Qassim University
جامعة القصيم

كلية اللغة العربية والدراسات الاجتماعية

College of Arabic Language & Social Studies

Student's Manual for BA Program in English Language & Translation

Department of English Language & Translation

رؤية VISION 2030

المملكة العربية السعودية

KINGDOM OF SAUDI ARABIA

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the Custodian of the Two Holy Mosques
King Salman bin Abdulaziz
May Allah protect him.

His Royal Highness,
Prince Mohammed bin Salman bin Abdulaziz.
Crown Prince - Prime Minister

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His Royal Highness,
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Message from the Dean		8
Message from the Head of the English Language and Translation Department		10
Brief about the College		12
	college vision	12
	college mission	13
	college objectives	13
Brief about the Department		13
	Department Vision	13
	Department of English Language and Translation Mission	13
	Department of English Language and Translation Objectives	14
Bachelor Program:		14
Academic and Study System in the Program		14
Firstly: Admission and Registration		14
	Terms and Control of Admission	14
Secondly: Terms and Conditions of Transfer from/to English Language Department (Bachelor program)		15

	1. General Conditions: Transfer from English Language (Bachelor program) according to the following conditions:	15
	2. Special Conditions to Transfer to English Language and Translation Department:	16
	3. Policy and Procedures of Equating the Materials in the Program:	17
	4. Study Schedules and Registration of Courses:	18
	5. Electronic Registration:	18
	6. Courses Registration and Amendment of Schedules through Student's Affairs Staff in the College:	19
5:	The Academic Procedures	20
	-Postpone the Semester. -Dropping the Semester.	20
	-Dropping one or more Courses. -Study Suspension. -Withdrawal from the Study. -Academic Dismissal.	21
	-Visiting Student. -Exceeding the Period of Study	22
6: Student Evaluation Mechanism in the Program		23
	Types of Examinations	23
	Students' Attendance and Absence	25
	Calculating Students' Semester and Cumulative Average	26
7: The Study Plan for English Language and Translation Program		26
	Graduation Requirements in the Program	27
	Learning Outcomes of the Program	28
	Graduates Profiles of the Program	28
	Job Opportunities for the Program's Graduates	31

8: Learning Resources		33
9: Guidance and Counseling Services and Extracurricular Activities		33
	Academic Guidance	33
	Mechanism of Academic Guidance	34
	Academic Guidance Programs	35
	Students Club	36
	Overall Objectives	36
	Activities	37
	Cultural Activity Supervisor	
10: Students Electronic Transaction		37
	Student's E-gate	37
	Student University E-Mail and its Officialty	38
	E-learning	38
	Electronic Links and Websites Manual	39
11: Students Disciplinary Regulation		39
12: Students' Rights and Duties		43
	Firstly: Students Rights Secondly: Students Duties	43
		46
13: Grievances and Complaints	First Type: Non-Academic Grievances Second Type: Academic Grievances	46
14: Student Support and Excellence		49
15: Graduates Unit and Employers		49
16: Contact Means and Platforms		50
17: Manual of the Websites related to the students		51

18: Arabic Language and Social Studies college's map layout	53

Two Alerts:

First Alert :

The English Language and Translation department in the University of Qassim has the right ,without previous warning, to change or annul any of the mentioned policies in this manual. Note that the updated manual version will be uploaded in the department's website on the following link: https://asc.qu.edu.sa/5/pages/575/

Second Alert:

This manual is primarily intended for students of the English Language and Translation (Bachelor) program at Qassim University.

Message from the Dean

All praise and thanks be to the Lord of the world and peace and blessing be upon the Trustworthy Prophet of Allah, afterwards:

The college aims by all the available means to provide its services for the beneficiaries of both male and female students and to the faculty members. Today it offers an introductory manual for students in English Language and Translation at the undergraduate level. The manual is considered to be the primary first this year to offer to English Language and Translation students and followed by a manual for faculty members as well as a manual of the programs. Both of the above-mentioned manuals belong to the English Language and Translation department. In addition, after the faculty council's approval and after ensuring that these manuals follow the department's rules, procedures, and regulations, the work is being carried on to distribute them to all other departments and the various programs in the college after it was approved by the faculty council. These manuals are the portion of several manuals that the college intends to release and publish this year on the college website. Besides what has been mentioned above:

1. Manual for the College.

2. Manual for Academic Counseling in the College.
3. Manual for Community Service in the College.
4. Manual for Job Description of the Leading Position

The people responsible for this guide have attempted to address all the concerns of the students as it consists of 16 sections such as:

1. Admissions and Registration, Transfer Policy and the Equivalency.
2. Academic Procedures.
3. Student Evaluation Mechanism and the Study Plan.
4. Learning Resources
5. Advising Services and the Extra-curricular Activities.
6. Students Regulation and Students Rights and Duties.
7. Policy of Complaints and Grievances.
8. Support and Student's Excellence.
9. A comprehensive manual of the websites related to the students, means of communication, and platforms.

And I ask Allah, Glorified and Exalted to benefit this manual to all the department's students.

The Dean of the college

Dr. Ibrahim bin Suleiman Al-Lahim

Message from the Head of the

English Language and Translation Department:

In the name of Allah the most Gracious, and most Merciful

Best of blesses and peace upon our Prophet Muhammad, afterward: A successful academic experience for students starts from having a good command of what the academic program offers them and knowing what are their rights, duties, graduation requirements, systems, and the regulations that govern the student's academic studies. The Department of English Languages and Translation is therefore delighted to offer students this manual containing everything they need to help them succeed academically within the department.

The students are the pillar of the department and its desired production and the main concern is to provide them with everything that may help them in achieving their ambitions, hopes, skills, experiences, and expertise. The department's mission is to provide students with everything they need to carry out their responsibilities during college and make it a successful and enjoyable experience. The current manual discusses the regulations and guidelines about the students and the department, including terms and control of admission, the registration mechanism for students' courses, the study plan, and the college's and department's vision, among other things, which all of them have great importance and essential to the student's success and excellence after God's will and help.

The current manual provides a model aligned with The Human Capability Development Program in Vision 2030 programs which made one of its strategic goals to reinforce the value of perfection and discipline. What might attain these values in the higher education sector is to have clear requirements, clear student rights, and clear duties so their educational journey can be a successful and unique one which is what this manual clearly and comprehensively aims to provide.

Furthermore, the student's success, ability in the different knowledge, skills as well as the values that the department aims to achieve throughout the educational practices of the courses, pathways, and activities. All contribute to preparing the students for the future labor market which is also a mainstay of The Human Capability Development Program.

It is my hope that this manual is going to help in making the educational experience a successful one for the student' department. I also hope that it will provide them with the support they need to achieve their ambitions so that they can be generous and selfless in fulfilling their goals and visions of their ambitions. of the country.

Lastly, I would like to thank all of my colleagues who brought this unique manual in its second version into life and I send my blessings and prayers to all.

Head of the Department of English Language and Translation

Brief about the College

Arabic Language and Social Studies College were established by an approved Supreme No. 20527/G/3 Date 8/26/1396 AH, at the beginning of the Academic year of 1396/1397 AH, it was named College of Sharia and Arabic Language in Qassim and it was then affiliated with Imam Muhammad Ibn Saud Islamic University. Afterward, a Royal Decree No. 3/M.14371 issued an order to split the college into two separate colleges: the Faculty of Sharia and Religious Origins and the Faculty of Arab and Social Sciences. Then issued a Royal Decree No. 2242/B/7 Date 1424/5/10 to merge the branches of Imam Muhammad Ibn Saud Islamic University and King Saud University in the Qassim region into one university under the name of Qassim University. The college has become one of the colleges of this inhabited university and its name has shifted to 'Arabic Language and Social Studies' which comprise five scientific departments: Arabic Language and Literature, English Language and Translation, History, Department of Sociology and Social Work, and

Geography. college's strategic plan has been elaborated in an ambitious way that will raise the level of the college's outputs, assessing to accomplish a unique degree of quality in performing through the effective active participation from the relevant parties, benchmarking, and also the college goal to reinforce its role in achieving the college and the university objectives in implementation the English Language as well as serve researchers. Based on global variables of different professional fields, the Deanship of the college is always striving to enrich its programs at the bachelor's and master's levels.

Moreover, the college has also aspired to have effective participation among the faculty members, administrators, technicians, students, and leaders, and represents all parties relevant to the college's programs to strengthen the leverage points and to avoid weaknesses as well as to work in enhancing these weaknesses using all the available means in the college.

In addition, from time to time, the College's Deanship always ensures to review the courses and the study plan to enhance them to keep pace with the changes in the English language curriculums around the Arab world and its progressive universities.

