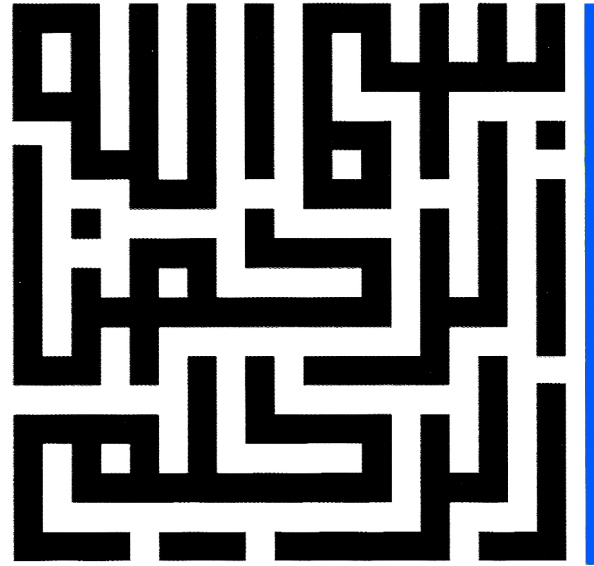




Umm Al-Qura University
University College – Jamoum
Computer Dept.

Student Guide Book



In the Name of Allah,
the Most Gracious, the Most Merciful

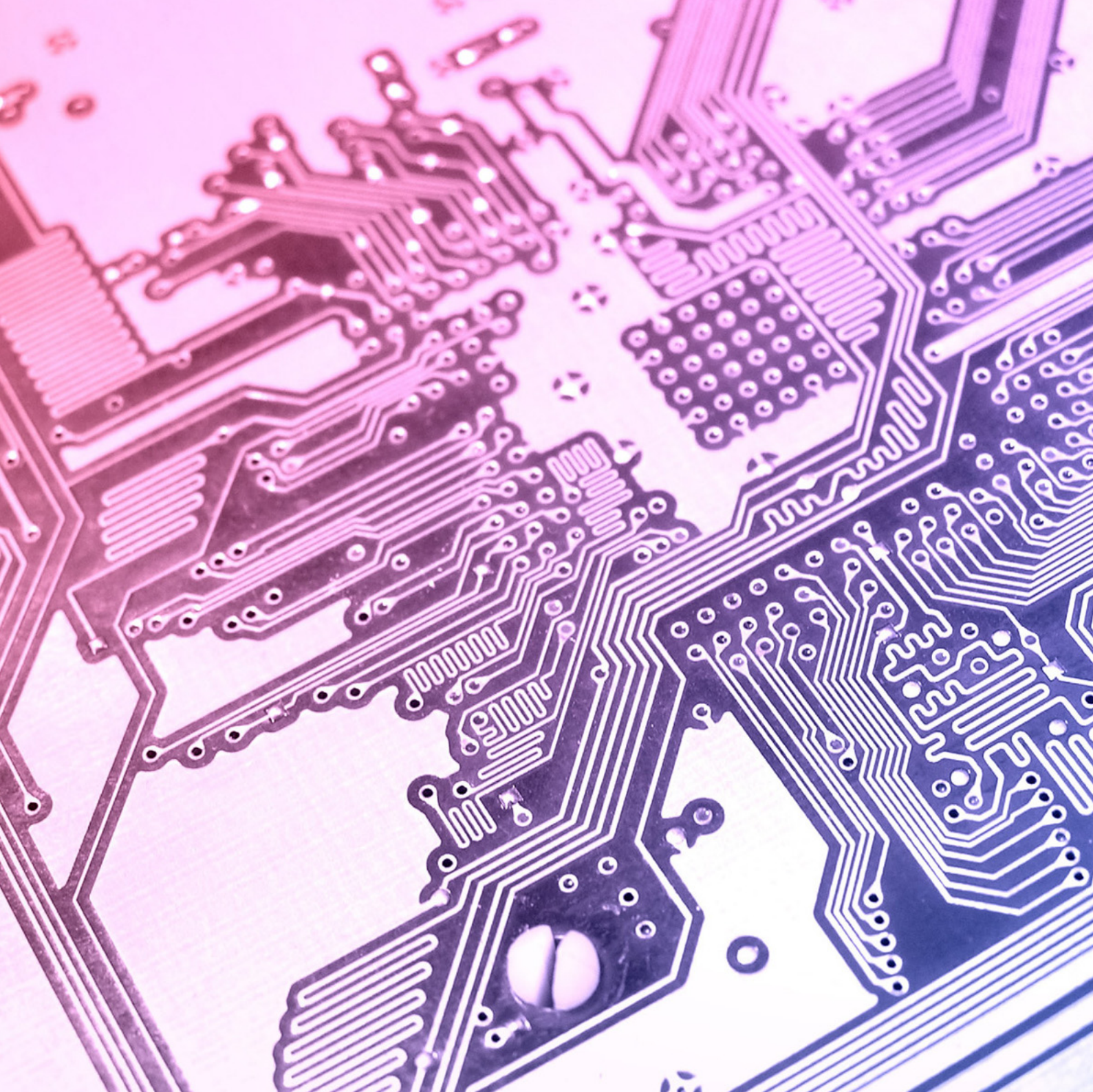


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Preface

The University College in Al-Jamoum was established in the 1976 with nine departments. The Computer Science Department (CSJ) is one of these departments. CSJ offers a five-year full-time Bachelor in Computer Sciences program.

This book is one of four guides provided by CSJ to give you plenty of information about the computer Science Department in Al-jamoum College (CSJ) at Umm al-Qura University.

