organizing council meetings.
- 5- Assigning tasks to council members.

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- 6- Coordinating the implementation of group activities, and continuous communication with members to find solutions to all issues.
  - 7- Signing the correspondences and documents issued by the council after their approval by the dean of students' affairs.

**Vice-President:**

- 1- Performing the tasks of the leader during her absence or as official authorization by the leader.
- 2- Assigning the leader and carrying out the tasks assigned to her by the leader of the council.

**Secret Keeper:**

- 1- Announcing about the council meeting.
- 2- Presenting the topics raised by the members to the President of the Council and preparing the Council's agendas on the basis of the main directions the Council.
- 3- Setting an appropriate location for council meetings.
- 4- Writing the points of meetings, following up on signing the points of meetings, and organising correspondence with particular records.
- 5- Receiving the Correspondences in the name of a council and saving its documents.
- 6- Maintain permanent records that include the particular of the members of the council and the schedules of attendance, and signing these records and attends.
- 7- Following up on the recommendations of the advisory council, after being approved by the Director of the University
- 8- Preparing financial reports to the council.
- 9- Doing any other activates that assigned to the leader.



**Members:**

1. Represents the Faculty officially and speaking in the meetings on students behalf.
2. Attends all meetings of the advisory council and participates actively in it.
3. Enhancing the programs and activates the whole campus.
4. Submit the subjects that desire to show it in council to the secretary.

**The University may provide financial rewards to the members of consultative council outstanding at the end of each semester that determined by the dean of student's affairs that does not exceed the value of the reward of 500 riyals per month. Also, the student shall not combine the membership of the council and the student operating.**

**In case of any inquiries on the student advisory council, please contact us via e-mail: [DSA-ASA@PNU.EDU.SA](mailto:DSA-ASA@PNU.EDU.SA)**



### **Students trips:**

It is about official visits from group of university students to academic foundation inside or outside the kingdom, to enhance their scientific and practical experience.

### **Kind of the students trips:**

- **Academic trips:** This is the trips organized by the university for students in order to support their professional scientific skills
- **Training trips:** The trips organised by the University for students to support their personal and leadership skills


### **The students trips aims:**

1. Encouraging the special students to improve their life experience during the scientific and practical practicing.
2. Hone their educational skills and expertise. Also, achieve effective communication and cooperative interaction among students and students on other universities.
3. Support the theoretical side in operational studies. Giving students the educational experience to improve their level of competence, effectiveness and their professional skills.
4. Giving the opportunity for distinguished students to represent the university in conferences, seminars, festivals, cultural and scientific events at the internal and external levels.
5. Raising student's awareness of cultural, historical, tourism and development value of other countries.
6. Pleasure and Recreation to students within the framework of the religious, educational, and scientific regulations.

### **The register conditions in the students trips:**

1. Participant students must be restricted in one of the university faculties.
2. Student name and Princess Noura Bint Abdulrahman University name must be written in Worksheet or Innovation.
3. Must not subject to any disciplinary punishment.
4. Should not participate in any previous student trips.
5. Must be carried a valid passport.
6. Must bring a written approval from Guardian and informing him about destination, time, trip program, goals, according to annexe NO (4).
7. Must follow student trips instructions as annexe form (5).





Deanship of Student Affairs can investigate with the student in case if any violation, punishments as follows:

A- Oral warning.

B- Written warning.

C- Denial of any participation in future trips and conferences.

D- Sanctions determined by the Standing Committee for discipline.

**The general regulations for the students trips:**

1. Transportation must be safe for the students with the need to accompany supervisors.
2. One supervisor for every ten students. If there is not enough required number of supervisors, the trip will be cancelled.
3. Students are not allowed to visit places might be dangerous for them like political conflict or areas with outbreaks of epidemics disease or natural disasters for their safety and security.
4. The supervisor shall participate in all events, time, and place.
5. Commit to regulations, Kingdom regulations, social customs, commitment to ethics and hosting country rules.
6. Commit to program prepared and use of transportation of hosting country.
7. Wearing the Islamic hijab and formal wear throughout the trip.
8. Accepting all instructions from the supervisor throughout the trip.

**The Priority of academic student trips should be given to outstanding students in major for students who got a 4 and more out of 5 GPA. The priority also should be provided for the student who participates in a non-class activity in case those trips are related to the training programs.**

**For more information about the student trips, please contact us by E-mail: [DSA\\_ASA@PNU.EDU.SA](mailto:DSA_ASA@PNU.EDU.SA)**





# The university students housing





## **Students Housing:**

Students Housing unit of vice university rectorate for student services at Deanship of Students Affairs seeking to present the best services and support to the student to complete the procedures of acceptance and Residence. The university student housing consists of 6 buildings (applicable to expand) they have six floors in each building and not less than (200) of the housing unit.

