



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Deanship of Student Affairs

Student Manual

Academic year 2020-2021



To my sons and daughters ... my brothers and sisters ... everywhere in the world...

All my love and appreciation... As I am full of hope that you will contribute to the revival of your homelands and the prosperity and stability of your societies. Everyone's smart university is the suitable place of knowledge and the initiative for development and the meaning of solidarity and cooperation between peoples... It is the most precious flower of my garden and the most truthful thing contained in my conscience... Please keep it and revive it with knowledge and work.

Your's

Nasser bin Ibrahim bin Saad Al-Muhaimid

The foundation of Everyone's Smart University

Due to the epidemiological conditions that affected all aspects of life, we have lived many challenges, as the world witnessed an exceptional circumstance that prompted us to change some of our habits and adopt some practices that were not our preferred choice and pushed us to search for innovative solutions. This means prompted us to create an educational model that is different from traditional education that achieves sustainability, quality, participation, and free cost or the like.

Our Smart University is a dream. Both events and circumstances were the main needs for starting a unique educational choice in which we face an epidemic event. We hope that it will be a basis for the establishment of a distinguished Arab leadership generation with high professional capabilities capable of making development in various fields, through the development of specialized university programs, the implementation of research, the Arabization of knowledge and science, the provision of consultancy and publication, and the care of specialists in all administrative fields at nominal prices that ensure the sustainability of the organization, community development and service. Insolvent persons and raising the level of their educational and cultural attainment to enable them to create opportunities for success and obtain various job opportunities and to be an exceptional addition to any work environment they join.

Vision and Mission

We are looking to be the first entity that adopts the principle of a cooperative educational community, providing science in exchange for work to develop and build societies. This could be happen through transferring knowledge, encouraging innovation, and providing higher education programs with quality content at nominal prices that suit everyone.

Specific goals:

- Enabling members of poor communities to complete their university education.
- Transfer of knowledge through localization and translation.
- Encouraging participation and solidarity among members of society.
- Increase content and enrich the Arab library with research and translations.

Everyone's Smart University philosophy:

Knowledge and learning are rights granted for everyone, and members of societies have a responsibility to preserve that right. **Among the lofty values, we selected the following:**

- **Educational integrity:** based on mutual trust between the university and students.
- **Transparency:** embody with openness and clarity with all relevant parties.
- **Belonging to the Arab identity:** deepening Arab belonging, as we welcome students from different Arab countries to create a community of Arab thinkers and partners.
- **Diversity:** we form an educational family from different Arab countries.
- **Excellence:** The University seeks to achieve the highest level of excellence in its performance and to apply objective scientific standards in education and distance learning.

Credit hours system:

A system based on specifying the credit hours that are required to be completed and to succeed in accordance with the university's instructions and guidelines for graduation from the study programs.

Credit hour:

It is a unit registers for the student in case of his success in the course he involved in and it is usually estimated as one hour of distance learning.

Semester:

The educational period extending from the beginning of the study to the end of the academic semester, it is 15 academic weeks for the regular semester, while the summer semester is 8 weeks, (and the study in it is optional).

Study system:

Each course will have a weekly theoretical lecture recorded and available on the educational platform, the student can attend at any time suits him, in addition, answering the questions accompanying the lecture, which will be part of the student's evaluation work, also, there will be a mid-term exam and a final exam at the end, beside the assignments and project of each course.

Seminars:

Each course has a seminar during the days of the week and its attendance is optional, the time of the seminar will be the timing of Makkah Al-Mukarramah K.S.A.

Regular semester:

The regular semesters are the first semester and the second semester for the bachelor program, while the first semester and the summer semester (Second) and the third semester for the Master program.

Prerequisites for courses:

They are the courses that the student must study successfully in order to be able to take the subjects that are superior in the level.

Academic level:

The academic level of the student is determined by the number of hours the student successfully completes in any of the programs.

The academic level of the bachelor's program is:

| | |
|--------------|----------|
| First Level | 34 Hours |
| Second Level | 31 Hours |
| Third Level | 30 Hours |
| Fourth Level | 31 Hours |

The academic level of the Master program is:

| | |
|-----------------|----------|
| First Semester | 10 Hours |
| Second Semester | 9 Hours |
| Third Semester | 12 Hours |

Course material:

It is the subject that the student studies for one semester and covers a number of hours.

Course number:

Each subject has a number indicating the level, field of knowledge, and program. Subjects divided according to their field of knowledge.

Study duration:

The duration of study for a bachelor's degree is 8 semesters, with 126 study hours.