Book 1: Student Guide

Learn more about the CSJ offerings and resources, study program, and what you need to do to complete your enrollment process and begin preparation to join CSJ.

Book 2: Program Guide

If you have any question about the program and the courses offered by CSJ, refer to the program guide to find detailed information about all courses and prerequisite map.

Book 3: Department Guide

The Department Guide presents information about the structure of CSJ as well as the teaching staff.

Book 4: Labs and Facilities Guide

You find information about labs, classrooms and Libraries to facilitate your access to all resources and facilities.

1. Academic Advising

The University considers student advising by faculty as an important teaching-related activity. This activity aims at assisting students in their choices and decisions such as updating their study plan, making the best decisions to improve their study experience and skills.

1.1. Admissions and Registration

Students applying to the college are centrally admitted by the deanship of admission and registration in the university. The University council decides the number of admitted students for each upcoming year according to the recommendation of the college dean, which in turn take recommendations from the program faculty.

The following conditions must be satisfied by every applicant to be accepted:

1. Earned a secondary school certificate, or its equivalent, from inside or outside the Kingdom of Saudi Arabia.
2. Obtained the secondary school certificate, or its equivalent, not more than five years prior to applying to the university. The university council has the right to waive this condition if the applicant provides an acceptable justification.
3. A record of good conduct.
4. Successfully pass any test or interview required by the university council.
5. Be physically fit and healthy.
6. If the applicant is employed, a written permission from the employer must be supplied.
7. Satisfy any other conditions the university may deem necessary at the time of application.

If all the above conditions are satisfied, admission is granted to the program according to three criteria: the student preference, the student grades, and the capacity of each program.

The registration of students is completed via the portal system (See Section)

1.2. Absences and Warnings

Absences. Umm Al-Qura University requires that students to not miss more than 25% of the total number of lectures, labs and tutorials. Students violating this rule in any of the courses are prohibited from attending the final examination of that course, the case which leads to a “Denied” (DN) grade in that course. Furthermore, the student who is absent in the final examination of a course(s) is not given a make-up examination, except for a valid excuse accepted by the department council and college council.

Warning System and Probation. According to the regulations of Umm Al-Qura University all students are required to maintain a CGPA of at least 1.0 out of 4.0 (see Grading section). Those who fail to maintain this CGPA will be placed on scholastic probation and are given two semesters in which they must improve their CGPA to at least 1.0. If this condition is not met within the two semesters of probation, the student may then be dismissed from his/her study program. The college council has requested the university council to raise this minimum cumulative GPA to 2.0 out of 4.0 for university college’s students.

1.3. Study Postponement and Suspension

Every student can suspend at most two successive semesters or three dispersed semesters according to the following requirements.

- 1.** The student should ask formally for permission to suspend actual semester via the portal web site and before a given date determined by the university council.
- 2.** The number of suspended semesters cannot exceed three.
- 3.** The suspend request is automatically put in action for the following semester in which the request is submitted.
- 4.** It is not allowed to suspend courses for two successive years.
- 5.** The grade of (W) will be assigned to the student for all reported courses.
- 6.** It is allowed to withdraw all summer courses.

1.4. Grading

Success in a course is based on a combination of grades awarded to course work and final examination. Each course has a total of 100 points. The grade for the course work is within 40-70% of the total mark, while the remainder is for the final examination. Most courses have two written exams, and several courses include a project. The pass mark in each course is 60%.

Academic advisors work closely with faculty and the student affairs deanship to connect students to co-curricular opportunities such as cooperative education, internships, and study outside the university. These students often have special scheduling considerations and academic advisors help students devise a plan to complete degree requirements in a timely manner.

The grade of “Incomplete” (IC) is given to delay the grade of a course due to non-completion of its requirements with the permission of the instructor. However, this delay should be for no more than one semester, excluding the summer semester. If this delay lasts for more than one semester, the grade will be automatically changed to a “Fail» (F) grade.

Table 1 shows the grading system at Umm Al-Qura University. A students grade point average (GPA) is determined by dividing the cumulative point value of all courses attempted by the number of units in the students semester schedule.

Table 1. Grading System for the CS Program

Letter Grade	Points	GPA (out of 4)
A+	From 95 to 100	4.00
A	From 90 to 94	3.75
B+	From 85 to 89	3.50
B	From 80 to 84	3.00
C+	From 75 to 79	2.50
C	From 70 to 74	2.00
D+	From 65 to 69	1.50
D	From 60 to 64	1.00
F	Less than 60	0.00

The semester and total GPAs are calculated using the following equations:

$$\text{Student Semester GPA} = \frac{\sum_{\text{all semester courses}} \text{CourseCredit} \times \text{AchievedGPA}}{\sum_{\text{all semester courses}} \text{CourseCredit}},$$

$$\text{Student Total GPA} = \frac{\sum_{\text{all courses}} \text{CourseCredit} \times \text{AchievedGPA}}{\sum_{\text{all courses}} \text{CourseCredit}}.$$

Similarly, for all the semesters taken, the Cumulative Grade Point Average (CGPA) is calculated and the cumulative grade point value is translated as shown in Table 2.

Table 2. Cumulative GPA Value

Cumulative GPA	Grade Point Value
3.50 or above	Excellent
From 2.75 and less than 3.50	Very good
From 1.75 and less than 2.75	Good
From 1.00 and less than 1.75	Pass

Students who acquire a CGPA of 3.75 or higher out of 4.00 are granted first class honors. Students who acquire a CGPA of 3.25 to 3.75 out of 4.00 are granted second class honors.

