Student Handbook

Faculty of Computer and information Systems

2023-2024


بسم الله الرحمن الرحيم

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Message from the Dean

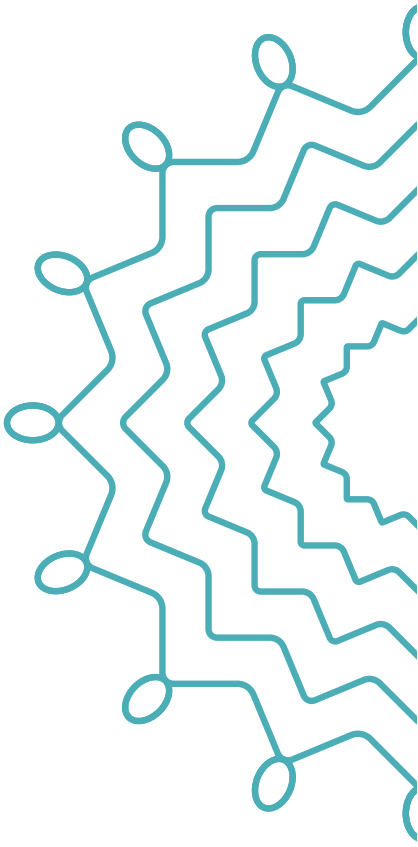
Welcome to the Faculty of Computer and Information Systems at the Islamic University of Madinah. Our faculty and staff are determined to create and foster an engaging environment of teaching and learning, where every student matter.

The FCIS was established in 2011 G./ 1431 H. and launched in the 2013–2014 G. / 1434–1435 H. academic year. With its three departments, Computer Science, Information Technology, and Information Systems—the FCIS aims, on the behalf of the mission of the university, to graduate outstanding individuals into the industry and market who can contribute their competencies to the rapid development of the field of technology and informatics.

With the keen vision of the rector and the vice rectors of the university, the FCIS seeks to attract outstanding academic professionals with high competency in scientific research and modern teaching methods. Currently in the age of technological and cognitive development, the FCIS strives to keep abreast of the latest developments in the field and to transfer them to students via up-to-date course materials and modern teaching methods.

Saad Alqahtani, PhD.

Dean, Faculty of Computer and Information Systems



Introduction

The Student Handbook of the Faculty of Computer and Information System (FCIS) should be used as a guide and a reference point by students looking for information on administrative rules and regulations. It is each student's responsibility to become familiar with and understand the contents of this handbook to comprehend the policies that govern their program of study in order to be able to abide by these policies. The student handbook also contains information related to admissions, curriculum, graduation requirements, and departments in the FCIS.

The information contained in this document is updated as required and is considered official policy of the faculty. Additional information can be found in the Faculty Handbook, Facilities and Resources Handbook, and on the faculty website.

Knowledge and understanding of this handbook information is important in assuring that each of the students of the faculty of Computer and Information System become passionate learners who are prepared for success in the faculty and beyond.

ABOUT THE FACULTY

The Islamic University of Madinah welcomes you to the Faculty of Computer and Information Systems (FCIS). The faculty was established in 2011 G. / 1431 H. and launched in the 2013–2014 G. / 1434–1435 H. academic year. With its three departments—Computer Science, Information Technology, and Information Systems—the FCIS aims to graduate outstanding technical professionals who can actively participate in disseminating e-culture in society. Graduates play an important role in the economic development of the Kingdom of Saudi Arabia in both the government and private sector through their involvement in major information technology projects.

The Faculty of Computer and Information Systems provides modern laboratories, smart classrooms, and other facilities. Students and faculty are encouraged to check the FCIS Safety Guide, the FCIS Labs and Facilities Guide for their campus. Students are exposed to a variety of activities both academic and extra-curricular. The FCIS works to attract talented staff both national and international to participate in advancing education and research for the growth of the faculty.

FCIS Strategy

Vision

To become a world-class knowledge base in the field of computing and to be distinguished in providing the communities with technical and professional workforces of the highest academic excellence.

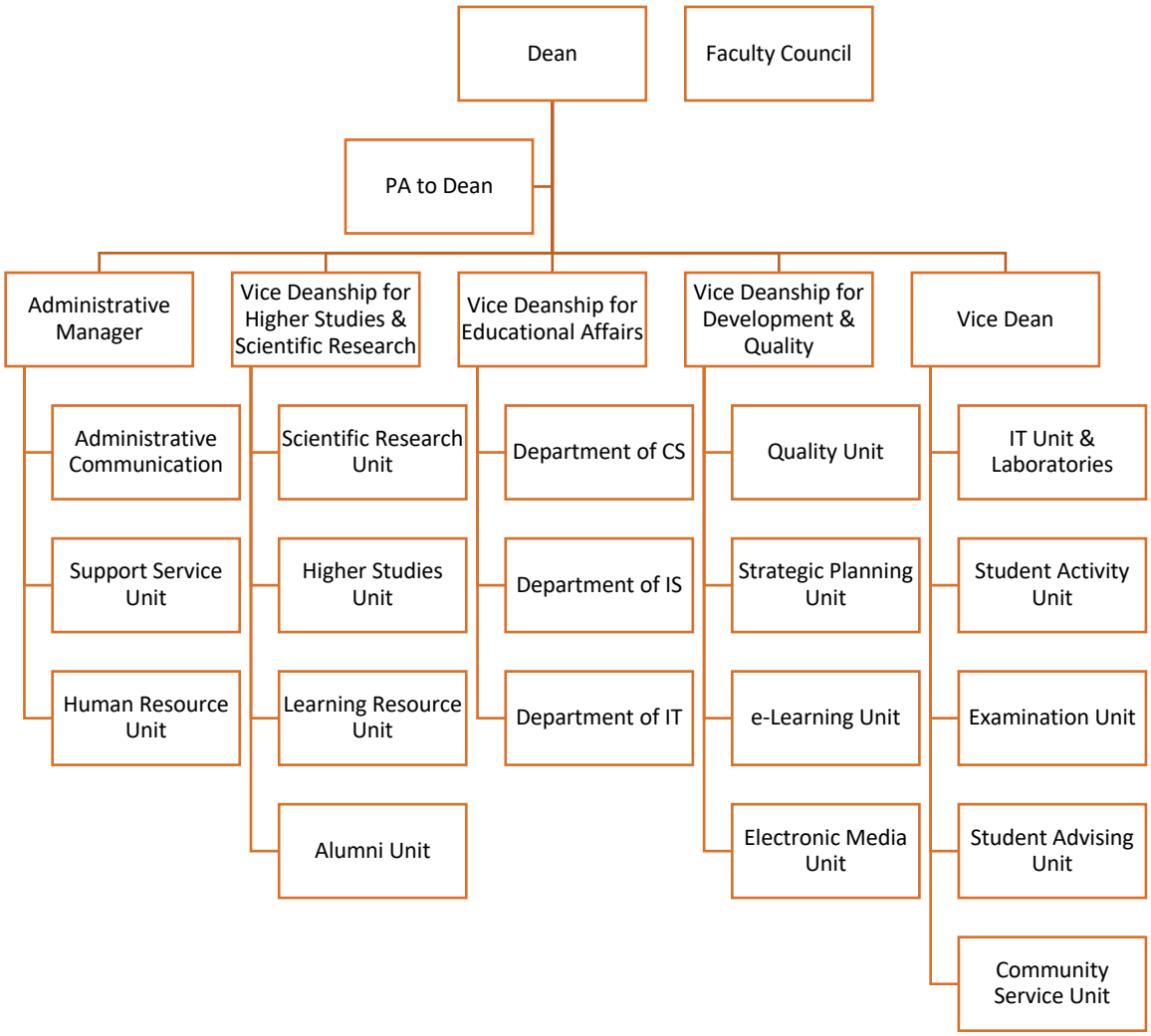
Mission

The mission of Faculty of Computer and Information Systems (FCIS) is to provide education of high standards that empowers students with the required state-of-the-art knowledge and skills in the field of computing and enables them to pursue higher studies, cutting-edge research, and impactful industrial leadership.

FACULTY ADMINISTRATION

Dean of the Faculty:	Dr. Saad Alqahtani
Vice Dean of Academic Affairs:	Dr. Abdullah Alshanqiti
Vice Dean of Quality Assurance	Dr. Hani Almoamari
Coordinator of Graduate Studies:	Dr. Safiullah
Head of Computer Science Department:	Dr. Saad Alqahtani
Head of Information Technology Department:	Dr. Abdallah Namoun
Student Affairs Unit:	Dr. Ahmad Alkhodre
Head of IT Unit:	Dr. Sami Albouq
Assessment Committee:	Dr. Arshad Ali
Curriculum Committee:	Dr. Mohammad Shoaib
Strategic Planning Committee:	Dr. Yazed Alsaawy
Academic Advising Unit:	Dr. Mohamed Benaida
Facilities and Resources Committee:	Dr. Tanweer Alam
Faculty Affairs Committee:	Dr. Yasser Aldwyan
Research Unit:	Dr. Toqeer Ali Syed

Examination Committee:	Dr. Emad Nabil
Graduation Project Committee:	Dr. Osama BenRahomah
Administrative Manager:	Mr. Ashraf Hassan Fairaq
Statistics and Information Unit	Mr. Naif Albahouth



LEARNING RESOURCES:

The Faculty of Computer and Information Systems have fifteen labs with internet access connectivity, which open 8AM - 5PM from Sunday to Thursday. All labs are equipped with the required software. Table 1 illustrates data about the computer resources in the FCIS.

Computing Resources				
item	Quantity	Operating System	Internet Facility	Timing
Workstations	344	windows 10	Yes	8 Am – 5 PM
Storge	2	-	-	-
Network Equipment	Routers – 12 Switches – 12	-	Yes	8 Am – 5 PM

Computer Specifications	
Model HP/ DELL	
Processor	Intel Core i7
Hard Disk	500 GB
RAM	8 GB
Operating System	Windows 10

Room	Capacity	LCD Projector (Y/N)	White Bord (Y/N)
CL-102	28	√	√
CL-202	30	√	√
CL-203	29	√	√
CL-207	29	√	√
CL-208	28	√	√
CL-307	56	√	√
CL-308	45	√	√

Facilities for Student and Faculty Activities

The following facilities are provided for student and faculty activities. See table3

Table 3: FCISs' facilities

Faculty/Student activities	Facilities Provided
New student opening day	Planning to distribute catalog, bags and USB from next semester
Workshops (EvalTools, Blackboard,	
NCAAA)	Classes and Labs
Seminaries	Classes and Labs
Programming Training	Classes and Labs
Conferences	Conference Rooms
Academic Advising	Advisory Office
Sport activities (Football…)	University stadium, Swimming pool, Playground
National Competitions Preparations	Classes and Labs

Laboratory Resources

Laboratories:

Windows 10 is installed in all PCs of the department. At the beginning of each semester, the lab committee checks all labs and ensure that the required software and tools are available. In total, we have 14 Labs. The total capacity of all labs is 344 PCs.

Library Resources:

University library services are adequate to serve the program's needs. Textbooks and other references are available to students and faculty. The university has printed books and electronic materials.