The duration of study for a master's degree is one academic year with minimum of 31 hours.








































Final mark of the course:

It is the sum of the final marks for each course, which indicates the student's success or failure in it. The weekly study plan and the distribution of grades during the academic semester is as follows:

| No. | Activity |
|-----|---|
| 1- | A recorded theoretical lecture sent weekly to the student (attendance is mandatory). |
| 2- | Questions accompanying the lecture are available on a weekly basis. |
| 3- | An additional virtual panel discussion is held weekly to discuss the content of the theoretical lecture (attendance is optional). |
| 4- | Homework\duties. |
| 5- | Midterm exam. |
| 6- | Research/project (according to the course). |
| 7- | The final exam. |

- These activities may varies according to the course/semester.

Schedule of lectures and assignments

| | |
|-------------|---|
| Week No. 1 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 2 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 3 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 4 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 5 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 6 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 7 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 8 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 9 | Midterm exam. |
| Week No. 10 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 11 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 12 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 13 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Week No. 15 |  Theoretical lecture  lecture questions  virtual panel discussion. |
| Final exams | Final exam. |

- This Schedule may varies according to the course/semester.

Academic calendar

The academic calendar for the academic year 2020-2021 can be viewed through the link: <https://bcs.edu.sa/index.php/academic-calendar/>

Language of teaching

The language of teaching at the university is a mixture of Arabic and English. Explanation by faculty members depends on both Arabic and English language, while the study material and the content of the presentations will be in English.

The language of the exams

English is the language of exams with the option of translation into Arabic, and the language of study assignments is mixed between Arabic and English.

Attendance and absence

Commitment to attend lectures remotely is a must, and submitting assignments at the end of the lectures. If the student is late in submitting the assignments that guarantee his attendance for 75% of the total number of assignments, then the student is considered deprived of the course and cannot sit for the final exam, and therefore he is considered to have failed.

Academic Advising

Everyone Smart University has set an academic advisor for students according to the decision of the Board of Trustees, whose role is to provide support to students and guide them academically, inform students completely and continuously with instructions, introduce them to the online platform, inform them of the study materials and hours and provide the necessary support to pass the study program.

* Communication is through the university's LinkedIn platform or via e-mail: advising@esu.edu.sa

Academic Advising Tasks:

1. Providing the necessary support to the student during his academic career.
2. Supervising and following up the implementation of instructions.
3. Providing a university academic climate.
4. Providing career guidance for the student.
5. Providing material support such as discounts and low cost.

The rules and regulations of everyone's smart university

Through the link, students can view the rules and regulations of Everyone Smart University or inquire from the Academic Support Committee regarding all the rules and instructions.

* <https://esu.edu.sa/index.php/bcs>

Admission requirements

• Bachelor's program

- High school diploma for undergraduate students.
- A copy of the national identity card or passport.

• Master's Program

- Bachelor's degree.
- Academic record.
- A copy of the national identity card or passport.

Attendance system and electronic platform

The attendance of students will be remotely through the virtual classes in the educational portal (Moodle), and the student obtains his account data in the educational portal (Moodle) after being accepted into the program. The regular student must attend the lectures in the virtual classes' platform registered for him.

Fees and Payment Procedures

Fees paid before the start of the semester.

Withdrawal or apology for the semester

The student has the right to apologize for continuing to study a semester without being considered failed, if he submits an excuse acceptable to the body specified by the University Council. This is within a period determined by the executive rules approved by the University Council, taking into consideration that the semester fees are not refundable.

Procedures for postponing the semester

The student has the right to postpone for two semesters only for the entire period of the bachelor's program, while the postponement is only available for one academic semester in the master's program, and in both cases, he must submit a formal request to do so at least two weeks before the date of the semester exams.

Major Change

ESU students can change their major within the university. They must meet with their academic advisor to initiate the transfer process. Students may have this meeting at any point in the year (There are no Transfer periods).

- All students requesting a major change must meet the following minimum eligibility requirements:
- Students who want to change their major must have a minimum GPA of 3.0/5.0.
- Students must be in good academic standing to submit a change of major.
- Students must meet the minimum entrance requirements of the requested major.

After the approval of the major change, the student must complete all remaining coursework required for the requested degree. Students can only transfer courses that are contained in the requested program.

Evaluation mechanism, tests and grade distribution

The distribution of grades depends on the nature of the course, as students are evaluated remotely through the methods described below:

- One final exam.
- Midterm exam - depending on the nature of the subject.
- Other duties such as discussion, assignments, research and "quizzes".
- Attending and interacting in the virtual lectures of the course and completing the accompanying tasks.

The grade's weight based on five, and the grades obtained by the student in each course calculated as follows:

- From grade 95 to 100, the student obtains an excellent grade "A +" with a weight of 5 out of 5.
- From grade 90 to 94, the student gets an excellent grade "A" with a weight of 4.75 out of 5.
- From grade 85 to 89, the student gets a very good grade "B +" with a weight of 4.5 out of 5.
- From grade 80 to 84, the student gets a very good grade "B" with a score of 4 out of 5.
- From grade 75 to 79, the student obtains a high-grade "C+" with a weight of 3.5 out of 5.
- From grade 70 to 74, the student gets a good grade "C", with a weight of 3 out of 5.
- From grade 65 to 69, the student obtains a high acceptable grade "D+" with a weight of 2.5 out of 5.
- From grade 60 to 64, the student gets an acceptable grade "D" with a weight of 2 out of 5
- From grade 0 to 59, the student gets a failing grade "F" with a weight of "zero".