### **The presented services for the student inside the university housing:**


1. Food Services: they provide a healthy food daily to students from 12:30 AM up to 4 PM.
2. Daily services such as:
  - ❖ **Transportation services (busses):** for internship students from University Housing to training institution and vice versa, according to a schedule that has times of training and numbers of students.
  - ❖ **Laundry services:** through providing automatic washing machine and dryer should be in suitable places.
  - ❖ **Healthcare:** through providing dental health in the housing unit and the hospital of King Abdullah University in the university campus.
  - ❖ **Psychiatric and Social care:** the university worked on providing psychiatrist and socialist inside the internal student housing.
  - ❖ **Maintenances and preparations:** providing all maintenances work such as electricity, plumbing, carpentry, painting. In addition to following the daily cleaning routine to all student's rooms students and housing facilities.
  - ❖ **Security and peace:** the university provides a crew of Security employees to save the security of housing and students 24 hours.
  - ❖ **Commercial services:** the university provides places to self-sealing, shopping mall, library and café.
  - ❖ **Entertainment Services:** the university provides groups of sports, cultural, social, religious, educational and art activities, also, to organise travels, visits, facilitate the benefits of health club facilities inside the university campus.

### **The university housing facilities:**

1. **Housing unit consists of** (Bed, office, chair, sheets, air condition (AC), drawer ...etc.)
2. Living rooms for students with Televisions...etc.
3. Rooms for welcoming the visitors.
4. Networker and cellphones to contact with others easily outside.
5. Training room well prepared for students to do activities (lectures, seminars and contests)

### **The justified students to have the right to residence in the university housing:**



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1. Saudi students from remote areas around (150) KM or more from Riyadh.
  2. Students who study grant must be in accordance with the rules of grant.
  3. Students with special cases who need to be examined by the Deanship of Students Affairs.
  4. Non-Saudi Students and postgraduate students, according to particular regulations.

**The important conditions to accept students at university housing:**

1. Students can be accepted into any faculties, and they must be regular, and unrelated to a job.
2. Students should have a good conduct certificate and this condition affirmed by an accredited certificate from the school that she graduated from, and for those who want to renew an accommodation in housing, they can accredit the certificate from the restricted Faculty.
3. Students should be medically fit with no infectious diseases due to a certificate from the accredited medical center, according to a particular form for it.
4. Documenting the family residence of the students by mayor or police, the parent's workplace in public sector if the family lives outside Riyadh. So, the Deanship of Students Affairs considers in the limited distance depending on the current situation for each semester.
5. The student has to pass the interview that adopted by the commission from the Deanship of Students Affairs.
6. Written consent from the parent of a student or who authorizing the agency legitimacy to allow the student living in student housing in the university.
7. She has not been dismissed previously from the student housing.
8. If married, she has to sign the undertaking for leaving immediately in case of pregnancy.
9. If the student has chronic diseases such as (diabetes, hypertension, epilepsy and psychological diseases) or with special needs, she has to report housing administration about that to provide the necessary precautions.
10. An exchange student from the employer and receives a salary should report the housing administration for application the regular deduction procedures by discount (15%) of salary by Civil Service Council Resolution No 959 dated 19\7\1405.
11. The vacancies should be available in the housing by the criteria for differentiation.
12. The student should sign a written statement of her commitment to the university regulations and rules.
13. Postgraduate student, non-Saudi student and who has an internal or paid scholarship get approved in students housing for a certified amount material from the university vice dean to the academic support and student services taking into account the priority for Saudi bachelor students.





**The required forms to apply the residence in the university housing:**

1. Filling the sign-up sheet of students housing that included prove the establishment of the family outside Riyadh city and written consent from student's guardian to access the housing, stamped by Mayor, police or parent workplace in the government agency.
2. A power of attorney or authorization from guardian's student that clarify people who are permitted to pick her up from the housing in vacations or if necessary, and copies of their identification card.
3. A copy of admission form university for a new student.
4. A copy of student's ID card.
5. A copy of general high school certificate.
6. A copy of good conduct and behavior certificate.
7. Medical report proving she is free from infectious diseases and pregnancy if she married. It should be stamped by the certified medical centre.
8. (2) new pictures of a student.
9. A copy of family card including student's name and, the copy of her national identity card or accommodation for non-Saudi students.
10. A copy of the schedule hand over to housing administration at the beginning of each semester.


**The university housing's systems and laws:**

- **The eligible people to take out the student from the housing:**

The student cannot leave students housing unless with her guardian or one of the legal gents.

The legal agent is the person who has legal agency issued by a lawyer. Also, the lawyer should authorise by the Ministry of Justice to do the agencies and certified by the Legal Court. Agency should require the following:

1. The agent should be one of her guardians
2. The agency should state the person delegation ( with clarifying the relationship) to take the student out of the housing.
3. The agency should contain student and agent names.
4. Two new pictures of the agent.
5. Two copies of the agent's ID card.

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6. The age of agent should not be less than 18 years.
  7. The agent should not be her fiancé unless they get married.
  8. In case the student is not Saud:
    - Recommendation of her guardian from the embassy.
    - Two copies of guardian's ID pictures.
    - Two copies of guardian's valid residence.