The following conditions must be met by a student to be granted honors:

1. The student should not fail in any course taken at UQU or any other university.
2. The student must fulfill the graduation requirements within the standard period for his program (which is 5 years for the computer science program).
3. The student must study at least 60% of courses required for graduation at UQU.

1.5. Graduation

The deanship of admission and registration of the university is responsible for checking and ensuring that graduating students have met all the graduation requirements set by the university, college,

and department. An electronic system is used to automate the process, and enables students to check at any time their current progress. However, the department head and the student's advisor review the graduation requirements before signing the approval graduation certificate for the student. The computer science curriculum consists of 162 credit hours, and students graduate after succeeding in all courses. Currently according to the Ministry of Education regulations, a student's CGPA should be a minimum of 1.0 out of 4.0 to be eligible for graduation. The college council has requested the university council to raise this minimum CGPA to 2.0 out of 4.0 for the College's students. If a student passes all required courses but fails to achieve the minimum CGPA for graduation, the university council has the right to specify additional course load for the student to improve his CGPA. This additional course load is based on the recommendation of the department council and college council.

The requirements of 162 credit hours are divided as follows:

1. 26 credits of general education
2. 30 credits of mathematics and basic sciences
3. 106 credits of computer science courses

The list of courses required in the program is given in in Criterion 5 (Curriculum). The title on the degree awarded is "Bachelor's Degree in Computer Sciences"

1.6. Transfer

Transfer to the college can be done through three different channels:

1. Transfer from Other Universities

A student may be admitted into the university in compliance with the following regulations:

- a. The student should have studied at a recognized college or university.
- b. The student shall not be admitted into the university, if he/she is transferring for disciplinary and/or academic reasons.
- c. The student shall meet the transferring conditions specified by the department council and

approved by the college council.

- d.** The number of required units the student should study at UQU should not be less than 60% of the total units required for the bachelor degree by the university.
- e.** The college council equates courses that the student has studied out of the university according to the recommendation of the appropriate department. The equated courses are reported in the student's academic record, but are not considered in his/her CGPA calculation.
- f.** If the student was dismissed for disciplinary or academic reasons, his/her registration is cancelled from the date of his/her transfer to the university.
- g.** Student transfer may occur in any semester from another university in compliance with the general UQU regulations, the aforementioned procedures, and the announced deadlines.

2. Transfer within the University

A student can transfer from any college to another within the university after taking permission from the originating department chair and college dean, and destination department chair and college dean. The department council defines transfer conditions to be met by the student. All previously studied courses will be included in the student transcript. The Curriculum and Courses Committee equates courses that the student has studied out of the college according to the recommendation of the appropriate department.

3. Transfer within the College

A student can transfer from any department within the college after taking permission from the originating department chair, destination department chair, and college dean. That student must meet the transfer conditions specified by the department council. All previously studied courses will appear in the transcript. The Curriculum and Courses Committee equates courses that the student has studied out of the college according to the recommendation of the appropriate department.

4. Credit Transfer

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 academic advising committee, and coordinators of the courses. 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 follow the following procedure:

1. Fill in a course transfer form and submit it to the student's advisor.
2. The advisor consults the Curriculum and Courses Committee.
3. The committee compares the syllabus of the transfer course and the departmental course syllabus, and determines if the course is equivalent, based on the syllabus and credits.
4. The committee approves the equivalency and its chair signs the form.
5. The student should then get the approval of the vice dean for academic affairs.
6. The student hands in the form to the university registrar office and gets an official acceptance letter to study the course at the specified university.
7. After completing the course, the student should get an official completion letter and the transcript from the registrar office of the university where the transfer course was completed.
8. Finally, the student should hand the official completion letter to the UQU registrar office.

1.7. Student Portal System

Under normal circumstances, all students are registered automatically through the university computerized registration system, and follow a model study plan set by the department. This plan automatically enforces all pre-requisites (See Section). The system allows the student to make changes and adjustments that do not violate prerequisites, do not cause timetable conflicts, and do not exceed the student's maximum allowed load. It is during the first week of a semester that students are allowed to make changes, such as add, drop, and change section with the guidance of the central advising committee. Course withdrawals are permitted later in the semester, usually between weeks six and eight, subject to approval from the student's advisor and chair. A student

cannot withdraw from more than two courses per semester except with the permission of the vice dean for academic affairs. Course withdrawals do not show on the transcript. A student can withdraw from the entire semester late in the semester, usually during weeks 12 to 14, subject to the chair and vice dean for academic affairs approval. Semester withdrawal does show on the transcript.

1.8. Academic Advisors

The department policy for advising students is mixing between central and distributed advising systems.

The student affairs committee is responsible for managing student advising. The committee allocates groups of students to academic staff, which is entered into UQU's electronic registration system. The student can see his /her advisor's name in the electronic registration system, and the advisor has access to the records of his advisees through the electronic registration system.

Therefore, a faculty member is assigned to a student for the duration of the student's enrollment with the program. In addition, a central advising committee is assigned to guide and advise all students at least two times during the semester: in the beginning and middle of each semester.

The faculty members advise students in planning academic progress during registration and throughout the academic year whenever a student seeks his advisors' input in academic matters. Moreover, the department will arrange "A Day of Career Fairs" in the fall according to the recommendation of the external advisory board.

Academic advisors are meant to provide educational counseling for students. The academic advisors' primary responsibility is to evaluate the student's study plan to ensure it satisfies the university requirements and meets each student's specific needs. To be effective, the advisor should know 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 student to another. Academic advising cannot, therefore, be a mechanical or blindly-repeated process. To fulfill this requirement, the general advising duties can be stated as follows:

- 1.** The advisor should be mindful of a student's academic, career, and personal problems.

