Student's Handbook

For

Software Engineering

Program

2023-2024

College of Computing

Overview

The UQU College of Computers was established in 1426 A.H. The college includes five academic departments: Computer Engineering and Networking, Computer Science and Artificial Intelligence, Software Engineering, Cybersecurity and Data Science. All these departments grant the bachelor's degree and master's degrees only in Computer Engineering and Networking as well as Computer Science and Artificial Intelligence.

Vision

To establish a hub for learners and scholars to facilitate computing and knowledge technology for community and industry.

Mission

Creation of a conductive environment for quality education and innovative research in computing and informatics promoting knowledge-based economy, societal needs and ethical values.

Software Engineering Program

Mission

Create highly skilled and innovative graduates in software engineering who will serve communities and society with professionalism and ethics.

Objectives

1. Graduates working as software engineers exhibit the necessary technical as well as soft skills.
2. Graduates in software systems development demonstrate strong professional and ethical standards competencies to effectively contribute to the advancement of working organizations and global society at large.
3. Graduate students who pursue graduate degrees also improve their knowledge and abilities through lifelong learning.
4. Graduates take the initiative to help others complete their professional tasks successfully, exhibiting leadership and team management abilities.

Graduates' Attributes

Our SE alumni have four essential characteristics: professionalism, ethics, lifelong learning and research, and leadership. Thus, these are the primary attributes:

1. Deep knowledge and understanding of Software Engineering.

2. Required technical competencies to solve real-world problems using adequate SE methods, tools, and technologies.

3. Effective communication in a variety of professional contexts.

4. High professional and ethical standards competencies in software systems development to efficiently contribute to the progress of the working organizations and worldwide societies at large.

5. Leadership and team management skills by taking initiatives facilitating the successful completion of professional duties.

6. High skills and knowledge through life-long learning and pursuit of graduate studies.

Academic Year and its Division
Academic Years

An academic year is divided into three semesters and a potential summer session. Undergraduates are required to attend the University for the Whole of each semester. Examinations normally take place during Weeks 11-13 of any given semester.

Academic Semesters

An academic semester consists of 10-11 weeks of instruction, plus additional weeks for registration and final examination.

Summer Sessions

A summer session consists of 6-7 weeks of instruction, plus additional weeks for registration and final examination. The weekly duration of each course in the summer session is twice its duration during the regular academic semester.

Programs and Credits
Degree Programs

A program refers to a course of study leading to an award of a degree, e.g. B.IS./B.SE.

Academic Levels

An academic level indicates the study level. The levels required for graduation are twelves or more, in accordance with the specifications of each approved degree program.

Courses

A course is a component of a program, usually comprising a set of lectures, with practical or seminars. Detailed information about courses is available in study plan details section which describes the content of each course, what you can expect to learn from the course, how much work you can expect to do and so on. Some of the courses may have pre-requisite(s).

Prerequisites

Not all courses in the program are available to every student. Availability is governed by a set of prerequisites, which serve the academic purpose of ensuring that students have the background knowledge necessary to benefit from a course. Prerequisites for a particular course are listed in the appropriate course web page.

Credits and Workload

Each course is "worth" a number of credits. A credit is a measure of student workload. University policy is that a credit is equivalent to 3 to 4 hours' work per week. It is intended, therefore, that a 3-credit course requires 3x3x15 to 3x4x15 hours of work per semester i.e. 135 to 180 hours. "Work" in this context includes all work associated with a course: lectures, practical, preparation, revising, reading, assessment and so on.

Credit Hours

A credit hour is each of the weekly lectures, with a duration not less than 50 minutes or a laboratory session or field study of not less than 100 minutes duration.

Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	13	32	17.67%
	Elective	3	6	3.31%
College Requirements	Required	16	49	27%
	Elective	-	-	-
Program Requirements	Required	22	73	40.33%
	Elective	3	9	5%
Capstone Course/Project	Required	2	4	2.2%
Field Experience/ Internship	Required	2	8	4.41%
Others	-	-	-	-
Total		61	181	100%

Study Plan Details

Level	Course Title	Required /Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Department)
Level 1	Intensive English C1	Required	-	4	College
	Islamic Culture 1	Required	-	2	College
	Computational Thinking & Problem Solving	Required	-	3	College
	Calculus	Required	-	4	College
	Discrete Structures 1	Required	-	4	College
	Intensive English C2	Required	Intensive English C1	4	College

