



Your academic journey step by step in
Student Guide





جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

welcome





جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

A comprehensive Guide for all the student needs in terms of Academic support and student services





جامعة الأميرة نورة بنت عبد الرحمن
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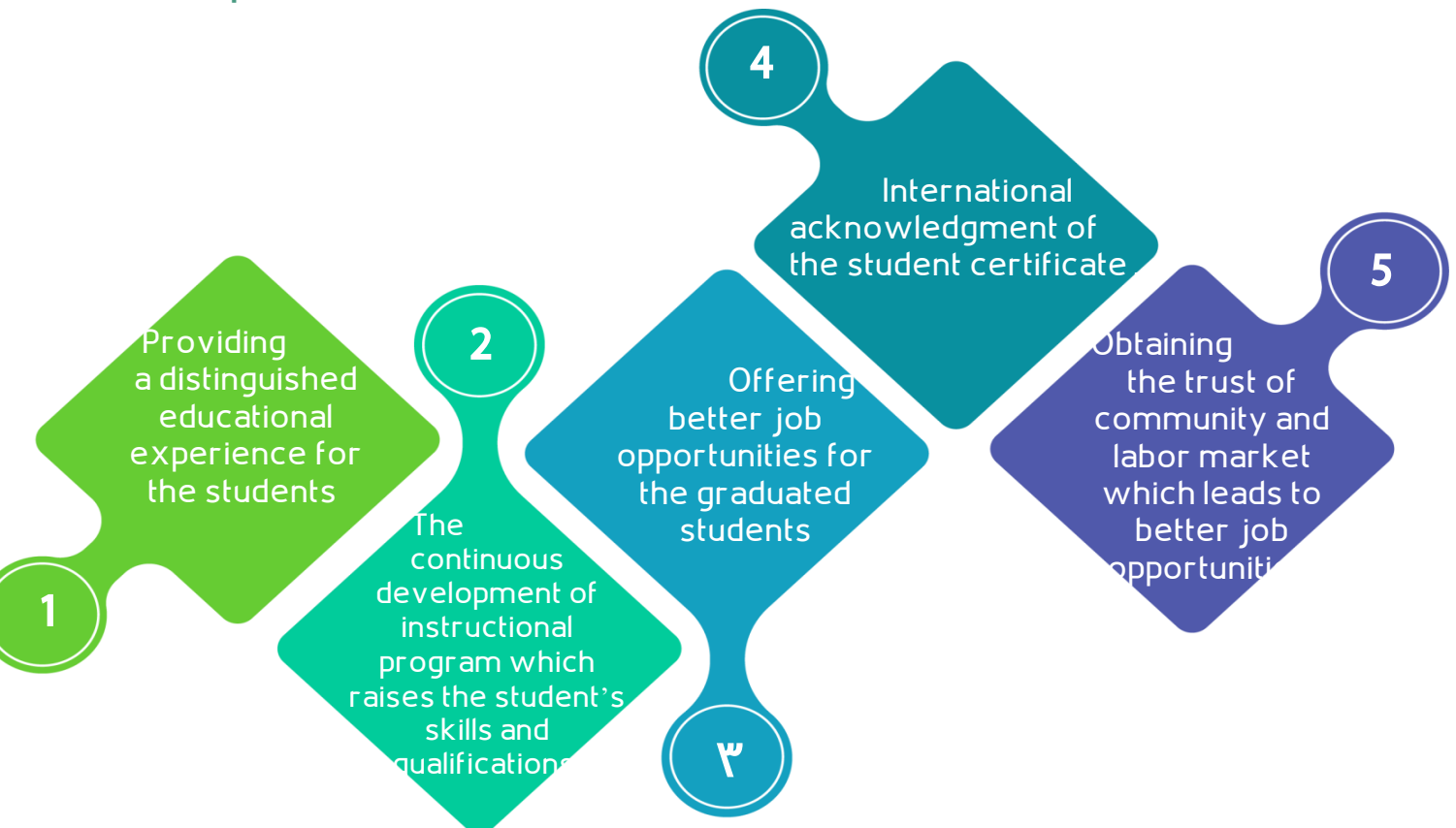
What is Academic Quality?

It is an administration system that determines the level and value of an educational institution or program in comparison to specific standards with the aim of continuous improvement.

The student's role in program accreditation:

- Reading the program guide to become familiar with the study plan of the program, the examination system, the rules of behavior, rights and duties.
- Knowing the vision and mission of the university, college and program, and their goals.
- Evaluating the course and the faculty member credibly and objectively at the end of each semester.
- Responding to the questionnaires with high objectivity and credibility.

The importance of accreditation for students:





The Department of Distinction and Creativity seeks for a distinguished learning environment that stimulates PNU students' creativity and support their capabilities to keep up with international development.

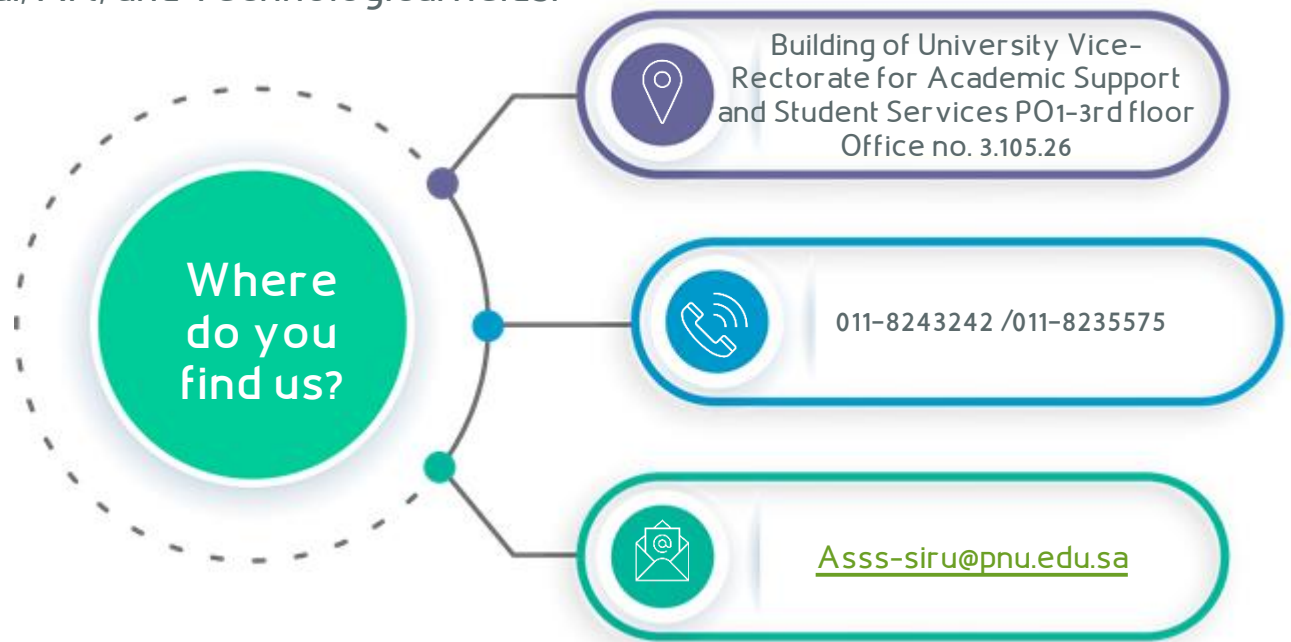
Services of the Department of Distinction and Creativity

- Training programs focus on research and creativity and all factors that support students in academic and research field.
- Invest on students' capabilities and promote their thoughts that are compatible with international orientations in all innovation and creativity fields.
- Offering consultations for students in the field of innovation and creativity and guide them to the information resources.
- Preparing qualified students to participate in conferences and competitions.

Organizing an annual event with the aim of developing the spirit of competition among the distinguished students and honoring them in the fields of innovation and scientific research.

When do you go to the Department of Students Distinction and Creativity?

If the student has innovative idea or a developed concept of a previous work provided that it is new and not repeated. It also includes different areas like Medical, Art, and Technological fields.





PNU seeks to provide featured services for its members. The Deanship of Library Affairs support learning and research processes and the spread of knowledge through offering the best services and providing up to date technologies in Central Library.

Objectives



Services of Library Affairs Deanship

The Deanship of Library Affairs works to provide library services for all PNU members in addition to people outside university.

Worktime:

Central Library

Women - from Sunday to Thursday from 8 am to 4 pm
Men from Saturday 10 in the morning until 4

Branch Library

From Sunday to Thursday from 8 am to 2 pm.

Hot Line

Customer Service Hotline:

The Deanship of Library Affairs allocates a hotline for beneficiaries' services when there are any inquiries or suggestions.

E-Mail: dla-us@pnu.edu.sa

Tel: 0118244424



The Center assists students in making decisions related to their future career based on the current labor market opportunities. It also aims to prepare the graduated students to be successfully involved in work place and help them to plan for their professional life earlier which ends in an effective contribution in society development.