College Vision:

To be an excellent pioneer in the Arabic language, English language, and Social Studies fields locally, regionally, and globally.

College Mission:

To provide educational, research, and advisory services in languages and social sciences that underpin sustainable development, self-resource, collaboration, and innovation, and to contribute to meet the needs of the labor market.

College Objectives:

Research and scientific quality assurance in the targeted college fields and its programs

Improve the efficiency and competitiveness of students and graduates according to the labor market

Achieving excellence in scientific research to meet the requirements of sustainable development

Preparing research competence in languages and social studies

Contribution to scientific and research consultations in the college's fields Activating partnerships and community service

Enhancing the administrative and technical performance and reinforcing the digital transformation

Preparing specialized cadres in languages and social studies

A Brief about the Department:

The English Language and Translation Department was established alongside the establishment of the Arabic Science and Social Studies College, a branch of Imam Mohammad Ibn Saud Islamic University in 1396/1397 AH. The college's name has been changed to ' College of Arabic Language and Social Studies' after the passing of a Royal Decree to establish Qassim University in 1424 AH.

- **Department Vision:**

Excellence in teaching, scientific research, keeping pace with the scientific developments in English Language, Translation, and Literature at regional and national levels.

- **Department of English Language and Translation Program Mission:**

To provide a well-developed and accredited education in the areas of English language, translation, and literature to qualify competencies for the labor market in a supportive environment of development and self-resources, promotes research, and community partnership.

Department of English Language and Translation Bachelor Objectives:

1. Preparing scientifically and skillfully qualified competencies which meet the needs of the labor market in English language, Translation, and Literature.

2. Education quality assurance and employing brand new technologies according to Academic Quality Standards.

3. Improving the Academic and Vocational Performance of the faculty and staff

4. Contributing to sustainable development through partnership, consultation, and societal services.

5. Encouraging research production of faculty members in line with the scientific research priorities at Qassim University.

Bachelor Program: Academic Study and System in the Program

First: Admission and Registration:

- **Terms and Control of Admission**

The general admission requirements determined in the light of the subjects of the Study and Examination Regulation for undergraduate[1], and Qassim University regulations[2] which built on the competition of the grade equivalent score and the weighted percentage[3] criterion for the students, which you may found in this link:

https://reg.qu.edu.sa/content/p/24/3839

Or from what both the College Council and the Department Council regulate regarding this matter after taking permission from those with authority. In addition to any publication regarding the terms and

[1] Certified from pursuant to the Council of Higher Education No. "13/27/1423" which has been taken in the Council's twenty-seventh session of the Council of Higher Education assigned in 02/11/1423 AH, with the approval of the Custodian of the Two Holy Mosques, Prime Minister, President of the Council of Higher Education No. 07/B/45888 Date 23/11/1423 AH.

[2] Issued by the College Council in its sixth session in 09/04/1426 AH corresponding to 17/05/2005 CE, amended by the resolution from the University Board No. (7) Date 30/06/1430 AH corresponding to 23/06/2009 CE.

[3] The student's weighted percentage

controls of admission by the University Council.

A recommendation was issued from The English Language and Translation to agree to these terms, resolution No. 40-39/8840/30/08 Date 8/04/1440 AH. The College Council agreed upon this recommendation in its thirty sessions on 10/08/1440 AH corresponding to 15/04/2019 CE. For more information, follow the department's website at this link:: https://asc.qu.edu.sa/English

Second: Terms and Conditions of Transfer from/to English Language Department (Bachelor program):

1. **General Conditions: Transfer from English Language (Bachelor Program) according to the following conditions[4] :**

   - The student transfer is allowed once during his/her university studies or twice if one of the years were a preparatory year, and the university has the right to the exception.
   - The student must complete at least one semester at the university.
   - The student should not have spent more than four academic semesters, if the preparatory year is found, it shall not be counted.
   - The application shall be applied during the announced period in the academic calendar.
   - Approval of the Dean of the College of its department/program.
   - Approval of the Dean of the College to be transferred to one of its departments/programs.

   Transfer terms to English Language and Translation department/program:

   - The student must complete one semester at the university.
   - The student should not have spent more than four academic terms, if the preparatory year is found, it shall not be counted.
   - The application shall be applied during the announced period in the academic calendar.
   - Approval of the Dean of the College of its department/program.
   - Approval of the Dean of the College to be transferred to one of its departments/programs.
   - Having vacant seats

[4] These Terms are subject to the Study and Examination Regulations and the Executive terms in Qassim University and what the University or the college establishes for regulations, must be returned to it when any conflict arises.

- The seats are obtained through the competition in student's cumulative GPA or the admission rates in the case of not having a GPA.

- Priority in transferring for those whose headquarters is in the college's headquarters that they wish to transfer to.

- The policy of equivalency for the completed courses shall be applied before transferring to the program and according to the Study and Examination Regulation and Executive Rule in Qassim University.

2. Special Conditions to Transfer to English Language and Translation Department:

1. In every semester, the seats are allocated subject to availability. 75% of the seats are allocated to Preparatory Year students and 25% to other colleges. The priority is according to the applicant's GPA.
2. The previous student's weighted percentage or the equivalent grade before the university is not considered. However the competition is based on their GPA, hence the student who does not have a GPA for the differentiation (whether they postponed or dropped the courses) shall not be included.
3. Students who have (4.5) on the IELTS test shall be enrolled in the department without seat competition, under the condition that the test type is 'Academic' and the writing score is (4) and to provide the certificate within thirty days from the date of issue to verify the authenticity of certificates. Moreover, having this present age shall grant the student to enter the first level directly without having to finish the Intensive Course. In addition, having that score shall allow the student to enter the first level in the department in the case of failing the Intensive Course under the condition that the test date is after the intensive course results.
4. Students who fail the Intensive Course must assign a transfer request from their personal page in the system according to what they desire in the scientific department, as there won't be an automatic transfer to them.

For more information, you may visit the department's website at this link:

https://asc.qu.edu.sa/English

3. Policy and Procedures for Equating the Materials in the Program:

When a student transfers to the English Language and Translation program, in some cases the student might have passed some courses in the program from which he/she has transferred, then these courses should be equated.

This equivalence is subject to the unified regulation of Study and Examination and the Executive rules at Qassim University[5]. The equivalency is carried out by a certified scientific committee from the Department's Council.

The equivalency is of two types:

The first type: equivalency for students transferring from outside the university. To undertake the equivalence procedure it requires the following:

- Availability of the academic record and it must be sent along with his/her new ID to the Deanship of Admission and Registration to document the equivalence material in the student's record in the Academic System.
- Availability of the student's adopted description of the studied courses from the university transferred from.
- Sending the equivalence result to the student transferred to college through Injaz (official transactions program)

The second type: equivalency for students transferring from inside Qassim University. This is undertaken by the Deanship of Admission and Registration electronically from the Academic System based on recommendations from the College Council of what is possible to equate from the program's courses. No need for the student to visit the transferred department, except in the previous plan - if applicable-, and he/she can visit in the case of any delay in the implementation of the equivalency. For more details visit the Department's website.

4. Study Schedules and Registration of Courses:

1. Electronic Registration:

The Deanship of Admission and Registration announces the early opening of registration for students through their electronic page in accordance with the academic calendar announced by the university, before the beginning of the semester. Among the registered students are students from the English Language and Translation Department: Bachelor's program, bearing the following requirements in mind:

- The registration of the study schedule is the student's responsibility and the registration process is completed through his/her academic page during the assigned period for registration. This may be done in coordination with his/her academic advisor. For exceptional and necessary cases, there is a time for any amendment to be made at the Educational Affairs Agency (Student's Affairs) at the beginning of each semester but not beyond the specified time of the academic calendar.

- If the student passed the assigned time in the academic calendar for registration, he/she does not have the right to amend, drop, or add to his/her schedule. Note that the calendar is published and disseminated at the beginning of each semester through the Deanship of Admission and Registration's website:

[5] Made by the Resolution from the College Council in the sixth session on 09/04/1426 AH, corresponding to 17/05/2005 CE, and adjusted by the College Council resolution No.(7) Date 30/06/1430 AH, corresponding to 23/06/2009 CE

https://reg.qu.edu.sa/content/p/24/3839

- To avoid exam clashes and course registration clashes, the student must grade in the registration of the courses as the study plan suggests; note that having two exams on the same day but at different times is not considered a clash.

- The registration of the clashes to the study schedule is prevented for all students, including the expected students to graduate.

- A student may be obliged to take only one course in the last semester if he/she did not register at the assigned time of registration.