Electronic library

The library contains many references that the student needs through his studying, in addition to the university's cooperation with many

international electronic libraries to facilitate the task of accessing international references.

University accreditation

Everyone's Smart University is accredited by the International Project Management Association (IPMA), which is a scientific research institution based in Switzerland, where the institution works in cooperation with regional and local associations that are established to take care of the field of project management, and it is one of the major references in project management.

Academic Portal

It is a platform enables new students to apply to study at the university and enables the administration to follow up their requests and communicate about completing the procedures; it is the first step for the admission and registration department. Through the academic portal, payment data can be saved and reviewed. It is also used to publish grades, grades and final GPA for students at the end of the semester.

Academic portal services

- Delete- add: A service that enables students to delete and add courses during the registration process at the beginning of each semester.
- Search for Course Schedule: A subsidiary service of course registration that allows the student to search for a specific course or several courses in proportion to his academic schedule.
- The student's academic schedule: A sub-service of registering courses that allows the student to review his academic schedule in detail.
- Suspension offer: a sub-service from student records. This service provides the ability to display all students Suspension, whether financial or academic.
- Final grades: a sub-service from the student's records. This service provides the student with the ability to review the final grades of the courses registered with him.

- **Financial Account Summary:** A sub-service from student's accounts. This service provides the student with a summary of all fees and payments related to his financial account.

Educational Portal (Moodle)

It is the main gathering between students and faculty members, through the lectures that are available by a faculty member, so that the student can watch them, and periodic exams that made through the educational platform, which is the main source in following up the students' regularity in the study, in addition to holding exams Quarterly and final, submission of assignments and research. It is also possible to communicate through the educational platform with faculty members, the mission of educational portal (Moodle) services can be summarized in the following:

- ✓ **Access to Courses:** This service enables students to access and read their own courses and download the attached materials.
- ✓ **Virtual classes:** (which is the electronic environment for learning) where the faculty member meets his students to explain the lectures, and also through which the student can ask questions and communicate directly and effectively with the faculty member.
- ✓ **Information exchange sessions:** This service enables students to enter the extracurricular activities held at the university.
- ✓ **E-books:** a sub-service of the course tools. This service enables students to access e-books, which helps in solving study activities and assignments.
- ✓ **Electronic tests and assignments:** The system provides many types of questions and educational tasks that allow the course professor to present different methods of evaluating students and to ensure that the learning outcomes are successfully fulfilled.

E-mail

Students and faculty members have an e-mail address that provides the service of writing, sending and receiving messages through electronic communication systems.

Administrative communication system

An integrated system for electronic transactions, through which the user can perform incoming and outgoing operations, refer transactions electronically and comment on them, according to the administrative structure of the university.

Technical Support System

The support system receives requests and reports electronically by opening a “request ticket” and entering the necessary information to describe the problem and the nature of the assistance the student is looking for, and send it to the competent authority for follow-up and resolution directly, and the customer can follow up on the status of his ticket.

Tasks of the admission and registration unit

The Department of Admission and Registration is one of the most vital departments on which the academic process is based. It is responsible for the procedures for registering new students, and for ensuring the application of all laws and instructions related to the academic process.

The tasks of the Admission and Registration Department in Everyone Smart University are:

- Registration of student materials in cooperation with the academic advisor.
- Arranging the final examination programs in an organized manner.
- Monitoring and documenting students 'grades and announcing the semester results at the end of each semester.
- Issuing the Table of Materials.

- Issuing graduation documents and following up on sending them by e-mail.
- Checking and printing the study plans.

You can contact the Admission and Registration Department at Everyone Smart University through the e-mail: contact@esu.edu.sa

Questionnaires and measurement of beneficiaries' satisfaction

• The university is keen to develop its educational outputs, so it has worked to set clear requirements for evaluating and measuring the effectiveness of performance at the level of operations and academic and administrative activities. As the university considers poll processes one of the important processes for its contribution in supporting decision-making. The university has adopted the provision of a modern technology measurement and evaluation center to conduct opinion polls on a regular basis. Analyzing the data that have been extracted, draws results, provides recommendations and follows up on the implementation of the results. The following is a presentation of all the questionnaires that the Measurement and Evaluation Center designs, tests, and reviews, using the pentagonal Likert scale:

- A questionnaire on the quality of educational service.
- To identify the quality of educational materials electronically.
- Determining the effectiveness of academic programs.