COMPUTER SCIENCE
DEPARTMENT

Student's Handbook

FOR COMPUTER SCEINCE

2012

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Some Important Definitions

Academic Year and its Division

Academic Years

An academic year is divided into two 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 16-18 of any given semester.

Academic Semesters

An academic semester consists of 15 weeks of instruction, plus additional weeks for registration and final examination.

Summer Sessions

A summer session consists of 8 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.Sc./B.Eng.

Academic Levels

An academic level indicates the study level. The levels required for graduation are eight 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 practicals or seminars. Detailed information about courses is available in Chapter 8which 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, practicals, 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 minute duration.

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 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 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 has taken since his 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 study at the University.

Graduation

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his 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 Computer Science 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.

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 Computer Colleges (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 (SAWD) 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 Computer Science or similar college. 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 -- in the college they are transferring from. 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.

Regulations

The Department will treat the breach of any of these regulations, or any of the University's regulations, as a serious disciplinary matter.

Smoking

The buildings of the Department of Computer Science are classed as public space and, as such, it is illegal to smoke in any part of them. Smoking is also not allowed in other University spaces used for teaching and other related activities.

Students and staff are required to abide by the University's policy on smoking. Smoking is permitted in outdoor spaces on campus providing that the 2-metre exclusion zone around buildings is observed.

Damage or Theft

It is an offence to write in, mark or otherwise deface library books or periodicals. Anyone found to have done so will be charged for the full replacement and administrative costs, and may be subject to further penalties.

Theft of departmental property e.g. PCs, PC parts, books is treated as a serious disciplinary offence.

Photocopying/Scanning of Copyright Material

Scanning or photocopying material in copyright is restricted under law. In brief, single copies may normally be made of individual articles from journals or of relatively short extracts from books or other written works, provided the copy is intended for your research or private study. Otherwise, permission will need to be obtained from the copyright owner before a photocopy or photocopies can be made.

Departmental Computing Facilities

Computer Misuse

The Department takes an extremely serious view of any student who attempts to decrypt the password file on any computer system. Students are reminded that it is a criminal offence to cause a computer to perform any function with intent to secure access to files when it is known that the access is unauthorized.

Possession of programs that, if executed, would attempt to decrypt the password file will be taken as evidence of intent to secure unauthorized access. The Department takes an extremely serious view of any student who indulges in anti-social behavior in their use of the Department's computer systems. These systems are provided as an important and general-purpose resource that has to be shared amongst all students. Any student who maliciously prevents other students from accessing the computer systems is liable to exclusion from those systems.

It is Departmental policy that if a student is suspected of abusing the Departmental computer system, an authorized member of the software support staff has the right to examine the contents of any computer file used by that student on the Departmental computer system. The member of the software support staff who is carrying out the investigation will inform the student's supervisor and the Head of Department, and in certain cases the Chair of the Board of Studies, if there is evidence of abuse.

The contents of the relevant file(s) may be seen by other staff members of the Board of Studies only if the abuse is of such a serious nature that it must be considered at a full meeting of the Board.

Libelous Statements on the Internet

Legal opinion is of the view that the Internet is a means of publication and that statements made in this medium may be regarded as libelous. Posting an article to a Usenet news-group or Web forum and the setting up of a page on the World Wide Web constitute publication in the eyes of the law.

Both the distributor (potentially, the University) and the author of a libel can be held responsible for the libel. Potential damages from such libel actions could be high, as a large number of people worldwide have access to any libelous statements and these people are likely to be those working in the area of the person libeled. That is, the libel is distributed to a highly-focused group on which it is likely to have the maximum effect.

No information may be transmitted internally or externally which could bring the University or Department into disrepute, or which contravenes laws, University or Departmental policy or conventions on equal opportunities. Information is understood to include text, images and sound. Transmission is understood

to include printing information, posting information via electronic mail and bulletin boards such as Usenet News and Web fora, and providing information on distributed systems such as the World Wide Web.

General Student-Related Matters

Advising

All students of the department have a member of the teaching staff allocated to them as their advisor. Advising takes the form of meetings between advisees and their advisors. They exist to help students monitor their progress, set goals for their studies and discuss problems, both academic and personal.