- According to Article (8) of Study and Examination Regulations and the Executive Rule of the University, the minimum academic load is (12 hours) in the semester and one hour in the summer semester and the maximum academic load is (20 hours) depending on the student's GPA, and 12 hours in the summer semester. The students who are expected to graduate can register (23 hours) and can be maximized to (24 hours) if his/her GPA was (3) or more. The expected graduate student can register in the summer semester (13 hours) maximum.

- The student can not register for any course that has a prerequisite that he/she did not pass or take
- The student can not attend a class other than the one he/she registered in the Academic System, otherwise, he/she would be considered denied.

2. Courses Registration and Amendment of Schedules through Student's Affairs Staff in the College:

- Students shall not amend the study schedule after registration without approval from the academic advisor by a regulation drawn up from the specialist vice-president or the specialist department, and it must be done within the assigned time frame of adding and dropping. In addition, the adding, dropping, and amendment requests must be completed through the student's gate.

- The status of the student who has not been able to register electronically from his/her gate must be processed within the specified period and after visiting their academic advisor, afterward, they can register their request from their gate and visit the Student's Affairs Staff and the specialist Vice-president after coordinating with the College's Deanship as appreciating for the exceptional cases of unregistered students and decide accordingly.

5. The Academic Processes

Notes:

1. These processes are subject to the Study and Examination Regulations and the Executive

Rule of the University[6].

2. The student is required and committed to communicating with his/her Academic Advisor before carrying out any academic processes.

Postpone the Semester:

The student has the right to postpone his/her studies two consecutive postponements or three non-consecutive before the beginning of the semester, without affecting his/her GPA and without counting the postponements within the timeframe of graduation, and a special procedure for the accompanying scholarship student to postpone his/her academic status for not more than five years. This can be done through visiting the college and the Deanship of Admission and Registration.

Dropping the Semester:

The student may apply an excuse for not continuing to study a semester from the student's e-gate[7] within the assigned time for dropping in the Academic calendar. The student must provide his/her excuses for dropping to the college/department, meanwhile, he/she must carry on with the studies and attend the classes until his/her request is undertaken.

Note that the semesters dropped should not exceed two semesters throughout the student's university study, and the Standing Committee of Students' Academic Problems has the right to exceptions in cases of extreme necessity and upon a recommendation from the specialist College Council.

Dropping One or More Courses:

The student may drop one or two courses from his/her e-gate within the assigned time for dropping in the academic calendar. The student must provide his/her excuses to the department, meanwhile, he/she must carry on with the studies and attend the classes until his/her request is undertaken, noting that the registered hours in the student's schedule after dropping the course should not be less than 12 hours, which is the minimum for registration.

Study Suspension:

Any student who does not register his/her schedule within the assigned period of registration shall be considered to be suspended from studies and he/she must submit a request from his/her e-gate to reenroll. This can be done also by the Student Affairs in the college and to follow up on that. Noting that a student who has been suspended for the second time must write a letter with his/her signature explaining justification of his/her suspension and attach what proves so – if any – and then hand it over to the Student's Affairs in the college or to the college Vice-president Deanship for Educational Affairs so the request can be undertaken by the Students' Problem Committee as well as the College Council, afterward the application will be submitted to the university.

Withdrawal From the Studies:

Withdrawal from studies is made by the student as he/she desires after evacuating his party from related parties. However, in case he/she wishes to return to the study, he/she must be subjected to the

6

[7] This icon may be blocked by some colleges for this procedure from the student's gate, then he/she must visit the college to undertake the appropriate procedure.

organized conditions for that, including

- To submit an application for his/her evacuation from the student's e-gate.

- The student shall not elapse more than four semesters, and the university has the right of exceptions after a recommendation from the College Council.

Academic Dismissal:

Academic dismissal occurs in cases, and one of the common causes of academic dismissal includes the following:

- Receiving Three Academic Warnings:

Any student who gets a cumulative GPA of less than (2) is given a warning to raise his/her average, and the financial reward will also be cut off. If a student reaches three warnings, he/she will face an academic suspension from studying and is not returned except under conditions determined by the college and the appointed committees after submitting to the Vice Dean for Educational Affairs a request to be re-enrolled through a form prepared for this process or through the policy of the Vice Deanship for Educational Affairs. The university may delay the re-enrolment for a semester. If the student exceeds three warnings, they will be academically dismissed from the university, and the College Council may give them a fourth opportunity. If the student does not raise his/her cumulative GPA after receiving four warnings, the College Council shall issue a recommendation to the university, represented by the Standing Committee for handling students' academic problems, to give the student a fifth opportunity. If the student does not raise their cumulative GPA after being given this chance, the Standing Committee for students' academic problems may, in case of necessity, issue a recommendation to the University Council[8] and the student must apply to the college to rectify his/her status each time he/she gets dismissed.

- Exceeding the Period of Study:

If the student does not fulfill the graduation requirements within a maximum period of (12) semesters from the university, the College Council may give the student an exceptional opportunity to meet the graduation requirements during a maximum period not exceeding twice the period specified for graduation. The University Council, upon the recommendation of the Standing Committee for handling students' academic problems, may give students who are dismissed due to exceeding twice the duration of the program an opportunity, not exceeding a maximum of two semesters[9].

- Visiting Student:

The visiting student is the student who studies some courses at another university or at a branch of the university to which he/she belongs without transferring. The courses are equated to him/her in accordance with the regulations, , and conditions recorded in the Study and Examination Regulations under Article (50) and its executive rule for Qassim University, which states the following:

1. The approval of the college in which the student previously studied to study as a visiting student.
2. The college/university to be studied at must be officially recognized.

[8] See the Regulations for the Study and Examination and its Executive Rules of Qassim University, page 25.

[9] See the Regulations for the Study and Examination and its Executive Rules of Qassim University, page 25.

3. The course to be studied by the student outside the university should be equated or equivalent in its units to one of the courses included in the graduation requirements. If the visiting student's study is in one of the branches of the university to which the student belongs, the rule under Article (47) shall apply, which stipulates that all courses studied by the student must be included in their academic record, including grades, semester and cumulative averages throughout the duration of the study.
4. The University Council determines the maximum number of credits that can be calculated from outside the university for the visiting student.
5. Courses' grades that are equivalent to those of a visiting student from another university are not calculated within their cumulative GPA, and the courses are recorded in their academic record.
6. Any other conditions set by the university.
The Department of English Language and Translation at the College of Arabic Language and Social Studies requires the following conditions to be accepted as a visiting student from the branches of the university:
1. The application must be within the period specified for the visit, and it must be by an official letter from the student's college, specifying the courses he/she wishes to study.
2. To be one of the students expected to graduate.
3. There must be vacant seats in the section in which he/she wants to register.
4. The maximum number of semesters that a student is allowed to study are two semesters.
5. Any other conditions set by the department/program.

6. Student Evaluation Mechanism in the Program

The student is the focus of the educational process, and they are the outcome of academic programs. Therefore, it is an essential requirement of the educational process and its regulations to ensure that students' academic outcomes are fairly assessed. The following is the mechanism that the regulations and guidelines have adopted for testing and evaluating students.

Types of Examinations:

- Final Examinations:

These exams are held at the end of each semester, and the grade is not less than 50% of the total grades approved for the course in the study plan.

- Examination Conflicts:

An exam conflict is the scheduling of two exams in one day at the same time. The scheduling of two courses on one day at two different times is not considered a conflict, and it is prohibited to test the student on three courses on the same day.
These exam conflicts are often scheduled for students expected to graduate, and students must inform their academic advisors about this exam and review the relevant department and the examination committees at their college.

- Alternative Examinations:

These exams are scheduled for students with excuses who were unable to attend the final exam, and their excuses were accepted by the College Council after submitting them on the specified date, which is a maximum of two weeks after calculating the average[10] and the council issued a recommendation to give them an alternative test.

[10] Some excuse reports may be delayed due to circumstances beyond the student's control, but they should notify the relevant authority to preserve their rights.

- Semester Work Examinations:

The department has adopted direct measurement to ensure a diverse range of assessment tools and methods for evaluating students' learning outcomes in the course. The grade of students' semester work comprises not less than 30% of the course total grade. This decision was made in the department's sixth session, which took place on 1436/01/09 AH within Decision No. 37-36/8850/06/03, and was updated in the second session, held on 1441/01/11 AH within Decision No. 42-41/8850/02/02, and states the following:

1- The College Council to which the course belongs, based on the proposal of the Department Council, determines a grade for students' work during a semester of not less than 30% (thirty percent) according to what was decided in the approved study plan.