Objectives

- Providing students with the necessary skills for future professions that are affected by different technical, cultural, social and economic factors.
- Preparing students through offering career guidance and specialized programs.
- Making deals and partnerships with both governmental and private sectors to support occupational development of university graduated students
- Offering job opportunities and occupational training for graduated students in cooperation with job sectors.

Services



[Email: DSA-CDC@PNU.EDU.SA](mailto:DSA-CDC@PNU.EDU.SA)

Students with Special Needs Support Center



It is a specialized center for supporting students with disabilities through providing services in different academic, social, psychological and technical respects based on the latest practices, scientific proofs and international standards which contribute in the integration of this group of students and enabling them to help themselves and their society.

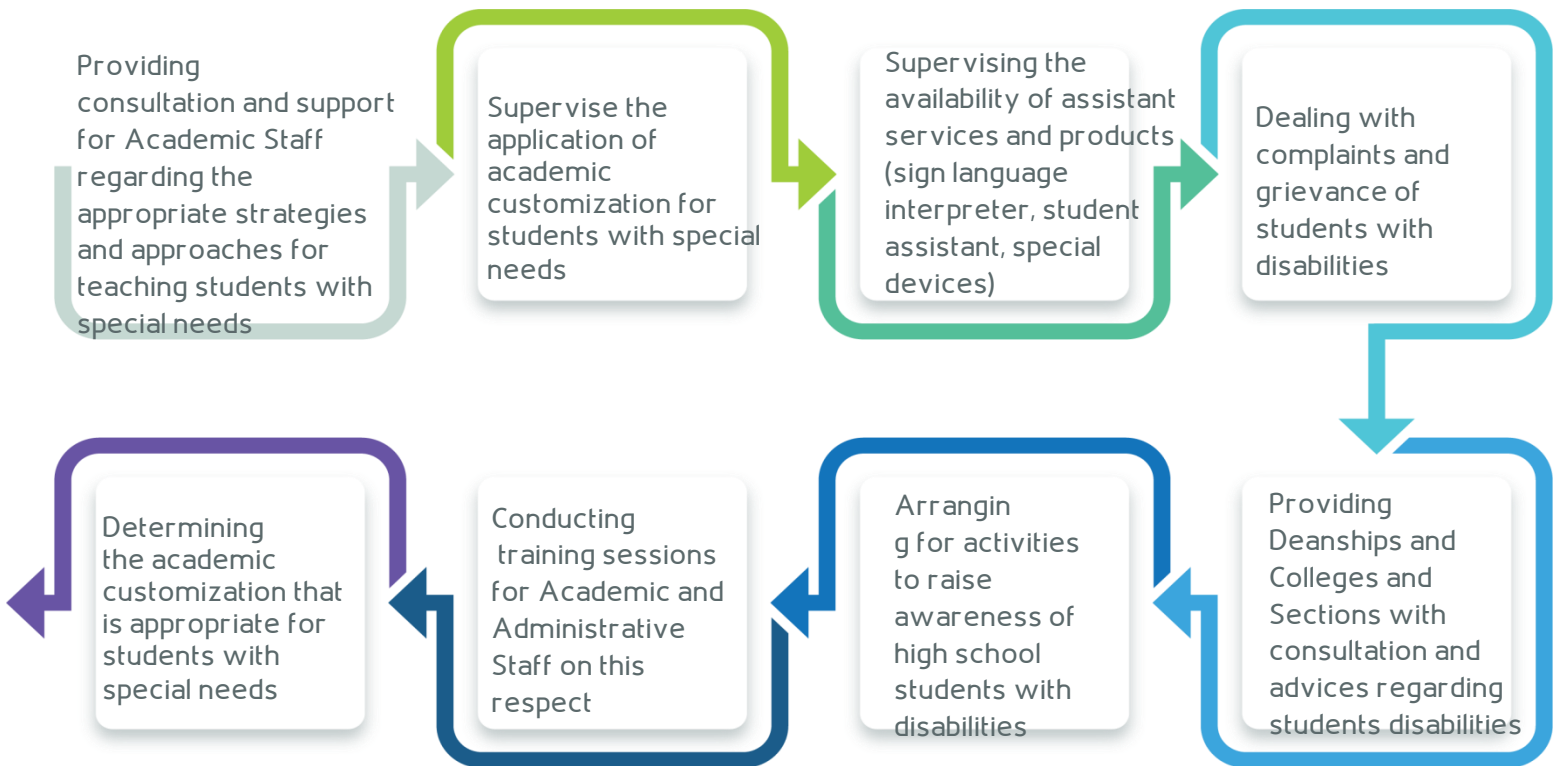
Objectives

- Offering academic support for students with disabilities.
- Providing services and facilities that assist students with special needs.
- Developing the skills of academic staff in teaching students with special needs.
- Establishing strategic partnership with private sector to support the integration and employment of students with disabilities in labor market.

Targeted groups

- Physical disability
- Visual impairment
- Learning difficulties
- Hearing impairment
- Chronic diseases (Multiple sclerosis, Epilepsy)
- Hyperactivity and Distraction disorder

Tasks





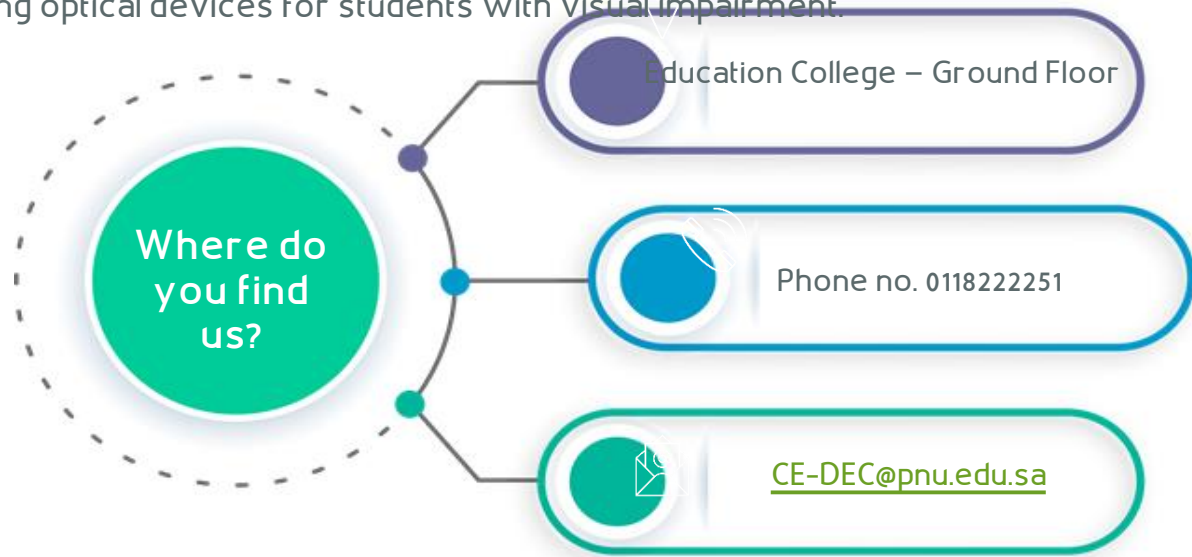
Services

Academic Services

- Continuous communication and follow-up of students by the center's supervisors who are specialists in special education at the colleges level.
- Coordination with the departments, colleges and deanships of the university to meet the academic, psychological and social needs of students.
- Communication with faculty members electronically to solve students' academic problems.

Administrative Services




- Providing transportation means between colleges and university facilities when needed.
- A link between the students and the external bodies that provide various types of support for people with disabilities.
- Following-up the payment of the disability allowance reward for students with disabilities.
- Issuing entry and exit cards from all gates.
- Directing students to the authorities concerned with dispensing medical devices (such as: hearing aids and optical aids).
- Issuing an accompanying entry card when needed.
- Activating international days.
- Providing optical devices for students with visual impairment.