Printed books

There are several text and reference books available in library related to computer sciences, information systems, and other library materials.

Library Facilities

There are many computers in the library for students and the university staff inside the library building. Also from the last year, there is a new library in the university.

The library is available for students and faculty members seven days a week. The working hours are as a following: Sunday to Thursday 8 AM - 2 PM and 4 - 9:30 PM. For Saturdays, the library is available from 8 AM to 12 PM.

Electronic materials

University shared with Saudi digital library, which let students and staff do full-text searches, copy passages, and in some cases, they can take notes. Most e-books in the collections allow unlimited downloading. The university has provided the faculty members' access to the international databases of journals, papers, and books for updated information, which could be useful to enhance the teaching and research through Saudi digital library. The Saudi Digital Library Project is one of the most prominent forms in supporting these scientific groupings at the national level, where it provides sophisticated information services, as well as providing digital information resources in various forms, and making it accessible to faculty staff, researchers and students.

- The largest gathering of e-books.
- Access to many global publishers such as Elsevier, Springer, Pearson Wiley, Taylor & Francis, McGraw- Hill, Yale University, Oxford University, Harvard University.

Student Access

All students have the option to use a university-wide outlook e-mail account; students who prefer to bring their own laptops to campus can configure their systems so they can connect

to an Ethernet port to use the internet or outlook e-mail access. Additionally, throughout campus numerous authenticated wireless access points in the university buildings are available.

Other Facilities

The college is equipped with standard safety equipment including:

- Fire extinguishers
- Emergency power shutdown switch
- Automatic alarm system
- Emergency Exits

Faculty of computer and information systems provides facilities and support including lecture halls, staff offices, laboratories, support services and other facilities like sports etc. The following list summarizes salient features

- Dean office
- Vice Dean offices
- Office for every Faculty Member
- Photocopy facility
- Central library (University Library)
- Prayer room (Ground Floor)
- Meeting room (Second and Third Floor)
- Conference room (Third Floor)
- Free water available in refrigerator (Ground and Third Floor)
- Students common room (Ground Floor)
- Students advisory room (Third Floor)

- Faculty refreshment room (Third Floor)

PROGRAMS AND DEGREES

Master-Level Degree

The faculty offers Four two-year Master-level programs leading to degrees as follows –

- Computer Science - Master of Science in Computer Science
- Data Science - Master of Science in Data Science
- Security Technologies - Master of Science in Security Technologies
- Virtual Reality - Master of Science in Virtual Reality and gaming

Bachelor-Level Degree

The faculty offers three semesters every year to complete four-year of bachelor-level programs leading to degrees as follows:

- Computer Science - Bachelor of Science in Computer Science
- Information Technology - Bachelor of Science in Information Technology
- Information Systems - Bachelor of Science in Information Systems

INFORMATION ABOUT UNDERGRADUATE PROGRAMS

Computer Science

Vision

To lead the nation with high standards of education and perform state-of-the-art research in Computer Science and be competitive in graduating students with high academic excellence and professionalism in the field of computing.

Mission

The mission of the computer science program is to graduate qualified computer science professionals with high competence in academics, research and entrepreneur skills to pursue career in the private and public sector for the betterment of the local and global community.

Program Educational Objectives

After few years of graduation, Computer Science graduates are expected to:

- PEO1: Prepare students to provide effective computing solutions to real world problems, by employing Computer Science principles and theories.
- PEO2: Enable students to recognize the need for, as well as to have the ability to engage in, continuing professional development.
- PEO3: Enable students to be professional leaders and entrepreneurs.
- PEO4: Enable students to engage in cutting-edge research or pursue higher studies in the field of Computer Science.

Program learning outcomes

- The program must enable students to attain, by the time of graduation
- Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
- Communicate effectively in a variety of professional contexts .

- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
- Identify business opportunities and apply design thinking skills and computing solutions to transform viable ideas into future business ventures.
- Apply computer science theory and software development fundamentals to produce computing-based solutions. [CS Specific]

Program Degree Plan

Total Credit Hours: 136 + 34 (Common year) = 170 credit hours

Program Name: Bachelor of Science in Computer Science

Common Year and CS program

The Bachelor of Science in Computer Science curriculum.

First: Common Year

1st Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Computing Fundamentals	CCS 3100	-	2	2	3
2	Calculus I	MATH 3101	-	4	0	4
3	General Physics 1	PHYS 3101	-	3	3	4
4	Advanced English Language	ELAN 3001	-	3	6	3
5	AQDH	AQD 3018	-	2	-	2
6	Arabic Writing	LEG 3051	-	2	-	2
Total				16	11	18

2nd Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	General Statistics	STAT 3101	-	3	-	3
2	Digital Systems	CCE 3200	-	3	3	4
3	Technical English and Report Writing	ELAN 3002	ELAN 3001	3	3	3

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
4	Programming Fundamentals	CCS 3230	CCS 3100	2	2	3
5	Data Communications	CIT 3200	CCS 3100	2	2	3
6	Quran 1	QRA 3081	-	-	2	1
Total				13	12	17

CS Program

3rd Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Object-Oriented Programming	CCS 3331	CCS 3230	2	2	3
2	Database Systems	CIS 3300	CCS 3100	2	2	3
3	Discrete Structures	CCS 3320	MATH 3101	3	-	3
4	Computer Architecture and Assembly Language	CCS 3310	CCE 3200	3	3	4
5	Calculus II	MATH 3202	MATH 3101	4	0	4
Total				14	7	17

4th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	System Analysis and Design	CIS 3430	CCS 3331	2	2	3
2	Computer Networks	CIT 3401	CIT 3200	2	2	3
3	Data Structures	CCS 3421	CCS 3331	2	2	3
4	Calculus III	MATH 3303	MATH 3202	4	1	3
5	Research Methodology	CCS 3490	ELAN 3002	2	2	2
6	Islamic Values	DAO 3031	-	2	-	2
Total				14	9	16

5th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Software Engineering	CCS 3570	CIS 3430	3	3	4
2	Probability & Statistic for Engineers	ENGR 3031	MATH 3101	2	2	3
3	Advanced Computer Programming	CCS 3532	CCS 3331	2	2	3
4	Operating Systems	CCS 3050	CCS 3100	2	2	3
5	Quran 2	QRA3082	QRA3081	-	2	1
6	Elective 1	CCS Code	Pre-R	2	2	3
Total				12	13	17

6th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Design & Analysis of Algorithms	CCS 3622	CCS 3421	2	2	3
2	Essentials of Entrepreneurship	CIS 3671	Sem 6	2	2	3
3	Numerical Computing Methods	CCS 3623	CCS 3320	3	2	3
4	Concept of Programming Languages	CCS 3633	CCS 3532	3	-	3
5	Elective 2	CCS Code	Pre-R	2	2	3
6	Sunna and Biography	SNH 3009		2	-	2
Total				13	8	17

Summer Session - Summer Training

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Field Training	CCS 3691	CIS 3300 CCS 3470, CCS 3532	-	200	0
Total				-	200	0

7th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Compilers Construction	CCS 3751	CCS 3633	2	2	3
2	Computer Graphics	CCS 3740	CCS 3331	2	2	3
3	Parallel and Distributed Computing	CCS 3752	CCS 3622	3	-	3
4	Kingdom History	TRK 3031	-	2	-	2
5	Graduation Project I	CCS 3792	CIS 3300, CCS 3470, CCS 3532	2	2	3
6	Elective 3	CCS Code	Pre-R	2	2	3
Total				13	8	17

8th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Computer Security	CCS 3860	CIT 3401	2	2	3
2	Artificial Intelligence	CCS 3880	CCS 3013	3	1	3
3	Graduation Project II	CCS 3893	CCS 3891	1	4	3
4	Elective 4	CCS Code	Pre-R	2	2	3
5	Computing Ethics	CCS 3001	Sem 8	2	-	2
6	FIQH	FKH 3006	-	2		2
Total				12	9	16

Information Systems:

Vision

To become amongst the top three Information Systems' programs within the Kingdom by 2030 through the delivery of high-quality teaching and learning.

Mission

The mission of the Information Systems program is to ensure the graduation of highly qualified data scientists who have a high academic competence with proven computing knowledge and entrepreneurship skills to deal effectively with data centric complex problems in real-life. This will allow our graduates to pursue careers in private and public sectors for the betterment of the local and global community.

Program Educational Objectives

- PEO1: Prepare students to provide effective computing solutions to real world problems by employing Data Science principles and theories .
- PEO2: Enable students to recognize the need for, as well as to have the ability to engage in, continuing professional development.
- PEO3: Enable students to understand a whole range of professional, ethical, legal, security and social issues and responsibilities and to be able to function effectively as team members, leaders, or entrepreneurs.
- PEO4: Enable students to engage in cutting-edge research and/or to pursue higher studies in the field of Data Science.

Program learning outcomes

The program enables students to attain, by the time of graduation :

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.

5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Support the delivery, use, and management of information systems within an information systems environment.
7. Identify business opportunities and apply design thinking skills and computing solutions to transform viable ideas into future business ventures.

Program Degree Plan

Total Credit Hours: 232 (Mutawer Curriculum "Latest version").

The information related to the Information System Study Plan in the following table.

Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirement s (Institution, College or Department)
1	US 3100	UNIVERSITY SKILLS	Required	N/A	2	College
	CIT 3100	COMPUTER AND INFORMATION TECHNOLOGY	Required	N/A	2	College
	MATH 3100	ALGEBRA AND GEOMETRY	Required	N/A	3	College
	MATH 3101	PRE-CALCULUS	Required	N/A	3	College
	ELAN 3101	ENGLISH LANGUAGE I	Required	N/A	3	College
					13	
2	CHEM 3101	GENERAL CHEMISTRY I	Required	N/A	4	College
	ELAN 3102	ENGLISH LANGUAGE II	Required	ELAN 3101	3	College
	MATH 3102	CALCULUS 1	Required	MATH 3101	3	College
	STAT 3101	GENERAL STATISTICS	Required	N/A	3	College
					13	
3	ELAN 3103	ENGLISH LANGUAGE III	Required	ELAN 3102	3	College
	PHYS 3101	GENERAL PHYSICS I	Required		4	College
	MATH 3103	CALCULUS II	Required	MATH 3102	3	College
	RED 3101	ENTREPRENEURSHIP	Required		2	College
					12	
4	CIT 3281	Research Methods AND Technical WRITING	Required	ELAN 3103	5	College
	CCS 3221	COMPUTING FUNDAMENTALS	Required	CIT 3100	4	College
	CCS 3231	DISCRETE MATH	Required	MATH 3103	4	College
	CIT 3201	DATA COMMUNICATION	Required	N/A	3	Department
					16	
5	CIS 3210	DATABASE SYSTEMS	Required	CCS 3221	5	Department
	CCS 3271	PROGRAMMING FUNDAMENTALS	Required	CCS 3221	4	College
	QUR 3081	NOBLE QURAN (1)	Required	N/A	1	Institution