### **Sleep outside the housing:**

Student allowed sleeping outside the students housing under these conditions and procedures:

1. Filling the stay overnight outside students housing form in the weekend and official holidays and only her guardian or her legal agent can take the student out of students housing.
2. The student is not allowed to leave students housing on weekdays. In the situation of necessity and after getting written approval from housing management, she can go out of the student housing.
3. The student should return on time.
4. The student should not travel outside or inside Saudi Arabia unless with her guardian or her relatives.

### **Absence of housing:**

If the student wants to be absent from the housing for a legal excuse, she should apply to housing management and clarify her excuse, reason and the duration of the absence. Student's absence should not be more than a week and re-apply if her absence becomes more than one week.

Being absent with no legal or medical excuse that approved by housing management for 15 connected days or 21 separate days are exposed you to expelled from the housing.

### **The regulations of visiting the housing:**

1. The reception of the visitors is only for those who authorized by student's guardian according to the determine places and times by housing management.
2. The visitors should stick to the visiting hour which is Friday and Saturday from 4 pm to 10 pm.
3. The visitors are not allowed in a housing unit during the visiting hours except the student mother and sister.



**The meeting and workshops attendance regulations for the student:**

1. The student should apply a specific form from student's affairs office.
2. Handing the permission for the internal movement official in building number 21 (ground floor) office number (0,120).

**Housing eviction regulations:**

The eviction is done by the following circumstances:

1. Withdrawing or transferring from the university.
2. Postpone or drop from the university.
3. A pregnancy proof if the student is pregnant.
4. If the student is getting out from the university because of some regulations.
5. The student applies for evacuation.


**Housing evacuation procedures:**

1. The student should apply a specific form for housing administration, or inform her to leave; in each case.
2. Housing administration inspects the housing unit and takes care of the lost and damaged objects.
3. The student should pay for the damaged objects because of the misuse of her.
4. Student should evacuate the room from her luggage and belongings, if she was late for that, she must pay for each day (50) SR, or it will deduct her remuneration
5. Housing administration releases an evacuation record and hands over the custody.
6. The student should hand all the key copies of the room in case of any of them is missing. The student must pay for the door lock.

**The student residence is finished by the ending of her last exam, and she should not stay after. Student, her guardian and the legitimate representative, should adhere to that too. The student also should make the final discharge from the unit supervisor and hands over noting to that giving student her remuneration would be on that matter.**


**The resident student's rights and obligations:** student's rights are:

1. Practicing intellectual, social and recreational activities inside students' housing according to the released information from the student affairs dean.


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2. Entitling the medical Centre services according to the university's administration scheduled timeline.
  3. Hosting visitors that have written authorization from their guardian in the allocated places and times by housing administration.
  4. The student can stay at students housing during a weekend for studying or if her guardian or the legitimate representative did not pick her up.
  5. Entitling the routine health services and in emergency cases student would be taken to the hospital accompanied by the housing supervisor, Student's guardian would be informed at the same time.


**As well as students housing obligation on the rules, regulations and instructions which is from the university. She must oblige on it as follow:**

1. Legal instructions, rules, and commitment to the normal behavior of their colleagues, supervisors, employees, and with all workers on students housing. She is not allowed to do the unethical behavior.
2. Common sense on the clothes, and appearance which is suitable with Islamic instructions, and with Saudi culture. It also university instructions
3. When a student late to housing unit more than 30 days, in this case, she cannot enter it on that semester.
4. She must give housing unit her schedule every semester.
5. She could not host any visitors except the specific appointments or places inside the housing. And after guardian full on the form to allow that person to enter and approved that to housing administration to give him visitor card
6. She cannot take in visitors in the housing unit whatever relationship they have with the student.
7. Do not use the housing unit for anything other than housing purposes
8. A student resides in her housing unit, and she cannot change it unless she gets preapproval from the housing department.
9. A student cannot enter into any housing unit without getting permission from the student. However, in the case of danger, you can enter even if a student is not there, but they must inform the housing unit about it.

- 
10. The student cannot go out with any person or under any situation unless with her guardian, legal agent, or driver. And her supervisor is with her.
  11. The student must return to the housing unit by the time that is determined by instructions. However, a student can get approval from the dean to be late for the reason that has relation to studying, university activities, or emergency reasons.
  12. The student must show their academic or housing card if the university housing staff ask for it.
  13. Present yourself in front of specialized supervisor unit to prove your attendance on time as determined by housing instructions.
  14. The student cannot go out from campus without any prior permission from the housing administration even if she goes with her legal agent. The legal agent cannot take a housing student out of Faculty, or practical application. She must return to the housing and complete the exit procedures through the housing administration.
  15. The student must obtain written permission from the housing administration before 24 hours or less from the trip time when she goes on a trip that the university has organized.
  16. The student will be responsible for any damage to the housing facilities or other people's property. She is also responsible for repair cost within one of the reporting date. Or will cut out from her allowance.
  17. Do not make a change in the housing unit inside and outside in any form and do not use the public places of the housing for any reason.
  18. Do not install screws, make holes or wiring in the walls and doors.
  19. Animals of any kind are not allowed.