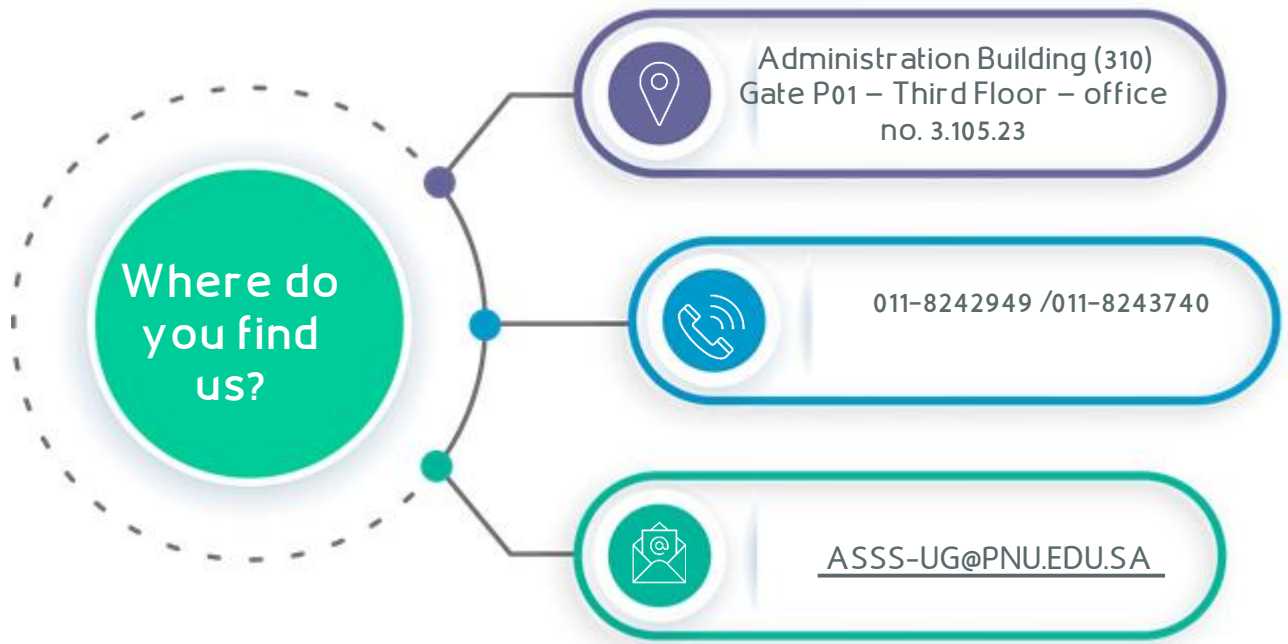
It is a unit concerned with following up the affairs of PNU graduates and providing them with the best services through continuous communication in order to achieve the university's goals of providing outputs that contribute to the development process to achieve the Kingdom's vision 2030.

Mission:

-  Providing a platform for graduates that includes different services and contributes to qualifying them for the labor market.
-  Contributing to facilitate the professional and training qualification process for PNU graduates.
-  Supporting professionally distinguished graduates and their positive role for the benefit of university students.

Services provided by the Graduates Unit:

-  Establishing partnerships and agreements with the labor market to contribute to the professional service of the graduates.
-  Conducting meetings for the graduates to activate their role in serving the university and society.








Intellectual Awareness Unit







It works to enhance religious and national belonging and participate in forming a contemporary society without prejudice to its national and religious identity.

Objectives

-  Enhancing religious and national belonging, with a global vision that maintain students' national and religious identity.
-  Promoting moral values based on our Islamic religion.
-  Enlighten the students of extremist groups and organizations.
-  Providing a student with information and requirements of the National Vision 2030 to be an active and influential partner in achieving quality of life.
-  Monitoring the negative phenomena among the students and submitting them to the concerned sections to deal with them according to a moderate and comprehensive view of the social, cultural and psychological dimensions.
-  Cooperating with the Department of Student Activities for the aim of enhancing national belonging and intellectual moderation.
-  Encouraging colleges to direct graduate research to enhance national belonging.

Tasks

-  Initial design of the strategic plan for the unit during the next five years.
-  Carrying out review and evaluation processes for the programs and activities of the unit from its various aspects.
-  Attracting people with experience and specialization in intellectual awareness to implement its programs according to the annual plan.
-  Submitting quarterly and annual reports on the unit's activities and achievements.





The Sports Activities Department was established in June 2019 and supervises Women's Members Club - Men's Members Club - Students Club.

What is the sport club?

It is an entertaining, social sport club for men and women that aims to promote an ethically committed, successful, competitive generation who are loyal to their leadership and country.

The club was launched in 2012, and it includes a number of facilities and sport fields built on a level of professionalism. It is open from 2 pm to 10 pm all days of the week except Friday. Those who want to subscribe should be a member of PNU Academic staff, their children, spouses, and PNU & KAAUH

Sports Games



It has modern facilities that include:

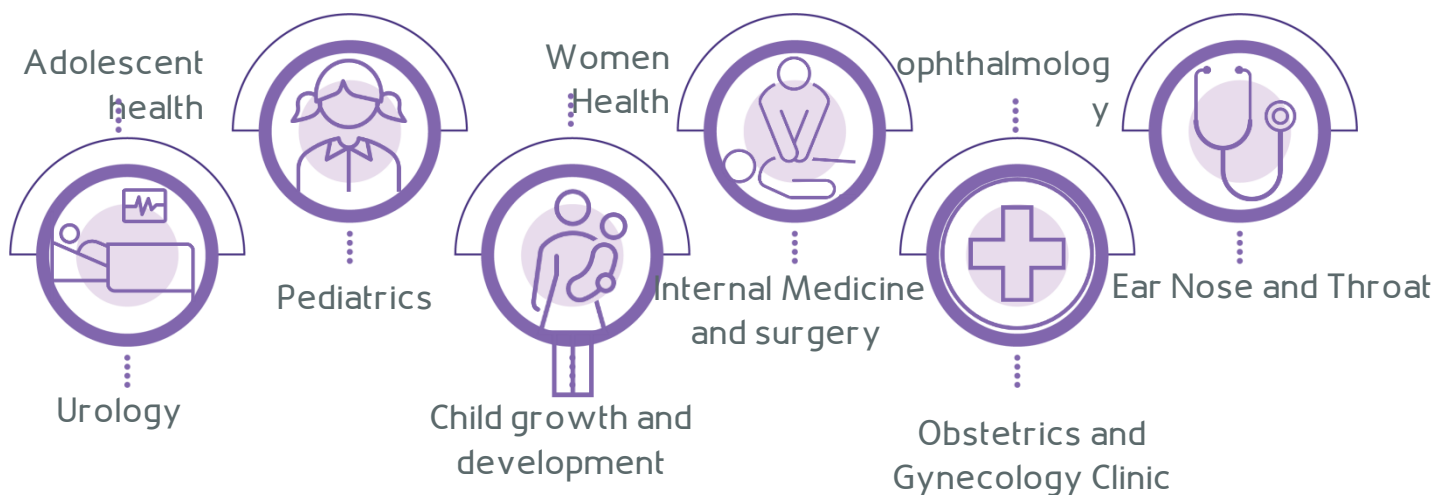
Ground tennis courts - football fields - swimming pools - sports clubs - volleyball courts - racing tracks - basketball courts.





King Abdullah bin Abdulaziz University Hospital (KAAUH) is located on the southern side of PNU, and it is equipped with a capacity of (300) beds and includes outpatient clinics and inpatient rooms as well as an emergency section. As a part of the hospital's mission, it is based on integrating Services with education and research, which lead to the best knowledge and care for patients and students using the latest means and procedures.

The hospital also has 3 integrated centers in the following specialties:



In addition, quality and patients safety are a cornerstone of our care system, and it is represented on a daily basis in every work performed by every individual or department within the hospital system, where we provide protection from harm to patients and their families by adopting the best methods to provide safe and high-quality care.

Family Counseling Center



The Family Counseling Center is the first center specialized in the family among universities in the Kingdom, as this center was established to participate in addressing family problems that threaten the security and cohesion of the family, and correcting some concepts related to family, marriage, divorce, childbearing and the foundations of sound children upbringing.

In recognition of the importance of family cohesion and its impact on the cohesion and unity of society, PNU established the Family Counseling Center, believing in its role in community service, under the principle of:

"A close family, a safe society"

The center provides its services to all university employees, including students and employees, their families and all society.

When do you go to the Family Counseling Center?

When you feel that your family life is negatively affecting your feelings, your relationships with others, your confidence or your decisions! Individual therapy, group therapy and family therapy are the solution.

When you are experiencing a psychological, family, marital or raising up children problems that affect your education or achieving your goals

When you want to be effective in changing and stabilizing your family, and you need someone to guide you for that.