Level	Course Title	Required /Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Department)
Level 2	Holy Quran 1	Required	-	2	College
	Computer Programming 1	Required	Computational Thinking & Problem Solving	3	College
	General Physics	Required	-	4	College
	Linear Algebra	Required	Calculus	4	College
Level 3	Intensive English C3	Required	Intensive English C2	4	Institution
	Career Preparation Skills	Required	-	2	Institution
	Computer Programming 2	Required	Computer Programming 1	3	College
	Topics in Computing	Required	-	3	College
	Statistics & probability	Required	-	4	College
Level 4	Foundations of Software Engineering	Required	Computer Programming 1	3	Department
	Hardware software interface	Required	Computer Programming 1	4	Department
	Software Engineering Ethics	Required	-	2	Department

Level	Course Title	Required /Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Department)
	Data Structures	Required	Computer Programming 2	3	Department
	Islamic Culture 2	Required	Islamic Culture 1	2	Institution
	Holy Quraan 2	Required	Holy Quraan 1	2	Institution
Level 5	Requirements Engineering 1	Required	Foundations of Software Engineering	4	Department
	Distributed Programming paradigms	Required	Hardware software interface	4	Department
	Database Fundamentals	Required	Computer Programming 2	3	Department
	Algorithm Fundamentals	Required	Data Structures	3	Department
	Arabic Writing	Required	-	2	Institution
	Holy Quraan 3	Required	Holy Quraan 2	2	Institution
Level 6	Software Design & Construction 1	Required	Requirements Engineering 1	5	Department
	Requirements Engineering 2	Required	Requirements Engineering 1	3	Department
	Web Engineering	Required	Computer Programming 2	3	Department

Level	Course Title	Required /Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Department)
	Project Management	Required	Foundations of Software Engineering	3	Department
	University Elective 1	Elective	-	2	Institution
	Holy Quraan 4	Required	Holy Quraan 3	2	Institution
Level 7	Software Testing	Required	Software Design & Construction 1	3	Department
	Mobile Apps engineering	Required	Computer Programming 2	3	Department
	Models & Methods	Required	Software Design & Construction 1	3	Department
	Software Design & Construction 2	Required	Software Design & Construction 1	3	Department
	Functional programming	Required	Calculus	3	Department
	University Elective 2	Elective	-	2	Institution
	University Elective 3	Elective	-	2	Institution

Level	Course Title	Required /Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Department)
Level 8	Research Methods	Required	Software Engineering Ethics	2	Department
	Software Maintenance and Configuration	Required	Software Testing	4	Department
	Introduction to Cybersecurity	Required	Topics in Computing	3	Department
	Scientific Computing	Required	-	3	Department
	Frameworks and Tools	Required	-	4	Department
Level 9	Software Quality Attributes	Required	Software Maintenance and Configuration	4	Department
	Specialization Elective 1	Elective	-	3	Department
	Data Engineering	Required	Database Fundamentals	3	Department
	Group Project 1	Required	Software Maintenance and Configuration	2	Department
	Operation Research	Required	Scientific Computing	4	Department
	Islamic Culture 3	Required	Islamic Culture2	2	Institution
	Group Project 2	Required	Group Project 1	2	Department

Level	Course Title	Required /Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Department)
Level 10	Selected Topics in Software Engineering	Required	Software Quality Attributes	3	Department
	DevOps	Required	Software Quality Attributes	3	Department
	Islamic Culture 4	Required	Islamic Culture 3	2	Institution
	Engineer professional Practice	Required	Engineering Ethics	2	Department
	Specialization Elective 2	Elective	Specialization Elective 1	3	Department
	Specialization Elective 3	Elective	Specialization Elective 1	3	Department
Level 11	Cooperative Training	Required	Group Project 2	4	Department
Level 12	Cooperative Training	Required	Group Project 2	4	Department