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20. If the decision is made for them to move out for any reason, whether it be final or temporary in case of restoration, repair or something other than that, the student should evacuate the housing unit immediately.
  21. Keep the housing unit clean and take wastes out in closed plastic bags and put them in their place.
  22. Operate the electrical equipment and others according to their technical guidelines.
  23. Rationalization of electricity, water and others use.
  24. Do not use or installation electrical appliances or tools that not compatible with electric potential or electrical connectors. In case of doing this, the student will receive a response of the resulting damage.
  25. Inform the housing administration immediately if there are any breakdowns, disadvantages or damages in the housing unit and enable the administration of the housing to do the maintenance work. In the case that the student does something other than that, she will be responsible for the resulting damage.
  26. When the student leaves the housing unit, she should close the water traps, the lights, windows and disconnect the unnecessary electrical equipment.
  27. Do not use heaters and ironing devices inside the housing unit and do this in its place.
  28. The student maintains her supplies and her stuff, and she should put her expensive stuff in the lockbox when she leaves the housing unit.
  29. Wear a decent uniform when roaming in the public facilities such as reception halls, administration and restaurants and others.
  30. Use the housing unit's phone only for necessary situations and the student responses of these calls.
  31. No smoking in all ways, shapes, and forms of it inside the housing unit buildings and facilities.
  32. Do not use censers and candles inside the housing unit and its facilities.
  33. Do not use fireworks, gas devices and any similar things in the housing.
  34. Do not have or enter restricted material such as restricted papers, electrical materials or images. Also, flammable or explosive materials. If it



is known that a student had one of these that will be brought to the disciplinary committee.

35. Take into account the calmness desired by your neighbors
36. Do not hang pictures, graphics and logos on the walls, doors and windows without the prior permission from the administration.
37. No photographs are to be taken in any types or ways unless you have permission from the housing administration.

- **The violations that the resident student shall be punished if occurred:**

The break of the regulations and instructions in the university and the housing students in Princess Norah Bint Abdulrahman University consider as an Irregularity disciplinary. Irregularity student inside the housing subjects to provisions of the disciplinary regulations of the university.

**The disciplinary punishment:**

Article (24) in the student housing list in Princess Nourah Bint Abdulrahman University states:

Taking into consideration the disciplinary punishment that stipulated in the student's discipline list, then that the contravener student inside the student housing will be under these disciplinary punishment lists:

1. Verbal or written warning.
2. Written warning with written commitment from the student\_ will commit that she will not repeat
3. Student denial from the residence during a semester.
4. Student denial from residence during one university year.
5. Student denial from residence permanently.

**If there is any new suggestion or queries about students residence. we hope to contact us by E-mail address**

**[ASSS-SH@PNU.EDU.SA](mailto:ASSS-SH@PNU.EDU.SA)**



### **The subvention:**

#### **The continued subvention:**

It is monthly financial support around one semester (five related months).

- The extremity of continues financial support is: the financial of monthly student bonus.
- The minimum of continues financial support is 500 riyal.

#### **The conditions to get the continued subvention:**

1. The student should be regular on a study at the time to provides support.
2. The student should be good behavior and not have been any disciplinary punishment.
3. The student should have proven that she needs support.
4. The student shouldn't request for continues support more than twice as a minimum during her study on the university.
5. The student shouldn't collect with continues support and university bonus, also shouldn't collect the continues

#### **The creak of continues support stopped in two cases:**

- When student ended the relationship from university wholly or temporarily of graduated or drop or withdraw or something else.
- If the student doesn't take the support during two months, without provides any acceptable excuse that accepts from Administration President of the funding student council.

#### **One-off subvention:**

Student takes one payment when she needs to cover the important money, for she can to complete her educational career successfully and payment one time.

- The extremely of financial lump support is (3000) riyal for Saudi student, (2000) riyal for resident student especially on special cases the governing council of student box established the financial that provide to the student as support don't raise up during her study on university by (6000) riyals.
- \*The minimum for lump support is 500riyal.



**The conditions to get the one-off subvention:**

- 1- Student should be regular on a study at the time to provide support.
- 2- Student should be good behavior and not have been any disciplinary punishment.
- 3-The support should be brought directly to the student, not by one of the family number.
- 4- After one Hijri year as a minimum in the last time to request of previous continues or lump support have been used by the student.
- 5- The student cannot combine between the continuing and non-continuing subvention at the same time.
- 6- The student should provide a certified medical report from the university health, and all the proves about the lack of accessibility of getting treatment access in governmental or university hospital, in case of requesting non-continuing subvention for therapeutic purposes.