2. The advisor helps his/her advisees to examine the course offerings in their major and understand their graduation requirements.
3. The advisor serves as a link between the student and the administration by counseling the student on matters of failure, on the procedures for dropping and adding courses, course scheduling, and academic progress.

Guidelines for Advisees

The student has to meet with his/her academic advisor in the early beginning of every semester prior to his/her registration for this semester. The goal of this meeting is to review with the student academic requirements. Another optional meeting with the academic advisor can be held mid-semester to review the student's progress in different courses. At any time, the student can take an appointment to meet individually with his academic advisor to discuss his overall program of study, his career plans, or any problems he is encountering that could affect his studies.

2. Computer Science Program

2.1. Program Objectives

The program educational objectives (PEOs) are driven to support the department mission; therefore, they support the college and university missions. The PEOs are disseminated to students through different media outlets such as department websites, program catalogs and brochures, the department announcement boards, etc.

The CSJ undergraduate program educational objectives are that graduates are able to:

PEO1. Practice as computer scientists, designing, developing or maintaining technical projects in various areas of computing.

PEO2. Enhance their skills and gain knowledge about new technologies through self-directed training, attending workshops, joining professional societies or post graduate education.

PEO3. Progress successfully in their profession.

2.2. Student Outcomes

The program has documented measurable outcomes that are based on the needs of the program's constituencies. The program enables students to achieve, by the time of graduation:

- SOa.** An ability to apply knowledge of computing and mathematics appropriate to the discipline;
- SOb.** An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution;
- SOc.** An ability to design, implement and evaluate a computer-based system, process, component, or program to meet desired needs;
- SOd.** An ability to function effectively on teams to accomplish a common goal;
- SOe.** An understanding of professional, ethical, legal, security, and social issues and responsibilities;
- SOf.** An ability to communicate effectively with a range of audiences;
- SOg.** An ability to analyze the local and global impact of computing on individuals, organizations and society;
- SOh.** Recognition of the need for, and an ability to engage in, continuing professional development;
- SOi.** An ability to use current techniques, skills, and tools necessary for computing practices.
- SOj.** An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices;
- SOk.** An ability to apply design and development principles in the construction of software systems of varying complexity.

The student outcomes prepare graduates to attain the program educational objectives. The first objective (PEO1) is that graduates “practice as computer professionals in designing, implementing, and maintaining commercial and/or research projects.” Outcomes (SOa), (SOb), (SOc), (SOi), (SOj), and (SOk) support the ability to design and implement computing systems, while (SOd) and (SOf) provide the required team and communication skills needed to work on real projects. The second objective (PEO2) is that graduates “appreciate the rapidly changing face of computing technology, and take the necessary actions to keep up-to-date in their specialties through self-

directed learning and development, professional training, and further education.” Outcome (SOh) directly supports this objective: graduates that recognize and engage in continuous professional development will strive to stay on top of the latest trends.

The third objective (PEO3) is that graduates “assume leadership positions in industry, academia and public service, and/or contribute positively to their growth and sustainability.” This follows from all student outcomes from SOa to SOk.

The following table summarizes the mapping between the student outcomes and the program educational objectives.

Table 3. Mapping between the Program Educational Objective and Student Outcomes

	PEO1	PEO2	PEO3
SOa	√		√
SOb	√		√
SOc	√		√
SOd	√		√
SOe			√
SOf	√		√
SOg			√
SOh		√	√
SOi	√		√
SOj	√		√
SOk	√		√

2.3. Study Plan and Prerequisite Map

The study plan has been modified in order to comply with relevant ABET criteria. In CSJ program, all students are required to take a specific set of courses within one track. Courses include Computer Science Courses as well as general courses including Islamic studies, English language course, etc. The study plan was updated in October 2015 by replacing two computing courses with two

mathematics and basic science courses in order to let the study plan containing 30 credit hours in mathematics and basic science courses. Figure 1 shows all course and highlights the prerequisite if each one courses.