Assessment tool	Application
Midterm, final and written exams.	Two written exams are held during the semester in addition to the final exam.
Oral exams.	One or more oral exams are held, taking into account the assigned grade for the exams.
Participation in lectures.	This includes interacting in the lecture, early attendance, active listening, avoiding distractions...
Home assignments.	These assignments should be related to the course and its content.
Short research papers.	Research papers range from five to ten pages.
Reviewing the references related to the course.	The student reads the topics covered in their curriculum through websites and published research, then presents what they have read to the instructor and their colleagues.
Scientific activities during lectures.	Oral and written applications based on the nature of each course.

2- The College Council, based on the recommendation of the Department Council, to which the course belongs, shall take the following decisions:

A. Change the grade.
B. Schedule alternative exams.

Students' Attendance and Absence:

First: Attendance and Absence from Lectures:

- Any student who is absent from lectures for more than [20%] will be considered denied entry to the final exam. Taking into account that students are responsible for registering their absence and following it through the electronic gate. If the student's absence exceeds the mentioned percentage with an excuse,

he/she must submit it immediately after receiving it to the course instructor for consideration in cooperation with his/her academic advisor, unless the student's absence exceeds more than 50%. In this case, regardless of their excuses, the student will be obligated to retake the course in a later semester. If there is a disagreement in assessing excuses between the professor and the student, the student may submit to the college, represented by the Vice Dean for Educational Affairs or the Student Affairs Department, to resolve the matter.

Second: Attendance and Absence from Exams:

Before the exam starts, the student must make sure of the following**:**

- The date and time of the exam and keeping an electronic copy of the exam announcement.
- The room of the exam.

After the exam starts, the student also must adhere to the following warnings and instructions:

- Attend the exam at least a quarter of an hour before the start of the exam with proof of identity.
- It is prohibited to enter mobiles, smart watches, Bluetooth headphones, papers, and what is approved by the examination committees to be prohibited, for which it is considered a means of cheating that leads to the student being denied in more than one course.
- Alternative tests are held for students whose excuses have been approved by the College Council at the beginning of the semester following the absence.
- Any student who is absent from the final exam with an excuse, he/she must submit his/her excuse immediately after the absence in a period not exceeding two weeks after calculating the cumulative average, noting that the excuses accepted by the college are valid excuses, including, for example, hospitalization in government hospitals, medical reports from them, accidents, or deaths[11]. Medical excuses from government clinics (if there is a hospital in the student's residence), private clinics, or emergency appointments will not be accepted, and the College Council may make an exception after examining the cases and excuses submitted to it. The student must provide the college with all his/her excuses, and the College Council will then review all of them and make a decision.

Some government agencies prohibit writing the student their report or excuse except through an official request from the university. The university, represented by the Deanship of Student Affairs and its Department of Guidance and Counseling, has provided a request for medical certificates or reports from government hospitals by the student. These requests are made electronically by the student. If the student is unable to benefit from this service or print it electronically, the administration has provided an alternative service by visiting one of its employees and requesting this service directly.

Calculating the Student's Semester and Cumulative Average:

To calculate the cumulative or semester average, the student can use the following link:
https://www.qu.edu.sa/GPA.aspx

7. The Study Plan for English Language and Translation Program:

The plan can be viewed by accessing the following links:

[11] These are examples of valid excuses and are not exclusive. The College Council will consider any additional circumstances presented by the student at the time.

- https://t.ly/xrAMJ

The Graduation Requirements in the Program:

Successfully completing the accumulated credit hours of the program, which are (133) credit units of the approved (371) plan.

1. The student graduates after successfully completing the graduation requirements according to the study plan, provided that their cumulative GPA is not less than (2.00 out of 5.00). The College Council, based on a recommendation from the Department Council, may apply the system of recalculating the cumulative average if the student passes the courses but fails the average in accordance with the following rules[12]:

    A. To exclude any grade for a course studied by the student, the student must have successfully restudied it.
    B. The total number of credit units for courses excluded from the cumulative average should not exceed 15% of the total units of the courses in the student's study plan.
    C. When recalculating the cumulative average, the following grades can be excluded: Fail (F), Denied (DN) and Withdrawn with Fail (WF).
    D. The student's cumulative GPA after recalculating should not exceed 2.00 out of 5.00 (two out of five).
    E. The academic record must include all the grades of the courses studied by the student and the grade received each time.
    F. A special sign shall be placed in the academic record to distinguish the courses that have been excluded after the application of the GPA recalculation system.

2. Consideration must be given to what is stated in paragraphs (b) and (c) of Article (20).
3. The student is not considered a graduate until the approval of the University Council is issued to grant them the academic degree.
4. The graduation days for semesters are determined through the academic calendar approved by the University Council.
5. The Deanship of Admission and Registration submits graduation projects to the University Council, or its appointed representative, to be presented at the nearest session following the end of final exams and grade monitoring. Individual graduation projects are submitted for students who receive an incomplete grade (IC), who are permitted to take an alternative test in one or more courses during the final level of the graduation program, or for those who have completed the graduation requirements under similar circumstances. The final semester in the student's academic record is considered the graduation semester.

[12] See the Regulations for the Study and Examination and its Executive Rules of Qassim University, page 22.

6. Graduation Certificate:
   A. Each graduate is given a graduation certificate that contains the following information in both Arabic and English:

   The date of graduation in both the Hijri and Gregorian calendars, the student's full name, nationality, national ID number (or Iqama number for non-Saudis), college, major, specialization (if any), academic degree, grade point average (GPA), and honors (if any). The certificate is signed and stamped by the Dean of Admissions and Registration.
   B. A graduation certificate may be reissued, and which will have the phrase "reissued certificate".
   C. The student must update his/her information when receiving their certificates through a form provided by the Student Affairs or the Graduates Unit.

Learning Outcomes of the Program[13]:

After successfully completing the graduation requirements, the student will be able to:

Graduates' Profiles of the Program:

The profiles and qualitative competencies of graduates of the bachelor's program in "English Language and Translation," which the program aims to enhance among students by the end of the program as a result of the teaching and learning strategies, assessment practices, academic guidance, and extracurricular activities, are as follows:

1. Demonstrate comprehensive and in-depth knowledge in the specialization of English, translation and literature, as well as knowledge of the techniques and methodologies of research.
2. The ability to communicate effectively, cooperate with others, and share information in English (both orally and in writing).
3. The ability to solve problems, critical and creative thinking, and the skills of interpreting and analyzing texts and data in different contexts, especially in the fields of English, translation and literature.
4. Possess the necessary digital and technological skills in the fields of English, translation, and literature.
5. Strict adherence to academic and professional values, respect for its standards and ethics, and the ability for self-learning and teamwork.

pecialization	nglish Language and ranslation	nglish Language and iterature
Knowledge		

[13] To learn how to evaluate learning outcomes, please see the program handbook.

K1	Demonstrate an in-depth knowledge of English language and understanding of its uses.	Demonstrate an in-depth knowledge of English language and understanding of its uses.
K2	Understanding of linguistic concepts, theoretical issues, and recent developments in the fields of linguistics and translation.	Understanding of linguistic concepts, theoretical issues, and recent developments in the fields of linguistics and literature.
Skills		
S1	Effective communication in the English language in a variety of contexts and types.	Effective communication in the English language in a variety of contexts and types.
S2	Application of integrated theoretical knowledge, principles, and concepts elated to linguistics, literature, and translation studies in different contexts.	Application of integrated theoretical knowledge, principles, and concepts elated to linguistics, literature, and translation studies in different contexts.
S3	Application of the necessary techniques to solve problems in complex contexts of linguistic, literary, and translation studies**.**	Application of the necessary techniques to solve problems in complex contexts of linguistic, literary, and translation studies**.**
S4	Demonstration of critical thinking skills in dealing with topics and issues in linguistics, literature, and translation studies.	Demonstration of critical thinking skills in dealing with topics and issues in linguistics, literature, and translation studies.
S5	Production of high-quality translations for various types of texts and diverse contexts.	Production of high-quality literary criticism in relation to various literary genres and diverse contexts.

S6	Ability to use various technological tools to support and enhance the process of translation, literary criticism, and research projects.	Ability to use various technological tools to support and enhance the process of translation, literary criticism, and research projects.
Values		
V1	Adherence to academic and professional values and respecting its standards and ethics.	Adherence to academic and professional values and respecting its standards and ethics.
V2	The ability to self-learning and lifelong learning.	The ability to self-learning and lifelong learning.
V3	Cooperating responsibly and constructively to perform a wide range of tasks in work teams.	Cooperating responsibly and constructively to perform a wide range of tasks in work teams.