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirement s (Institution, College or Department)
	CIT 3202	COMPUTER NETWORK	Required	CIT 3201	5	Department
					15	
6	CCS 3310	COMPUTER SYSTEM ARCHITECTURE	Required	CCS 3211	5	College
	CIT 3261	IT INFRASTRUCTUREMANAGEMENT	Required	N/A	4	Department
	SUNH3009	SUNNAH AND SIRAH	Required	N/A	2	Institution
	AQD 3018	AQIDAH	Required	N/A	3	Institution
					14	
7	CIT 3311	WEB APPLICATIONS DEVELOPMENT	Required	CCS 3272	5	Department
	CIT 3302	ADVANCED COMPUTER	Required	CIT 3302	5	College
	DAO 3031	ISLAMIC VALUES	Required	N/A	2	
	QUR 3082	NOBLE QURAN (2)	Required	QUR 3081	1	Institution
					18	
8	CCS 3361	OPERATING SYSTEMS	Required	CCS 3221	5	Department
	CCS 3300	DATA STRUCTURES	Required	CCS 3372	5	College
	CIT 3312	VIRTUAL SYSTEMS AND SERVICES	Required	CIS 3210	5	Department
	QUR 3083	NOBLE QURAN (3)	Required	QUR 3082	1	Institution
					16	
9	CIT 3303	PARALLEL AND DISTRIBUTED SYSTEM	Required	CIT 3302	5	
	CCS 3381	SOFTWARE ENGINEERING	Required	CCS 3372	5	Department
	CIT 3304	DISTRIBUTED DATABASE	Required	CIS 3211	5	College
	ARAB 3051	ARABIC LANGUAGE	Required	N/A	2	Department
					17	
Summer 1	CIT 3471	Summer Internship (1)	Required	CCS 3381, CIT 3382	2	Department
10	CIT 3431	HUMAN AND COMPUTER	Required	CCS 3381	5	Department
	CIS 3462	IT PROJECT MANAGEMENT	Required	CCS 3381	3	Department
	CIS 3013	PLATFORM-BASED DEVELOPMENT	Required	CCS 3381	5	Department
	FiQH 3006	FIQH	Required	N/A	2	Institution
	QUR 3084	NOBLE QURAN (4)	Required	QUR 3083	1	Institution
					16	
11	CIT 3421	CYBER SECURITY	Required	CIT 3302	5	Department
	CIT- ele1	ELECTIVE 1	elective	Pre-ele1	5	Department
	CIT 3451	IT GOVERNANCE	Required	CIS 3462	3	Department
	CIT 3441	SYSTEMS INTEGRATION AND ARCHITECTURE	Required	CCS 3310	5	Department
					18	
12	CIS 3033	E-COMMERCE TECHNOLOGIES	Required	CIT 3312	4	Department
	CIT 3413	MOBILE APPLICATION	Required	CCS 3300	5	Department
	CIS 3573	DEVELOPMENT	Required	RED 3101	4	Department
	CIT- ele2	TECHNOLOGY ENTREPRENEURSHIP	Elective	Pre-ele2	5	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirement s (Institution, College or Department)
					18	
Summer 2	CIT 3472	Summer Internship (2)	Required	CIT 3471	2	Department
13	CIT 3552	IT EMERGING TECHNOLOGIES	Required	CIT 3302	4	Department
	CIT 3521	Digital Forensic Investigation	Required	CIT 3421	4	Department
	CIT 3572	GRADUATION PROJECT I	Required	CIT 330 CIT3382 CCS 3381	3	Department
	CIT- ele3	ELECTIVE 3	Elective	Pre-ele3	5	Department
					16	
14	CIS 3540	DATA ETHICS AND RESPONSIBLE INNOVATION	Required	CCS 3381	3	Department
	CIT 3573	GRADUATION PROJECT II	Required	CIT 3572	3	Department
	CIT- ele4	ELECTIVE 4	Elective	Pre-ele4	5	Department
	CIT- ele5	ELECTIVE 5	Elective	Pre-ele5	5	Department
					16	
15	CIT 3522	NETWORK SECURITY	Required	CIT 3421	5	Department
	CIT 3574	GRADUATION PROJECT III	Required	CIT 3573	3	Department
	HIST	HISTORY OF THE KINGDOM	Required	NA	2	Institution
	CIT- ele6	ELECTIVE 6	Elective	Pre-ele6	5	Department
	CIT 3522	NETWORK SECURITY	Required	CIT 3421	5	Department
					16	

Information Technology

Vision

To lead the nation with high standards of education and perform state-of-the-art research in Information Technology and be competitive in graduating students with high academic excellence and professionalism in the field of information technology.

Mission

The mission of the Information Technology program is to graduate qualified IT professionals with high competence in academics, research and entrepreneur skills to pursue career in private and public sector for the betterment of the local and global community.

Program Educational Objectives

After few years of graduation, Information Technology graduates are expected to:

- PEO1: Prepare students to provide effective computing solutions to real world problems, by employing Information Technology principles and theories.
- PEO2: Enable students to recognize the need for, as well as to have the ability to engage in, continuing professional development.
- PEO3: Enable students to be professional leaders and entrepreneurs.
- PEO4: Enable students to engage in cutting-edge research or pursue higher studies in the field of Information Technology.

Program learning outcomes

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts .
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.

6. Identify business opportunities and apply design thinking skills and computing solutions to transform viable ideas into future business ventures.
7. Use systemic approaches to select, develop, apply, integrate, and administer secure computing technologies to accomplish user goals. [IT Specific]

Program Degree Plan

Credit hours 133 + 35 (common year) = 168 credit hours.

Common Year and IT program

Bachelor of Science in Information technology curriculum

First: Common Year

1st Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Computing Fundamentals	CCS 3100	-	2	2	3
2	Calculus I	MATH 3101	-	4	0	4
3	General Physics 1	PHYS 3101	-	3	3	4
4	Advanced English Language	ELAN 3001	-	3	-	3
5	AQDH	AQD 3018	-	2	-	2
6	Arabic Writing	LEG 3051	-	2	-	2
Total				16	5	18

2nd Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	General Statistics	STAT 3101	-	3	-	3
2	Digital Systems	CCE 3200	-	3	3	4
3	Technical English and Report Writing	ELAN 3002	ELAN 3001	3	-	3
4	Programming Fundamentals	CCS 3230	CCS 3100	2	2	3
5	Data Communications	CIT 3200	CCS 3100	2	2	3
6	Quran 1	QRA 3081	-	-	2	1
Total				13	9	17

IT Program

3rd Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Object-Oriented Programming	CCS 3331	CCS 3230	2	2	3
2	IT Infrastructure Management	CIT 3360	-	2	2	3
3	Database Systems	CIS 3300	CCS 3100	2	2	3
4	Computer Architecture and Assembly Language	CCS 3310	CCE 3200	3	3	4
5	FIQH	FKH 3006	-	2		2
Total				11	11	16

4th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	System Analysis and Design	CIS 3431	CCS 3331	2	2	3
2	Computer Networks	CIT 3401	CIT 3200	2	2	3
3	Research Methodology	CCS 3490	ELAN 3002	2	2	2
4	Operating Systems	CCS 3050	CCS 3100	2	2	3
5	Data Structures	CCS 3421	CCS 3331	2	2	3
6	Islamic Values	DAO 3031	-	2	-	2
Total				12	10	17

5th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Web Applications Development	CIT 3510	CCS 3230	2	3	4
2	Advanced Computer Networking	CIT 3502	CIT 3401	2	2	3
3	Software Engineering	CCS 3570	CIS 3431	2	2	3
4	Systems Integration and Architecture	CIT 3540	CIS 3431	2	2	3
5	Elective 1	CIT EL1	Pre-R	2	2	3
6	Sunna and Biography	SNH 3009	-	2	-	2
Total				12	11	18

6th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Software Projects Management	CIS 3040	CCS 3570	1	2	2
2	Security Technologies	CIT 3620	CIT 3401	2	2	3
3	Human-Computer Interaction	CIT 3630	CCS 3570	2	2	3
4	Multimedia and Internet Applications	CIT 3611	CIT 3510	3	3	4
5	Elective 2	CIT EL2	Pre-R	2	2	3
6	The Essentials of Entrepreneurship	CIS 3671	-	2	2	3
Total				12	13	18

Summer Session - Summer Training

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Field Training	CIT 3691	CIS 3040 CIT 3401	-	200	0
Total				-	200	0

7th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	Wireless and Mobile Networking	CIT 3703	CIT 3502	2	2	3
2	Advanced Database Management Systems	CIS 3001	CIS 3300	2	2	3
3	Computing Ethics	CCS 3001	Sem 6	2	-	2
4	Graduation Project I	CIT 3792	CIT 3502	2	2	3
5	Elective 3	CIT EL3	CIT 3630	2	2	3
6	Kingdom History	TRK 3031	CCS 3490	2	-	2
Total				13	8	18

8th Level Courses

	Course Title	code/no.	pre-requisites	Units		C.H.
				Th.	Pr.	
1	IT Emerging Technologies	CIT 3880	Sem 7	3	-	3
2	Cloud Computing and its Applications	CIT 3850	CIT 3401	2	2	3
3	Graduation Project II	CIT 3893	CIT 3792	1	4	3
4	Elective 4	CIT EL4	Pre-R	2	2	3
5	Network Security	CIT 3821	CIT 3620	2	2	3
Total				9	12	15

Total number of hours Credit Plan = 133 H

INFORMATION ABOUT GRADUATE PROGRAMS

Master of Science in Computer Science

Master of Computer Science program is diverse and creative, Computational Intelligence, Parallel and Cloud Computing, Database Systems, and Software Engineering, these computer science specializations have something for everyone. The program is unique in sense it is based on active learning much more than on passive learning. M.S. students can choose between two types of M.S. degrees (Project option or Thesis option). The progress of the students is measured through the completion of coursework requirements and the passing of the report / presentation for their Master's project or Master's thesis .

The aim of the Master's program is to enrich the lives of students to become successful in their careers. productive, and lifelong learners. The master program is designed for graduates to gain experience in conducting research and have a comprehensive knowledge in a given area of specialization. The Master programs are formulated based on our history and the strengths of our undergraduate Computer Science courses offered in these areas of Software Engineering, Parallel and Cloud computing, Database Systems, and Artificial – Computational Intelligence .

The minimum number of semesters is 4 and the maximum is 6 semesters with the approval of the Deanship. Master's Program in Computer Science has a two-year study plan with the following courses:

Common Courses is detailed.