**The required forms to apply the subvention paid:**

- 1- Copy of National Identity Card and family card for Saudi student, residence card and passport for other.
- 2- Regular attendance report from Deanship of Admission and Registration or Educational affairs at student faculty.
3. A copy of the student schedule.
- 4- Filling the subvention form (will be handled secretly), explain the student condition and requesting subvention reason.
- 5- Official papers that prove and the student explanation about her social situation like: (residential leases – Mother, father, husband or brother salary introducing letter – certified dept. prove – deed of divorce and maintenance of children – proved medical report – the copy of the proof of the guardian death. Etc.

**Loan:**

The student is giving cash loan to cover its personal needs or provides the necessary educational tools like: (computer- printer- scanning camera - others.) it is giving twice at most through her study at the university.



**The loan's amount:**

- The highest loan the student could have all at once is 6000 riyals.
- The lowest loan the student could have is 500 riyals.
- The loan has been paid through the following month stipend but not to exceed 30% of the monthly stipend amount.
- The loan amount will be paid from the following month. It must not exceed 18 months.

**The conditions to get the loan:**

- 1- The Personal presence of the student herself for a loan application.
- 2- Student GPA must be not less than 3 of 5.
- 3- Student should be continued attendance and receiving monthly stipends.
- 4- Student should be good character and behaviour, not to have any disciplinary penalty.
- 5- The period of study should not be less than entire semester when submitting a loan application.
- 6- Student cannot request a new loan only after the completion of paying the previous loan.
- 7- Student remaining period of study should cover the amount of the requested loan application.

**The required forms to apply the loan paid:**

- 1- Copy of National Identity Card and family card for Saudi student, residence card and passport for other.
- 2- Guardians consent approved by student Faculty.
- 3- Regular attendance report from Deanship of Admission and Registration or Educational affairs at student faculty.
- 4- A copy of the student schedule.
- 5- Filling the loan application form.
- 6- Certified price should be proved by the business enterprise, in case of requesting loan application for educational tools.

**In case of any inquiries on subvention or loan, you can contact us via the electronic mail:**

**[DSA\\_SPD@PNU.EDU.SA](mailto:DSA_SPD@PNU.EDU.SA)**







# **The Students' support and services centers**



**The Students' support and services centers:**

Student support centers are characterized by their strategic position that mediates the faculties of the university:

- Building (190) in station A4
- Building (270) in station A10

In these centers there are a distinct and integrated group of high-quality services provided to the students, represented in:

**First: a group of services centers for students, which are:**

Station	Building number	Center name	Floor	Station	Building number	Center name	Floor
A4	190	Whites pharmacy	Ground	A4	190	Mahaber al-aleilm	First
		Al-shaqri library	Ground	A4	190	Your educational book	First
A10	270	Al-shaqri library	Ground	A4	190	Riyadh bank	Second
A4	190	Medical Centre	Ground	A4	190	STC	Ground
A4	190	ATM	First+ Ground	A4	190	Zian	Ground

**Second: a group of training rooms for training courses and workshops equipped with the latest necessities tools and devices for training:**

Station	Building number	Number of training classes	Floor	class number	
A4	190	7	second	402	404
				408	406
				412	410
				414	
A10	270	Nothing			

**Third: Students clubs Centre on the university level:**

Club name	Station	Building number	Floor	Room number
Nazaha club	A4	190	Second	98
Stage and present club	A4	190	Second	200

**Fourth: Student advisory Centre:**

Station	Building number	Floor	Room number
A4	190	Ground	-

**Fifth: a distinctive group of restaurants and cafes under continues healthy stewardship from the nutrition unit of the agency of student affairs deanship of Student services, as follow:**

M	Restaurant \cafe names	Station	Building number	Floor	M	Restaurant \cafe names	Station	Building number	Floor
1	Coffee inn (1)	A4	190	Ground	16	Just flafel	A4	190	First
2	Sugar sprinkles	A4	190	Ground	17	Coffee aroma	A4	190	First
3	Bhar w zaafran's	A4	190	Ground	18	Alsaaj -alreefi	A4	190	First
4	Pizza inn	A4	190	Ground	19	Coffee inn (2)	A4	190	First
5	Rotiboy	A4	190	Ground	20	Cecilia	A4	190	First
6	Subway	A4	190	Ground	21	Wellness kitchen	A4	190	First
7	Saj and raaq	A4	190	Ground	22	Majles zaman	A4	190	First
8	Novels bakery	A4	190	Ground	23	Sugar sprinkles	A10	270	Ground
9	Canten	A4	190	Ground	24	Canten	A10	270	Ground
10	Canton	A4	190	Ground	25	Coffee inn	A10	270	Ground

11	Lialy Alsultan	A4	190	Ground	26	Bayt alhassnawat	A10	270	Ground
12	Farghali	A4	190	Ground	27	Newfels	A10	270	Ground
13	Baskin- Robbins	A4	190	Ground	28	Crepe waffle	A10	270	Ground
14	May riq	A4	190	Ground	29	Panini	A10	270	First
15	Supermarket	A4	190	First	30	Paniata	A10	270	First