Job Opportunities for the Program's Graduates:

The specialties guide for occupying educational jobs issued by the General Administration of Teachers' Affairs:

- https://www.moe.gov.sa/ar/news/Documents/s-d-boys.pdf
- https://www.moe.gov.sa/ar/news/Documents/l-u-s-d-girls.pdf

Education Level	The required qualification, academic degree and major	Assessment requirements
	English Language and Literature	
	English Language and Translation	
	English Language Education	
	Educational Studies and English Literature	
Elementary	English Language	
	Translation – English Language	
+	English Language (Linguistics)	General
Middle	Colleges of Education – English Languages Department	+

	Colleges of Teachers – English Language Department	English Language Testing
+	College of Social Studies English Language Major	
Secondary	Translation	
	English Language Teaching	
	Linguistics	
	Applied Linguistics	
	Applied Linguistics and Translation	
	English Language (Translation)	
	Language and English Literature	
	Curriculum and Instruction/Teaching English as a Second Language European Languages-English Language	
	Curriculum and Instruction of English Language	
	European Languages	
	Written and Interpreting Translation from English into Arabic	
	Applied Language Studies	

1	Working in government ministries: Foreign Affairs - Culture - Media, among others.
2	Working in translation fields in all general and private sectors.
3	Working in radio programs of English-speaking countries.
4	Working in tourism guidance.
5	Working in airline offices.
6	Working in embassies and consulates of English-speaking countries.
7	Working in interpreting translation at scientific conferences and international cultural meetings.
8	Working in hospitals and clinics in public relations, translation of documents, secretarial, and administrative jobs.
9	Working in customer service in all private sector companies and organizations.
10	Working as an English teacher in the Ministry of Education or in private schools.
11	Working as a teaching assistant in government and private universities.
12	Working in government ministries: Foreign Affairs - Culture - Media, among others.

8. Learning Resources:

1- Central Library of the University:
The university has provided a large and comprehensive library equipped with all the learning resources the students need. It has established a system for lending books through a convenient and easy mechanism that enables the student to access paper and electronic references and sources in the easiest and most concise way possible.

To learn more about the extensive services offered by the university to students through the Central Library, you can access them through this link:

2- College Library:
In addition to the central library, the girls section offers its own library. Which offers references and resources for students and researchers from faculty staff, and it's under the supervision of central library in the university, and providing this library for girls section aims to create equality for both the two parts of the student population in obtaining books, references, and resources for coursework and research, in addition to general objective of having such a library.

3- Reading Club:
The college has developed club for reading, and review in both the two parts of the student population, and the club aims to number of objectives include:
- Create a suitable environment for reading.
- Enhance the love of reading for both the two parts of the student population.

4- Websites Guide for Specialized Libraries and Research Centres in English Language.

9. Guidance and Counseling Services, and Extracurricular Activities:

Academic Guidance:
General objective:
Reaching the highest levels of guidance and counseling leading to stability and academic excellence for the students of both the two parts of the student population in Bachelor's Degree in English Language and Translation.
Message:
Provision of counseling, academic, guidance, psychological and social services for both the two parts of the student population of students in the English Language and Translation Department.

Mechanism of Academic Guidance:
In light of modern upbringing and the role that universities carry out, and the historical period that human going through it in our time in the light of the enormous variables in the field of human engineering, and the means of electronic communication, College of Arabic Language and Social Studies council initiated in his fifth meeting held in Monday 28\01\1440 to agree on renewal of the establishment of the Academic Guidance Unit in the college as an important tributary in developing the educational process and

establishing rules of participation, interaction, and decision-making to build a personality capable of facing the future with it's own variables.
In this sense the Academic Guidance system imposes duties on the parties of the educational process, educational institution, faculty member, and student.
These duties are manifested in all administrative, technical, and academic systems and regulations which organizes the activity of the educational process, and academic advising has a vital role which works to provide the public image of university life and clarify all the different dimensions of this image for the student, through the following procedures and policies:

- Connecting the students with the instructors:
The student is linked to the instructor through the following:
- Divide the students of bachelor level on the faculty staff through the academic system, and the faculty member able to text the student through his e-gate with a text-message, contact him/her, and that after being provided with a call number.
- Setting the office hours in the academic schedules and announcing them in faculty staff offices and websites.
- You can see all the means of communication with your advisor by login to the following link:https://asc.qu.edu.sa/5/faculty

Mechanism of contacting the student with the academic advisor:
Each advisor sends a text message via student mobile, student email, or place a notification in the student gate.
- The advisor holds a meeting of the students assigned to him\her.
- The academic advisor establishes (or the unit of academic guidance) a special file for each student to write all the academic data for the student.
- The academic advisor study student file and his\her major and a special registration form is filling out for each student prior of registration, where the student comes to seek advice in choosing courses, and know the steps to follow before final advisor signature, where the student then directs to Student Affairs Department to register courses according to their organization of registration processes.
- The advisor must help the student in analyzing his\her situation and guide him\her on the appropriate steps he\she has to follow confronting his\her problems before his\her studies are significantly affected, and in some cases student to adapt and become overwhelmed with psychological, social, or physical challenges, and here the student should be directed to the second level of advising, namely psychological, social and medical specialist guidance.
For more details visit the Academic Guidance Platform at: https://asc.qu.edu.sa/studentaffairs

Academic Guidance Programs:

1- New students preparation and reception program:
The program has a committee called student educational committee, and one of it most prominent tasks:

Welcoming the new students, provide them with the necessary information, and prepare them from all psychological and cognitive aspects of the study.

2- Outstanding students welfare program: Outstanding students are accounted for by the following:
- Academic system and student's academic record.

- Nomination of faculty members to the outstanding student through the appearance of his\her excellence during the lecture and scientific and cognitive discussions.
After that those outstanding students will be attached with an experienced and distinguished faculty staff, they have interest in multiple cognitive aspects, and they are supervised by a committee of the section's committees.

3- Stumbling students welfare program:
Which care for distressed students in their studies, by using the same approach with the excellent students which is like the following:
- Academically warned students are accounted for by using the reports of the academic system. - Holding a group guidance meeting for them, and one example of these meetings which were held by the program for them:

Meeting entitled:
Your way to raise your cumulative GPA.

- Holding individual meetings with them that had a positive impact in finding the problem of stumbling academically and reducing its increase.

- Student Guidance Program during Deletion and Addition period:
These are done through the programme's academic advisors in collaboration with the Faculty's Academic Guidance Unit and the Department Presidency.

4- Training course programme:
Each class holds a number of training courses supporting students and discovering their talents.

Student club:

The college has a student club carried out by specialized faculty members who coordinate the events, scheduling of non-classroom activities in the college in cooperation with the student activities committees in the departments, this club is part of an integrated system of student clubs at the university under the supervision and follow-up of the Deanship of Student Affairs, which provides a number of student units and services at the University, including:

- Multiple student activities - Volunteer Club - University Scouting - Theatre Activity - Cultural Activity -

Sports Activity - Scientific Activity - Student Clubs - Talent and Innovation Unit.

The College established a student club to familiarize them with those activities, interact with the University's activities and services, and to provide some activities and skills to the College's students.

Overall objective:

Provide non-classroom activities in many fields to develop students' abilities and skills, and build a bridge between college students with the events and activities offered by the University and motivating them to participate in them.

In the programme, a Student Activity Unit was established from the Student Club of the College, the unit carries out a number of activities through a number of channels established by the section in the programme:

cultural activity:

This activity is designed to be a tributary of discovering the talents and abilities of English and Translation students as well as to develop some skills, this activity also creates cultural awareness among students through lectures and sessions with some cultural and intellectual owners proposed by the department from inside and outside the college to educate and protect students from deviant ideology, in addition to dedicating the role of the reference department at the college and at the university by embracing all cultural talents from the university students in general, and it also works to train students in cultural life through training in the management of cultural activities.

Activities:

In order to provide the best student and training activities for all its employees, the College Council recommended in its eighth meeting held on 15/02/1441 - 14/10/2019, two hours of student activity were scheduled for Tuesday from 10 a.m. to 12 p.m. The Board recommended that this be taken into account in the tables starting from the (412) semester of the university year 1441.

This recommendation may yield results and benefit the students, and the Department of Cultural Activity will carry out a range of student activities and training courses.

Cultural Activity Administrative Reference

The cultural activity is directly related to the supervisor of the student activity in the section, which is associated with the head of the department and the programme manager.

Cultural Activity Supervisor:

Supervised by the program's student activity supervisor, which he\she is a specialized faculty member.

10- Student electronic transactions:

1. Student e-gate:

Upon admission to Qassim University, the student shall be given a username and a confidential number for this gate. It is a gate containing the student's study plan, the school schedule, a list of academic services and movements, the asking for definitions, the name of the academic guide, and other services.