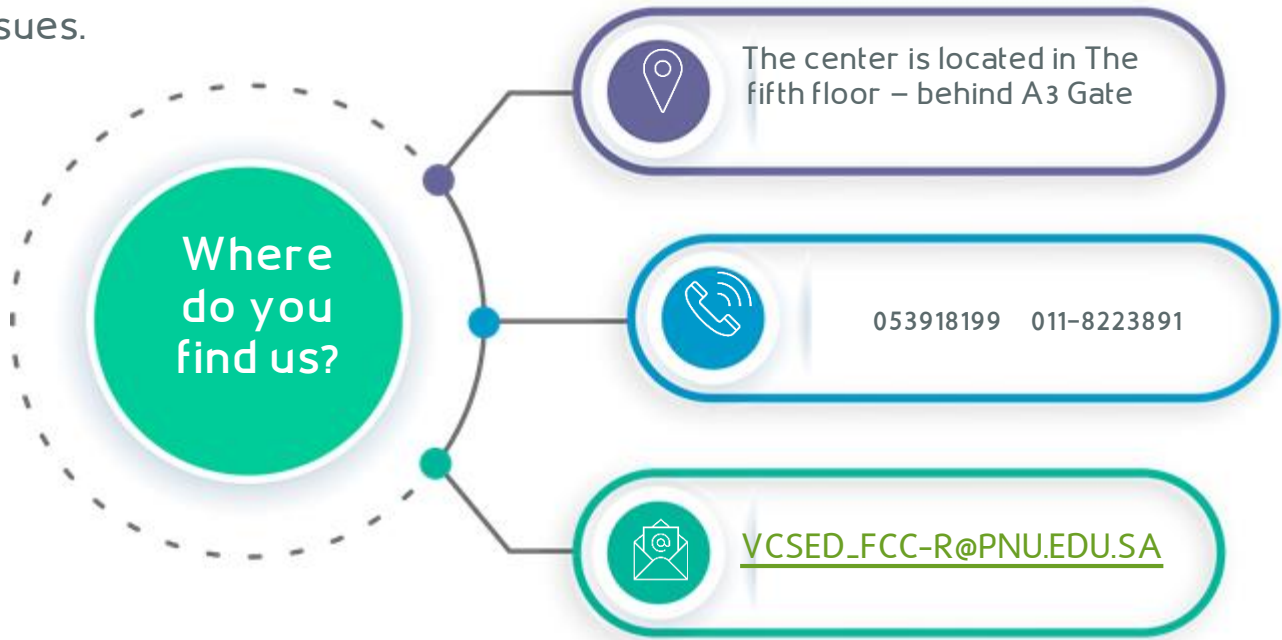


Services

Family Counseling Center provides the following services in complete privacy and confidentiality:

- Psychological, social and family counseling
- Individual therapy, group therapy and family therapy.
- Play psychotherapy.
- Training programs for workers in the psychological and family fields, with a number of accredited hours from the Commission for Health
- Specialties.

Campaigns, courses, programs and workshops that support you and your family and help you to find the appropriate solution to deal with life issues.

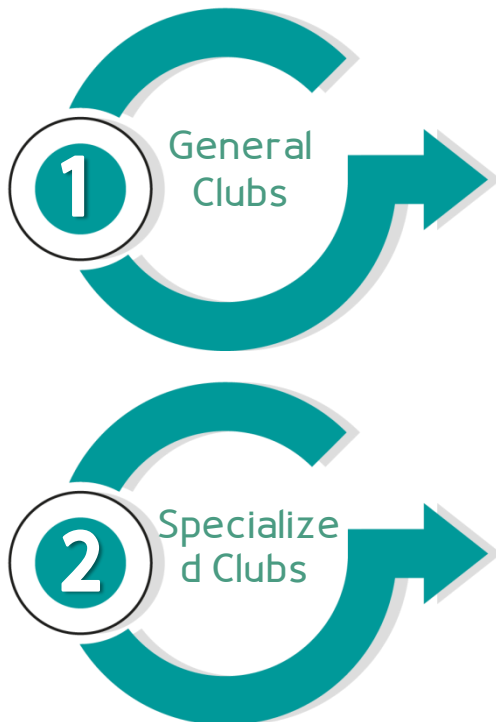




The clubs are considered a scientific, cultural, social, sport, artistic and entertainment center for discovering and developing the talents of students and providing effective opportunities for communication with local and foreign universities.

Goals of Student Clubs:

- Developing various talents of students and linking them to the Kingdom's 2030 vision and the sustainable development goals.
- Strengthening Islamic and national identity.
- Developing the leadership character of students and encouraging them to make decisions.
- Empowering social responsibility.
- Promoting the values of moderation, determination and perseverance.
- Supporting the specialized academic aspects by linking theoretical aspects with practical life and training in the field of specialization.
- Investing students' free time in practicing various activities and services, and acquiring skills, experience and knowledge.
- Participation in various events internally and externally, which enhances experience.



Types of Student Clubs

It is concerned with discovering talents, investing the energies of students, developing their various skills, and working to promote and support creativity and innovation. It is also concerned with spreading awareness in everything that serves university students and society, promoting values and the spirit of citizenship, in addition to enhance cooperation between students.

It is concerned with developing the scientific and practical thought of students and supporting them with administrative and leadership skills through the establishment of specialized activities, and linking the theoretical and academic areas with practical life.

University Clubs



The Student Activities Vice-Rectorate at the Deanship of Student Affairs supervises the general clubs affiliated to it, which are:

Integrity Club

1

It aims to spread a culture of integrity, fight corruption, develop self-censorship among university students, and organize forums, seminars and workshops that serve and enhance that.

Public Speech and Theater Club

2

It aims to invest the students' various literary talents (writing, recitation, acting) and develop them in the production of theatrical works beneficial for the university and society.

Nibras Club

3

It aims to achieve integration, effectiveness and quality in the field of prevention of drug abuse and actual effects.

Students Residence Club

4

It aims to support and enhance belonging in a way that contributes to the positive interaction of students inside and outside the Residence.

Reading Club

5

It aims to create an educated and aware university community by spreading the culture of reading among university students and encouraging them to do so.

Values Club

6

It is concerned with introducing the students to the teachings of the Noble Qur'an and the noble Prophet's Sunnah that is characterized by moderation and mercy.

Dialogue Club

7

It is concerned with spreading the culture of dialogue among students of PNU through various methods that enable them to practice it in the different fields of life.

Creativity club

8

It supports and encourages the student to reach the highest levels of creativity in implementing, displaying and marketing her manual production to qualify her for success in the labor market.



University Clubs

The Student Activities Vice-Rectorate at the Deanship of Student Affairs supervises the general clubs affiliated to it, which are:

It is concerned with creating an environmentally friendly society that contributes to transforming nature's cultures into real practices that achieve sustainable development for the environment in the Kingdom.

9

Nature Friends Club

It seeks to spread the culture of financial independence among students and to establish the concept of self-employment by offering programs in the field of entrepreneurship.

10

Reially Entrepreneurship Club

Developing students' skills in preparing electronic periodicals that include various scientific and cultural fields.

11

Manarat Noura Press Club

It seeks to produce a group of researchers and inventors in the health field according to an approach compatible with international requirements and standards

12

Scientific Research and Innovation Club

It seeks to build a student community that contributes to achieving the Kingdom's 2030 vision

13

Vision Club



University Clubs

The Vice Rectorate of Student Activities at the Deanship of Student Affairs supervises the specialized clubs of the colleges, which are as follows:

College of Art

Art Club

- Linking the student to the teachings of the Noble Qur'an and the noble Prophet's Sunnah of the correct principles distinguished by moderation and mercy.
- Spreading the culture of dialogue among students of PNU based on various methods that enable them to practice it in different fields of life.
- It is concerned with creating a community that masters the arts of Arabic Calligraphy and proud of it .

College of Education

Education Club

- It seeks to develop students' skills in the field of childhood and maternal care and to provide volunteer services to the local community.
- It is concerned with creating an environmentally friendly society that contributes to transforming nature's cultures into real practices that achieve sustainable development for the environment in the Kingdom.
- It is concerned with developing the psychological aspects of students, investing their energies, developing their skills, and enriching their personalities in the Department of Psychology.
- It seeks to create an environment supportive of students' talents that develop their leadership, social and personal skills, and to employ their energies in volunteer work and to raise awareness of the rights of people with special needs

College of Science

Science Club

- It seeks to build a society aware of the importance of chemistry in life in all its aspects through an organization of lectures and workshops with faculty members within the university or from other universities.
- The club aims to be a source of physical scientific innovations contributing to community service.
- It offers targeted programs in the form of attractive applied skills in biology.
- Emphasizes the basic concepts of mathematics among university students in general, and students of the faculty of science in particular.



University Clubs

The Vice Rectorate of Student Activities at the Deanship of Student Affairs supervises the specialized clubs of the colleges, which are as follows:

College of
Computer &
Information
Sciences

Computer Club:

- Providing students with all the new technologies and programming languages that are new to prepare graduates for the labor market.
- Preparing and qualifying students with high capabilities and skills that enable them to perform their tasks efficiently in the fields of information systems and in academic fields to reach professional excellence.

College of
Business
Administration

Management and Business Club:

- It seeks to prepare generations with distinguished experiences in the field of business administration to achieve the highest levels of management, creativity, participation and social development.
- It offers various activities while achieving leadership in the field of economics and providing qualified specialists in economic field according to the best studies while preserving the Islamic principles.
- It is concerned with disseminating legal culture with topics of concern to society and women, and the latest updates in studies and regulations in the Kingdom.
- It enhances innovation, collaborative creativity and Accounting Knowledge among students and those interested in Accounting.
- It seeks to spread a culture of financial independence among students and to establish the concept of self-employment by offering programs in the field of entrepreneurship.

College of
languages

Languages Club:

- Providing university students with the opportunity to learn and teach new languages and cultures so that they can speak them properly, in an atmosphere of fun. The club teaches 7 languages: (Korean, Japanese, Urdu, Turkish, German, French, Arabic for non-native speakers).