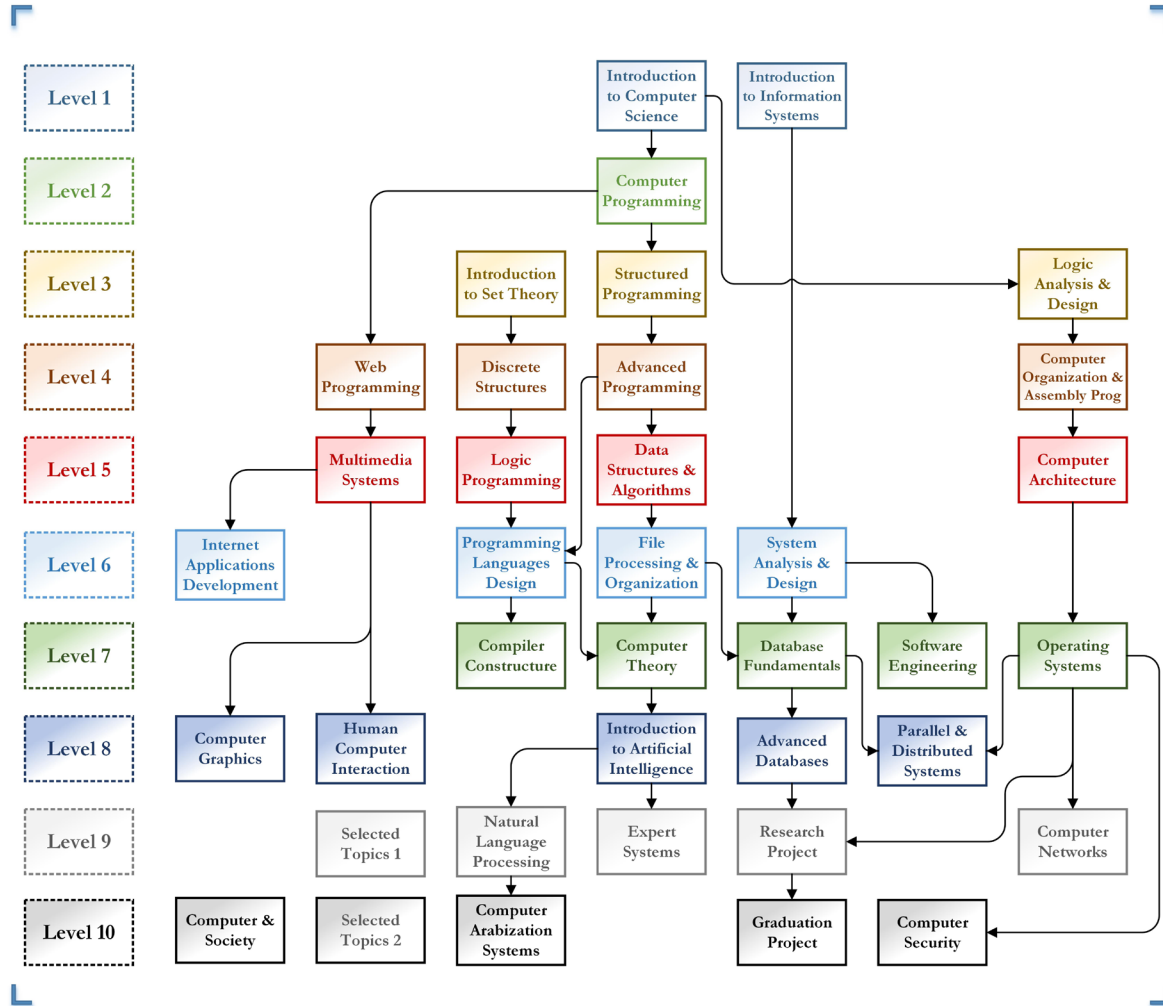


Figure 1. Prerequisite Structure of Computing Courses in the Study Plan

Prerequisite Violation Regulation

Students are not allowed to violate prerequisite restrictions. However, in rare cases some students can be exempted due to justified legitimate reasons and they should satisfy the following violation regulations:

1. A student should council with his/her academic supervisor for his/her case.
2. A student should submit a request including strong prerequisite violation reasons.
3. The curriculum committee study the student request as well as his/her records and portfolio.
4. If the curriculum committee decides to consider the request, then the student will be examined in front of a committee of three members:
 - * The instructor of the course (B) in which the student wants register
 - * The instructor of the prerequisite course (A) that the student has not passed yet
 - * A member from the curriculum committee
5. After examining the student, the three-member committee take one on the following decisions:
 - * Decision 1: Deny the student request to violate prerequisite restrictions
 - * Decision 2: Allow the student to register both courses in the same time and the these courses will be taught in their normal ways
 - * Decision 3: Allow the student to register both courses in the same time and the teaching plans for these courses are modified.

There was some relaxation in applying the prerequisite violation regulation before the department started the assessment process. Therefore, the above violation regulation is decisively applied starting from the current academic year 2014- 2015.

2.4. Courses

The characteristics (SOa) through (SOk) are inlaid in the program curriculum as shown in Table 4. In this table, the matching between SOs and the program courses is given.

Table 4. Mapping between Student Outcomes and Computing Courses

Courses		Student Outcomes										
Code	Name	SOa	SOb	SOc	SOd	SOe	SOf	SOg	SOh	SOi	SOj	SOk
2316101- 3	Intro. to Computer Science	√										
2316102- 3	Intro. to Information Syst.	√										
2316103 -3	Computer Programming	√	√	√					√		√	√
2316204 -3	Structured Programming	√	√	√							√	√
2316205- 3	Advanced Programming	√		√	√					√		√
2316210 -3	Discrete Structures	√									√	
2316211- 3	Web Programming	√			√					√	√	
2316213- 3	Logic Design & Analysis	√	√	√			√				√	
2316214- 3	Comp. Org. & Assembly	√		√	√		√				√	
2316315- 3	Computer Architecture	√	√						√			
2316316- 3	Multimedia Systems	√				√	√		√	√	√	√
2316317- 3	Logic Programming	√								√		
2316318- 4	Data Structures & Algorithms	√	√	√						√	√	
2316322 -3	System Analysis & Design	√	√		√		√		√			√
2316327- 3	File Processing & Org.	√	√	√							√	
2316333 -3	Internet App. Development			√	√		√			√		
2316331- 4	Programming Languages		√		√		√		√	√		
2316410- 3	Compiler Construction			√	√		√			√		
2316411- 3	Operating Systems	√	√	√	√							
2316412- 3	Fundamentals of Databases	√		√	√		√			√		√
2316413 -3	Software Engineering	√		√	√		√		√	√	√	√
2316415- 3	Computer Theory	√	√	√							√	
2316430 -3	Computer Graphics	√		√						√	√	
2316432- 3	Artificial Intelligence			√							√	

Courses		Student Outcomes										
Code	Name	SOa	SOb	SOc	SOd	SOe	SOf	SOg	SOh	SOi	SOj	SOk
2316433- 3	Human Computer Interact.			√						√		
2316434 -3	Parallel & Dist. Computers	√	√	√						√	√	√
2316435- 3	Advanced Databases	√		√	√				√	√	√	√
2316513- 3	Expert Systems	√		√			√		√	√		√
2316514- 3	Nat. Language Processing	√									√	
2316517- 3	Computer Networks	√		√	√					√	√	√
2316518- 3	Selected Topics	Determined by the instructor										
2316519- 4	Graduation Project I	√	√		√		√		√	√	√	√
2316531- 3	Computers & Society					√	√	√	√			
2316532- 3	Computer Security	√				√		√		√		
2316539- 4	Graduation Project II	√	√	√	√		√		√	√	√	√

The previous Table only presents Computer science courses. For an exhaustive list including all courses and their syllabi, please refer to the program guide.