This gate is the university's accredited means, and every student must keep his\her secret number to enter it and not disclose it to others.

The Deanship of Admission and Registration has published a live article to explain how to handle this gate, this illustrated explanation can be found by pointing the mobile camera at the following code:

2. Student University Email:

It is the most important service provided by the University to its students, which is the authorized means of correspondence with any judicial entity, or legal in and out of the University, pursuant to a circular issued by the University stipulates that university official mail shall be the authorized means of electronic correspondence among the University's staff of administrators, faculty members and students, And other attributors, and this mail ends with (.....@qu.edu.sa).

To learn about some electronic services, you can visit the directory of electronic services prepared by the Deanship of Information Technology by accessing this link:

https://scatalog.qu.edu.sa/

or pointing the camera towards the following code:

3- E-learning:

Learning Management System (blackboard):

For optimal use of blackboard, it is recommended to use the following browsers: firefox or google chrome

And the student can visit the website of the Deanship of E-Learning and Distance Learning at the following link:

https://lms.qu.edu.sa

One of the objectives of the blackboard system is:

- Full interaction between the student and the instructor, and giving lessons, lectures, and duties, building courses and establishing forums for dialogue between the instructor and the student and between students with each other in all matters related to the course, It is the guarantor of access to the student's duties and requirements, It serves as the reference bank for information and duties related to the

educational process between the student and his\her instructor, and it is characterized by the preservation of all this.

Access to e-learning management system (https://qu.blackboard.com)
Access to the system requires the username, which is the student's university number and a confidential number, which is the student's civil registry number.

If you have a technical problem, you can contact the system's technical supporter via the technical support page:
https://qu.kayako.com

4- Electronic Links and Websites Manual:

With the aim of raising the student's awareness of the electronic services provided to him/her and making optimal use of them, it was put at the end of this manual, in chapter (16), a catalogue of certain student-related websites was developed; to visit and benefit from it. The student must identify and make full use of all these websites in the chapter and get the most of it.

11- Student's Disciplinary Regulation:

Based on the program's duties to inform its students of all regulations and rules that related to them, It was decided to transfer the articles of the student disciplinary regulations in this paragraph of the student's manual:

Student Discipline Regulation and Procedures: Materials related to the student have been transferred as follows:

Article (3):

- No student may invoke ignorance or lack of knowledge of the University's rules, regulations, decisions in force and instructions in order not to impose the penalties prescribed by these Regulations.

Article (4):
In the event of a student offense, a detailed record of the facts and circumstances of the commission of the offense shall be written from one who find it, and attaching documentary documents and witness statements, -if any- the record shall be submitted to the competent holder who shall refer the violating student to the disciplinary committee of the student's college for investigation.
Article (5):
A student who commits violation shall not be allowed to apply for withdrawal from or clearance his\her from the university until the decision of the competent disciplinary committee to consider the incident in question the committee shall notify the Deanship of Admission and Registration of the suspension of the procedure for his\her graduation or eviction from the university until the subject of the alleged offense has been decided.
Article (6):
Any exit from Islamic morality, regulations and circulars issued by the vice-dean of the University shall be considered a student violation the perpetrator shall be subject to the disciplinary penalties set out in these Regulations, for example:
A- Any statement or act that infringes on honor and dignity, or infringes on good conduct and within or outside the university.
B- Collective refusal to attend lectures , exercises and practical lessons.
C- Cheating by any test and by any means whatsoever, initiating or participating in it, fraudulently entering the student instead of others or entering others, or obtaining questions of the test before holding it,

cheating in reports, research, practical trainings, graduation projects, master's theses and doctorates.
D- Any action that would disrupt the test system or the calm required for it
E- Access to the testing room with phones and smart technical devices.
F- Organising activities or associations in contravention of the University's regulations or issuing, distributing, or funds without the consent of the University.

G- Organising or participating in rallies or demonstrations within the University's faculties and all its facilities.
H- Damaging or attempting to destroy university establishments, including misuse of the university's facilities, accessories and contents, such as devices, materials or books, and all holdings of university libraries.
I- Misuse of the technology and the information network to cancel, delete, leak, modify, alter, change it, or impersonate the University or one of its affiliates data on social media programmes or on the Internet.
J- Compromising others private lives by misusing, filming or recording camera phones. K- Entry of female students with telephones with camera, or camera-equipped technical devices, except for scientific purposes in accordance with the regulations and instructions.

L- To impersonate others for any purpose such as interviews, receipt of financial benefits or permission to enter or exit university.
M- Forgery in all its forms.

N- Theft from the University's property or a member of its staff.
O- The use or promotion of narcotic substances within the University City or its colleges.
P- Smoking in colleges or classrooms.
Q- Failure to adhere to uniforms, clothing and the Authority in accordance with Islamic values, the traditions of Saudi society and the instructions issued by the University.
R- Abuse students, employees, faculty members of the University, employees of companies working at the University or in all its facilities. S- To state to the media on behalf of the University without its authorisation.
T- Disrupt of the housing system within or outside the university.
U- The carrying of a firearm, even if licensed, or knife, the retention or threat of use of flammable or explosive materials or the introduction of any material that may be used for an unlawful purpose within the University and its facilities.
V- Refrain from submitting supporting papers to the competent authorities upon request.

Article (7):
The disciplinary penalties imposed on the offending student are:
1- Oral alert.
2- Linear alarm.
3- Denying students some or all of the students' university benefits.

4- Mandate to perform certain service, social work, or activities within the University in what not exceeding one month.
5- Grade penalty of semester work.

6- The reservation of mobiles or devices used in the violation for a period not exceeding one full semester.
7- Denial of registration in one or more courses up to two semesters.

8- Cancel the student test in one or more courses, and consider him\her failed in the course or courses which he\she has registered. 9- The student is temporarily suspended from university studies for up to two semesters, which may be calculated by the Committee from the regular duration of the student's graduation.

10- Transfer the student from one department to another, as deemed by the competent disciplinary

committee.
11- The scholarship applicant shall not be granted tickets to his\her country.

12- The scholarship applicant is prohibited from traveling to his country for a period to be determined by the University's Disciplinary Committee.
13- Final dismissal of the University.

Article (8):
First: without disrupt the contained in article (4) of these regulations, if the student commits any of the violation in the paragraphs of article (6) (c-d-e) the test monitor shall edit a transcript detailing what has happened and control the means used in fraud -if any- he also have the right to enable the student to complete his answer without disrupt to the calm of the test and his system, he shall transmit the transcript with the answer paper and the catch means to the Dean of the College or his representative, who shall transmit it to the college's disciplinary committee with all documents,- after conducting the necessary investigation and finding fraud - the committee may choose one of the following penalties:

A- Grade penalty of semester work in the course which the student cheated in.

B- Simply cancel the student test in that only course, and the result will be considered zero.
C- Cancellation of the student's test in one or more courses, in addition to cancellation of his test in the course in which he cheated, and the result will be considered zero.

D- Cancellation of the student test in all courses of that semester, the result will be considered zero.

Second: In case of fraud in reports, research, practical trainings, or study projects, the teacher of the course prepares a report on the details of the incident and submits it to the Dean of the College or his representative who refers it to the disciplinary committee of the students in the college with the full documentation and the committee, after the necessary investigation and fraud is established, shall impose any of the penalties set out in the first section of this article.

Article (11):
The student must be informed of the offense attributable to him\her and informed of the deadline for his/her appearance front of the Committee at least one working day by signing him\her with knowledge of the due date or by sending a text message to his or her telephone registered with the University, The penalty shall be imposed only after he\she has been investigated and his\her testimony has been heard and confirmed in the Committee's record, and if the student is absent from appearing front of the Committee after being notified of the deadline, the Committee may render its decision in absentia.

Article (12):
No more than one disciplinary penalty shall be imposed for the single offense attributable to the student, and the disciplinary committee competent to consider the incident where the offense is committed shall take into account the gradual infliction of the disciplinary penalty, depending on the extent and frequency of the offense committed by the student.

In these regulations, the Disciplinary Committee may impose the heaviest penalty whenever it deems it to be, in any event, the student shall bear the value of the damage, plus the cost of repair or installation, and the consequences thereof.