M	Restaurant name/ cafe	Building name
31	Supermarket	Students hostel
32	Coffee in	The GYM
33	Waffles	Station A2

### Living position:

M	Company	Building number	M	Company	Building number
34	Masslan company	112	38	Del Mont	180
		122			220
		210			-
35	Shajarat al'aghdhia	160	39	Delice cafe	150
		130	40	Starbucks	P01-310
36	Torta	170	41	Starbucks	-
		121	42	Cafe in	260
37	Masslan company				





<b>M</b>	<b>Company</b>	<b>Building number</b>
43	Kantain	250
44	Shajarat al'aghdhia	140
45	Java Cafe	112

**If there are any suggestions or comments on support centre and students services, contact us via [e-mail DSA-SSI@pnu.edu.sa](mailto:DSA-SSI@pnu.edu.sa)**





### **Employing students:**

It is one of the social and educational care programs that provided by the university to enhance its role in developing and training students. That includes operating students within the university facilities hourly. The student partnership unit receives the requests of the students who want to work in this system at the beginning of each semester .

### **The employing student aims :**

1. Improving and developing Students skills by practice administrative works within different university facilities.
2. Invest Student spare time and provide them experience with rewarded per month that equals with student operation hours.
3. Make Students more responsibility and commitment.
4. Viding resources for Students who need money or their monthly reward stopped.
5. University uses the Students management and technical .

### **The participation regulations:**

1. The Students must be regular and restricted.
2. No disciplinary punishment issued against her.
3. Student not allowed participating in more than two opportunities in a semester.
4. Students grade point average is not less than 4 out of 5.
5. Students who work for three semesters during his studies are not allowed.
6. The number of working hours per month shall not be less than 25, more than 50 hours and not more than 5 hours daily.
7. Students operation reward should not be more than 1000 per month and not more than ( 20) riyals for an hour.

To facilitate registration and acceptance of the program for students who wish to enroll in the program, it has been activated electronically.

**If you have any questions about Employing students, please contact us by email: [DSA\\_SP@PNU.EDU.SA](mailto:DSA_SP@PNU.EDU.SA)**



**Skills record:**

It is an official document that certified from university, register life skills that the student acquired through her studies in the university.

**The responsible authority for implement the skills record:**

1. Deanship of students affairs and represented in the agency of students activities.
2. Agency of students' affairs in faculties.

**The skill record's aims:**

1. Registration skills that the student acquired through university life.
2. Motivate the student to develop her skills and enrich her CV.
3. Registration the participation of the student in the training courses workshops that develop her personal and professional skills and acquired skills through study duration in university.
4. Enhancing university output through helping a student in developing skills that labour market needs.
5. Achieving leadership in increasing the percentage of graduates.

**The conditions to get the skills record:**

1. The student must be a regular attendee at princess Norah bint Abdulrahman University.
2. Certificate that obtained by the student during the period of study at the university must be certified and sealed from the organization that organized the activity, and it is responsible for verifying its validity.



**The skills record's content:**

1. Training courses and workshops that student attended in university or from other certified organisations in the following fields :

- Self-development.
- Computer .
- Vocational rehabilitation courses .
- Specialized professional courses .

2. Leadership skills.

3. Awards and patents that the student obtained.


4. Participation in operating student.

5. Participation in volunteering work and community service within the university or with other reliable and specialized organizations .

6. Other training courses and skills.

**The certificate conditions and fields in the skills record:**

- Self-development (not less than 20 hours).
- Computer (not less than 15 hours).
- Vocational rehabilitation courses (no less than 15 hours.)

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- Specialized professional courses (not less than 12 hours.)
  - Volunteering (not less than 50 hours).
  - Leadership skills: the student had held positions in the following fields:
    - Membership or leadership the student council .
    - Leadership one of the student clubs or student associations.
    - Membership in student fund council.
  - Awards and patents : student must obtain an award (local, regional or international) or more in the following fields:
    - Competitions of various student activities.
    - Research and scientific innovations.
    - Leading projects .
    - Volunteer work and community service.
  - Participation in student operation.
  - Other training courses and skills.

**If there are any questions about the skill record, hopefully, communicate via e-mail**

**[DSA\\_ASA@PNU.EDU.SA](mailto:DSA_ASA@PNU.EDU.SA)**





### **The protection of students' rights unit:**

It aims to aware students about their duties and rights and protects them in accordance with the university regulations.

#### **The protection of students' rights aims:**

1. Educating princess Norah bint Abdulrahman University students and all members of the educational and administrators of rights and obligations of university students.
2. Providing the necessary legal advice and educating them on their rights.
3. Guidance students to how to get their rights through resort to the official departments inside the university in accordance with the rules and regulations of the university, according to the terms of reference committees stipulated.
- 4- Supporting student rights by the approved rules and regulations which do not disagree with it.
- 5- Development the culture of justice and equality between the students and the university employees.