University Clubs

The Vice Rectorate of Student Activities at the Deanship of Student Affairs supervises the specialized clubs of the colleges, which are as follows:

College of Art & Design

Art Club:

- It embraces the artistic and creative talents of students and employs this in the educational, social, religious, personal and health fields that contribute to the development of the students' personality aspects.

College of Engineering

Engineering Club:

- It supports the creative ideas of students in the field of engineering, and conducting specialized student competitions and activating the Institute of Electrical and Electronics Engineering.

College of Social Service

Social Service Club:

- It allows students to communicate between charitable and governmental institutions, so that the benefits are extended to the majority of students and university employees.

College of Foundation Year

Foundation Year Club:

- It is concerned with increasing health awareness for all university employees and reducing obesity by helping them improve their lifestyle.



University Clubs

The Vice Rectorate of Student Activities at the Deanship of Student Affairs supervises the specialized clubs of the colleges, which are as follows:

College of Medicine

Medicine Club :

- Preparing students and developing them in the medical field.

College of Dentistry

Dentistry Club:

- Spreading the culture of maintaining oral and dental health.

College of Health and Rehabilitation Sciences

Health and Rehabilitation Sciences Club:

- It is concerned with the formation of a distinguished and creative generation in the field of physical therapy, which seeks to produce researchers and inventors in the health field according to an approach compatible with international requirements and standards and establish health, prevention and health promotion as values and priorities, by spreading awareness, education and urging the adoption of correct healthy behavioral patterns.

College of Pharmacy

Pharmacy Club :

- It brings together students of the College of Pharmacy and other health colleges and allows them to exchange ideas in the field of pharmacy.

College of Nursing

Nursing Club :

- It seeks to spread health and preventive concepts based on scientific evidence as values and priorities for society in general and university affiliates in particular.



University Clubs

The Vice Rectorate of Student Activities at the Deanship of Student Affairs supervises the specialized clubs of the colleges, which are as follows:

Deanship of
Community
Service and
Continuing
Education

Noura Al-Ataa Voluntary Club :

- It encourages students to participate in volunteer work and develop a sense of social responsibility among them, and to invest their volunteer energies in community service.

Arabic Language
Institute for
Non-Arabic
Speakers

Cultures and peoples Club :

- Creativity in introducing different cultures in multiple fields to the academic community.

College of
Community

Community Club :

- It enables the student to establish her small project to be of high quality that is compatible with the labor market and community service and to achieve success in the club at the level of Princess Noura bint Abdul Rahman University and other universities..
- It seeks to develop the programming skills of students to contribute to community service.

English
Language
Institute

English Language Enrichment Club :

- It seeks to develop the skill of reading in English

Students Clubs

Regulations for forming students clubs & associations:

- Clubs are established as needed and according to the recommendation of the Deanship of Student Affairs, by a decision of the authorized person.
- The sector that wants to establish a student club fills out "the club establishment form", and it is examined by the Student Activities Vice-Rectorate and approved by the Dean of Student Affairs.
- It is not permissible to change the name of the Student Club after accreditation except with the approval of the Dean of Student Affairs.
- The number of members of the student club during the foundation stage must not be less than (30) students, and the student club may include any number of students joining the university, provided that the number of members is not at any time less than the number of founders.
- The activity of the student club may be suspended by a decision of the Dean of Student Affairs if it did not achieve the desired objectives of its establishment, or if it violated university regulations and did not comply with the regulations of Student Activities.
- It is permissible to cooperate with the relevant authorities in implementing programs of a common nature, through direct coordination with the Deanship of Student Affairs.
- Student clubs at Princess Noura bint Abdulrahman University are not permitted to engage in any activity outside the university without obtaining the written approval of the Dean of Student Affairs. Whoever violates this, his activities will be suspended and the membership of its members canceled for a full academic year.

Students club formation:

The club consists of:

1

Supervisor
(Faculty member)

2

The club head,
vice head and
members
(students)



Students Clubs

Conditions for nominating the head of the students club:

A student who nominates herself to be the head of the Student Club must do the following:

1. The student must be registered and regular in one of the university's colleges.
2. Two semesters passed since she has been enrolled in the university.
3. Not be less than (3.0-5) GPA.
4. She must be of good conduct and not have been subjected to any disciplinary punishment.
5. She must have experience in the field of student activities for at least one year.
6. A student may not be nominated for the head position in more than one club.
7. The student should not be affiliated to any other student program within the university, such as: (Student Partnership, or Student Advisory Council).
8. The term of club head position is one academic year, after which new elections are held.

Mechanism for nominating the head of the students club

1. Student club supervisor performs the duties of the head until someone being selected for this position.
2. Nominations for club head and vice head positions are open within (30) days from the beginning of the first semester.
3. Those who want to be nominated for head of the student club and meet the required conditions must fill out the specified form, write a summary of goals and a work plan, and submit it to the student club supervisor.
4. The head is chosen based on the vote of the student club members after sorting the nomination forms and determining the candidates.

Mechanism for selecting a vice head for the student club:

1. The second place is chosen by the number of votes after the head of the student club as a vice-head.
2. She must fulfill all the required conditions.

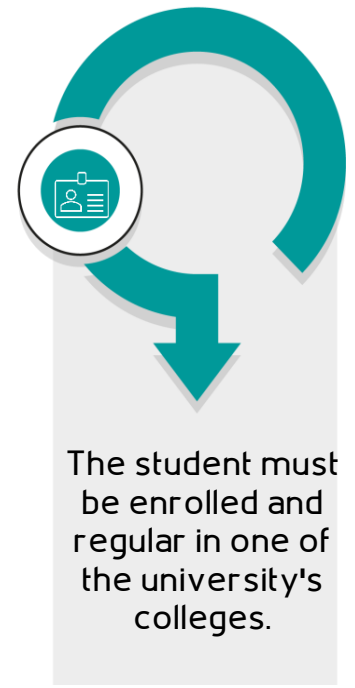


Students Clubs

Mechanism for selecting student club members:

1. The head of the student club or her representative announces the beginning of applying for the club membership during the first four weeks of the semester - the summer semester is excluded - after which the registration for membership is closed.
2. Students want to apply for membership must complete the its form at the club's administration.
3. The head or her representative submits membership forms and lists to the club's supervisor at the college within three days of closing membership admission, after ensuring that the membership conditions are fully met.
4. The head prepares membership lists and a database, including the student's name, university number, college, major, e-mail, and mobile number.
5. A student has the right to participate in the membership of three clubs maximum, provided that she is not an administrative member except in only one of them.

Conditions for membership of the students club:



Bachelor's students

Acquired during your study at university



Record your personal and professional skills



An official document approved by the university



What is it?

Formal proof of your skills and abilities



Highlights your most important non-academic skills



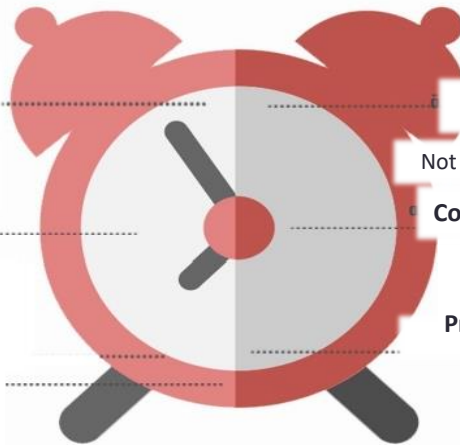
It gives you better career opportunities after your graduation



What is it for?

Inserting certificates and documents of acquired skills for undergraduate students

Not less than 12 hours
 for specialized professional courses



Not less than 20 hours
 For self-development and leadership skills

Not less than 50 hours
 for volunteer work

Not less than 15 hours
 Computer skills or licenses

Not less than 23 hours
 Professional qualification skills



Awards and patents

Global Local International

In the areas of

Research	Innovations	Leadership	Volunteer	Activities	Community Service
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Participation in student employment

Leadership skills: :

- o Member or head of Student Advisory Council.
- o Head of a student club.
- o Membership of students' Funds board.



These are the basic skills for obtaining Skills Record, other skills listed are additional to enrich the Record

Mechanism for recording skills and courses in the Skills Record





Student Trips

It is an official visit of a group of university students to academic institutions inside or outside Kingdom, in order to enrich their scientific and practical experience.

Types of Student Trips::

It means trips organized by the University for students in order to support their specialized scientific skills.

Academic trips:

It means trips organized by the University for Students to support their personal and leadership skills..

Training trips:

Objectives of Student Trips::

1

Encourage distinguished students to develop their life experiences through scientific and practical practice.

2

Offer entertainment for students within the framework of legal, educational and scientific controls.

3

Enhance students' educational skills and experiences, and achieve effective communication and collective interaction between students on the one hand and between them and their counterparts in other universities on the other.

4

Support the theoretical part in education with field application, and provide students with scientific experience to enhance their skills.

5

Provide the opportunity for distinguished students to represent the University in conferences, seminars, festivals and cultural and scientific meetings at the domestic and international levels.