Elective Courses

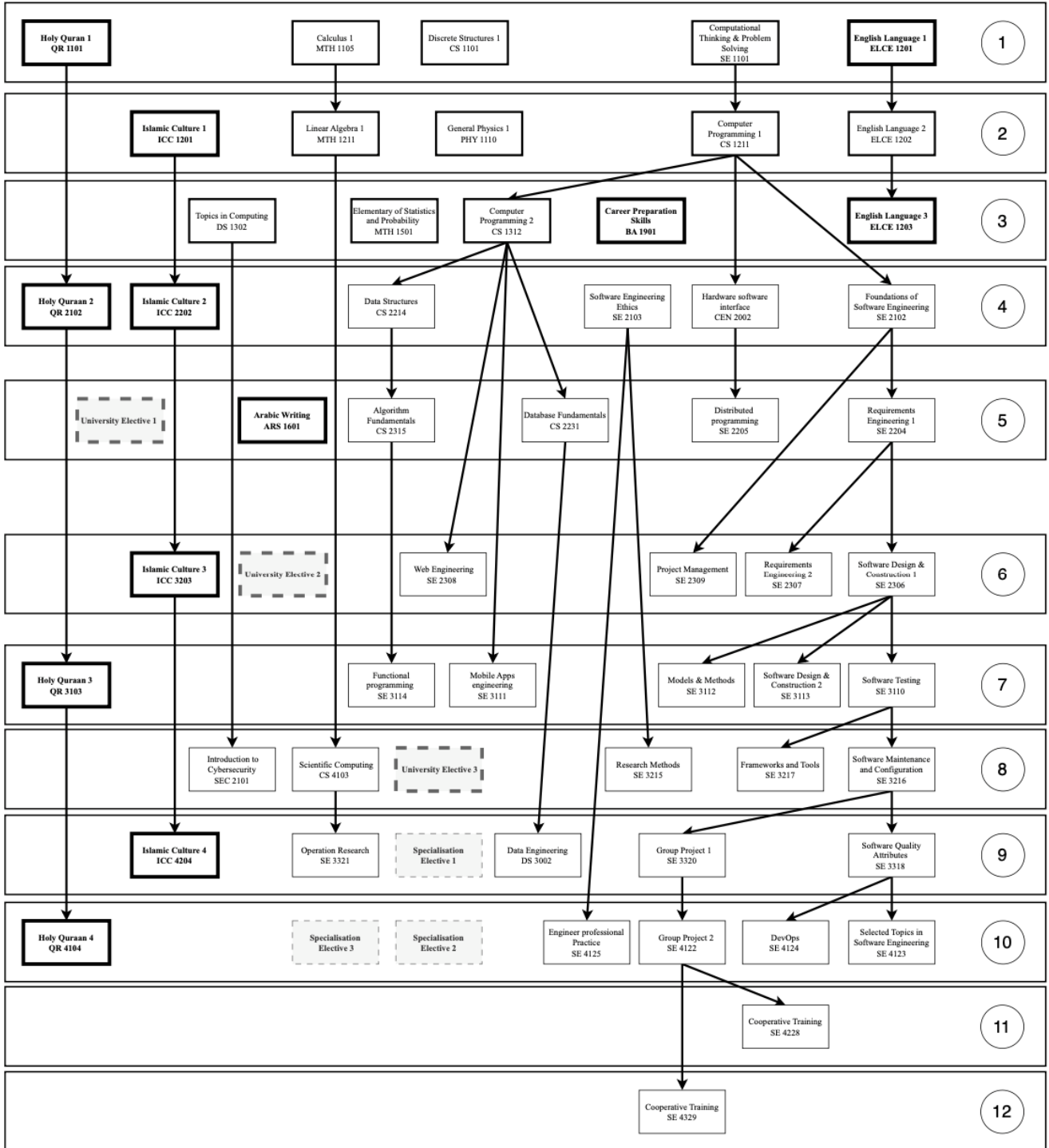| #	Course Name	Credit Hours	Pre-Requisite Courses	Type of requirements (Institution, College, or Department)
1	Design Patterns	3	Software Design & Construction 2	Department
2	Internet of Things Application Development	3	Frameworks and Tools	Department
3	Code Generation	3	DevOps	Department
4	Software documentation and redocumentation	3	Software Maintenance and Configuration	Department
5	Game programming	3	Software Design & Construction 2	Department
6	Cloud Computing	3	Foundations of Software Engineering	Department
7	Seminars in Software Engineering	3	Software Quality Attributes	Department
8	Software Crisis	3	Software Maintenance and Configuration	Department
9	Software Quality Standardization	3	Software Quality Attributes	Department