#### **The protection of students' rights tasks:**

1. Administrative supervision of the subcommittee works in the faculties and institutes and issues the recommendations and decisions which govern the functioning of those departments.
2. Look and investigate on a complaint that refer to Her Excellency the manager of the university what might these complaints content privacy, confidentiality and conditions an exceptional.
3. Consideration and dismissal in complaints that referred to subcommittees in the faculties and institutes .
4. What is referred to the committee whether issues or powers by the Her Excellency manager the university or the deputy of the University for academic support and student services.

**The unit consists of a permanent committee to dismissal disputes and complaints the student, and subcommittees for the unit of each Faculty or institutes under the university.**



**The subcommittee's tasks:**

1 -Providing legal counsel for students and making them aware, and help them to know their rights and academic commitments.

2- Receive complaints of students about the academic and non-academic problems, which students may encounter in the university.

3 -Investigating the received complaints, and making efforts to achieve the amicable settlement. In the case of amicable settlement, opinion note shall be made by the president of the permanent committee.

4- If the amicable settlement failed, the Sub-Committee will look into the complaints after Listening to parties and write a legal opinion note.

**The mechanism to file a complaint for the subcommittees:**

1- Providing the complaint form to the Subcommittee headquarter. The information written in the form must be accurate and precise. They must take student's signature.

2- Student should specify the subject of her complaint accurately, and must attach documents and evidence proving her right. The student shall be provided with a receipt for receipt of her complaint.

3- The Committee has the right to request the Defendant to respond in writing to the complaint within five days of the direct superior notification's date Without Defendants reappear before the committee. If defendant did not receive answers to her queries from the complained person, Defendant issues acknowledgement of the complaint's content.

**The student is allowed to submit her complaint after (30) days of the incidents date and is not allowed to submit her complaint more than one time to more than one department in the university. In case of any inquiries out of the student rights protection unit, contact us: [DSA\\_USR@PNU.EDU.SA](mailto:DSA_USR@PNU.EDU.SA)**



### **Research and innovation unit for the student:**

This unit aims to empower student in the research and innovation field and to qualify these students to compete on the high standard at the local and global levels. To contribute in building the economy and knowledge aspects in the Kingdom of Saudi Arabia.

### **The unit's aims:**

- 1-To build student's thoughts, and to develop research and innovation in all field of science.
- 2-To embrace the ideas and support it to enforcement through the workshop and specialized courses.
- 3-To support the innovator's talent development by developing these ideas and performance project, from basic idea to abstract product through empowering students in modelling ideas after imagining and studying them.

### **Unit's tasks:**

- 1-Preparing training packages to develop student's research and innovation abilities.
- 2-Supporting and assistance student to develop their ideas and remodel them, and encourage students to submit them for special authorities in the university.
- 3-the coordination with the patent unit to set up training courses for students in the field of the importance of inventions and how to register them.
- 4- Teaching ethics for science research among university students.
- 5- Participation in special exhibits for student innovation.

**You can contact the Unit Via email: [ASSS-SIRU@PNU.EDU.SA](mailto:ASSS-SIRU@PNU.EDU.SA)**



### **Psychological and Social Counselling Unit:**

Psychological and Social Counselling Unit is following advising and counselling agency in the deanship of student affairs. The unit seeks to improve both of Psychological and social equilibrium students and help them to overcome the stress that objects in our university.

### **Services provided by unit:**


- 1-Providing services in the Psychological and social counselling for students through the guidance and counselling offices in all faculties in the university that include the group of qualified and professional psychology and socially staff.
- 2-To examine situations for the student applying to take advantage of these services subsidies and loans.
- 3-Help students to improve and develop our personality by making courses for students.
- 4-Editing some of the erratic behavior of the student through rehabilitation and treatment session.
- 5-Publishing leaflets in Psychological and social counselling centers.

### **The support center for the special needs students (universal access program):**

This Centre allocated to serve student at a university with special needs through providing comprehensive and quality services. The employment of all human and physical possibility to integrate them into society to meet the needs of education at the university to become an active member in all fields.

### **The center's aims:**

- Identifying the problems of the student with special needs to find a good way to overcome them.
- Preparing students with special needs psychologically and socially. Moreover, by providing all means to assist them for that integrate at university life and society.
- Effective the participation of students in cultural and sports activities inside and outside the University.
- Identifying the talented special needs students, and developing their talents in cooperation with the specialized authorities at the level of the university and relevant national institution.

- 
- Create a suitable environment by providing appropriate support for their different services.
  - Achieve integration to this category by best spirit possible academically and socially, that they ensure adapting at university an environment, and active participant for different programs, activity and services available.
  - Coordination with relevant authorities at the university to achieve the mentioned goals above.