2.5. Graduation Projects

The program has a year-long two-course (2316519 -4 and 2316539- 4) capstone project (also called graduation project) that totals eight credits. The mapping of how student outcomes are satisfied by the capstone courses is shown in Criterion 3. Students are required to work in teams of 35- students on a specific non-trivial problem. In the first semester, teams focus on designing and developing a strong foundation for a solution to the problem. This includes surveying existing work, and developing a detailed design. In the second semester, teams focus on deep designing issues, implementation and evaluation of the solution. Each semester students are required to give a public oral presentation, and submit a significant written report. Each semester students must also submit weekly status reports, take minutes of meetings with their project supervisor, and develop and maintain a project management plan. Marks are distributed between project

management, oral presentation, written technical reports and proposals, and other project outputs. Additionally, in the second semester a large portion of marks are given to a project demonstration where students demonstrate that their completed solution or prototype satisfies the project's requirements.

There are several courses preceding the graduation project courses and they are important in preparing students to the graduation project courses. Software engineering and database courses play a major role in improving students' skills needed in their graduation projects. Therefore, practical projects are required in "software engineering," "system analysis and design" and "database fundamentals" courses.

3. Computer Science Department

The University College in Al-Jamoum was established in the year 1976 with nine departments. CSJ is one of these departments. CSJ offers a five-year full-time Bachelor in Computer Sciences program.

3.1. The Department Structure

The organizational structure of the computer science department is:

- 1.** The Computer Science Department Council
- 2.** The Department Chair
- 3.** Department Committees
- 4.** Faculty members

Department Council

The department council, which is headed by the department chair and consists of all faculty members in the department, manages the program. Therefore, all faculty members take part in any discussion related to the program. Most of the faculty members are located at the Male section, and video conferencing is usually used to hold department council meetings jointly with

faculty members at the Female section. There are two deputy chairs: one in the male section and the other in the female section, and they assist managing day-to-day issues.

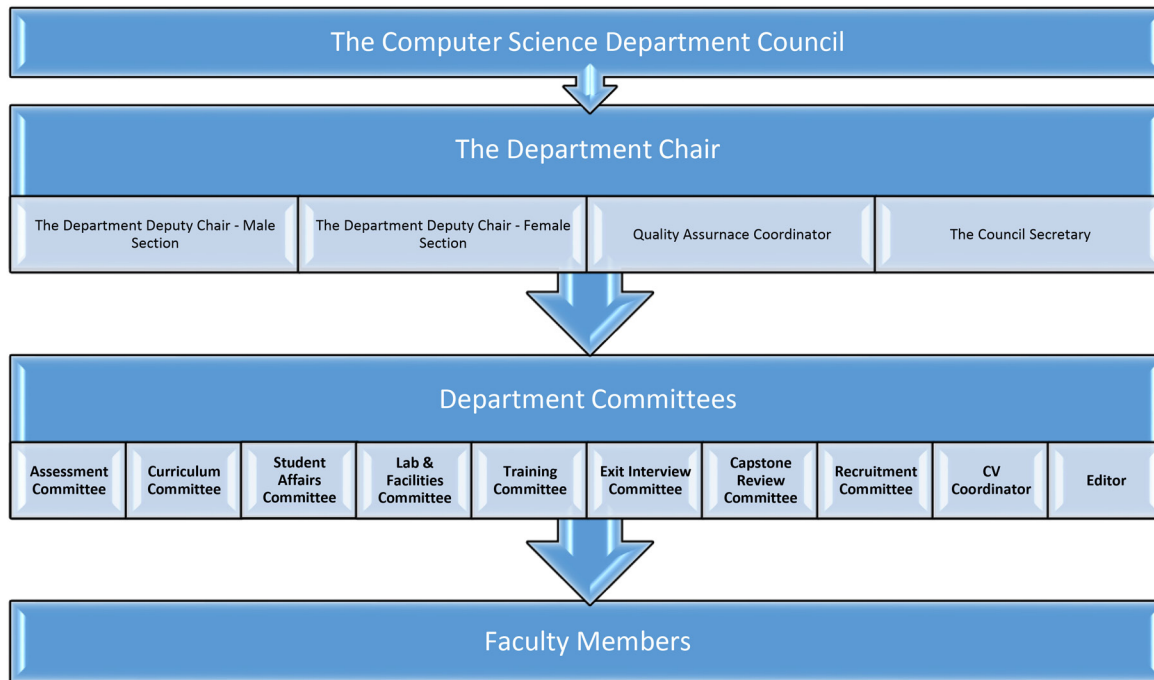


Figure 2 illustrate the organizational structure of the computer science department.

Department Chair

The chair is a member of the college council, which is headed by the college dean, and meets to discuss issues related to all college programs that need to be reported to the college or university administration.

The department chair is appointed by the university on the recommendation of the college dean. The position is held for two years, and is renewable every two years.