Your advisor is the person to whom you should go at any time if you encounter academic or personal problems. However, in some circumstances, you may wish to approach someone other than your advisor. In particular, you should feel able to consult the Chair of the Board of Studies, the Head or Deputy Head of Department, or, in relation to specific examination issues, the Chair of the Board of Examiners. In certain situations, the Chair of the Board of Studies may be able to arrange a change of advisor, either temporarily or permanently.

Attendance and Absence

Attendance at all teaching sessions is compulsory, unless you are informed otherwise. According to university regulations, if the combination of justified and non-justified absence in a particular course reaches 25% or more of the total amount of teaching units, the student is automatically awarded the grade "Denied".

Student Problems and Welfare

If you are experiencing difficulty with your work, if you feel that unreasonable demands are being made of you, if you find that there are clashes between coursework deadlines, or if you are being hindered by medical, domestic, personal or other problems, you should consult your advisor (or another member of staff) as soon as possible.

If you cannot find your advisor, or you would prefer to talk to another member of staff you may do so. In particular, you might want to talk to the Chair or Secretary of the Board of Studies or the Head (or Deputy Head) of Department. The staff at Reception may be able to contact the member of staff you are seeking.

Disabled Students

If you have a disability which might affect your studies, you may be entitled to support. Whether or not a disability has already been declared or develops or becomes apparent during your time at the University, then it is possible to get appropriate support.

The University Disability Services can offer a great deal of assistance; but in the first instance you should consult the Department's Disability Advisor.

Recording of Teaching

Any form of audio or video recording of lectures, seminars or practical sessions is only permitted under the following circumstances:

Like any other departmental regulations, breach leads to disciplinary actions.

Libraries and Bookshops

You have access to the University library and the Shegri bookshop and both are available on campus. When a textbook is not available in either of them, you may want to try Jarir bookstore or order the book online. In some cases, when a large number of students require a textbook, we can arrange a multi-online order via the computer science student club.

Health and Safety

The University's aim is to provide and maintain a safe working environment, which is without risks to health and offers adequate facilities and arrangements for the welfare of staff and students. It is the duty of all individuals to exercise personal responsibility, to familiarize themselves with Departmental instructions regarding safety procedures, and to do everything possible to prevent injury or damage either to themselves or to others. Information about safety and welfare matters is located on a notice board.

The University also regards harassment as a serious matter. Where serious allegations of harassment are proved by a formal investigation, disciplinary action (including dismissal or expulsion) may be taken against the harasser. In addition to any penalty imposed by the University, those responsible for harassing others may be subject to criminal and/or civil proceedings.

Fire and Other Emergencies

When the fire alarm is heard it is your responsibility to vacate the building quickly (without running) and quietly. Do not re-enter the building until given permission to do so by a fire marshal.

General Safety

You are required to take reasonable care for the health and safety of yourself and others who may be affected by your actions or inactions. Make sure that you familiarize yourself with the following:

Food and drink must not be consumed in the laboratories. Footwear must be worn at all times.

Hardware Teaching Laboratories

Electrical Safety

Mains voltages may be present in almost any item of equipment. In particular, computer terminals, oscilloscopes and other cathode ray tube displays will have voltages present in excess of 10 kilovolts. Undergraduates are not permitted to remove the cases of equipment, or to wire mains plugs or to replace mains connectors or fuses, unless directed by a technician or other member of staff. All devices that contain cathode ray tubes should be treated with care; if a tube breaks there will be a vacuum implosion, which may cause others, as well as yourself, to be blinded.

Academic Misconduct

Department Statement on Academic Misconduct

You are responsible for ensuring that your work does not contravene the Department's rules on academic misconduct. The University takes a very serious view of such misconduct and penalties will be applied if you are found to have attempted to mislead examiners. Forms of academic misconduct include:

If you have any queries about what constitutes academic misconduct, and in particular, about the proper attribution of material derived from another's work, you should seek advice from your advisor.

The penalties for academic misconduct will depend on the seriousness of the offense. Students found guilty of academic misconduct may, for example, have their degree class reduced, fail their degree or be asked to leave the University. If you are taking elective courses in another department check the Academic Misconduct rules in that department. There may be small but significant differences in the definitions of, for instance, acceptable collaboration in different disciplines.