6

Raise the students awareness of the culture, history, tourism and civilization of other countries.



Conditions for Student Participation in Student Trips:

1. The student should be enrolled in one of the University colleges.
2. When participating with a scientific paper or innovation, this should be in the name of the student and PNU in writing.
3. No disciplinary action has been made against her
4. The student has not participated in student trips that have taken place in previous years.
5. The student shall have a valid passport.
6. The student shall commit to the instructions and regulations of the student trip. The Deanship of Students' Affairs shall have the right of investigation in case of violation and impose the required procedures as follows:
 - a. Oral warning.
 - b. Written warning.
 - c. Prevention of participation in future trips and conferences.
 - d. Disciplinary actions that determined by the Permanent Disciplinary Committee according to the type of violation.

General regulations of student trips:

1. The means of transport should be safe and the supervisors must accompany the students in all trips.
2. The number of supervisors on the trip should be one supervisor for every ten students. In the case of unavailability of the required number of supervisors, the trip shall be cancelled.
3. It is strictly forbidden to go to areas where students may be at risk, such as political conflicts areas or areas where epidemic diseases or natural disasters of all kinds may occur, in order to ensure the safety and security of students.
4. Participation of the supervisors on the trip in all events.
5. Adherence to Sharia rules and regulations of the Kingdom and the prevailing social norms and commitment to public morals and the regulations of the host entity.
6. Commitment to the program prepared in advance of the trip and the use of means of transport allocated by the host entity.
7. The priority in academic trips shall be given to students who are excellent in their specialization and obtained a GPA of (4 out of 5) and above. Preference shall be given to participants in extracurricular activities in case the trips belong to training programs.

In case of any queries about student trips, kindly contact via email: DSA_ASA@PNU.EDU.SA





Student Employment Program

It is one of the educational and social welfare programs offered by the university to enhance its role in the development and training of students, and encourage students to undertake responsibility and to invest their free time in a way that benefits them financially, morally and socially, and to give them experience in administrative and technical work and in dealing with others in different facilities of the university.

Conditions of participation in the student employment program:

1. The student should be enrolled and study on a regular basis.
2. The student should have a GPA of at least 4 out of 5.
3. No disciplinary action has been made against her.
4. The student is not entitled to combine two employment opportunities in the same semester.
5. The student, who has previously worked for three semesters at the University during her study, shall not be employed. Except in an exceptional case: due to financial or social circumstances.
6. The number of working hours of students should not be less than (25) hours per month, and not more than (50 hours) in the month.
7. A copy of the student's bank account should be submitted.
8. The reward for the student is calculated at twenty riyals for each working hour during the month.
9. The student is not entitled to run without the prior approval of the Director of the University.

Main Administration Building
310 - Gate Po1 - Ground Floor
Deanship of Student Affairs.



To get in touch, call: 0

-0118242918 -0118243255 -
0118243260



Dsa-sp@pnu.edu.sa



Where can
you find us?

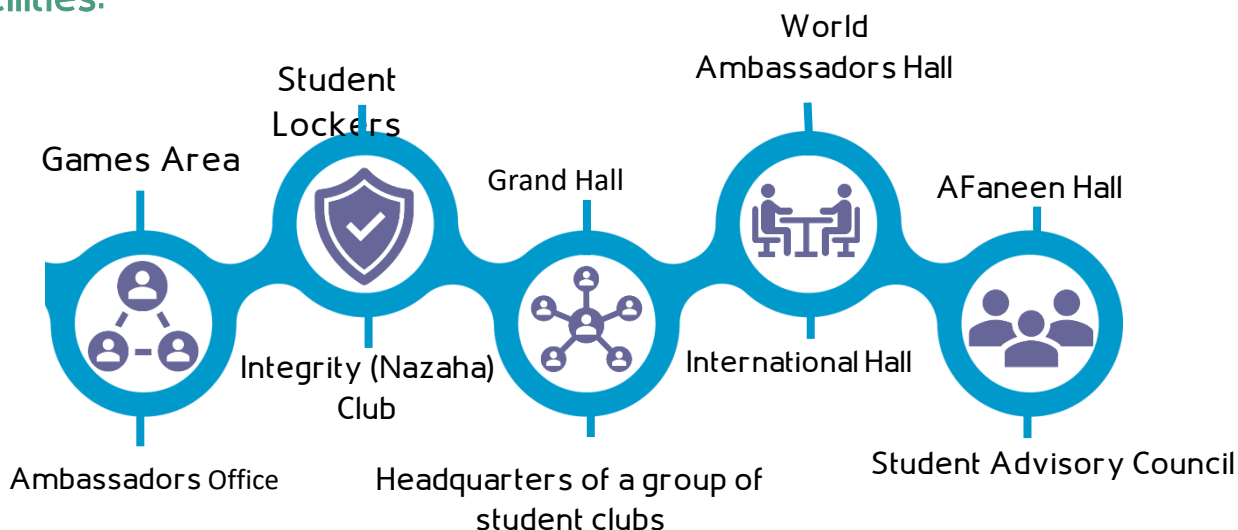
Student Support and Services Centers (A4 - Building 190)

Student Support and Services Center is one of the service centers that are concerned with serving university students, and the educational and administrative staff. It includes the following:

Main Departments:



Service Facilities:



Supporting Departments:

1. Transportation and Traffic Department
2. Technology Department
3. Security Department
4. Field Guidance Department
5. Facilities Department.

Investment Facilities:

1. Food court (Ground and first floor)
2. Pharmacy (Ground floor)
3. Shaqri Bookstore (Ground floor)
4. Supermarket (first floor)
5. Riyadh Bank (Ground floor)



A training center under the supervision of the Deanship of Student Affairs that provides workshops and training programs for all students and graduates of Princess Noura University in the field of self-development, science, leadership, creative innovation, language and technology, and project management.

the message

Preparing students and graduates of Princess Noura bint Abdulrahman University to be effective leaders in society through training to enhance the role of women in society and create positive interaction with the aspirations and needs of national development and the vision of the Kingdom of Saudi Arabia 2030.

Values

Excellence, professionalism, commitment to quality, reliability, flexibility, accountability

Vision

Preparing leaders and developing the various skills of students and graduates



Training Hours

- Short-term workshops (3-6) training hours.
- Short or long-term programs (15-120) training hours.

Registration in workshops and training programs:

PNU website - E-services Portal - Extracurricular Activities Services - Najah center.



The center seeks, through training programs and workshops that it organizes, to achieve the following goals: -

- Developing the student's personal skills.
- Promoting the concept of national identity and its relationship to the scientific and professional identity.
- Promoting the concept of scientific and professional ethics and its relationship to national principles and values .
- Developing the student's innovative and creative abilities.
- Developing the student's language and technical skills.
- The development of the student's leadership capabilities, entrepreneurship, planning and implementation processes, and managing small projects.
- Introducing the concept and components of a Knowledge Economy and its relationship to national development.
- Preparing the student professionally.
- Spreading health culture for women.



The Students Fund: Loans and Financial Aids



It is the department responsible for providing financial support to students with low income to ensure the progress of their educational process, including:

- Cash benefits (urgent, Lump-sum, and continuous).
- Cash loans (urgent, personal, to buy a computer, to buy a camera) and other educational devices from the Students Fund.

General conditions and for loans and financial aids:

1. It is possible to apply for a loan or aid for all university students who are enrolled and regular at the time of application, except for university students whose monthly stipend is not deducted by the Students Fund (free internal scholarship students - internal scholarship students with fees)
2. The student should not be subjected to disciplinary punishment.

To apply for a loan or aid, it is required that the case be examined by the social specialist at the student's college.

Conditions for the disbursement of loans:

1. The student's academic grade average (GPA) should not be less than (3).
2. The remaining period for the student in university is sufficient to pay the loan amount.
3. The student's study period at the university should not be less than one full semester.
4. The student stipend is continuous.
5. The loan is applied for by the student herself in attendance, and it is not permissible to delegate her.
6. The completion of the payment of any previous loans to the Students Fund.
7. The submission of the main documents needed for the case study:
 - Student's University Card.
 - Proof of identity (national identity card, family card, residency card).
 - The price for the required device sealed by the commercial part in the case of an educational device loan.
8. The number of times a student gets a loan during the study period at the university is only twice.
9. The maximum amount of the loan that a student receives for a one-time amount is (6,000) six thousand riyals only, taking into account the period of loan repayment, the percentage of the specified repayment, and the remaining period for the student graduation from the university.



Conditions for loan repayment:

1. The loan must be collected within a Hijri year and a half (18 university stipends) as a maximum.
2. The deduction of the loan amount starts from the stipend of the month following the disbursement of the loan.

Conditions for requesting loan exemption:

Exemption from loan repayment is only by virtue of a decision of the Board of Directors of the Students Fund, and the following conditions are required for submitting the application:

1. The student must have paid 50% of the total loan amount to be exempted from.
2. The Interruption of the monthly stipends.
3. Submitting the reasons of exemption request and the supporting documents to be presented to the Board of Directors.