The dean is a member of the university council, which is headed by the university rector, and meets to discuss issues related to all university programs that need to be reported to the university

administration or to bodies outside the university, such as the Ministry of Education. The department leadership consists of the department chair and the department council (which includes all faculty members). The department chair is the head of the department council, which is responsible for taking decisions relating to the curriculum, faculty and staff appointment, teaching load distribution and faculty research and professional development activities.

Department Deputy Chair

The department Deputy chair is appointed by the university on the recommendation of the college dean. The position is held for two years, and is renewable every two years.

A deputy chair may attend the college council if the department chair is unavailable. In addition, the department chair may delegate some of his duties to the department deputy chair.

Quality Coordinator

Department chair appoints the quality coordinator among department faculty members to a faculty member who have a good experience in quality assurance processes.

Quality coordinator coordinates the analysis of gathered data, develops of adequate corrective actions where needed, and plans for their implementation. He also reports on the program's overall quality based on gathered data. Additionally, he prepares for external accreditation documentation, requirements and procedures.

Committees

The department council has several internal committees to manage various academic and administrative tasks of the program. The department council decides the structure of the committees and the faculty members assigned to them.

Community Service Activities

The department council selects, as much as possible, committee members such that there is a representative from each campus to maintain strong coherency between campuses. The duties of major departmental roles and committees are summarized in the following:

Assessment Committee - Student Affairs Committee - Curriculum Committee - Lab & Facilities Committee - Training Committee

- 1. Assessment Committee:** The main responsibilities of this committee are:
 - a. Determining methods and instruments used for assessing the quality of the program.
 - b. Coordinating the analysis of gathered data, development of adequate corrective actions where needed, and plans for their implementation.
 - c. Reporting on the program's overall quality based on gathered data.
 - d. Preparing documentations, requirements, and procedures for external accreditation.

- 2. Student Affairs Committee:** The main responsibilities of this committee are:
 - a. Assigning students to advisors.
 - b. Training new faculty on academic advising services.
 - c. Preparing and distributing materials to assist advisors in providing correct information to students regarding registration procedures, academic regulations, and graduation requirements.
 - d. Developing student appeals/complaints procedures.
 - e. Ensuring that student complaints are resolved fairly, consistently, and immediately.
 - f. Advising the department council on managing appeals.

- 3. Curriculum Committee:** The main responsibilities of this committee are:
 - a. Reviewing the main developments of computer science curricula at leading international universities, institutions, suggestions from faculty, etc., and suggesting updates to the program.
 - b. Reviewing changes in the job market and suggesting updates to the program.
 - c. Providing assistance to external departments if their programs include computing courses.
 - d. Studying the prerequisite violation requests.

- 4. Lab & Facilities Committee:** This committee reports to the department council, and its main responsibilities are:
- a. Monitoring departmental facilities including safety, furniture, computers, network access, and any other equipment in labs, offices, and other spaces to assess their adequacy for the program.
 - b. Monitoring college and university library to assess their adequacy for the program.
 - c. Maintaining a detailed record of the facilities available to the department.
 - d. Reporting any weaknesses in available facilities and suggesting corrections.
- 5. Training Committee:** The main responsibilities of this committee are:
- a. Serving as the portal to the Computer Science department for industrial contacts.
 - b. Broadening the relationship between industry and the department and to foster collaborative projects, cooperative education links, and graduate recruitment opportunities.
 - c. Coordinating with industrial organizations to offer seminars to students on job opportunities.
 - d. Organizing External Advisory Board meetings.
- 6. Exit Interview Committee:** This committee meets graduates (just before graduation) to conduct an exit interview in order to discuss with them different educational, professional and career advising issues. Part of the interview is a written survey that is analyzed and reported to the department council.
- 7. Capstone Review Committee:** This committee shall be responsible for:
- a. Reviewing capstone project applications with respect to the department rules and regulations.
 - b. Assigning a supervisor and evaluation committees for each project.
- 8. Recruitment Committee:** This committee reports to the department council, and its main responsibilities are:

- a. Gathering information on manpower requirements in the department.
- b. Organizing to have suitable job advertisements posted in reputable places.
- c. Shortlisting applicants and arranging interviews with potential candidates.

9. CV Coordinator: This coordinator responds to the department council, and the main responsibilities include:

- a. Developing the research strategy of the department.
- b. Assessing and reporting the research performance of each faculty member.
- c. Quantifying teaching load relief for researchers based on the abovementioned reports.

10. Editor: He/She is a member of the assessment committee who reviews and edits draft and final statements of the program SSR and its attachments and related documents.

External Advising Board

The program is offered full-time/day using traditional lectures/laboratories and other class activities such as discussion, projects, workshops, etc. Some lecture classes are given via live video conferencing if the instructor is on a different campus to the students especially in female section.

The university provides and maintains specialized facilities for this purpose.

The University considers student advising by faculty as an important teaching-related activity. The department policy for advising students is a mix between central and distributed advising systems. Therefore, a faculty member is assigned to a student for the duration of the student's enrollment with the program. In addition, a central advising committee is assigned to guide and advice all students in the beginning of each semester. The faculty members advise students in planning academic progress during registration and throughout the academic year whenever a student seeks his advisors input in academic matters. Moreover, the department will arrange "A Day of Career Fairs" in the fall according to the recommendation of the external advisory board.

3.2. Teaching Staff

The computer science department consists of distinguished faculty members who are highly qualified for academic work. Most of them obtained their Ph.D. from highly ranked schools in North America, Europe, Japan, and Australia. Faculty members come from a wide variety of backgrounds and bring experience from education, research, and industry.