Avoiding Plagiarism and Collusion

Avoid plagiarism by always acknowledging the sources of the material you have used (including software and information on the web). If you copy a passage of text verbatim, clearly mark the entire extent of the quotation using quotation marks or an italic font, and cite its source. Record unpublished work, such as an email or a conversation as 'private communication'. Treat lecture materials as published materials too. When you are collecting material from online sources for an assessment, it is tempting to use "cut and paste". Ideally, you should re-express the source material in your own words, but you should certainly note carefully where the material was taken from so that you can later construct a full citation.

In programs submitted for assessment, do not "re-invent the wheel": if you find a piece of code written by someone else that does what you want, use it. However, be sure to include a comment acknowledging its source and making clear that you understand how it works.

Guidelines on Mutual Assistance and Collaboration

If an assessment is completed by students working in pairs, or in groups, you should be given explicit guidance about the level of acceptable collaboration within each pair or group. In some assessments, you may be given explicit encouragement to involve other students in a specific aspect of your work, such as evaluation and testing. Aside from such explicitly permitted exceptions, the following guidelines apply.

While an open assessment is in progress, you may discuss it with your fellow students only to understand the nature of the problems or questions set, not to find out how to solve or answer them. What you submit must be your own work. Do not collaborate when producing the solution or answer to an assessment. Do not copy another student's work, and do not allow another student to copy yours. If in doubt as to whether you may seek or give assistance of some kind, ask the member of staff who set the assessment.

When writing an essay or report for an open assessment, discussion and collaboration are permissible in the initial process of determining the nature and requirements of the question. You will then need to select relevant pieces of information from available sources and to evaluate their usefulness and consistency. In this process of selection and evaluation, often involving careful analysis and judgement, you are not permitted to work with others. Nor may you share the details of your own essay or report. All information used in your essay or report drawn from any source other than your own work and ideas must be explicitly referenced.

When an assessment requires the development of hardware or software, discussion and collaboration are again permitted in the initial process of examining and clarifying requirements - though only the setter

of the assessment can rule on any perceived ambiguities. The subsequent work of design, implementation and testing should essentially

Departmental Regulations

Students follow the academic levels system, which comprises a minimum of eight academic levels. The duration of each academic level equals one regular semester, where the student gradually progresses from one academic level to another in accordance with the approved promotion rules. Students are responsible for knowing and following the academic rules and regulations including the requirements for graduation. Academic advisors assist students in planning their academic programs, but their academic advising activities do not relieve students of this responsibility. Therefore every student should be thoroughly familiar with all the academic regulations and the degree conferral system and remain informed about them throughout his career at the University. A student may seek the assistance of his academic advisor or the department chairman in this respect.

The department assigns an academic advisor (a faculty member of the department) to each student to assist him in matters relating to his academic progress such as:

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 for spring semester is held during the 11th week of the fall semester, and Early Registration for summer session and the following fall semester is held during the 11th week of the spring 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 himself. 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 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 two weeks of classes in a regular semester (the first week of classes in a summer session). Courses so dropped will not appear on the student's transcript. In addition, the following conditions apply for dropping/adding courses.

Dropping Courses

Adding Courses

Adding or Changing to Closed Sections

During the registration period, a student can change section -- through the departmental secretary -- if the section is available. The student should fulfill the following conditions.

The department will process the section change only if the form is complete and it does not cause conflict with the student's current schedule. Also, the requests will only be considered during registration period determined by Deanship of Admissions & Registration.

The Academic Levels System

The academic levels system divides the academic year into two regular semesters. There maybe a summer session, the duration of which is considered as half a regular semester. The degree requirements are divided into various levels in accordance with the degree plan approved by the University Council.

The University Council sets up the detailed regulations which govern promotion from one academic level to another bearing in mind the following considerations.

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, provided that the total number of credit hours registered by a student in any two consecutive semesters is not less than 28. 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 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 in which he earned his last 28 credit hours.

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 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 in which he earned his last 28 credit hours is not less than 2.00 out of 4.00.

Degree Plan

The courses of each degree are spread over 10 academic levels. The required as well as elective courses and the number of credit hours that a student needs to successfully complete in order to receive a degree in his major field are clearly specified for each academic level. This distribution of courses and credit hours is called "the Degree Plan". All degree plans are approved by the University Council. The academic departments regularly review and update the degree plans in order to provide students with continuously updated programs. The following rules apply to the degree plans.

Students are required to study within the framework of their approved degree plan and once they fulfill all the requirements they are nominated for graduation.

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

Table 7.1: Course Grades.

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