Prerequisites Structure

Software Engineering Program

Free Elective	Specialisation - Elective	Specialisation - Required	College - Elective	College - Required	Institution - Elective	Institution - Required

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1
- Holy Quran 1 — QR 1101
- Calculus 1 — MTH 1105
- Discrete Structures 1 — CS 1101
- Computational Thinking & Problem Solving — SE 1101
- English Language 1 — ELCE 1201

2
- Islamic Culture 1 — ICC 1201
- Linear Algebra 1 — MTH 1211
- General Physics 1 — PHY 1110
- Computer Programming 1 — CS 1211
- English Language 2 — ELCE 1202

3
- Topics in Computing — DS 1302
- Elementary of Statistics and Probability — MTH 1501
- Computer Programming 2 — CS 1312
- Career Preparation Skills — BA 1901
- English Language 3 — ELCE 1203

4
- Holy Quraan 2 — QR 2102
- Islamic Culture 2 — ICC 2202
- Data Structures — CS 2214
- Software Engineering Ethics — SE 2103
- Hardware software interface — CEN 2002
- Foundations of Software Engineering — SE 2102

5
- University Elective 1
- Arabic Writing — ARS 1601
- Algorithm Fundamentals — CS 2315
- Database Fundamentals — CS 2231
- Distributed programming — SE 2205
- Requirements Engineering 1 — SE 2204

6
- Islamic Culture 3 — ICC 3203
- University Elective 2
- Web Engineering — SE 2308
- Project Management — SE 2309
- Requirements Engineering 2 — SE 2307
- Software Design & Construction 1 — SE 2306

7
- Holy Quraan 3 — QR 3103
- Functional programming — SE 3114
- Mobile Apps engineering — SE 3111
- Models & Methods — SE 3112
- Software Design & Construction 2 — SE 3113
- Software Testing — SE 3110

8
- Introduction to Cybersecurity — SEC 2101
- Scientific Computing — CS 4103
- University Elective 3
- Research Methods — SE 3215
- Frameworks and Tools — SE 3217
- Software Maintenance and Configuration — SE 3216

9
- Islamic Culture 4 — ICC 4204
- Operation Research — SE 3321
- Specialisation Elective 1
- Data Engineering — DS 3002
- Group Project 1 — SE 3320
- Software Quality Attributes — SE 3318

10
- Holy Quraan 4 — QR 4104
- Specialisation Elective 3
- Specialisation Elective 2
- Engineer professional Practice — SE 4125
- Group Project 2 — SE 4122
- DevOps — SE 4124
- Selected Topics in Software Engineering — SE 4123

11
- Cooperative Training — SE 4228

12
- Cooperative Training — SE 4329

Assessment and Grading

Academic Probation
Academic probation is a notification given to a student with a cumulative GPA below the minimum acceptable limit.

Class Work Score
Class work score is the score which reflects the student's standing during a semester according to his/her performance in the examinations, research, and other activities related to a particular course.

Final Examinations
The final examination is an examination in the course, given once at the end of every semester.

Final Examination Score
The final examination score is the score attained by the student in each course on the final examination.

Final Score
The final score is the total of the class work score plus the final examination score calculated for each course out of a total of grade of 100.

Course Grades
The course grade is a percentage, or alphabetical letter, assigned to a student, indicating the final grade he/her received in a course.

Incomplete Grades
Incomplete grade is a provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade "IC".

In-Progress Grade
In progress grade is a provisional grade assigned to each course which requires more than one semester to complete. The letter grade "IP" is assigned in this case.

Semester GPA

Semester GPA is the total quality points the student has achieved, divided by the credit-hours assigned for all the courses the student has taken in any semester. The quality points are calculated by multiplying the credit-hours by the grade earned in each course.

Cumulative GPA

Cumulative GPA is the total quality points the student has achieved in all courses he/she has taken since his/her enrollment at the University, divided by the total number of credit-hours assigned for these courses.

Enrollment

Enrolled Students

An enrolled student is a student who has passed all the courses studied. Courses of the levels that following levels are added gradually starting from the lower levels according to the study plan approved (the syllabus).

Discontinuing Students

A discontinuing student is a student who fails in passing one or more of the courses.

Visiting Students

The visiting student is a student who is studying some courses in another university, or in a branch of the university to which he belongs without being transferred.

Graduation

Graduation Ranking

Graduation ranking is the assessment of the student's scholastic achievement during his/her study at the University.