12. Students' Rights and Duties:

First: Students' Rights:
1. General rights:

1- The student is entitled to access all regulations and guides through various means both electronically and on paper.
2- The student has the right to obtain multiple program manuals through all means available electronically and on paper, this manual has been published in the service of the student and the duty of his rights through the following link: https://asc.qu.edu.sa/5/pages/575

The student is entitled to all services provided by the university and guaranteed by the regulations and systems in accordance with the university executive rules, including:

Housing:

University accommodation for students within the university city is one of the main components of the city, and the importance of providing the right and comfortable atmosphere for students to continue their university studies easily, motivates them to academic excellence, use their leisure time and take advantage of it to their credit. Benefit and advantage, which is a vital service provided by the university to its students according to the organization of its council or its delegate.

Nutrition:

One of the services provided by the university to its students is the provision of the necessary nutrition for students (breakfast-lunch-dinner) within the University City, under the direct supervision of the Deanship of Student Affairs, which in turn ensures that all nutrition services provided are of a high standard of health and nutrition and are tailored to all tastes.

Students Box:

The university has a box to support students and their activities in accordance with the articles of its regulations and its regulations of the Qassim University, this box aims to provide scientific, psychological, social and financial stability to students attending school at the university through financial support for the programs of the Student Activities and Guidance

Examples of the box subsidy for students include:
- Giving prizes for the outstanding students. - Provision of student subsidies.
- Student advances.
- Medical glasses subsidy.
- Student employment.

Students' participation in council, committees, and their membership:
(student representation):

Student representation is one of the most basic general rights guaranteed to students by international and national standards established to develop and advance educational institutions in belief in their role in the educational process of these institutions. In this regard, the Deanship of the Faculty ensured documentation communication between its programmes and its students, in order to involve them in the decisions of the college and in the decisions of its multiple student departments and committees, to expressing their opinion on all matters affecting them, the following are taken into consideration:

- The establishment of a student committee in the two parts of the student population on behalf of the student committee in the college, which shall include in its membership a student for each of the departments of the college, and in accordance with its organization and decision issued by the Rector of the University.

- Amend the organizational structure of the College Council and increase its membership by placing student representatives on the Council for each department/programme.

- Amend the organizational structure of the Department Council by placing a seat on the Students' Representative and the Students' Representative on the Board.

- Placing student representatives on each of the college's programmes in the Student Academic Problems Committee.
Attention to the integration of students in decision-making processes is one of the most important criteria through which universities assess their performance in both academic and institutional administrative matters.

This process must therefore be a manifestation of the University's commitment, and all its faculties and programmes, in accordance with the procedures outlined in this document.

2- Academic rights:

The University is dedicated to assisting students in obtaining their rights, and for this purpose, it has issued an organization that includes a number of subcommittees in colleges. Its reference is a high standing committee directly linked to the Director's Office. Its rules governing its work were adopted at the third meeting of the Council of the University by its decision No. 12-03-39 of 1439/30/09 known as “Rules governing the work of student committees at the Qassim University". The decision of the Council of the University to approve these rules was issued. Here is the main academic rights:

- Providing a specialized educational body with sufficient scientific and academic expertise.
- Provision of appropriate classrooms for study and their preparation.
- Identification of the student academic advisor.
- Provide the student at the beginning of teaching each course with comprehensive information on the course, including:

- Learning outputs, strategies, methods of evaluation, dates, and expectations during the course study.
- Providing him\her with the titles and sources of his\her courses references.

- The student has the right to see his\her answers in the tests to identify his\her mistakes so as to make it easier for him\her to develop his\her abilities.
- The student is entitled to see his\her results, know how to measure his\her performance and distribute the score.

- Obtaining alternative tests in case there is an acceptable excuse for his\her absence from the tests.
- The student has the right to include representatives in the councils and committees, working in the relevant programme, and to study it, through the Student Advisory Council, the Advisory Committee and the student committees.

- The student has the right to equip facilities and services suitable for the educational environment to which he belongs.

- The student has the right to establish a clear mechanism for complaining and lodging complaints.

- The student has the right to oppose any decisions in which he\she considers his\her abuse, including those of the university's disciplinary committees, or of colleges in the time limits for the objection.

2: Students' Duties:

students' Duties are the following:

- Sincerity in seeking knowledge, and invoking the intention for Almighty Allah in doing so.
- Full commitment to attend lectures, practical lessons and other activities required by the university's regulations.
- Complete preservation of university facilities and their contents, along with a sense of true patriotism towards these great free services provided for students.
- Adherence to Islamic manners, laws, regulations, and circulars, issued by the university and other concerned authorities in the country.
- Continuous following of the university's E-gate, and its updates.
- Total supervision over registering his/her courses himself/herself.
- Regular visits to the Academic Advisor.
- Complying with the appropriate uniform, dress code and appearance that align with the Islamic values and Saudi norms, and any guidelines issued by the university regarding this matter.

13: Student Grievances and Complaints:

It has already been mentioned that Qassim University has issued a circular, stating that the official university email (ending with ….@qu.edu.sa) is the approved means for electronic communication among faculty members, in order to protect students' rights, ensure that their requests or complaints are received, and for it to be an official document for any legal or official authority.

The grievances that students may resort to can be divided into two types:

-First type: Non-Academic Grievances:

These can be submitted through all channels at university, starting with the Head of the Department to which the student belongs, and ending with the University Rector's office. This enables the student to communicate with everyone regarding this matter. For more information, the student can visit the university's website and review communication and contact means related to these grievances.

Second type: Academic Grievances:

these includes several paragraphs, including:

1- Grievances regarding grades:

- The student must know that the Unified Study and Exam Regulations during university level have granted them the right of appeal against their grades in every exam type, in accordance with Article (39) and its Executive Rule of Qassim University in cases of necessity,
  and following the procedures outlined below:
- The appeal shall be submitted within two weeks from the calculation of the students' cumulative GPA, and the college has the right to reject any appeal after this duration.
- The appeal shall be submitted electronically through the following link:

https://scatalog.qu.edu.sa/689

Or you can fill out the following form made by the college, specifically for requesting re-correction of the exam answer sheet through the following link:
https://forms.qu.edu.sa/asc/

- The appeal shall be submitted to the College Agency for Educational Affairs via the following email (staf@qu.edu.sa), or directly to the College Vice-Dean for Educational Affairs.
- After reviewing the request with the formed committee regarding this manner, the Vice-Dean of the College sends the appeal to the Head of the Department, and then, the Head of the Department or his delegate informs the student of his answer sheet and compares it with the key answers to the exam. When the student is convinced of the accuracy of the exam correction, he signs to withdraw his/her appeal. The appeal is then saved after the Head of the Department signs it.
- In case the student is not convinced of the accuracy of the exam correction,
  the Head of the Department forms a committee, not including the course instructor. The committee shall submit a report to the Head of the Department to decide whether to amend the student's grade or to reject the application. The student is informed of this decision, in case he/she is not convinced, he/she may appeal to the College Council against this decision, and submit a re-evaluation request, including the reasons and justifications for submitting it, an undertaking from the student to the validity of the information provided, a statement from the Deanship of Admission and Registration of the re-correction applications previously submitted by the student, if any, and the decisions taken therein. The College Council has to review the request. In case the College Council is not convinced of the adequacy of the reasons for the grievance, it shall issue a reasoned decision to reject it and preserve it. In case the College Council approves the correction request, it shall form a committee of at least three faculty members, one of whom shall be from

  outside the department, not including the course instructor. The committee submit its report to the Council within fifteen days from the date of its decision. It shall be submitted to the Board for decision at the next first sitting[14]

2- Academic Procedures:

Whenever a student perceives injustice, he/she has the right to file complaints and grievances, including the rejection of his academic procedures' requests, like: rejecting his/her semester

[14] See: The manual of Faculty Members at University, Page 86.

postponement request, dropping it, or withdrawl from a course, academic suspension and dismissal from the university, or in cases these two are not lifted, or other student's rights that are in accordance with the established regulations and conditions.
And the student has the right to submit a complaint or grievance in case of disagreement between him/her and the course instructor regarding the acceptance of excuses for absence that do not exceed the specified percentage in this manual, which is 50%.

14: Student Support and Excellence

For excellent students applies the following:

1- Awarding of Honors:

In accordance with article (30) of Study and Exam Regulations during the university level, and its Executive Rule at Qassim University, honors are awarded to the student as follows:

First class honors are awarded to students with a cumulative GPA of (4.75) to (5.00) out of (5.00) upon graduation. The second class honors are awarded to students with a cumulative GPA between (4.25) and less than (4.75) out of (5.00) upon graduation.

For the first or second honors, the following conditions are required:

- The student should not have failed any course he studied at the university or at another university.
- The student must have completed the graduation requirements within a maximum period of the average between the maximum and minimum duration of stay at college.
- The student must have studied at least 60% of the graduation requirements.

2- The university may award the student who has a cumulative GPA of (4.75) to (5.00) a financial reward every semester he attains the mentioned GPA.