Financial aid Program:

General conditions for financial aid program:

1. The student must have regular attendance at the university at the time of submitting the aid application.
2. The completion of the necessary documents for the case study.

Continuous financial aid:

It is a monthly financial aid for a period of one academic semester (five continuous months) one time maximum for a student with low income, with the necessity of justifications and attaching the supporting documents for a case study.

Conditions for continuous financial aid:







1. The continuous aid will be within the limits of the monthly stipend amount, as a maximum, according to the college of the student.
2. The request of continuous aid is a maximum of two times during the student's study at the university.
3. The student should be regular at the beginning of each semester in which she is paid a continuous aid.
4. The student should not combine between the continuous aid and the university stipends.
5. It is not permissible to combine a continuous aid with a lump-sum aid.
6. The continuous aid will be suspended if the student's relationship with the university ends completely or temporarily, whether by graduation, dismissal, withdrawal, or otherwise.
7. Disbursement of the continuous aid shall be suspended if it is not received by the student for two consecutive months, unless the student provides an acceptable excuse approved by the Chairperson of the Board of Directors.



Lump-sum aid:

It is a financial aid paid to the students with low income at once to meet the necessary expenses to complete her education.

Terms and conditions of lump-sum aid:

-  The financial aid is to provide direct assistance to the student only and does not extend to cover family costs.
-  The maximum amount of the one-time lump-sum aid is (3000) three thousand riyals for the Saudi student, and (2000) two thousand riyals only for the resident student, except in special cases estimated by the board of directors, provided that the amount paid to the student as a subsidy during the period of her study at the university does not exceed (6000) six thousand riyals For the benefit of a large number of students.
-  A minimum of one Hijri year should passed since the date of the last lump-sum or continuous aid requested.
-  The student must be a regular at the university at the time of submitting the aid application.
-  The student should not combine the lump-sum aid and the continuous aid throughout the period of continuous aid disbursement.
-  In the event that the deducted aid is requested for therapeutic purposes, a medical report of the case must be submitted from a government hospital and approved by the university health center, in a way that proves the inability to obtain treatment from government and university hospitals.

Vice Deanship for Student Guidance and Counseling

It is concerned with providing various counseling services to the students through the following units:

Student Rights Unit:

The unit aims to protect student rights in accordance with the university's regulations, and to enlighten students of their rights and duties.

Unit Services:

- Spreading the culture of student rights and duties for all university students and members of Academic and Administrative staff.
- Educating students on how to obtain their rights through official channels.
- Receiving students' academic and non-academic complaints and working on solving them in accordance with the university's rules and regulations.

Student Rights and Obligations Document:

This document is considered as an ethical framework that organizes the social relationship between the university and its students in terms of their rights and obligations, in which the spirit of love, friendliness and harmony prevails in a manner that guarantees them a stable academic life and prepares them for a future life.

This document is not considered a substitute for the applicable regulations, but rather revolves around university rules and regulations and does not contradict them, and aims to inform the university student of her academic and non academic rights and obligations.

The document is available on the Deanship of Student Affairs page on the university's website.

Psychological and Social Counseling Unit:

Providing social and psychological counseling services to the students.

Unit services

- Strengthen the bonds between the student, the family and the college community through family and social counseling.
- Attempting to correct some of the student's negative behaviors and providing treatment programs.
- Establishing awareness and safeguarding programs for students.
- Study cases of students applying to benefit from the aid and loan service.

Field Guidance Unit:

It works to create a suitable university environment for the student to obtain high-quality learning by adjusting the students' behaviors in line with the principles of the Islamic religion and the university's mission.

Objectives

- The development of the student's personality in the context of maintaining the cultural identity.
- Achieving the principle of adherence to university rules and regulations.
- Receiving complaints and reports and transferring them to the specialized authorities.
- Monitoring behavioral violations and recording them in special records.
- Participating in organizing conferences and events held on campus.



Dsa_sgc@pnu.edu.sa



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Student Advisory Council



It is a group of students elected to officially represent students of PNU, aiming to develop leadership skills and enhance their participation in decision-making that would improve the academic process and the various services provided by the university. The council is committed to achieving its objectives in accordance with the regulations, provisions and rules at the university.

The Student Advisory Council consists of:









Council Chairperson, Vice-Chairperson, Secretary, Members

In a manner that there is a proportion between the number of members in the council and the number of students enrolled in each college.

Conditions for membership of the Student Advisory Council:

A student who wants to nominate herself for membership in the Council (Chairperson, Vice-Chairperson, Secretary, Member) must fulfill the following conditions:

-  The student must be enrolled in the bachelor or diploma degree in the college for which she will nominate.
-  Two semesters should have passed since her enrollment in the university.
-  At least two semesters are left until her graduation.
-  She must be of good conduct and behavior and that no disciplinary action has been issued against her.
-  Her cumulative GPA in the semester should not be less than (3.50) out of (5.00).
-  To have communication and teamwork skills.

To have effective participation in extracurricular student activities and volunteer work. The university may offer financial rewards to the distinguished members of the Advisory Council at the end of each semester to be determined by the Dean of Student Affairs, provided that the value of the reward does not exceed an amount of (500) riyals per month, and it is not permissible for a student to combine membership of the Council with student employment.

Nomination is done electronically according to the system prepared for this and according to the dates set by the Executive Committee for Elections.



Dsa-sac-s@pnu.edu.sa



Students Housing



The Student Housing Unit affiliated to the Student Services Vice-Rectorate in the Deanship of Student Affairs seeks to provide the best services and assistance to students to complete their admission and housing procedures. The university housing for students consists of 6 buildings, four of which are reserved for female students and two for hosting delegations.

University housing services:

Nutrition services:

Providing two meals for students (lunch and dinner), supported by 50% by the university, provided that the student bears 50% of the value of the meal.

Daily services:

Laundry service: providing automatic washing machines and a dryer placed in designated places.

Psychological and social care: social and psychological specialists are available within the internal housing for students.

Security and safety: A team of female security personnel was provided to maintain the security of the residence and students over a period of 24 hours.

Transportation service (buses): for field training students from the university housing to the training places and vice versa, according to schedules specifying the training times and the number of

Health care: through a health clinic in the housing unit, and King Abdullah bin Abdulaziz University Hospital in the campus.

Maintenance and equipment: provide all maintenance of electricity, plumbing, carpentry, painting, as well as follow-up of daily hygiene for all students rooms and housing facilities.

Commercial Services : vending machines, shopping center, and automatic teller machines are provided.

Entertainment Services: Through conducting a set of sports, cultural, social, religious, educational, and artistic activities, as well as organizing trips and visits.

University housing facilities:

- A residential unit consisting of: bed, desk, chairs, linens, air conditioning, wardrobe, ... and others.
- A student sitting room equipped with televisions ... and others.
- A training room equipped to hold activities for students (lectures, seminars and competitions).
- A reception hall for visitors.
- Internet and phone network for easy external communication.

- Student Services Center.
- Female Student Residence Club.





students who are entitled to reside in university housing:

- Saudi students who live in remote areas within a distance of 150 km or more from the city of Riyadh.
- Scholarship students based on the scholarship rules.
- Non-Saudi students and postgraduate students, based on specific regulations.

Conditions for accepting a student in university housing:

1. The student obtains admission in one of the university's colleges, provided that she is regular and full-time study.
2. The student must be of good conduct and this condition is proven by a certificate approved by the school from which she graduated, and if she requests a renewal of the residence, the certificate shall be approved by the college in which she is enrolled.
3. The student must be medically fit and free from contagious diseases as per a certificate from an accredited medical center according to the form specified for that.
4. The residence of the student's family outside the city of Riyadh, provided that their place of residence is documented by the mayor of the neighborhood or the police and that the student's guardian works in a government agency. The Deanship of Student Affairs may consider the requirements for the distance determined based on the current situation for each semester.
5. The student must pass the personal interview by the committee approved by the Deanship of Student Affairs.
6. Written approval from the student's guardian for those under the age of (21) years or whoever delegates him with a legal power of attorney of her accommodation in the students' housing at the university.
7. She should not have been permanently expelled from the university housing.
8. If she is married, then she signs a pledge to terminate her residence in the case of pregnancy immediately.
9. If the student suffers from chronic diseases (such as diabetes, hypertension, epilepsy, and mental illness) or she is with special needs, she must inform the housing administration about this in order to provide the necessary precautions.
10. That the vacant places in the residence are available based on sorting criteria.
11. That the student signs a written declaration of her commitment to the university's rules, regulations, and instructions.