Graduation

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his/her cumulative GPA and major GPA are both not less than 2.00 out of 4.00.

Honors

Awarded First Class Honor student winning a cumulative average of (3.75) to (4.00) from (4.00) upon graduation, and give the second honor for the student winning a cumulative average of (3.25) to less than (3.75) from (4.00) at graduation.

Registration

This chapter serves as a main registration guidance for Software Engineering students in Umm Al-Qura University. Your advisor is permanent, look for his/her help and guidance as follows.

Registration, Advising, and Career Guidance

Enrollment Procedure

Under normal circumstances, all students are registered automatically through the University's computerized registration system following a model plan of study set by the Department. This plan includes all pre-requisites, and maximum and minimum allowable number of credit hours per semester. The system allows the student to make changes and adjustments within the preset rules. It is during the first week of classes that students are allowed to make changes, such as add, drop, and change section. Afterwards, only course withdrawals are allowed provided they are done five weeks before the final examination period, and with the head of department's approval. Nevertheless, a student can only drop courses or withdraw from courses if his/her workload will not fall below a minimum of 12 credit hours. Moreover, a student cannot withdraw from more than two courses per semester except with the permission of the Vice Dean for Academic Affairs.

A student must confirm his/her registration within the first week of the semester. The load for each student is determined as follows.

Enrollment Advising

The Department has established a Student Advising & Welfare Committee which is primarily responsible for overseeing the academic advising process in the Department at the beginning of each academic year. The Student Advising & Welfare Committee allocates groups of students to each faculty member. This allocation is entered into the UQU's electronic registration system for students' access.

To enhance the role of the Student Advising & Welfare Committee, the Department holds briefing sessions during the orientation week to inform students about the significance of seeking advice from the academic advisors. Each advisor has on-line access to the records of the students he/she is advising. Each academic advisor is required to submit a progress report about his/her advisees to the Student Advising & Welfare Committee at the end of the semester (See appendix 1 and 2).

The Registration Tasks

Adding a New Course
An academic advisor can add a new course for a student if:

For elective courses, the academic advisor should discuss and explain each course with the student and suggest which courses should be selected and why.

Transfer between Course Sections
An academic advisor can transfer a student according to the following criteria.

Dropping a Registered Course
An academic advisor can approve dropping a registered course for a student if:

For elective courses, the academic advisor should discuss with the student each course that interests him/her and help the student make informed decisions on which courses to select based on his/her preferences, skills, and career path.

The Academic Advisor Tasks
Academic advisors are supposed to provide educational counseling for students. The academic advisor's primary responsibility is to evaluate the student's plan of study to ensure it will satisfy the college and university requirements while it meets each student's specific needs. To be effective, the advisor must recognize that each student has different abilities, interests, aspirations, needs, experiences, and problems so that his/her approach in dealing with students can be different from one to another. To fulfill this requirement, the general advising duties can be stated as follows.

Guidelines for Advisee Students
A student is highly encouraged to meet with his/her academic advisor every semester prior to or during the registration week. The goal of this meeting is to review the student's academic progress. In addition, the student can take an appointment to meet individually with his/her academic advisor to discuss the program of study, career plans, or any problems he/she may encounter in the study program.

Plan of Study
In order to achieve the best outcome of our advising system, students should prepare their study schedules carefully to meet the Department, College and University requirements. An electronic Plan of Study is automatically created by the on-line registration system based on the student's program curriculum. Plans of study are flexible documents that can be modified according to the guidelines approved by the College and the student's choices

and goals. The main purpose of creating a plan of study is to ensure effective student progress and graduation in the minimum duration possible.

Academic advisors are required to monitor on-line their advisee students' study schedules each semester and ensure that they strictly follow their approved plans of study. Academic advisors provide advice to those students who face difficulty in following their plans of study and need to modify them. Academic advisors are required to submit a report to the Department's Student Advising & Welfare Committee at the end of each semester about the progress of their advisee students.

Transfer Students and Transfer Courses

Transfer Credits (Course Equivalences)

Course equivalence is done between courses taught in College of Computing (ONLY).

Students can transfer credit hours that have been studied in other universities. The maximum allowable percentage of credit hours that could be transferred by students from other universities is 40% of the total credit hours in the curriculum. These courses are evaluated by the department Student Advising & Welfare Director and faculties who teach these courses, and approved by the department chairman and the vice dean. Transferred credits are not included in the GPA and a pass grade is assigned to those courses.