3- National and International standards necessitate that the college, or the department to which the student belongs, establish a mechanism for excellent students, to celebrate and honor them. It is also permissible to institute a regular award that is given to them upon their graduation, or at the end of each academic year or semester, in accordance with the regulations set by the college or Department Council.

. **15: Graduates Unit and Employers:**

At college, there is a unit concerned with graduates, which is known as Graduates Unit. It aims to find a connection channel between the college and its students in different majors. The student is required to update his/her personal data in this unit upon receiving their graduation certificate. It is located at the Students Affairs office, opposite the Vice-Dean office for Educational Affairs, in the student support area (support). More information is available via the College Agency for Educational Affairs website.

This Unit Aims to:

- Establish an updated database of graduates.
- Hand out graduates their graduation certificate at the end of each academic year, in collaboration with Students Affairs Management.
- Establish a mechanism to utilize the graduates' input to develop the program and its courses, receive their opinions, and benefit from their experience and support.
- Establish a mechanism to involve graduates in the program's events and activities.
- Establish a database for Employers, and means to contact them.

16: Contact Means and Platforms:

- **contact and media means:**

Website	https://asc.qu.edu.sa
X (Twitter)	@arabic_colleg
Contact and Media Unit	0163020321

Department and Program Management contact means:

Job Title	Name	Direct Phone	Email
Department Head	Dr. Yasser Abdulrahman Albaty	0163011669	The official department email: a.edu.qu@e Department head personal email: a.edu.qu@y
Department Coordinator	Dr. Maha Abdullah Alkhalaf		The official department email (Female section): a.edu.qu@feng.a Department Coordinator personal email: a.edu.qu@alkhalaf.m

17: Manual of the Websites related to the students:

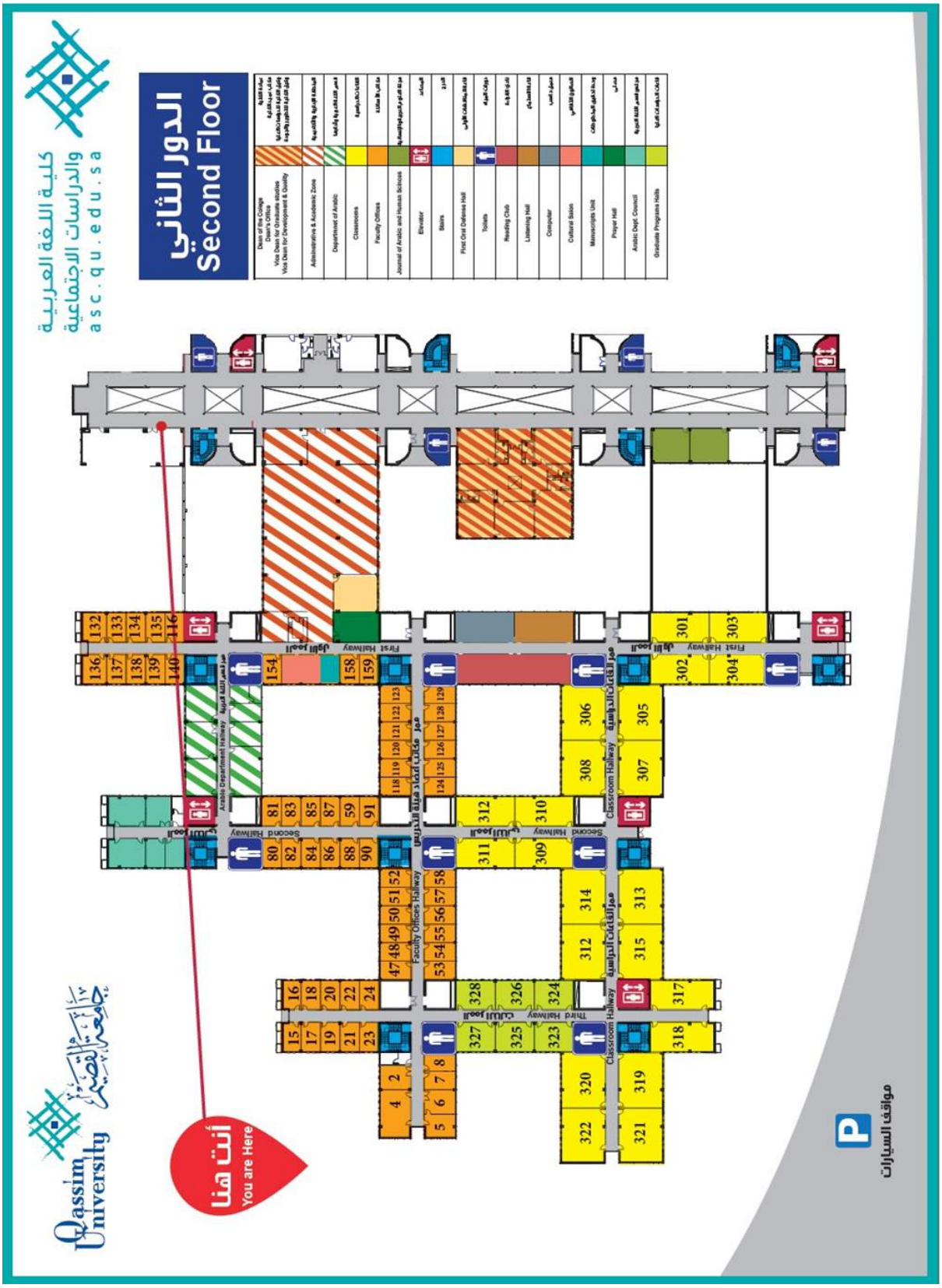
Study Plan (371) and its Description https://asc.qu.edu.sa/English/pages/1310	**Student Gate** https://myqu.qu.edu.sa/login
Faculty Staff' Names and their Contact Means https://asc.qu.edu.sa/5/faculty	**The Student's University Email.** https://outlook.com/qu.edu.sa
Deanship of Admission and Registration https://reg.qu.edu.sa/	**Central Library** https://library.qu.edu.sa
Deanship of Student Affairs https://dsa.qu.edu.sa/	**Guidance Platform (Ershad)** https://asc.qu.edu.sa/studentaffairs

Qassim University Study and Exam Regulations and its Executive Rules	**Cumulative GPA Calculation for Students** **https://www.qu.edu.sa/GPA.aspx**
Academic Procedures and Services' Explanation for the Student **https://youtube.com/channel/UCLDHgnq0TJSaNxcwwyj2nAw**	**Electronic Services manual** **https://scatalog.qu.edu.sa**
English Language and Translation Department' Website **https://asc.qu.edu.sa/English**	

18- Arabic Language and Social Studies college's map layout

Qassim University
جامعة القصيم
كلية اللغة العربية والدراسات الاجتماعية
asc.qu.edu.sa
الدور الأرضي
Ground Floor
أنت هنا
You are Here
مبنى الإدارة
البوابة الرئيسية
Main Gate
مواقف السيارات
Gate 1 مدخل
Gate 2 مدخل
Gate 3 مدخل
Gate 4 مدخل
Gate 5 مدخل
Gate 6 مدخل
Gate 7 مدخل
Gate 8 مدخل
Gate 9 مدخل
Main Hallway
الممر الرئيس
Faculty Offices Hallway
ممر مكاتب أعضاء هيئة التدريس
Classroom Hallway
ممر القاعات الدراسية
Labs Hallway
ممر المعامل
English Department Hallway
ممر قسم اللغة الإنجليزية
Students' Support Zone
منطقة الدعم الطلابي
Classrooms
Faculty Offices
Restaurant
Language Labs
Mosque
Elevator
Stairs
Coffee Shop
Large Lecture Hall
Second Oral Defense Hall
Toilets
Storage

جامعة القصيم
Qassim University
كلية اللغة العربية
والدراسات الاجتماعية
asc.qu.edu.sa
مبنى الإدارة
الدور الأول
First Floor
أنت هنا
You are Here
Academic Departments
الأقسام الأكاديمية
Classrooms
Faculty Offices
Restaurant
Training Hall
GIS Lab
Mosque
Elevator
Stairs
Toilets
Remote Sensing Lab
GIS Lab For University Buildings
Sustainable Development Center
Prophetic Research Chair
Faculty Offices Hallway
Classroom Hallway
First Hallway
Second Hallway
Third Hallway
مواقف السيارات



We hope that the content of this manual has provided everything related to the English Language and Translation bachelor program, at Arabic Language and Social Studies College. wishing them a unique learning journey, and a success adorned with knowledge, experience, and expansion in personal and academic skills. May Allah grant them success.