**The center's tasks:**

- 1- Establishing a database particularly for students with special needs.
- 2- Preparing and implementing the mentoring programmers and guidance for students with special needs.
- 3- Providing appropriate services for special needs as accommodates for the individual case.
- 4- Developing close cooperation between the Centre and facilities, university administration, centers and global universities including employment training for all expands human potential, finance to address their needs in university education.
- 5- Provision technical devices and tools, and submit suggestions and alternative to create an enabling university environment allude to them.
- 6- Increasing society's awareness of the university community for all personnel of needs and possibilities of this category.
- 7- Learning lessons from local, Arabic, global experience in services offered to them.
- 8- Issuing the regular reports of center's work in servicing of students with special needs.

**The target group:**

All of the special needs members of PNU: (students, faculty member or administrative officer).

**The center location:**

The Centre is located on the ground floor at the Faculty of education.

**When there is any inquiry about the centre, you can contact us via E-mail: [CE-DEC@PNU.EDU.SA](mailto:CE-DEC@PNU.EDU.SA)**





**The success center:**

This center aims to develop the capacity of the students to refine their skills in university through a special group of programs and workshops. With a view to enabling and facilitate their competition in the labor market.

**The center's aims:**

1. Develop the skills and abilities of students; scientifically, culturally, administratively, technically and socially to assist them to rapidly into the society and qualify them to labor market through training courses.
2. Documenting the efforts of the students to habilitate themselves and develop their abilities during their period of university studies, through skills record.
3. Achieve the highest possible rate for sectors and labor institutions about the skills of graduates PNU student.

**The center's tasks:**

1. Provide quality training for university's students in their self-improvement, professionalization, IT and languages.
2. Preparing and designing portfolios accredited training through distinguished elite of trainers.
3. Polarization authorized trainers locally and globally.
4. Study the training needs for instrument training plans to measure the quality of outputs.
5. Hold forums and exhibitions that contribute to the training development and professionalization.

**You can contact the center via E-Mail: [DSA-SSI-STs@PNU.EDU.SA](mailto:DSA-SSI-STs@PNU.EDU.SA)**



### **The career counselling and supporting center (Nama'a):**


This center is like the bridge between University graduate's student and labour market. It aims to give the students and employer a lot of services to consolidation the relation between the university and the different labour sectors. Also, the center helps the university students to plan and choose their career paths. Also, define how to prepare to be nominated for the jobs through presenting a group of services and distinguished training programs for university students and their graduates who want to develop their careers.

### **The center's aims:**

- 1- Educate the students and graduates to create a clear vision for careers and planning methods for the future.
- 2- Allow the connection between university and labor sectors and the students from another side to encourage them for the mutual education, support the services and development programs.
- 3- Prepare programs and activities that can help the university's students and their graduates for perfect planning for their career and academic path during and after university life cooperating with Alnajah Center.
- 4- Support the students by developing their careers and making basic positive changes.

### **The center's tasks:**

- 1- Hold workshops and courses about how to make decisions, perfect career planning, participation in student developing functionally.
- 2- Contact the agencies to introduce the university programs and introduce the students the agencies.
- 3- Offer special services for the graduates like providing the information for graduated students to labor sectors for employment and training.
- 4- Prepare the students for requirements to search for a job from training programs on how to self-marketing, writing curriculum vitae and doing the interview by cooperating with Alnajah Center.
- 5- Qualify the employees for doing career Guidance.

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- 6- Guide the students to acquiring career experiences from the independent business and the part-time job inside and outside the university.
  - 7- Contribution to career day and supply all the facilities and the support for the labour sectors inside and outside the university campus to offering the available jobs for university students.
  - 8- Answer all the students' questions in related to the appropriate majors and employment places.

**You can contact the center via E-Mail: [DSA-CDC@PNU.EDU.SA](mailto:DSA-CDC@PNU.EDU.SA)**



### **The future leader's center:**

This center builds up to develop the leadership capabilities and the knowledge of the students. University believes that achieving comprehensive development at both levels economic and social need to administrative leadership development to students so they can be able to take national responsibility and contribute in preparing a unique generation of the future leadership.

### **The center's aims:**

- 1- Provide the student's leadership skills through training programs that designed for their needs presenting the most distinct leaderships in this field.
- 2- Development the career and personality student's skills.
- 3- Build a strong and effective network has all the students and graduates who distinguished generation shape and future leaderships competent.

### **The center's tasks:**

- 1- Build Database especially for the candidate's students to develop leadership skills.
- 2- Present discrete training to university's students in developing leadership, personality, administrative and communication skills.
- 3- Establish partnerships training centers in leading leaderships around the world for designing and pursuance these programs according to the latest standards.
- 4- Recognize the latest practices in management and leadership field in both locally and internationally.
- 5- Build strong cognitive transport network between Princess Nourah bint Abdulrahman University students and women leadership in different government and privet sectors.
- 6- Assigning students program with task allowed them to improve and develop through direct scientific experiments.

**You can contact the center via E-Mail: [DSA-SSI-STTS@PNU.EDU.SA](mailto:DSA-SSI-STTS@PNU.EDU.SA)**