Students who want to study courses in other universities must do the following.

Transfer Students

Transfer to the college can be done through three different channels as follows.

Transfer from One University to Another

Upon the approval of the Dean of the particular college that the student is transferring to, the student might be admitted into the university in accordance with the following requisites.

In particular the following rules apply for transferring from another university to our college, the student should have a minimum cumulative GPA of 3 (out of 4) from a reputable Software Engineering or similar program. This is complemented with other conditions developed by the college council on a yearly basis. The procedure for evaluating transfer applications to the college from outside the university is as follows.

Transfer from Other Colleges within the University

Students can apply for transfer only after studying at least one semester -- excluding summer semester. A student can transfer from any college within the university after taking permission from the originating department chairman and college dean, and destination department chairman and college dean. All previous studied courses will appear in the transcript. The department council equates courses that the student has studied out of the college according to the recommendation of the appropriate department.

Transfer between Departments within the College

A student can transfer from any department within the college after taking permission from the originating department chairman, destination department chairman, and college dean. All previous studied courses will appear in the transcript. The department council equates courses that the student has studied out of the college according to the recommendation of the appropriate department.

Registration Procedure

Early Registration

Early Registration is required for all college-level students (undergraduate as well as graduate) who intend to continue their studies during the following term(s). Early Registration is done through the Web on the pre-announced dates.

Since this activity provides a basis for finalizing courses to be offered, number of sections to be opened for each course, schedule of classes, manpower requirements, etc. for the term that follows, it is mandatory for every student to register early. Academic departments are therefore advised to ask their faculty members to stress the importance of Early Registration to the students enrolled in their classes.

Early Registration is held during the 09th week of each pervious semester.

Formal Registration

Formal registration is held at the beginning of each semester or summer session as indicated in the academic calendar. Each student must personally register him/her self. Registration by proxy or mail is not permitted.

Late Registration

The students, who have not completed the formal registration process on the fixed date, may register late during the period specified in the academic calendar.

Adding and Dropping Courses

A student may change his/her registration by adding or dropping some courses during the registration period determined by Deanship of Admissions & Registration. A student may drop courses during the first week of classes in each semester. Courses so dropped will not appear on the student's transcript. In addition, the following conditions apply for dropping/adding courses.

Course Load

A course load is defined as the number of credit-hours for which a student is registered in a regular semester or a summer session. There strictions on the course load are:

The Minimum and Maximum Course Load Limit in a Regular Semester

The minimum course load limit is 12 credit hours during a regular semester. This condition is relaxed in the last semester before graduation. The maximum course load is 19 credit hours. However, a student is permitted to register for 21 credit hours with the approval of his/her department chairman, if the student has maintained a minimum cumulative GPA of 3.00 out of 4.00 in all work undertaken during the preceding terms.

Minimum and Maximum Course Load in a Summer Session

The minimum course load in a summer session is 1 credit hour and the maximum is 8 credit hours.

Minimum and Maximum Course Load for a Student on Academic Warning or Probation

The minimum course load in such cases is 12 credit hours; the maximum is 13 credit hours in each regular semester and 7 credit hours in a summer session.

Minimum and Maximum Course Load for a Student in his/her Last Term before Graduation

The minimum course load at this level is 1 credit hour and the maximum is 20 credit hours during a regular semester and 9 in the summer session, provided the student's cumulative GPA of all work undertaken during the preceding terms is not less than 2.00 out of 4.00.

Student Transcript of Academic Record

The transcript comprises the complete academic record of the student from the date of admission to the issue date. No partial records are issued. An official transcript may be issued or sent to any outside agency upon receiving a written request from the student.

The accuracy of a student record is of the utmost importance and errors or suspected errors should be brought to the immediate attention of the Deanship of Admissions & Registration.

Attendance and Withdrawal from Study

Academic Records and Grade Codes

Academic Record

The academic record is a statement which explains the student's academic progress. It includes the courses studied in each term with course numbers, codes, number of credit-hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is excused.