The university supports the college with a generous share of the available teaching assistant positions. In addition, the university also provides resources to the college to hire non-Saudi master' holders as teaching assistants as «lecturers», and Bachelors and Masters holders as research assistants. The university also allows departments to hire part-time teaching faculty and assistants on a per-semester basis with the approval of the university Permanent Committee for Collaborators. The university has made outstanding progress not only in increasing the quantity of its faculty and staff but also in enhancing their skills and quality. It provides opportunities to faculty for personal and professional development through workshops, including teaching workshops, offered regularly by the Deanship of University Development and Quality, and by encouraging faculty members to attend international conferences or training workshops abroad.

Administrative and technical staff members are recruited based on the college's nomination. Currently, CSJ has two administrative staff, 12 faculty/lecturers, 15 teaching assistants (excluding those who are on leave for graduate studies) and one technician. The Deanship of Faculty and Staff Affairs, which also provides all personnel services for the university, centrally manage the majority of faculty and staff employment processes.

The recruitment processes are unified across the university. Job announcements and interviews are performed at the department level. Decisions and recommendations are then reported to the Deanship of Faculty and Staff Affairs through the college dean. Positions are publicly advertised in local newspapers, the university website, and international newspapers and websites. The advertisements include the job title, application procedures, and the selection criteria.

For hiring Saudi teaching assistants and lecturers, committees at the department level report their recommendations to the department council for approval, then to be approved by the college council. The final decision is made by the Committee of Teaching Assistants and Lecturers headed

by the Vice Rector for Graduate Studies and Research. The same procedures are followed for the recruitment of assistant professors and higher academic ranks, except that the final decision of employment is made at the university scientific council.

The Ministry of Higher Education's criteria for performance evaluation requires the department council to weight a faculty member's contribution towards research (65%), teaching (25%), and administration (15%). Faculty members who teach their full load will receive overtime compensation. In addition, faculty members whose research is published in highly-ranked international journals are financially rewarded by the university. Faculty members who publish in conferences are supported to go and present their research.

Teaching Plan and Activities

The department chair and council have played a key role in promoting departmental interests at the college and university levels. They have created a productive environment to facilitate the department's teaching and research.

Career and personal development at the college and the university provide faculty with opportunities to build productive and satisfying careers while contributing to the achievement of the university's mission. The university has established a Deanship of University Development and Quality that plays a major role not only in organizing workshops and seminars, but also in identifying the staff needs and setting strategies to meet those needs.

3.3. Labs and Facilities

There are eleven computer laboratories in each branch for the benefit of the CS students. These laboratories contain Windows-based computers with a standard set of basic software. All computers are connected to the central university network, which allows access to the internet. All computing laboratory facilities are available from 8 am until 8 pm Sunday-Thursday.

Lab Types

There are eleven laboratories each of approximately 6m × 7m. Eight of them contains 22 computer

machines each. These laboratories are:

- Hardware Lab
- Multimedia Lab
- Artificial Intelligence Lab
- Five Computer Lab
- Operating System Lab
- Network and Distributed Systems Lab
- Project Lab

The layout of the Hardware and AI Labs are shown in Figure 3, while the layout of the Project Lab is shown in Figure 4. The other labs layout is as in Figure 5.

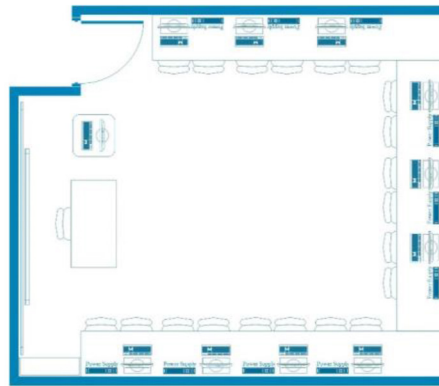


Figure 3. The Layout of the HD and AI Labs

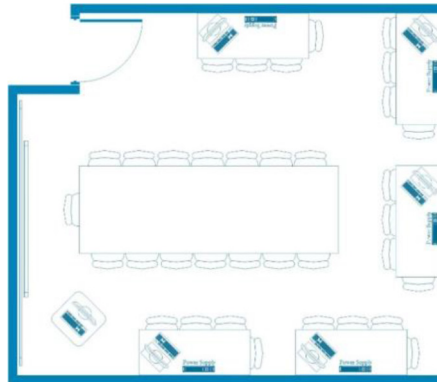


Figure 4. The Layout of the Project Lab

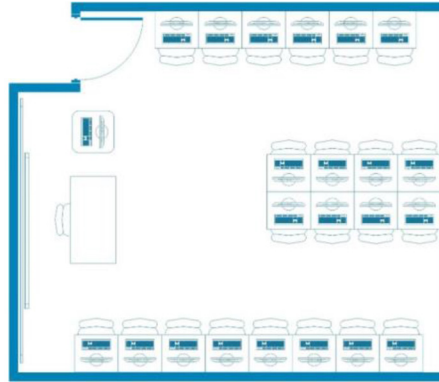


Figure 5. The Layout of the other Computer Labs

Computing Resources

Wireless access points are distributed across large parts of the College. These access points have controller access (by university ID) and can be used by students and faculty members to access the campus network and the Internet.

The Admissions and Registration Deanship provides students with the ability to perform online registration, monitor their academic progress, view transcripts/grades, etc. Instructors have the ability to figure out their classes, timetable, students in the classes, entering final degrees, etc. Moreover, the university IT deanship offers several online services for the staff and the faculty such as email, personal homepages, facilities application gates, learning management systems, etc. For more details about Labs and facilities please refer to Labs and Facilities guide.