Financial obligations:

1. The Saudi bachelor's or diploma student pays fees in exchange for a housing unit an amount of (1400) riyals for one semester, and an amount of (700) riyals for the summer semester, and sisters students get a 10% reduction on the housing unit fees for each one of them .
2. The postgraduate student and the internal scholarship student pay fees for _____ obtaining a housing unit an amount of (1000) riyals per month.
3. The student pays an insurance amount of (500) riyals for the housing unit, which will be refunded in the case of no damages in the unit.



applying for student housing is available at the beginning of each semester by submitting the housing application through the academic system (Banner) accompanied with the following documents:

- A proof of family residency outside the city of Riyadh and a written approval of the student's guardian for those under the age of (21) years, stamped by the mayor, the police, or the guardian's workplace in a government agency.
- A legal power of attorney or official document of the guardian of a student under the age of (21) years in which the persons who are allowed to take her from residence on vacations and when necessary are specified, attached with copies of the ID cards of these persons.
- A copy of the university admission notice for the new student.
- A copy of the university student card.
- A copy of the high school certificate.
- A copy of a certificate of good conduct.
- A medical report proving that she is free from contagious and diseases and not pregnant, in case she is married, provided that it is sealed from an approved medical center.
- 2 recent personal photos of the student.
- A copy of the family card includes the name of the student and a copy of the student's national identity card or residency for non-Saudi women.
- A copy of the academic schedule to be submitted to the housing administration at the beginning of each semester.



University housing rules and regulations:

First: exit regulations

- The student leaves the university residence through the electronic exit and fingerprint program during the times specified by the university.
- Not to leave the university campus without prior permission from the housing department. Rather, she must return to the residence and complete the exit procedures by the housing department.
- Return to university housing at the time specified by the instructions issued, and it is permissible in special circumstances and with the approval of the Dean to delay for reasons related to study, university activities, or emergency reasons.
- If the student wants to be absent from the residence for a legitimate excuse, she must submit an application to the housing administration explaining the period of absence and its reasons, provided that the period of absence does not exceed one week, and in the event that this period is exceeded, she must renew the application.
- The student is expelled from the university residence in the event of absence from the residence for a period of (15) continuous days or (21) separate days without legal or medical excuse accepted by the Dean of Student Affairs.
- The student's stay in the university housing ends by the end of the last exam, and she is not allowed to stay in the university residence after that. Students, parents and agents must adhere to this, and the student must submit a Release Note to the unit's supervisor and hand over the key at the end of each semester.

Second: Regulations for attending conferences and training courses:

- The student must fill out the form specified for this case by the Student Affairs Office.
- Submitting the permit to employee in charge of internal movement in Building 21, Ground Floor, Office No. (120.0)

Third: Housing evictions:

Student will be evicted from the housing in the following cases:

- Withdrawal or transfer from the university.
- Postponement, making excuse for the semester or dropping out of the university.
- Pregnancy for a married student.
- If it was decided for a legal reason.
- When the student submits an eviction request.



Fourth: Housing evacuation procedures:

- The student fills out the relevant form at the housing department, or she is notified of the exit according to each case.
- The housing administration examines the housing unit to be evacuated, and determines the damage and lost property in it, if any.
- The student is obligated to pay the value of damages and losses that occurred due to misuse, otherwise deduction will be made from the insurance amount.
- The student evacuates the housing unit from her belongings, and if she is late in evacuating, she bears for each day of delay an amount of (50) riyals to be paid or deducted from the amount of insurance.
- The housing administration issues a report of eviction.
- The student shall return all copies of the door keys, and in the event of losing any of them, she shall pay the full value of the lock.

Fifth: Visiting regulations inside the residence:

- Visitors are received at the appointments assigned by the housing administration in the Student Services Center and the external squares.
- The necessity for visitors to adhere to the visiting deadlines on two days (Friday and Saturday) from 4:00 pm until 10:00 pm.
- It is not allowed to receive visitors in the residential unit with the exception of the mother and sister in, provided that this is at the time specified for the visit.

The student's residency in the university housing ends with the end of the last exam, and she is not permitted to stay after that. The student must submit a Release Note to the unit supervisor and hand over the key at the end of each semester. The student will not be evicted from the university unless she received the Release Note signed by the university housing administration.





The rights and obligations of the student in university housing:

The student has the right to the following:

1. Practicing cultural, social and entertaining activities inside the residence based on the instructions issued by the Deanship of Student Affairs.
2. Enjoying the services of Health and Entertainment Center on the time specified by the management of the company investing in the club.
3. Receiving visitors at the place and time specified by the housing administration.
4. Benefiting from health services and in emergency cases, the student is transferred to the hospital, accompanied by the housing supervisor, with the student's guardian informed.
5. The meals provided in the students' housing are supported as the university bears 50% of the value of the meal, and the student bears 50% of the value of the meal, to be paid upon receiving the meal.

In addition to the student's commitment to the rules, regulations and instructions of the university, they must adhere to the following:

- committing to Sharia teachings, regulations, and proper behavior with her colleagues, supervisors, employees and all workers in university housing, and she is not permitted to undertake any action or behavior that violates the requirements of norms and good morals.
- Considering Public norms in clothing, or appearance in accordance with Islamic principles, the norms of Saudi society and the instructions issued by the university in this regard.
- Receiving the housing unit from the housing department within 30 days from the date she was notified of this, and if it is not received during the period referred to, she has no right for housing in the semester in which she was delayed.
- Submitting her academic schedule for each semester to the university housing administration.
- Not receiving visitors except in the places and times specified inside the residence.
- Not receiving visitors in the housing unit unless the visitor is the mother or sister of the student.
- Not to use the residential unit for purposes other than housing.
- Spending night in the housing unit, and she is not allowed to change it without prior permission from the housing administration.
- Not to enter any of others housing units without the permission of the student residing there. And when there is a danger that requires immediate entry and the student is not present, then the entry is made to the unit with a notification to the housing administration.
- Adherence to the exit regulations and instructions approved by the Deanship of Student Affairs and announced on the e-services portal.
- Showing the university card or residence card upon request from the authorities concerned with university housing.
- Presenting herself to the supervisor of the unit to prove attendance at the times specified by the housing instructions.
- Not to photograph in its various forms and methods without a permit from the housing administration in accordance with specific controls.

Student Housing



- Obtaining a written permission from the housing department when participating in the trips organized by the university, provided that this is done at least twenty-four hours before the trip.
- That the student bears responsibility for any damage to the housing facilities or other property because of her, and she has to bear the costs of repair within one month from the date of notification, otherwise a deduction will be made from the amount of insurance.
- Not to make any change in the residential unit from inside or outside, and not to use the public surfaces of the residence for any purpose.
- Not to fix nails on walls or doors, or making holes or extensions to them.
- Not to own animals of all kinds.
- Evacuating the housing unit immediately if a decision is issued requiring that for any reason, whether that is temporary or permanent or in the case that the residence needs restoration or repair or otherwise.
- Maintaining the cleanliness of the housing unit in which you are staying and taking out the waste in tightly closed plastic bags and placing them in the places designated for them.
- Operating electrical and other equipment in the residence according to its technical instructions.
- Rationalize the use of electricity, water, and so on.
- Not using or installing electrical devices or equipment that are incompatible with the electrical voltage or electrical outlets, and in the event that she violates that, the student will bear the resulting damage costs.
- Inform the housing department immediately of any malfunction, defect or damage in the housing unit and enable the housing administration to carry out maintenance work, and in the event of her violation of that, she shall bear the consequences.
- When leaving the unit, the student must turn off the water cocks, turn off all lights, disconnect all unnecessary electrical equipment, and close the windows.
- Not to use heaters and ironing devices inside residential units, and this is done in the places designated for this purpose.
- Maintaining her personal belongings and placing valuables in the safety box upon leaving the residential unit.
- Wearing modest dress when roaming around public facilities such as reception, administration, restaurant and others.
- Using the housing phone only when necessary, and the student is responsible for the calls that she makes.
- Non-smoking of all kinds, forms and means inside university housing buildings and facilities.
- Not to use incense burners and candles inside the residential units or in the housing facilities.
- Not to use fireworks, gas appliances or the like in the housing.
- Not possessing prohibited paper or electronic materials, pictures, books, or inflammable or explosive materials, and when any of these is found with the student she shall be referred to the disciplinary committee.
- Keeping calm inside the residence.
- Not to hang pictures or drawings on walls, doors and glass without prior permission from the housing administration.





Violations that require disciplinary actions:

Every violation of the regulations, and instructions of the university and the regulations for housing students at PNU is a disciplinary offense, and the violating student is subjected to the provisions of the Student Disciplinary Regulation in force at the university.

Disciplinary actions:

Article 23 of the Female Student Housing Regulations at PNU states the following:

Taking into account the disciplinary actions stipulated in the University Disciplinary Regulation for Female Students, the violation of the provisions of this Regulation by the student residing in the university housing exposes her to one of the following disciplinary actions:

- Verbal or written alert.
- A written warning with a written commitment from the student not to repeat the violation.
- Deprivation of housing for one semester.
- Deprivation of housing for a university year.
- Permanent deprivation of housing.

In the case that there are any suggestions or inquiries about the students' housing, we hope to communicate via e-mail:



Asss-sh@pnu.edu.sa