Grade Codes

Grade Letter	Grade Description	Mark	Points
A+	Excellent -- High		4.00
A	Excellent		3.75
B+	Very Good -- High		3.50
B	Very Good		3.00
C+	Good -- High		2.50
C	Good		2.00
D+	Pass -- High		1.50
D	Pass		1.00
F	Fail		0.00
IP	In Progress	--	--
IC	Incomplete	--	--
DN	Denial	--	0.00
NP	No Grade -- Pass	--	--
NF	No Grade -- Fail	--	--
W	Withdrawn	--	--
WP	Withdraw with Pass	--	--
WF	Withdrawn with Fail	--	0.00

Academic Advisor

The academic advisor is a faculty member that performs academic follow-up of the student from the moment he/she is accepted in the Software Engineering Department until graduation. The academic advisor provides support to the students to ensure the educational process is progressing as planned.

Tasks of Academic Advisor

1. Administrative Organization

The academic advisor organizes a folder for each of his/her allocated students, contains the following information:

   a. Recent Academic record (transcript).
   b. Academic advisement record.
   c. Education plan.

2. Follow up of the Education Plan (Registration Process):

   a. Every advisor should sign the advisement record of his/her allocated students.
   b. The student should meet his/her advisor during the last month of each semester to plan for the pre-registration advisement for the next semester. At the meeting the student and advisor agree on the course schedule plan. Both the advisor and the student sign the individual meeting advising form (see appendix 1). The form is retained with the advisor and a copy can be provided to the student on request.
   c. At the beginning of the new academic semester, the student reviews the proposed schedule which has been already planned with the academic advisor, then distinguish between the following two cases:

      i.   If the student does not desire any modifications to the proposed course schedule, then this course schedule will be considered as the final schedule and the student does not have to meet with the academic advisor. The student will register for the courses planned, then print out the final course schedule and give it to the academic advisor.

      ii. In case the student needs to change the proposed course schedule, he/she should contact the academic advisor at the beginning of the new semester in order to adopt the modified course schedule, and then the student or advisor will register the final course schedule in the university on-line registration. A print out of the final course schedule will be retained in the student advisement file.

d. If the academic advisor cannot add or drop the planned course(s), then the academic advisor records the problem in the student file and reports it to the head of department to have the appropriate solution.

e. If the student does not see the advisor at the end of each semester, then he/she will be contacted to find out the reason(s) why he/she missed advising and proper action will be taken to help the student to ensure that he receives appropriate advising.

List of Faculty Members

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Expected Careers

Software engineering plays a prominent role in every part of our daily lives, from electronic devices at home to satellite control in space. The field of software engineering is interested in developing software solutions in scientific and engineering manner, as well as improving practices to develop these solutions from the stage of problem analysis and study of requirements to the stage of designing solutions and ensuring their efficiency, effectiveness and continuous development. It contributes significantly to other fields of computer science such as artificial intelligence and human interaction with technology, as well as organizations across industries. The program graduates have diversity roles to apply for. Here are some of the expected roles amongst other.

Programmer	**Business Analyst**
Quality Assurance Analyst	**Software Tester**
Software/Web Developer	**Project Manager**

Student Guide for Support and Services

University-Level support and Services

List of Services	Information Links
Admission FAQs	**https://uqu.edu.sa/dadregis/App/GALLERY/153371?id=215167**
The university guides	https://drive.uqu.edu.sa/_/luc/files/الجامعي20%الطالب20%دليل.pdf
Ghali Centre for disabled	https://uqu.edu.sa/studaff/App/FAQ/124146
Student Guidance and Counseling Center	**https://uqu.edu.sa/studaff/App/FAQ/124167**
Department of Student Rights Protection and Disciplinary	**https://uqu.edu.sa/studaff/App/FAQ/124286**
Student Accommodation	**https://uqu.edu.sa/studaff/App/FAQ/124293**
Student Transportation Department	**https://uqu.edu.sa/studaff/App/FAQ/124272**
Regulations for study and examinations	**https://drive.uqu.edu.sa/_/dadregis/files/44/LDWEJ442C.pdf**
King Abdullah bin Abdulaziz Library	**https://uqu.edu.sa/lib**
Free Microsoft Office package for students	**https://uqu.edu.sa/it/1075**
University Medical Centre	**https://uqu.edu.sa/umc**

College-Level Services and Support

Injaz

Injaz aims to present the achievements of the college, exemplified by the graduation projects of its students from diverse departments. The students accentuate their graduation projects through scientific posters, subsequently undergoing evaluation by a specialized committee.