	COURSE TITLE	CODE/NO.	COURSE LEVLE	CREDIT
1	Synopsis	MCS 5091	3	1
2	Graduate Seminar	MCS 5093	2	1
3	Advance Research Methodology	MCS 5198	1	3
4	Advance Modeling & Simulation	MCS 5181	1	3
5	Thesis	MCS 5092	4	8
6	Independent Research	MCS 5094		2
7	Project	MCS 5095	4	3

Specialized Courses

	COURSE TITLE	CODE/NO.	COURSE LEVLE	CREDIT
8	Advanced Computer Architecture	MCS 5211	3	8
9	Advanced Data Mining	MCS 5211	3	9
10	Advanced Database Organization	MCS 5163	3	10
11	Advanced Operating Systems	MCS 5154	3	11
12	Cloud Computing	MCS 5132	3	12
13	Computer Vision	MCS 5236	3	13
14	Data integration, warehousing, and provenance	MCS 5141	3	14
15	Data mining	MCS 5161	3	15
16	Data-Intensive Computing	MCS 5162	3	16
17	Distributed Real-Time Systems	MCS 5267	3	17
18	Information Retrieval Systems	MCS 5233	3	18
19	Machine Learning	MCS 5255	3	19
20	Natural Language Processing	MCS 5245	3	20
21	Object-Oriented Analysis and Design	MCS 5246	3	21
22	Online Social Network Analysis	MCS 5181	3	22
23	Parallel and Distributed Processing	MCS 5143	3	23
24	Probabilistic Graphical Models	MCS 5171	3	24
25	Science of Programming	MCS 5244	3	25
26	Software Metrics	MCS 5182	3	26
27	Software Project Management	MCS 5183	3	27
28	Software Systems Architectures	MCS 5285	3	28
29	Software Testing and Analysis	MCS 5284	3	29

Elective Courses

	COURSE TITLE	CODE/NO.	COURSE LEVLE	CREDIT
1	Advanced Parallel Algorithms	MCS 5122	3	1
2	High Performance Computing	MCS 5132	3	2
3	Robotics	MCS 5247	3	3
4	Neural Networks	MCS 5242	3	4
5	Stochastic Processes	MCS 5123	3	5

Master of Science in Data Sciences

The Faculty of Computer and Information Systems (FCIS), Islamic University of Madinah (IU) has started the process to establish a graduate program for the faculty including Master Program in Data Science. IUM's Master program in Data Science, rather than just adapting to the advent of Big Data, is an analytical degree program designed from the ground up to focus on the latest systems, tools, and algorithms to store, retrieve, process, analyze, visualize, and synthesize large data. A central goal of the program is to build systems that integrate in a coherent manner the full data cycle: from data gathering to data visualization and data synthesis aided by computer-human interaction. Every student is required to complete before graduation a competitive Research Thesis in the area and take many fundamental courses covering the various dimensions of Data Science.

Program Mission:

The mission of the data science program is to ensure the graduation of qualified data scientists who have a high academic competence with proven research and entrepreneurship skills to deal effectively with data centric complex problems in real-life. This will allow our graduates to pursue careers in private and public sectors for the betterment of the local and global community.

Program Goals:

The program goals of Master of Science in Data Science are to produce quality graduates who are able:

- To provide effective and innovative computing solutions to data centric real-world problems, both local and global, by employing data science principles, tools and theories.
- To recognize the need for, as well as to have the ability to engage in, continuing professional development.
- To understand a whole range of professional, ethical, legal, security and social issues and responsibilities; and able to function effectively as team members, leaders, or entrepreneurs.
- Enable students to engage in cutting-edge research and/or to pursue higher studies in the field of data science.
- Master's Program in Data Science has a two-year study plan that is illustrated in Table 10.

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	CSD 5110	Data Science Fundamentals	Required		3
	CSD 5100	Probability and Statistical Inference for Data Science	Required		4
	CSG 5198	Advanced Research Methodology	Required		3
Level 2	CSD 5191	Research Seminar	Required		1
	CSD 5101	Big Data Mining	Required	CSD 5110	4
	CSD 5102	Statistical Learning and Predictive Analytics	Required	CSD 5100	4
Level 3	CSD 5111	Systems Development for Data Science	Required	CSD 5110	4
	CSD 51xx	Elective I	Elective		4
Level 4	CSD 5292	Thesis Proposal	Required		2
	CSD 52xx	Elective II	Elective		4
	CSD 52xx	Elective III	Elective		4

Level 5	CSD 5293	Research Thesis	Required	CSD 5292	12
Level 6	CSD 5293	Research Thesis	Required	CSD 5292	12

Master of Science in Security Technologies

Master's Program in Security Technologies aims to assist in making the communities safer by producing security experts with advanced knowledge and skills. This program focuses on training students in the areas of Cyber, Communication, and System security.

Program Mission:

This program will contribute to developing the knowledge-based security economy in the Kingdom of Saudi Arabia. Graduates of this program can play various roles to contribute to the development of the security economy in the Kingdom of Saudi Arabia.

Program Goals:

The goals of the Master of Science in security technology program are to produce a quality graduate who is able:

1. To fulfil the security technology professional roles in both local Saudi industry requirement according to vision 2030 and international industry and academia
2. To apply their knowledge and skills learned from the program to design and implement security policies for organizations
3. To research existing security issues and propose novel security mechanisms using state-of-the-art security technologies in the areas of cyber, infrastructure, and system security .
4. To communicate the results of advanced study and research in the area of security technologies through refereed publications to academic, professional and community audiences

The Master's Program in Security Technologies has a two-year study plan that is tabled in Table 11.

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	CSG 5198	Advance Research Methodology	Required		3
	MSC 5121	Advance Modelling & Simulation	Required		4
	ITS 5100	Security Technologies	Required		3
Level 2	ITS 5093	Research Seminar	Required		1
	ITS 5110	Communication and Information Security	Required		4
	ITS xxxx	Elective I	Elective		4
Level 3	ITS xxxx	Elective II	Elective		4
	ITS xxxx	Elective III	Elective		4
Level 4	ITS 5091	Thesis Proposal	Required		2
	ITS xxxx	Elective IV	Elective		4
	ITS xxxx	Elective V	Elective		4
Level 5	ITS 5092	Research Thesis	Required	ITS 5091	12
Level 6	ITS 5092	Research Thesis	Required	ITS 5091	12

Master of Science in Virtual Reality and Gaming

The Master of Virtual Reality and Gaming program provides a unique opportunity for students, with Bachelor in the relevant disciplines, to excel in the emerging field of virtual reality, augmented reality, and visualization. The amalgamation of the domain of virtual reality with visualization makes this program one of a kind not only in the Kingdom but also internationally. The two years long program aims at imparting pertinent skills to the students with the mix of theoretical knowledge and most importantly practical know-how of the field. The importance of Virtual Reality has witnessed a sharp increase in the recent years not just in terms of innovative consumer products but also it has given researchers a whole new dimension for future growth. As per reports, the overall spending on virtual reality is set to double every year until 2021. The master's program will also aim to acquaint students with the game development skills since game development industry is expanding at an exponential growth.

Faculty of Computer and Information System at Islamic University of Madinah, aims at taking a lead in the fields of game development, virtual and augmented reality and visualization with the help of the MS VRV program where students will be equipped with The mission of the M.Sc. Virtual Reality and Gaming (thesis option) program is to graduate qualified virtual reality and gaming professionals with strong knowledge base, high competence, and interpersonal skills that are augmented with Islamic values and ethics, to pursue career in private and public sector for the betterment of the local and global community. In addition, this program is devised to prepare students to grow professionally and pursue PhD studies with strong VR and Gaming research foundations.

The main goal is to produce competent graduates in the field of virtual reality and gaming needed nationally and internationally. This goal can be achieved through the following objectives:

- Produce competent graduates in the field of virtual reality and gaming.
- Prepare graduates with strong research foundation for further discovery work using theoretical and computational approaches related to virtual reality, gaming, and advanced interaction design.
- Improve effective communication and teamwork skills necessary to complete VR and gaming projects and publish results in reputable conferences and journals.

Master's Program in Virtual Reality and Gaming has a two-year study plan which has been clearly indicated in the following tables.

Required Courses

	COURSE TITLE	CODE/NO.	COURSE LEVLE	CREDIT
1	Advance Research Methodology	CSG 5198	1	3
2	Design and Analysis of Algorithms	CVS 5170	1	3
3	Virtual Reality Foundations	CVS 5120	1	3
4	Graphical Modelling and Simulation	CVS 5111	2	3
5	Research Seminar	CVS 5093	2	0
6	Thesis Proposal	CVS 5091	3	0
7	Research Thesis	CVS 5092	4	8

Elective Courses

	COURSE TITLE	CODE/NO.	COURSE LEVLE	CREDIT
1	Game Design Foundations	CSV 5131	3	1
2	Interactivity Programming	CSV 5161	3	2
3	3D Modeling and Animation Studio	CSV 5132	3	3
4	Virtual World Design Foundations	CSV 5121	3	4
5	Augmented Reality Development	CSV 5122	3	5
6	3D Interaction Design in Mixed Reality	CSV 5123	3	6
7	Interaction Design Foundations	CSV 5141	3	7
8	User Experience for Web Development	CSV 5142	3	8
9	Interaction Design for Virtual and Augmented Reality	CSV 5143	3	9
10	Serious 3D Games Development	CSV 5231	3	10
11	Mobile Game Development	CSV 5232	3	11
12	Game Engine Programming	CSV 5233	3	12
13	Interactive Heritage Visualization	CSV 5221	3	13
14	Mixed Reality Technologies	CSV 5222	3	14
15	Virtual Reality for Healthcare	CSV 5223	3	15
16	Designing Immersive Experiences	CSV 5241	3	16
17	Mobile Interaction Design	CSV 5242	3	17
18	Digital Environments Evaluation	CSV 5243	3	18
19	Storytelling through Virtual Reality	CSV 5224	3	19
20	Advanced Computer Graphics	CSV 5211	3	20
21	Crowd Simulation and Rendering	CSV 5212	3	21
22	3D Visualization of Scientific Data	CSV 5213	3	22
23	Audio for Games & interactive Applications	CSV 5234	3	23
24	Building 3D Interactive Applications and Simulations	CSV 5244	3	24

GRADUATION REQUIREMENTS

Computer Science – Undergraduate

Program Graduation Requirements

The goal of the Computer Science program in the Faculty of Computer and Information Systems of Islamic University of Madinah is to present our students with up-to-date curricula in the Computer Science area, ensure that they have a solid foundation in the core concepts, equip them with problem solving and decision-making skills, and prepare them for lifelong learning in the discipline. The department provides for and encourages collegial, intellectual, and academic growth of its faculty. The department supports and encourages local and regional technology initiatives contributing to educational and economic advances. The degree has core requirements, major requirements, and required electives. The major contains those courses considered fundamental to the Computer Science field and the electives give the student some flexibility in choice. To achieve the Bachelor of Science in Computer Science Degree, student must fulfill both

Faculty and Department degree requirements:

To enter the FCIS, students should complete (34 credit hours) during the common year. The common year is considered to be part of the Computer Science Program because its coursework counts toward students' final transcripts.

Department Requirements:

To be considered a graduate from the Program of Computer Science, a student needs to fulfil two criteria:

- Effective since First Semester 2017/2018, including ten semesters study plan. Complete 10 levels of the curriculum with a total of 170 credit hours (34 credit hours from the common year plus 136 credit hours of coursework in the Program of Computer Science and general studies) .
- Maintain a minimum grade point average of 2.75 out of 5.00.

Information Systems – Undergraduate

Program Graduation Requirement

The Information Systems program in the Faculty of Computer and Information Systems at the Islamic University of Madinah prepares students for multiple careers that require an aptitude for analytical thinking and a strong working competency in information systems, including in systems analysis and design, e-business, project management, and Human Computer Interaction. The program emphasizes technical knowledge of information system components and infrastructure, application and development skills, high-level competencies in applying information systems analysis and systems design strategies and techniques, understanding the information needs and delivery systems within business organizations, understanding the business and organizational context of information systems, communications and human relations skills for working with and managing people and projects in virtual teams, and the desire for lifelong learning and professional and personal development.

For the successful completion of the program, all students need to satisfy the general education requirements. To earn the degree of Bachelor of Science in information systems, a student needs to meet both the faculty's and department's degree requirements.

Faculty Requirements:

To enter the FCIS, students should complete two semesters (34 credit hours) during the common year. It is considered to be part of the Information Systems program because its coursework counts toward students. final transcripts.

Department Requirements:

To be considered as a graduate from Computer Science Departments, student must fulfil the following department criteria.

- Current Curricula: Complete 15 levels of the curriculum with a total of 131 credit hours after completing the common year.
- Maintain a minimum grade point average of 2.75 out of 5.00.

Information Technology – Undergraduate

Program Graduation Requirement

The Information Technology program at Faculty of Computer and Information Systems (FCIS) at the Islamic University of Madinah aims to provide its students with up-to-date curricula in information technology, ensure their solid foundations in core concepts, equip them with problem-solving and decision-making skills, and prepare them for lifelong learning in the discipline. The Department of Information Technology facilitates and encourages the collegial,

intellectual, and academic growth of its faculty and supports local and regional technology initiatives contributing to educational and economic advancement. In awarding degrees, the program has core requirements, major requirements, and elective course requirements. The major requires the completion of courses considered fundamental to information technology and of electives of the students' choosing. To earn the degree of Bachelor of Science in information technology, a student needs to meet both the faculty's and department's degree requirements.

Faculty Requirements:

To be a student of Faculty of Computer and Information Systems, students should complete two semesters 34 credit hours from the common year. It is considered as part of the Information Technology program because the courses of common year are counted in the final students' transcripts.

Department Requirements:

To be considered a graduate from the Program of Information technology, a student needs to fulfil two criteria:

- (Effective since First Semester 2017/2018, including ten semesters study plan) Complete 10 levels of the curriculum with a total of 169 credit hours (34 credit hours from the common year plus 135 credit hours of coursework in the Program of Information technology and general studies).
- Maintain a minimum grade point average of 2.75 out of 5.00.

Computer Science – Graduate Program

Program Graduation Requirements

- This degree requires students to complete courses totalling to 34 credit hours. Students are expected to complete the M.Sc. Computer Science degree in four semesters. Degree requirements are divided into four sections:
- **Core Courses (6 Courses, 18 Credit Hours):** This portion of the degree program is designed to provide a student with the background needed to establish a solid foundation in the discipline over and above undergraduate studies. Core courses are mainly divided in two sub-categories:
  - General Courses (2 Courses, 6 Credit Hours): These courses are concerned with General foundations of the discipline. These are compulsory courses.

- Specialized Courses (4 Courses, 12 Credit Hours): These courses are also compulsory courses, but they are related to the foundations of the specialized discipline of Computer Science.

- **Elective Courses (2 Courses, 6 Credit Hours):** The degree program is designed to allow each student to tailor his educational experience to meet individual research and educational objectives by selecting a total of 2 elective courses from Category A and B.

- **Thesis-Preparation Courses (2 Courses, 2 Credit Hours):** These are two courses, namely the Research Seminar and Thesis Proposal, which is a pre-requisite to Research Thesis.
    - Attend 75% of research seminars presented in the semester.
    - Present a seminar on an approved topic by the MS Graduate Committee to satisfy this requirement.
    - Additionally, students will work with a Graduate Faculty member on a research topic in the 3rd semester. The thesis proposal at the end of the semester will be forwarded to the MS Graduate Program Committee for approval.

- **Research Thesis (8 Credit Hours):** Students are required to write, present, and defend a Research Thesis to complete the degree requirements. The details of this part of the degree program include a combination of research and development experience based on knowledge gained from the curriculum, most of which is determined by the student and his supervisor.

- **At least 34 credits hours must be completed** in core and elective courses, and research thesis. These courses should be 500-level or above and must be approved by the program head/coordinator.

Data Science – Graduate Program

Program Graduation Requirements

This degree requires students to complete courses totaling to 34 credit hours. Students are expected to complete the M.Sc. Data Science degree in four semesters. Degree requirements are divided into four sections:

- **Core Courses (6 Courses, 18 Credit Hours):** This portion of the degree program is designed to provide a student with the background needed to establish a solid foundation in the discipline over and above undergraduate studies. Core courses are mainly divided in two sub-categories:

- **General Courses (2 Courses, 6 Credit Hours):** These courses are concerned with General foundations of the discipline. These are compulsory courses.
- **Specialized Courses (4 Courses, 12 Credit Hours):** These courses are also compulsory courses, but they are related to the foundations of the specialized discipline of Computer Science.

- **Elective Courses (2 Courses, 6 Credit Hours):** The degree program is designed to allow each student to tailor his educational experience to meet individual research and educational objectives by selecting a total of 2 elective courses from Category A and B.
- **Thesis-Preparation Courses (2 Courses, 2 Credit Hours):** These are two courses, namely the Research Seminar and Thesis Proposal, which is a pre-requisite to Research Thesis.
  - Attend 75% of research seminars presented in the semester.
  - Present a seminar on an approved topic by the MS Graduate Committee to satisfy this requirement.
  - Additionally, students will work with a Graduate Faculty member on a research topic in the 3rd semester. The thesis proposal at the end of the semester will be forwarded to the MS Graduate Program Committee for approval.
- **Research Thesis (8 Credit Hours):** Students are required to write, present, and defend a Research Thesis to complete the degree requirements. The details of this part of the degree program include a combination of research and development experience based on knowledge gained from the curriculum, most of which is determined by the student and his supervisor.
- **At least 34 credits hours must be completed in core and elective courses, and research thesis.** These courses should be 500-level or above and must be approved by the program head/coordinator.

Security Technologies – Graduate Program

Program Graduation Requirements

This degree requires students to complete courses totalling to 34 credit hours. Students are expected to complete the M.Sc. Security Technologies degree in four semesters. Degree requirements are divided into four sections:

- **Core Courses (4 Courses, 12 Credit Hours):** This portion of the degree program is designed to provide a student with the background needed to establish a solid foundation in the discipline over and above undergraduate studies. Core courses are mainly divided in two sub-categories:
    - **General Courses (2 Courses, 6 Credit Hours):** These courses are concerned with General foundations of the discipline. These are compulsory courses.
    - **Specialized Courses (2 Courses, 6 Credit Hours):** These courses are also compulsory courses, but they are related to the foundations of the specialized discipline of Security Technologies.
- **Elective Courses (4 Courses, 12 Credit Hours):** The degree program is designed to allow each student to tailor his educational experience to meet individual research and educational objectives by selecting a total of 4 elective courses from a list of electives from communication, cyber and system security.
- **Thesis-Preparation Courses (2 Courses, 2 Credit Hours):** These are two courses, namely the Research Seminar and Thesis Proposal, which is a pre-requisite to Research Thesis.
    - Attend 75% of research seminars presented in the semester.
    - Present a seminar on an approved topic by the MS Graduate Committee to satisfy this requirement.
    - Additionally, students will work with a Graduate Faculty member on a research topic in the 3rd semester. The thesis proposal at the end of the semester will be forwarded to the MS Graduate Program Committee for approval.
- **Research Thesis (8 Credit Hours):** Students are required to write, present, and defend a Research Thesis to complete the degree requirements. The details of this part of the degree program include a combination of research and development experience based on knowledge gained from the curriculum, most of which is determined by the student and his supervisor.
- **At least 34 credits hours must be completed in core and elective courses, and research thesis.** These courses should be 500-level or above and must be approved by the program head/coordinator.

Virtual Reality and Gaming – Graduate Program

Program Graduation Requirements

This degree requires students to complete courses totaling to 34 credit hours. Students are expected to complete the M.Sc. Computer Science degree in four semesters. Degree requirements are divided into four sections:

- **Core Courses (4 Courses, 12 Credit Hours):** This portion of the degree program is designed to provide a student with the background needed to establish a solid foundation in the discipline over and above undergraduate studies. Core courses are mainly divided in two sub-categories:
    - **General Courses (2 Courses, 6 Credit Hours):** These courses are concerned with General foundations of the discipline. These are compulsory courses.
    - **Specialized Courses (2 Courses, 6 Credit Hours):** These courses are also compulsory courses, but they are related to the foundations of the specialized discipline of Virtual Reality and Gaming.
- **Elective Courses (4 Courses, 12 Credit Hours):** The degree program is designed to allow each student to tailor his educational experience to meet individual research and educational objectives by selecting one of the specialization Tracks. There are three tracks from which student must select one track of specialization. Student can have three minimum elective courses from a single track and maximum one course from the free courses elective course list.
- **Thesis-Preparation Courses (2 Courses, 0 Credit Hours):** These are two courses, namely the Research Seminar and Thesis Proposal, which is a pre-requisite to Research Thesis.
    - Attend 75% of research seminars presented in the semester.
    - Present a seminar on an approved topic by the MS Graduate Committee to satisfy this requirement.
    - Additionally, students will work with a Graduate Faculty member on a research topic in the 3rd semester. The thesis proposal at the end of the semester will be forwarded to the MS Graduate Program Committee for approval.
- **Research Thesis (8 Credit Hours):** Students are required to write, present, and defend a Research Thesis to complete the degree requirements. The details of this part of the degree program include a combination of research and development experience based on knowledge gained from the curriculum, most of which is determined by the student and his supervisor.

- **At least 32 credits hours must be completed in core and elective courses, and research thesis.** These courses should be 500-level or above and must be approved by the program head/coordinator.

Admission Requirement of New Student - Undergraduate Programs

The following requirements have been stipulated for the admission of a new student.

Basic Requirements:

1. Have a secondary school certificate or its equivalent from within or outside the Kingdom of Saudi Arabia.
2. Have good conduct and behavior.
3. Should be medically fit.
4. Obtain approval from his employer allowing him to study if he is working in a private or public sector.
5. Fulfil any other requirements set by the Senate, and which shall be announced during application.

Additional Requirements

1. Should not have obtained a high school diploma or the equivalent in a period more than five years before application but the University Rector may give exemption from this term if there are convincing reasons.
2. Should pass any test or personal interview set for him by the educational department or deanship of admissions and registration or both.
3. He should not have been expelled from another university for disciplinary reasons.
4. Give undertaking to abide by the university rules and regulations.
5. Should satisfy any other requirements prescribed by the Deanship of Admission and Registration which will be announced during application.

Second: In addition to the terms of admitting scholarship students from within Saudi Arabia (non-Saudi residents)

A scholarship student (resident) applying from within the Kingdom must have a regular residence in the Kingdom and must have obtained the approval of his sponsor to study in the university.

Third: In addition to the terms of admitting scholarship students from outside:

1. Applicant's age must not be less than (17) or more than (25) years, for undergraduate level and the Institute of Teaching Arabic to non-Native Speakers or the likes. The University Rector or his representative may give exemption from this term for valid reasons.
2. Government of the applicant's country must approve of him to study in the Kingdom of Saudi Arabia for countries that stipulate that for Saudi students.
3. Applicant must not have obtained another scholarship from one of the educational institutions in the Kingdom.
4. Certificates or identification documents must be endorsed from authorities determined by the university.
5. Must present certificate declaring him free from any security precedents in his country.
6. Applicant must obtain a recommendation letter from one of the organizations, institutions or personalities.

Admission Requirement of New Student - Graduate Programs

The minimum requirements for admitting prospective full-time graduate student in this Master's program include the fulfillment of both the general and English language requirements as stated below.

General Requirements

The general requirements that prospective students must include the following:

1. A Bachelor's Degree in a related field of study, such as Computer Science, from a recognized institution. Additional undergraduate courses might be required according to the students' transcript.
2. A Grade-Point Average (GPA) of at least 2.50 on a scale of 4.0, or 3.50 on a scale of 5.0 or equivalent. For final admission, the degree certificates and official transcripts within sealed envelopes are required.
3. At least three recommendation letters from the teaching staff who directly taught the applicant during his undergraduate courses. The recommendation letters must be sent directly by the teaching staff or signed within sealed envelopes.

4. Acceptable results in Faculty Admission Test or Graduate Record Examination (GRE) results. The score should be reported directly to the Faculty of Computer and Information Systems.
5. A Personal Statement.
6. Adhering to other general admission requirements that might be required by the Islamic University of Madinah

English Language Criteria

1. The English language proficiency requirements for prospective students must be demonstrated by one of the following:
2. TOEFL – Test of English as a Foreign Language
3. A minimum score of 520 (PBT), 180 (CBT) or 60 (IBT). The TOEFL result should be sent by the TOEFL center directly to the Faculty of Computer and Information Systems.
4. IELTS – International English Language Testing System
5. A minimum overall score of 5.5. The IELTS result should be sent by the IELTS center directly to the Faculty of Computer and Information Systems.
6. Acceptable results in Faculty's English Language Test.
7. Test results should not be more than three years old at the time of application.
8. Prospective students who have completed a minimum of three full years of study at the undergraduate or graduate level at universities with English Language medium are exempted from showing proof of proficiency in English.
9. Prospective students whose primary language is not English are required to provide proof of English proficiency scores prior to admission to this master program.

Selection Criteria

The Faculty of Computer and Information System at Islamic University takes in consideration world standard criteria in selecting their prospective students which include, but not limited to, the following:

Successful interview with a member of graduate admission committee.

Prospective students must have good academic standing in their undergraduate degree program.

Prospective students must have shown exemplary behavior and code of conduct in their previous university level studies.

Prospective students should be able to demonstrate excellent research skills.

Fulfilling the minimum admission requirements does not guarantee admission into this program. The final admission is subject to an assessment of the entire application and the capacity of the program Send the admission form and all the documents to Dean's Office, FCIS or email to MSAdmissions@fcis.iu.edu.sa

STUDY PLANS

Course Coding Numbering System:

Course Coding

Each course is identified by a set of letters followed by four digits. The letters (two, three, or four letters) indicate the program name and the digits indicate the course number. Four digits represents respectively: Course Level (one digit), Knowledge Areas (two digits), and the Course Sequence (one digit). Table 14 provides an example of how the course numbering system is designed.

Faculty	Department	Program	Year	Knowledge Areas	Sequence
C	IS	3	0	1	1

The subject CIS 3011, is a subject under the faculty (C), department (IS), that is offered in the bachelors (3), related to the Knowledge Areas "Algorithms and Complexity" (01), with the sequence (1). The course has no prerequisites (the sequence number is 1).See Table 15.

Symbols for Course Code	Interpretation
CCS	Computer Science
CIT	Information Technology
CIS	Information Systems

Symbols for Course Code	Interpretation
CEE	Computer Engineering
MATH	Mathematics
PHYS	Physics
STAT	Statistics
LS	Learning skills
ELAN	English
AQD	Aqidah
FGH	Fiqh
LGH	Arabic Language
EDU	Education
SNH	Sunnah
TRK	History
QRA	Quran
DAO	Islamic Value

The Final Grade is the sum of the mark of the comprehensive work plus the final exam grade of every course. The grade is out of 100. The Evaluation: Students receive a final grade in the form of a percentage or an alphabetical letter. An Incomplete Grade: A temporary assigned grade of incomplete (IC) in the transcript for courses not completed on time by students. A Continuous Evaluation: A grade of (IP) is temporarily assigned for every course whose study requires more than one semester to be completed. Semester Average: The result of the division of total points that the student acquired over the total number of enrolled units for all courses studied in a semester .

Points are calculated by multiplying the number of units completed by the scale that the student acquired on every course they studied. Examples are given bellow.

First Semester					
Course	Unit	Final Mark	Scale	Symbol	Points
Course 1	2	85	4.5	B +	9
Course 2	3	70	3.0	C	9
Course 3	3	92	4.75	A	14.25
Course 4	4	80	4.0	B	16
Total	12				48.25

A student's Semester Average is determined by dividing the cumulative point value of all courses attempted by the number of units or hours in the student's semester schedule.

First Semestral Average = Total number of points/ Total number of units/ hours

= 48.25/12

= 4.02

Second Semester					
Course	Unit	Final Mark	Scale	Symbol	Points
Course 5	2	96	5.0	A +	10
Course 6	3	83	4.0	B	12
Course 7	4	71	3.0	C	12
Course 8	3	81	4.0	B	12
Total	12				46

Second **Semester Average** = Total number of points/ Total number of units

= 46 / 12

= 3.83

Accumulative = Total number of points/ Total number of units

= (48.25 + 46) / (12 + 12)

= 3.92

The accumulative point value (out of 5) is translated into grade.

Accumulative Points	Accumulative Grade
4.50 upwards	Excellent
3.75 - 4.50	Very Good
2.75 - 3.75	Good
2.00 - 2.75	Pass

Student Academic Status is interpreted as: active, withdrawn, suspended, discontinued, dismissed, terminated, disciplinary dismissed, deceased, admission suspended and graduate.

ACADEMIC ADVISING ACTIVITIES, ROLES AND RESPONSIBILITIES

What is academic advising?

- Advising is a shared responsibility between an advisor and the student.
- The advisor serves as a facilitator of communication and a coordinator of learning experiences through course, career planning and academic progress reviews .
- Academic advisors are committed to providing every student with high-quality assistance.
- Academic Advising Activities:
- Assistance to students in planning their class schedule each semester, as well as their overall programs of study .
- Availability to advisees during office hours and appointment times .
- Counselling of students regarding career planning and graduate education.
- Assistance to students with professional/graduate study or transition to work.

Roles and responsibilities

- Students will be assigned an Academic Adviser at the beginning of each semester to:
- Provide full support at key stages in each year to establish an ongoing relationship
- Review overall academic progress and reflect on development of skills and attributes.
- Refer students to appropriate departments.
- Discuss and explain the requirements of the programs offered by the department.
- Explain the academic requirements for university programs.
- Interpret academic policies and procedures.
- Discuss various program options that are offered by the faculty.
- Help students improve their study skills.

- Students are encouraged to meet with an academic advisor on a regular basis to ensure that they are on the right way .
- Advisors are available to discuss long-term course planning, changes to major or minor plans.

Student File

Each advisor must prepare a file for each student which contains detailed records of the student during his studies at the university.

The most important contents of the file are:

- Keep the student's personal data.
- Keep the student timetable for the semester.
- Keep the student academic transcript.
- Keep student midterms marks.
- Keep the student's follow up courses.
- Keep the Drop/Add courses for the students.
- Keep the attendance and absence sheet for students and their excuses.
- Keep any decision taken against the student.
- Keep the record of any student complains.

#	Form Type	Description
1	Add/Drop Form (ADF)	Add/drop of courses are approved by the Academic Advisor and the Head of the Department.
2	Absence Excuse Form (AEF)	Absent excuses are approved by the Academic Advisor and Academic Advising Unit
3	Makeup Exam Form (MEF)	Exam Committee and the concerning Faculty member decide on the suitable date for the make-up exam to be held.
4	Special Case Add/Drop Form (Special ADF)	Add/drop of courses are approved by the Academic Advisor and the Head of the Department.
5	Student's Personal Information (SPI)	This form should be filled by the student in the first meeting with the academic advisor. It contains the student's detailed information and contacts.

#	Form Type	Description
6	Mid-Semester Progress Report (MPR)	The academic advisor has access to the student academic report and is responsible to prepare a mid-semester progress report for all his advisees.
7	Student Academic Report & Proposed Courses Form (RPF)	The academic advisor is responsible to prepare end of semester report for each student. This report contains the grades of the student and a recommendation for next semester courses.
8	Complaint/Appeal Form (CAF)	For example, a student can complaint on exam grades and the Exam Committee decides on whether an exam needs rechecking based on his complaint.

TRANSFER POLICIES

Transfers between the Faculty within Islamic University, Madinah or from other institutions are handled by the Deanship of Admission and Registration subject to approval by FCIS. Transfers inside FCIS are handled by its Student Affairs Committee.

Department transfer

Transfer between departments at the university may be permitted if the student:

- Has applied for transfer before the end of the first semester during the first year of study;
- Has a cumulative grade point average of at least 3.50;
- Has not previously transferred to another department at the university; and
- In transferring, would not exceed the maximum number of transfers allotted by the department as established at the beginning of each semester.

If multiple students request transfers into a department for the same semester that would exceed the maximum number of transfers allotted by the department, the department will select students according to their cumulative grade point averages.

Faculty transfer

Transfer from another faculty at the university to the FCIS may be permitted as long as the student:

- Has passed the common year for science faculties;
- Has not previously transferred to another faculty;
- Has a cumulative grade point average of no less than 3.50; and
- Has completed at least one semester of study in the current department.

Student transfers into the FCIS are permitted based upon the number of students that the department is capable of supporting.

University transfer

Transfer from the faculty of computer and information systems at another university into the FCIS may be permitted if the student:

- The rules of modules choices within the department (from outside the university)
- Has a cumulative grade point average of no less than 3.75.
- Has a student record free of disciplinary punishments; and
- Has at least 60%of the degree remaining to complete before graduation.

1. The prior approval from the FCIS should be obtained to allow him to study as a visiting student along with specifying the courses to be studied.
2. Study should be in a recognized college or university.
3. The course studied by the student at the other university should be at least 80% equivalent in its syllabus and course outcomes and its credit units should not be less than those of the respective course approved in the requirements of graduation.
4. The maximum of the total credit units that can be reckoned from outside the university
5. is (35%) thirty-five percent of the total units required for graduation from FCIS at IU. Student must have at least 65/100 (D+) so as to note the course as equivalent. It is also not allowed for a student to study more than three semesters (consecutive or non-consecutive) outside the university (except the summer semester.(
6. The averages of the courses that are noted as equivalent for the visiting student are not reckoned within the GPA, whereas the courses are listed in his transcript.

7. The student should have a transcript with a GPA for at least one semester in the FCIS which he joined before he applies to study as a visiting student.
8. The student should not have academic warning.
9. The student must furnish the FCIS with the course averages he got for two weeks as of the start of the first semester following the period of study as a visitor. In case of not providing the averages, he is deemed failing to attend during those semesters (except the summer session) and is treated pursuant to Article (15.(
10. The monthly stipend is not disbursed to the visiting student --- if he is entitled to it ---- until he provides the averages of the semester to the Deanship of Admissions and Registration.

Procedures

1. The student checks with the Head of Department (HoD) at FCIS after ascertaining that he meets the conditions that allow him to study as a visiting student at a recognized university or college in accordance with the aforesaid executive statutes. He should provide the HoD with the titles and numbers of the courses he wishes to study at the other university along with course descriptions and outcomes. The student should also make sure that the courses are offered in the semester during which he wishes to study. The HoD of department with the involvement of expert faculty members (expert in the transferred courses) from the curriculum committee decides what courses are equivalent to the courses that the student wishes to study at the other university (Course Equivalency for Visiting Students.(
2. The HoD provides the dean with the student request and the course equivalencies.
3. The dean of FCIS approves and addresses the request of the visiting student to the Dean of Admissions and Registration, a letter of approval that includes the courses allowed to be studied (the numbers, symbols, titles, and number of credit hours of the courses according to the university at which the student intends to study as a visiting student and their respective equivalent courses at Islamic University of Almadinah Almunawwarah)
4. The Dean of Admissions and Registration addresses a letter to the Dean of Admissions and Registration at the university where the study is requested. The

letter includes the courses whose study is requested, and the student is given a copy.

5. Then, the student heads for the university at which he applied for studying as a visitor to complete registration procedures.
6. The student provides the HoD with the averages he obtained in an original transcript within two weeks as of the start of the first semester following the period of study as a visitor .
7. The HoD forwards the visiting student official transcripts along with the course equivalencies to the Dean of the faculty who will in turn approve the course equivalencies and forward it to the Deanship of Admissions and Registration.
8. The Deanship of Admissions and Registration enters the grades of the visiting student on the academic system, then, the stipend is disbursed.

Transferring from another university

1. The student must have studied at a recognized college or university
2. The student should not be dismissed from the university from which he transfers for disciplinary reasons.
3. The transferred student has studied in a computing college or faculty that offers similar programs to what FCIS offers.
4. The number of credit units that a transferred student is required to study at FCIS at IU may not be less than (60%) of the total number of the required credit units for obtaining the bachelor's degree from the university.
5. The student must have achieved the required average (3.75 out 5 (
6. The common year plan shall be applied to student transferred to the faculty unless the plan is noted as equivalent to the common year plan program which they already studied.
7. Approval of the faculty to which the student wishes to transfer.

Procedures

1. The application along with the required documents should be submitted to the Deanship of Admissions and Registration after completing the external transfer form

- The Deanship of Admissions and Registration receives transfer applications from outside the university and sends to the concerned faculties.
- The student who obtains the approval of the transfer committee shall be notified to deliver the originals of the required documents during the specified period to complete the procedures for his transfer and grant him a student number at IU.
- The student whose transfer is approved shall apply to his faculty for course equivalency according to applicable procedures. The student is required to fill out the Course Equivalency for Transferred Student. The request of the student is studied and approved by the academic committee at the faculty level.
- The approved equivalency form shall be sent to the Deanship of Admissions and Registration to implement it on the academic system after verifying its compliance with regulating rules.
- After issuing his student number, the student shall access the academic system portal for registration and check with his faculty in case of any problem in registration.
- The student should take out the university card from the Deanship of Admissions and Registration.

The acceptance of transfers into the FCIS depends upon the availability of seats in the faculty.

The rules of modules choices within the department (from outside the university)

The student chooses the modules he wishes to undertake via the university's blackboard and the modules will be granted according to the following conditions:

The first criterion: pass the following third level material and fourth level material with a high mark of excellent.

- Level 3: General Statistics, Programming 1, Technical Writing and introduction to computing.
- Level 4: Probability Theory, discrete structures, programming 2 and logic design.

The second criterion: Cumulative averages, considering the modules were not passed from level 3 and 4.

Conditions of accepting excuses of absence to retake exam (from outside the university) exams is according to the following:

- In the case of illness: medical report from the government hospital or from the Islamic university medical center.

- In the case of the death of a close relative: the burial certificate.
- Provide reason for absence within the week of the test day at the latest.
- The midterm re-sit exams for the students whom excuses have been accepted will commence three weeks before the final year exams, the exam will consist of the whole content of the modules until the date which the students will re-sit the exams.

ATTENDANCE POLICIES

- Absence exceeding 25% of a course bars the student from accessing the final examination in the course and awards the grade of “Denied” (DN) in the course. Any student denied access to the examination due to absences is considered to have failed the course. Students with absence in the range of 25–50% may submit a request for pardon to the Faculty Council supported by proper documentation.
- In extreme cases, the Faculty Council may issue a pardon and allow the student to be administered an alternative examination, provided that the student submits a reason for having failed to attend the original examination before the end of the second week after the examination. In such cases, the student will receive marks earned after the evaluation and approval of the alternative examination.

TEACHING STRATEGIES

The Faculty of Computer Science and Information Systems stresses on the student-centered learning should which facilitates the learner in doing, thinking, manipulating, constructing, testing, analyzing and reflecting.

Important methods of teaching and learning employed at the faculty are:

- Lectures
- Tutorials
- Homework
- Lab works/Exercises/Practices
- Individual and small group projects
- Internet
- Seminars and symposium

STUDENTS RIGHTS

Student rights refer to academic and non-academic rights that are guaranteed by the University regulations to provide a supportive educational environment to ensure a stable university life for students.

Academic Rights:

Students are entitled to the following rights:

- Provision of an appropriate academic environment and an atmosphere for students to benefit from high-quality learning consistent with the University's mission.
- Complete privacy and confidentiality of their personal information, academic records, personal files, and grade sheets; except for authorized personnel.
- Prior notification of any decisions against them and being informed when any violation has occurred and informed in writing of any decisions taken against them. Students also have the right to defend themselves against and contend any decision that conflicts with their academic interest, in accordance with the University's rules and regulations.
- Prior notification of the necessity to attend disciplinary council sessions relating to alleged violations, prior to any decisions being made concerning them.
- Freedom to respectfully express their opinions and discuss academic and educational matters concerning them in accordance with the University's rules and regulations.
- Grievances directed to the appropriate concerned party in the event of failing to obtain their rights outlined in these regulations .
- University faculty members' commitment to the dates and times of lectures, office hours, and breaks between lectures.
- Faculty members are not allowed to cancel lectures, change their times, merge lectures scheduled at different times, merge more than one section at the same time, or cancel a scheduled time throughout the entire semester except in emergency cases. Such changes must be announced in advance to students, and alternative lectures arranged to make up for the missed or cancelled ones. Alternative lectures must not clash with students' scheduled University timetables or negatively impact their learning .
- Provision of the necessary facilities for students with special needs enabling them to enjoy equal opportunities with their peers.
- Familiarization with the sources for accessing these regulations and implementation rules for them and all university regulations, using the University's website .

- Easy access to a paper or electronic copy of the Student Handbook via the website or through the electronic systems of the parties providing the service .
- The University ID card that proves their identity inside and outside the University.
- Advising/Orientation Day notification and information to introduce the University's colleges and departments to students .
- Provision of student guidance and directions by means of handbooks about the college and academic department the student is enrolled at, study plans and other student services, and electronic access to them via the website or the electronic systems .
- Access to study schedules and other course information, such as the course instructor, its location, and its scheduled time throughout the course commencement.
- Being able to drop or add any available course according to the regulations of the Deanship of Admission and Registration and study plans, or postpone an entire semester in accordance with the Statute of Undergraduate Study and Testing, its implementation rules, and the approved study plans .
- Access to the study plans at the start of courses, which include information about the course, the course instructor(s), course objectives and its educational outcomes, the schedule for administering the course, student assessment criteria during the semester (tests, activities related to the subject, practical applications on the subject), grade distribution, item task- types, and the division of grades on the assignments and assessments during the semester in accordance with the University Testing Policy, policies to be adhered to, skills to be acquired, references, and sources of knowledge and learning related to the course.
- Transfer from one college to another within the University or from one academic department to another, or alternating the study mode from external to regular or distance learning and vice-versa, according to the rules and regulations for transfer and according to the college capacity.
- A graduation diploma after completing the graduation requirements and clearance from all related parties and fulfillment of all academic and non-academic commitments and obligations in accordance with the University's rules and regulations during the time period determined by the University to deliver the document to concerned students or whomever they authorize through University electronic systems.

- Continuous communication opportunities at appropriate and announced times by the course instructors, academic advisors, departments, colleges and all parties concerned with serving students by various means, such as e-mail, office hours, etc.
- Effective scholarly discussion and freedom to ask questions to faculty members without embarrassment while adhering established protocols of polite discourse.
- Complete confidentiality of any complaint submitted by students against faculty members, provided the complaint is justified, and the student allegation verified.
- Guaranteed physical security so that students are not exposed to physical or health risks, and moral or psychological security so that they do not experience any moral trepidation caused by intimidation or fear of punishment or exposure to insult or ridicule by any members of the academic and administrative bodies.
- Knowledge of their grades in the course and the results of the periodical and semester assessments after grading, as well as review of final exam answers and the answer sheet if necessary, according to the rules and regulations approved by the University.
- Notification of warnings of or being denied entry to the final exam and explanation of the reason for their denial, which has to be done well in advance of the date of the final exam.
- Test items that must be within the framework of the curriculum and its contents, and must, as well, take into account the balanced and logical distribution of grades within this framework.
- The right to know their mistakes on tests for correction purposes if necessary.
- Results of evaluations for the purpose of review and evaluation of performance .
- Enjoyment of all rights within the University, granted by the administrative or academic authorities in accordance with the University's rules and regulations.

Non-academic Rights:

- Use of all the social services provided by the University, in accordance with the University's rules and regulations.
- Adequate health care according to the University regulations, such as medical treatment offered by the Medical clinic, or transfer to the University's hospitals or medical centers, if necessary .
- Participation in University activities according to resource availability.

- Use of University services and facilities such as University housing, the Central Library, sports facilities, student activities and educational events, restaurants, parking lots, etc. all in accordance with the University's rules and regulations and resource availability .
- Opportunities to take training courses, programs, trips, and take part in activities and volunteer work, provided that they do not conflict with their academic obligations.
- Evaluation of student services through university surveys.
- Provision of the complete set of regulations, including the Disciplinary Penal Code .

The University has the right to disclose students' information to a third party when required without risking the student's privacy or inflicting any harm on them.

STUDENTS RESPONSIBILITY

Student responsibilities refer to academic and nonacademic responsibilities students are expected to commit themselves to the University in order to improve the quality of academic endeavors, and to strengthen the bonds between the students and faculty and the various University sectors.

Academic Responsibilities:

- Familiarizing themselves with the University's rules and regulations and adhering to them at all times. (1), (2), (3)
- Committing themselves to the highest standards of academic conduct.
- Attending the University Academic Advising Day to get to know the University's colleges and their academic departments. (2), (4)
- Attending classes on a regular basis, completing their academic assignments during the academic year, and avoiding absences unless with a valid excuse; according to the provisions stated in the University's rules and regulations.
- Taking initiatives in proposing ideas and discussing them with others, and conducting assigned academic research appropriately.
- Showing respect to all faculty members, colleagues, and all employees of the academic and administrative sectors of the University, while respecting each and everyone's privacy in all public events and in electronic communications through the University's electronic systems and social media accounts.

- Observing the chain of command in communicating complaints or requests starting with the course instructor, academic advisor, department head, vice dean, dean moving forward to concerned parties and the University Administration.
- Abiding by the University's rules and regulations related to exams, i.e. (not to cheat, not to try to help colleagues to cheat, or to impersonate another student in any way). (2), (3)
- Observing the ethics of academic research and professional integrity when participating in research. (3)
- Following instructions and directions given by invigilators or laboratory supervisors and maintaining silence during the exams.
- Avoiding all forms of conduct that are contrary to religion and ethics or affect the academic and professional status and social responsibilities of students in or outside the University campus, including all public events and electronic communications through the University's electronic systems and social media accounts.
- Committing to implementing penalties imposed for violation of the University's rules and regulations.
- Evaluating the performance of faculty members using the forms prepared for this purpose, taking into account the importance of honesty and truthfulness when filling in these forms. (3)

Non-academic Responsibilities:

- Fear of Allah both in private and in public when using the University's facilities and properties and preserving them in a way that achieves benefit for the students and all their colleagues, and refraining from damaging University properties by tampering with, or disrupting them in any way, or taking part in any actions that degrade the state of University buildings, equipment, and laboratories.
- Accessing University facilities during official working hours in a quiet and organized manner; avoiding smoking, making excessive noise or disturbance; and avoiding gatherings in places other than those officially designated for such purposes.
- Commitment to conduct and general appearance that are befitting to the Islamic and University norms, and avoiding any behavior that violates the Islamic or public values observed within the University.

- Keeping the university ID card while on campus and presenting it to University staff or faculty members upon request and upon performing any student transactions on campus.
- Securing the University ID card at all times and preventing others from impersonating them.
- Observing the rules and regulations of the various University sectors (University Housing, Administration of Security and Safety, Medical center.). (1), (9), (10(
- Providing correct and accurate personal information to the University and reporting any changes to the personal information provided
- Preserving the University reputation by avoiding any improper behavior inside or outside the University, including all public events, electronic communication through the University's electronic systems, and social media accounts .
- The University reserves the right to take appropriate actions against any student involved in any violation.

COMPLAINT SYSTEM

Possible Complaints

- Poor teaching quality or tutorial services.
- Misleading or withholding of information by tutor or administrative staff.
- Inadequate services and facilities.
- Misconduct by any University staff – administrative or academic.
- Misconduct by any student within university premises.
- Offensive remark by staff or student within the University Premises.

Procedure to Handle Students' Complaints

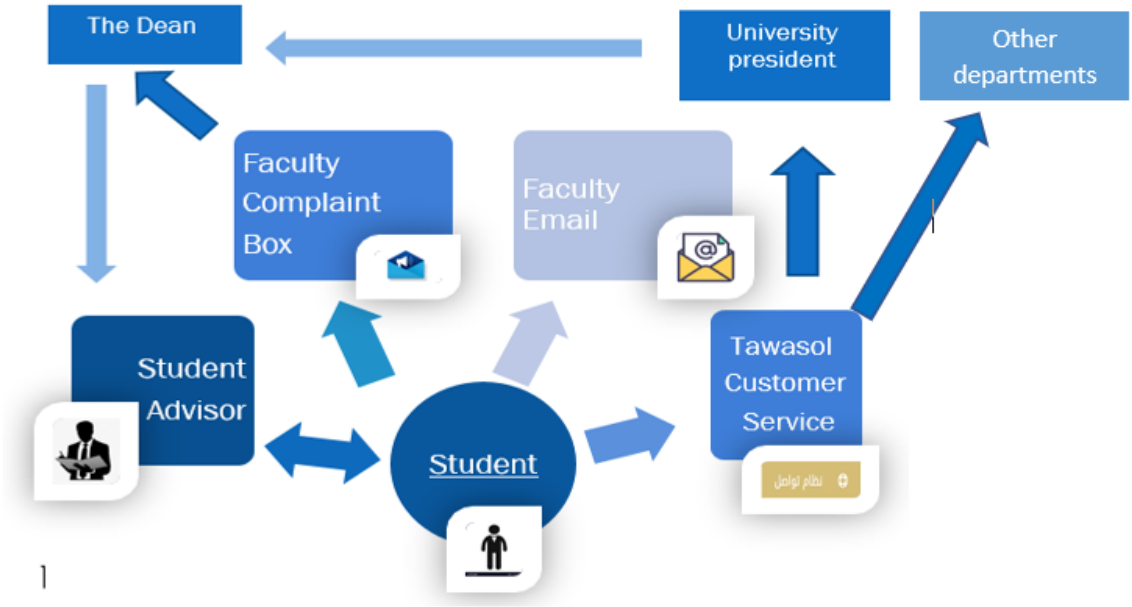
Complaints are normally categorized in the following classes:

General Complaints:

These types of complaints are made by students and have no specific allegation and are normally related to classroom facilities, difficulties with class schedule, etc. Students should visit their academic advisors to make the complaint and discuss their issues. Academic advisors

will pass the students complaints to the Academic Advising Unit coordinator. The coordinator will review the complaint and, if necessary, will pass it to the decision-making authority. The decision-making authority will in turn pass the decision back to the academic advisor via the Academic Advising Unit coordinator. The advisor will then notify the student about his complaint outcomes .

The process for submitting a complaint is illustrated in Figure 4. A student has multiple options to send their complaint, including the faculty complaint box, faculty email, or Tawasol Customer Service. Once the complaint is received, it undergoes a processing stage where it is reviewed and assessed. Subsequently, the complaint is forwarded to the designated person or department responsible for addressing and resolving the issue.



Online/ Blind Box Complaints.

2. These types of complaints are normally case specific with pointed allegation. They are handled with high confidentiality.
3. Template/form in faculty website for this type of complaint. Student may fill out this form and submit electronically or students may write down their complaints and/or suggestions using the suggested form and drop them in the box beside the Dean's office, Computer and Information System building, the online and box complaints are handled on the 25th of each month by the Complaint Handling Committee (in presence of at least 3 members). The committee passes the complaints (if any) to the faculty council for further actions. The Complaint Handling Committee consists of the following members:

    1. The Dean

2. The Vice Dean (Academic Affairs)
3. The Head (or acting) of the CS Department
4. The Head (or acting) of the IT Department

ACADEMIC MISCONDUCT

Most students understand, in a general way, that their academic achievements are premised on academic integrity: honesty, fairness, trust, respect, accountability, and responsibility. Academic misconduct is, fortunately, the exception rather than the norm.

Defining Academic Misconduct

The Faculty defines academic misconduct as "any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community"

Factors that Can Contribute to Academic Misconduct

- Ineffective Study Habits
- Ineffective Time Management Skills or Overload
- Psychological Factors
- Not Knowing the Boundaries

GUIDELINES ADDRESSING CHEATING AND PLAGIARISM

Students, employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy and Faculty procedures on Time, Place and Manner of Speech. The Coordinator for Student Affairs and Vice Dean of Academic Affairs or designee are responsible for adherence to the Time, Place and Manner of Speech policy and procedures .

The Faculty of Computer and Information Systems states, “The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that Faculty of Computer and Information Systems students are mature and self-respecting and can be relied upon to act as responsible and ethical members of society .”

Although instructors may hope that students will act responsibly and ethically at all times, situations will arise in which it is clear, beyond a reasonable doubt that a student cheated or plagiarized. The following sections provide guidelines for such situations by providing specific definitions of cheating and plagiarizing, and addressing the related instructor responsibilities, student responsibilities , and sanctions.

Definitions

Cheating

"Cheating" refers to unauthorized help on an assignment, quiz, or examination as follows: (1) a student must not receive from any other student or give to any other student any information, answers, or help during an exam; (2) a student must not use unauthorized sources for answers during an exam, must not take notes or books to the exam when such aids are forbidden, and must not refer to any book or notes while taking the exam unless the instructor indicates it is an "open book" exam; and (3) a student must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

Plagiarism

"Plagiarism" means submitting work that is someone else's as one's own. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's, and not one's own, is plagiarism. If a student copies an author's words exactly, he or she should treat the passage as a direct quotation and supply the appropriate citation. If someone else's ideas are used, even if it is paraphrased, appropriate credit should be given. Lastly, a student commits plagiarism when a term paper is purchased and/or submitted which he or she did not write.

Student Responsibilities

Students are expected to complete assignments to the best of their ability without resorting to cheating or plagiarizing, as defined above.

Sanctions

Among academic sanctions an instructor may choose to utilize are the following:

1. Warn the student, if the infraction is not intentional or flagrant, that any future violation will be dealt with in a more severe manner.

2. Assign the student an "F" grade (no credit) on that exam or assignment. Students should also be warned that a more serious sanction will be applied should another violation occur in the future.

The instructor shall report the violation to the Vice Dean of Academic Affairs, whose office maintains such information. The instructor should include the following: 1) name and identification number of the student, 2) the specific nature of the violation, 3) the date of its occurrence, 4) how the violation was determined, and 5) any additional comments that the instructor wishes to include.

The Vice Dean of Academic Affairs will determine the faculty-level discipline that is appropriate based on the magnitude and severity of other documented reports related to the same student. Note that disciplinary actions are not part of the academic record, and disciplinary actions are not recorded on student transcripts. All disciplinary information is maintained only in the Office of the Vice Dean of Academic Affairs and is confidential in nature.

Nothing in these guidelines shall be construed to restrict a student's right to appeal through.

CAREER DEVELOPMENT

The Deanship of Students Affairs at Islamic University play a significant role in career counselling. The deanship helps expected to graduate students with their future career. This deanship organizes an annual career day event to achieve the following goals :

- To provide university students with a wide spectrum of industrial companies and employers .
- To provide job opportunities to students .

Moreover, academic advisors also provide some kind of career advising to students. They help students on matters related to searching for a job, preparation for interview, and preparing their CVs. Note that academic advisors provide counseling on career planning for the graduating/higher level students depending on the students" necessities.

MEDICAL FACILITIES

The University offers free services to students through the medical center and provides them and their families medical curative and preventive services.

LOST AND FOUND

When unidentified items are found on campus, they should be turned to the manager admin on the third floor. Items will be logged and stored, and if the owner of the lost item can be

identified, someone will contact the individual to retrieve the item. Items will be kept for a minimum of 60 days and then be discarded or donated .

If an individual has lost an item of personal value, he should notify Administer Manager. A description of the item, along with contact information, will be kept on file, and in the event the item is turned in to Administer Manager the owner will be contacted.

EMERGENCY NUMBERS/CONTACT INFORMATION

Manager Admin, on the third floor Tel: 966-546060883