The exhibition is accompanied by the **"Your Project in 3 Minutes (3MP)"** competition, which is adapted from the well-known international competition "3 Minute Thesis (3MT)". This competition is designed to elevate students' proficiency in delivering clear and concise presentations, motivating them to compete and showcase their ideas in innovative and unconventional ways.

Hackathons

The college has organized and continues to organize numerous competitions and hackathons, such as the **Smart Makkah Hackathon**, which brought together university students and faculty members to devise innovative solutions that serve the city of Makkah.

To facilitate and streamline engagement in competitions and hackathons, the college has set up a specialized committee called the **'Competitions and Internal and External Participations Committee.'** This committee plays a pivotal role in supporting students throughout their participation journey, ensuring they receive regular updates on upcoming competitions, hackathons, and relevant opportunities. Moreover, the committee serves as a resource for students by providing guidance on preparing for competitions, offering mentorship, and facilitating access to necessary resources. For more information about participation in competitions and hackathons, please refer to the frequently asked questions at: https://uqu.edu.sa/cis/App/FAQ/156696.

College initiatives

Teach Me: Voluntary Initiative

It is a voluntary initiative among the members of the College of Computer Society to enrich the students' experience.

Gestures and acts of generosity and charity through this initiative are purely for Allah's Sake, without any expected reward or possible gain, with no limitation period.

Etqan Initiative

It is an initiative that aims to provide a training program to prepare students of the University for the requirements of the labor market. The initiative provides a training portfolio with a variety of technical training by continuously providing training programs throughout the week during the academic year. Experts from major technical companies and non-profit governmental and private entities concerned with technology will be sought for cooperation in this endeavor.

Digital Fountains Initiative

The initiative concerns providing a series of virtual scientific lectures, meetings and discussions by a constellation of specialists in the technical and informational fields. This initiative aims to spreading knowledge among the largest number of beneficiaries, introducing the new technologies in the field of computing, taking advantage of the expertise and capabilities from inside and outside the college in serving the community and Contributing to community awareness in a technical and informational manner by organizing specialized seminars and meetings.

'Communities Like You' Initiative

The initiative concerns to provide a safe environment for creatures living among us, such as the cats in our universities, and to spread the culture of kindness to animals which is urged by our religion and human nature.

Contact
Software Engineering Department
URL Link: https://uqu.edu.sa/cis_ise

Telephone: +966125000000

Email:cis_ise@uqu.edu.sa

Twitter: https://twitter.com/uqu_infosys

Appendix

Appendix 1: Individual Student Advising Form

كلية الحاسبات
قسم هندسة البرمجيات
لجنة الإرشاد الأكاديمي

نموذج لقاء إرشادي فردي

			اسم الطالب/ـة
	رقم التواصل		الرقم الجامعي
			الفصل/العام الدراسي
			المستوى
			عدد الساعات المجتازة
			عدد الساعات المسجلة
			عدد الساعات المتبقية
			المعدل التراكمي
			عدد الإنذارات (إن وجد)
			هل تم فصل الطالب/ـة أكاديمياً سابقاً؟
	☐ عمليات الحذف والإضافة ☐ الاعتذار والتأجيل والانقطاع عن الدراسة ☐ مشكلات تعوق تقدم الطالب دراسياً (أكاديمية، صحية، اجتماعية، ...) ☐ التعثر خلال الفصل الدراسي الحالي أو الفصول السابقة ☐ غير ذلك (يجى توضيحه)		الموضوع الرئيسي اللقاء
			ماتمت مناقشته وتوصية المرشد حياله
			أي إضافات أخرى

المرشد الأكاديمي: التاريخ: التوقيع:

Appendix 2: Group of Students Advising Form

كلية الحاسبات
قسم هندسة البرمجيات
لجنة الإرشاد الأكاديمي

نموذج لقاء إرشادي جماعي

عدد طلاب المجموعة الإرشادية	
عدد الحضور باللقاء الإرشادي	
المواضيع التي تمت مناقشتها في اللقاء	
نتائج اللقاء الإرشادي	
إضافات أخرى	

ملاحظة: يرجى إرفاق قائمة بأسماء الطلاب بمجموعة الإرشاد الأكاديمي

المرشد الأكاديمي:　　　　التاريخ:　　　　التوقيع: