

# ***Students Manual***

***Master of Science in Mathematics***

***Department of Mathematics and Statistics***

***College of Science***

***King Faisal University***

2022

## Table of Contents

|    |  |
|----|--|
| 2  | <i>Admission and Registration</i>  |
| 5  | <i>Withdrawn</i>   |
| 5  | <i>Interruption of Study</i>   |
| 7  | <i>Additional Opportunities</i>  |
| 8  | <i>Transfer</i>  |
| 10 | <i>Tuition fees and payment system</i>                                     |
| 10 | <i>Tuition fees for the first level for new graduate students</i>          |
| 10 | <i>Payment of Tuition fees</i>   |
| 11 | <i>Tuition Fee Reduction</i>   |
| 11 | <i>Postponement of admission</i>   |
| 13 | <i>Steps to Access the Graduate Studies Portal</i>                         |
| 15 | <b>Master in Mathematics Study Plan Structure –for understanding Hours</b> |
| 17 | <i>Steps to register courses on the banner system</i>                      |
| 20 | <i>Exam Regulations</i>  |
| 21 | <i>Failed ,Examination Grades, Pass</i>                                    |
| 22 | <i>Excuse ,Attendance :Deprive students</i>                                |
| 23 | <i>Cheatings and Viloations</i>  |
| 24 | <i>Counseling and Guidance</i>   |
| 24 | <i>Tasks of the academic supervisor:</i>                                   |
| 26 | <i>Rights and Duties</i>   |
| 27 |  |
| 28 |  |
| 28 |  |
| 28 |  |
| 29 | <i>Complaints and Grievances</i>   |
| 29 | <i>Annexure : Forms for Master program</i>                                 |

# **Admission and Registration**

The master program in Mathematics offered by the Department of Mathematics and Statistics, College of Science follows the rule regulation for admission and registrations as set by the Deanship of Post-graduate studies, King Faisal University. The rules are set from Unified Regulation for Post-Graduated studies in Saudi Universities by Deanship of Post-graduate studies, King Faisal University through its executive authority. Below mention criteria are applicable for the Master program in Mathematics.

## **General Admission Requirement**

### **Article 12**

The University Council shall determine the quota of students to be admitted into graduate programs. The numbers are proposed by department and college councils and recommended by the Graduate Studies Deanship Council.

### **Article 13**

Admission into graduate programs requires the following:

1. The applicant must be a Saudi citizen or, if non-Saudi, have an official scholarship for graduate studies.
2. The applicant must have a university degree from a Saudi or any accredited university.
3. The applicant must be of good behavior, fair reputation and medically fit
4. The applicant must submit two letters of recommendation from professors who have taught him/her.
5. The applicant, if employed, must provide a letter of consent from his current employer to join the program.

The applicant for a doctorate program must enroll as a fulltime student; University Council may exempt students from this condition, if necessary. Each university council can stipulate any additional conditions it deems necessary.

## Executive rule for Article 13

13.1 The employee applying to study is obliged to include the approval of his employer in the documents required for enrolling the program

13.2 The regulations for scholarships are applied to non-Saudi applicants in accordance with Cabinet Resolution No. 94, dated 3/29/1431 AH.

## Article 15

The admission requirement for a master's program is a minimum of a "Very Good" GPA in the bachelor's degree. However, the Graduate Studies Deanship Council can admit a student with an "Above Average" (C+) GPA. The Graduate Studies Deanship Council may, upon the recommendation of the departmental council and the college's council, accept a minimum of a "Good" GPA at some programs as specified by the University Council, provided that the applicant's GPA of the specialty courses at the bachelor's stage is at least "Very Good." The Graduate Studies Deanship Council can stipulate, upon the recommendation of the departmental council and the college's council, any additional conditions it deems necessary for admission

## Executive rule for Article 15

In addition to what is stated in Article (13) of the admission requirements, the scientific department determines the criteria for differentiation among students applying for master's programs. The department also ensures that the admission requirements are met.



## Drop & Postponement

### Article 21

Department Councils, College Deans and the Dean of Graduate Studies may approve postponement of students' admission into a program for a maximum period of two semesters; the period will not be counted within the time limit for obtaining the degree.

### Executive Rule for Article 21

21.1 The student must submit a request to postpone admission to the relevant department within the time period specified within the academic calendar of the Deanship of Graduate Studies.

21.2 The student is given the opportunity to postpone the study acceptance once

21.3 In the event that the program is suspended by the university during the period of postponing the admission granted to the student, the student's admission to the program is canceled, and he is entitled to apply for other programs offered in accordance with the conditions for joining them.

### Article 22

Department Councils, College Deans and the Dean of Graduate Studies may approve postponement of students' registration under the following conditions:

1. The student must have successfully completed at least one semester in the program or covered a substantial part of the thesis.
2. The time limit of postponement should not exceed four semesters (two years of study).
3. Requests for postponement should be submitted at least two weeks before the start of the semester.
4. The postponement period will not be counted within the maximum time limit for obtaining the degree.

## Withdrawn

### Article 24

A student who voluntarily withdraws from a graduate program will be treated as a new applicant on deciding to rejoin, and all new conditions will be applied to his case.

Note: By **Withdrawn** it refers that students records is completely errase from the university's and program's data base.

## Interruption of Study

### Article 25

The student shall be considered as a dropout and his/her record as closed in the following cases:

1. If accepted in the program and did not register on time.
2. If registered on the courses and did not attend them.

### Executive Rule for Article 25

25.1 The competent college shall inform the Deanship of Graduate Studies of students who are accepted for study and who have not registered according to the deadlines specified in the academic calendar of the Deanship of Graduate Studies.

25.2 The competent college shall upload the names of students who are registered and who have not started studying according to the deadlines specified in the academic calendar of the Deanship of Graduate Studies

## Article 26

A student's enrolment in the graduate program will be terminated by a decision of the Graduate Studies Deanship Council in the following cases:

1. If accepted in the program and does not register during regular the registration period.
2. If s/he fails to pass supplementary courses in accordance with the required conditions set out in (article 18).
3. If s/he drops courses for a whole semester or withdraws from the program without an acceptable excuse.
4. If s/he proves not to be serious in study or neglects academic obligations, as stated in (article 52) of these Regulations.
5. If his/her cumulative average drops below "Very Good" for two consecutive semesters.
6. If s/he uses up all permissible postponement periods, identified in (article 22), without completing the degree.
7. If s/he breaches scientific ethics during course work or thesis writing, or breaks university rules and regulations.
8. If s/he fails the comprehensive exam (where applicable) twice.
9. If the thesis judging committee finds that the thesis is not discussable or unacceptable after the defense.
10. If s/he doesn't obtain the degree within the maximum time limit specified in article (36).

## Executive Rule for Article 26

26.1 The termination of enrollment is to be decided by the Deanship Council based on the recommendation of the relevant department and college councils.

## Article 27

A student whose record was terminated because he was impeded by personal obstacles, that both Department and College Councils excuse, may resume studying in a program on the subsequent recommendation of the Graduate Studies Deanship Council and the final approval of the University Council. However, the following conditions should also be taken into account:

1. On the lapse of more than six semesters, a student shall be treated as a new student regardless of the number of semesters completed in the program.
2. On return after six semesters or less, a student may be asked to repeat some of the courses already covered. Courses should be specified by Department and College Councils and approved by the Graduate Studies Deanship Council; the courses studied earlier are to be counted within the cumulative average after resuming study; the period spent in the program before termination is also to be counted within the maximum time limit for obtaining the degree.

## Additional Opportunities

### Article 28

With the exception of item (5) of article (26), the student whose cumulative average drops to less than "Very Good," may exceptionally be granted an extension period (technically called an additional opportunity) not exceeding in length two semesters to continue in the program; the recommendation of both Department and College Councils and approval of the Graduate Studies Deanship Council are necessary in this case.



## Article 29

With the exception of item (10) of article (26), a student (whose time limit for obtaining the degree has expired) may exceptionally be granted an extension, or additional opportunity (not exceeding in length two semesters). A report from the supervisor initiates the procedures in this case, to be followed by the recommendation of Department and College Councils, the Graduate Studies Deanship Council, and the final approval of the University Council.

## Transfer

### Article 30

Transfer of students to the university from another accredited university is possible upon the recommendation of both Department and College Councils and the Graduate Studies Deanship Council, taking into account the following regulations:

1. Local conditions for admission should apply to transfer students, in addition to any further conditions relevant departments may deem necessary.
2. Student should not have been dismissed (regardless of reasons) from the transferring university.
3. Courses studied earlier may be transferred, according to the following regulations:
  - a) Courses should not have been completed more than six semesters ago.
  - b) Course content should be directly related to the program transferred to.
  - c) Courses transferred should not exceed in ratio thirty per cent of the courses of the program transferred to.
  - d) Student's grade in transferred courses should not be less than "Very Good."
  - e) Courses transferred are not included in the computation of a new cumulative average.
  - f) Transfer of courses should be based on the recommendation of the Department Council and the approval of both the College and Graduate Studies Deanship Councils

## Article 31

The student may transfer from one major to another in the university on the recommendation of the respective department and college councils and approval of the Graduate Studies Deanship Council. The following regulations should be considered:

1. The current conditions for admission should apply to transfer students in addition to any further conditions the relevant department may deem necessary.
2. Courses already studied at the university may be transferred if related departments find that they correspond to their programs; they will be included in computing students' cumulative average.
3. The student's registration in the previous department should not for any reason have been repealed.
4. The time spent in the program transferred from shall be counted within the maximum time limit for obtaining the degree.
5. The transfer from one program to another is allowed only once during the period set for obtaining the degree.



# **Tuition fees and payment system**

## **Tuition fees for the first level for new graduate students**

1. The cost of the study unit (study hours) for doctoral and master's programs (1500 riyals) per hour.
2. For students of the College of Science who do not fulfill the language requirement, they will be enrolled in the Intensive English Program for two semesters (with a fee of 400 riyals), it is paid only once.
3. If there is a need to study some supplementary courses, an amount of (400 riyals) will be paid. This envy what was stipulated in the postgraduate studies regulations (the competent academic department may require the admission of a student in the master's or doctoral stages to pass a number of supplementary courses)

## **Payment of Tuition fees**

1. Tuition fees are paid to the account of (College of Applied Studies and Community Service) at Bank Albilad on the IBAN number (SA0915000999110425270011).
2. Fill out the two registration forms attached to the list of registration forms on the Deanship of Graduate Studies page:
  - a. Address Undertaking Form
  - b. A commitment form to pay the tuition fees
3. An amount of (200 riyals) is paid as administrative fees for new students, in addition to the tuition fees for the first level according to the study plan. The payment receipt is uploaded to the graduate studies portal, which is based on the deanship's chronological calendar.
4. If the student wishes to postpone the study, only the administrative fees will be paid.
5. For students on scholarships or who have obtained the approval of their employer to study at the expense of the entity, it is necessary to attach the approval letter from the entity or the financial guarantee that the entity will pay for the study expenses.



6. The required documents are attached via the Graduate Studies Portal.
  7. Payment receipts issued by the bank or by electronic transfer (from one bank to another) via electronic banking services, to be renewed to include the name of the student and the academic number.
- **Through the financial system at the Deanship, it will be ensured that the student completes the payment process and the value of the payment is added to the account of the (Applied College) at the university**

### **Tuition Fee Reduction**

University employees, social security beneficiaries, and humanitarian cases enjoy a discount on tuition fees during the study period until graduation. The new student must pay all fees in the first semester, and then submit the required documents as listed below:

- University employees and their families.
  - Certificate of identification for the employee.
  - A letter to His Excellency the Dean of Graduate Studies.
  - Acceptance notice.
  - National ID card.
- Social Security employees.
  - The social security scene for the beneficiary (the male or female student) .
  - A letter to His Excellency the Dean of Graduate Studies .
  - Acceptance notice .
  - National ID card .

### **Postponement of admission**

Steps to postpone admission for new students:

In the event the student wishes to postpone admission, the following must be followed:

1. Fill out the form for postgraduate admission that is available in the postgraduate forms on the page of the Deanship of Studies. 2- Uploading the postponement form + receipt of payment of acceptance fees (200 riyals) on the icon of postponing admission through the graduate studies portal

Steps to obtain a Postponement of Admission Form

Go to the main page of the university - deanships - postgraduate studies - postgraduate studies forms - academic procedures forms

Or by clicking on the following link

<https://www.kfu.edu.sa/ar/Deans/HigherStudies/Pages/pgs-resources.aspx>




عمادة الدراسات العليا

الرئيسية > العمادات > عمادة الدراسات العليا > نماذج الدراسات العليا

نماذج الدراسات العليا

نماذج الاجازات الدكتوراه

| تحميل   | عنوان   | # |
|---|---|---|
|  | البيانات الشخصية لطلاب وطالبات الدراسات العليا            | 1 |
|  | الخطة الدراسية لطالب الدراسات العليا                      | 2 |
|  | نموذج اعتذار عن حضور محاضرة                               | 3 |
|  | نموذج تأجيل القبول بالدراسة و التأجيل                     | 4 |
|  | نموذج اشعار بالعودة للدراسة                               | 5 |
|  | نموذج اعتذار عن برنامج اللغة                              | 6 |
|  | نموذج إعداد خطة البحث المقترحة لدرجة الماجستير والدكتوراه | 7 |
|  | نموذج التواصل لطلبة الدراسات العليا                       | 8 |
|  | نموذج الفوائد المنظمة لكتابة رسائل الماجستير والدكتوراه   | 9 |

لمحة عن العمادة

كلمة العميد

الرؤية والرسالة والاهداف

الهيكل التنظيمي

مستنوبو العمادة

برامج الدراسات العليا

بوابة الدراسات العليا

لائحة الدراسات العليا

نماذج الدراسات العليا

نماذج الاعتماد البرامجي

# Steps to Access the Graduate Studies Portal

1. Login to the graduate studies portal as shown in the figure



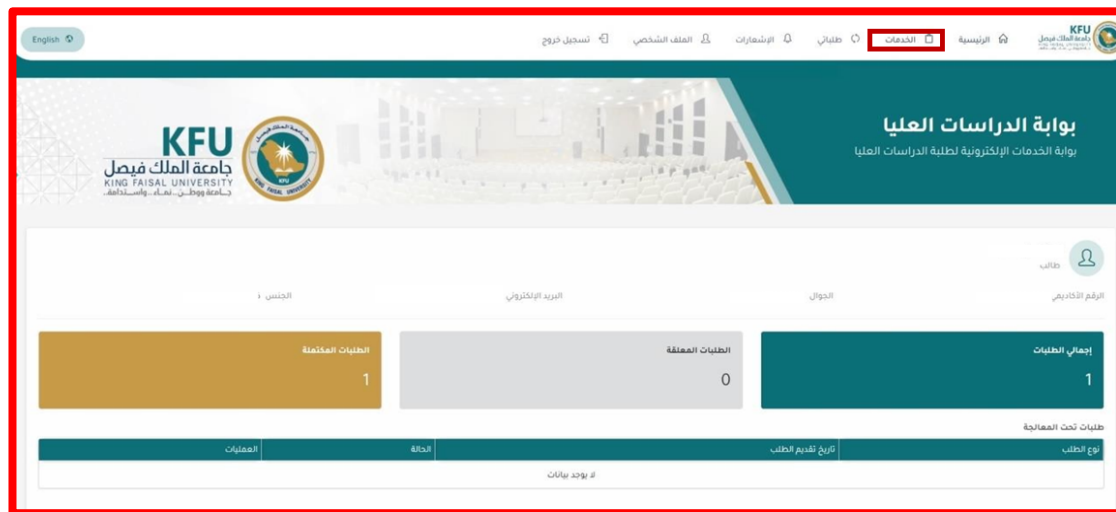
2. The username (university number) and password are entered as shown in the figure



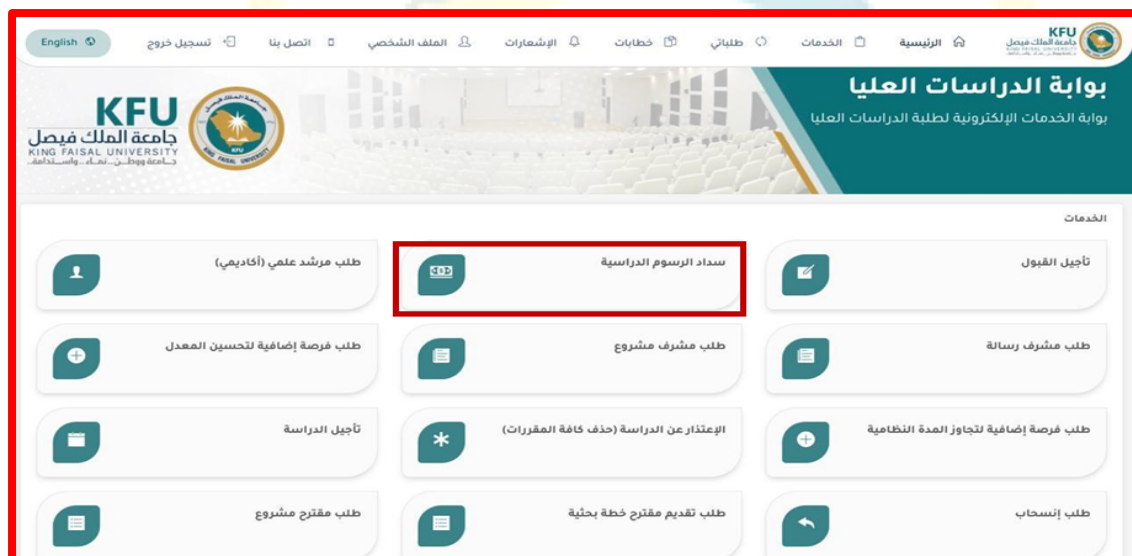
3. . You will receive a verification code message on your mobile



#### 4. Enter the services icon



#### 5. Choose the tuition fee payment icon



6. The number of hours to be recorded is determined, then the payment receipt is attached, then the application is sent

- A. Enter the number of hours to be recorded.
- B. If there is a previous balance, please write it in the notes field, with the need to attach the previous payment receipt.
- C. Upload payment receipt icon.
- D. Send request icon.

### Master in Mathematics Study Plan Structure –for understanding Hours

The master program in Mathematics mainly consists of two tracks namely course track and thesis track. To obtain the degree of M. Sc in Mathematics, a candidate must successfully complete 42 units (24 credit hours in compulsory courses, 16 credit hours in electives courses, 2 credit hours for article and essay course) in Course Track and 32 units (24 credit hours in compulsory courses and 8 credit hours for thesis course) in Thesis Track. Complete detail's structure for both tracks is presented in below tables.

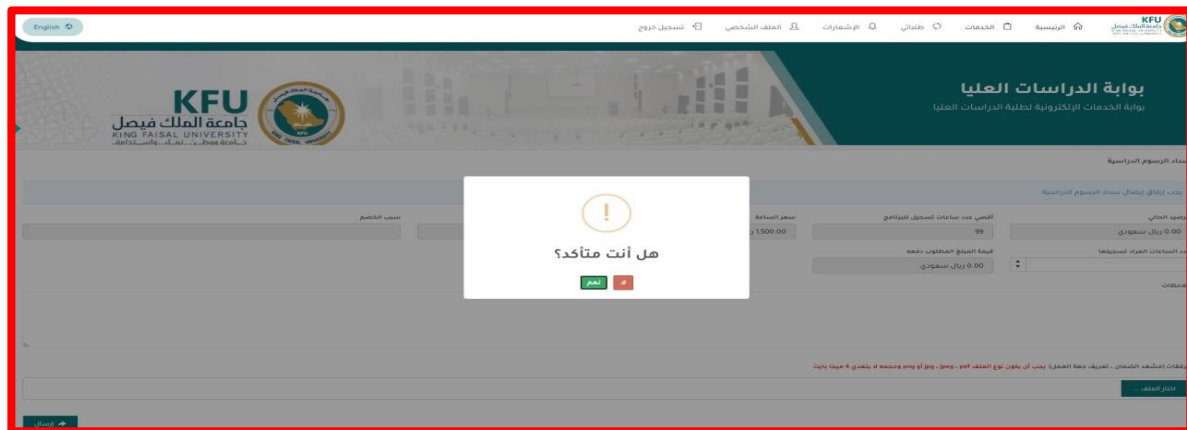
#### 1. Study Plan Structure Courses Path

| Program Structure           |          | No. of Courses | Credit Hours | Percentage |
|-----------------------------|----------|----------------|--------------|------------|
| Course                      | Required | 8              | 24           | 57.14%     |
|                             | Elective | 4              | 16           | 38.1%      |
| Graduation Project (if any) |          | 1              | 2            | 4.76%      |
| Total                       |          | 13             | 42           | 100%       |

#### 2. Study Plan Structure Courses with Thesis Path

| Program Structure           |          | No. of Courses | Credit Hours | Percentage |
|-----------------------------|----------|----------------|--------------|------------|
| Course                      | Required | 8              | 24           | 75%        |
|                             | Elective | 0              | 0            | 0          |
| Graduation Project (if any) |          | 0              | 0            | 0          |
| Thesis (if any)             |          | Thesis         | 8            | 25%        |
| Total                       |          | 8+Thesis       | 32           | 100%       |

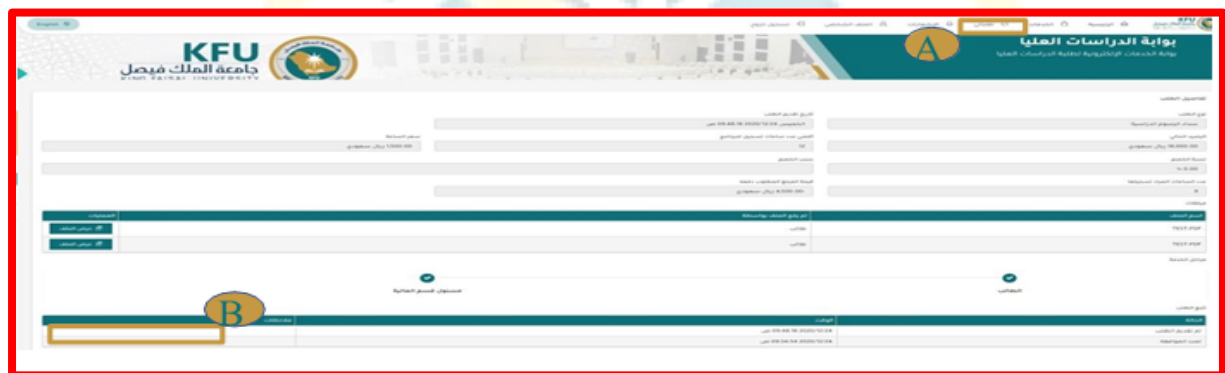
7. Confirm and submit the request.



The screenshot shows the KFU online request submission form. A central pop-up window displays a yellow exclamation mark icon and the text "هل أنت متأكد؟" (Are you sure?). Below the pop-up, there are input fields for "سعر الطلب" (Request Price) with a value of 1500.00, "القيمة عدد ساعات التسجيل الإلكتروني" (Electronic registration hours value) with a value of 99, and "قيمة المبلغ المطلوب دفعه" (Amount to be paid) with a value of 0.00. The form also includes a "تأكيد الطلب" (Confirm request) button and a "إرسال الطلب" (Send request) button.

8. To check the status of the request

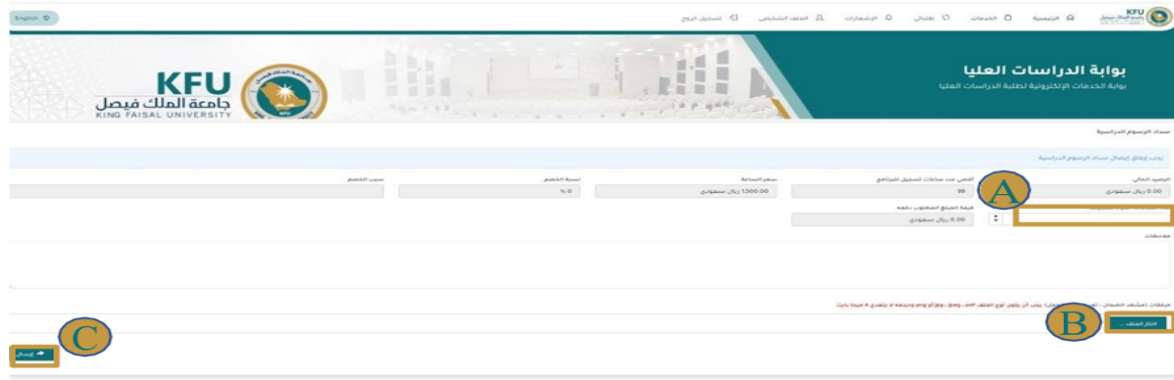
- A. Click on my request's icon.
- B. If the request is rejected, the reason will be written in the notes field



The screenshot shows the KFU online request status page. It features a table with columns for "الطلب" (Request), "الحالة" (Status), and "ملاحظات" (Notes). The table contains several rows of data, including request numbers and their corresponding statuses. A yellow circle with the letter 'B' is placed over the "ملاحظات" column of the first row, indicating where the reason for rejection would be written.

9. For students of the M.Sc Mathematics program in College of Sciences who do not fulfill the language requirement, the number of hours to be registered (one hour only) is entered, and the payment receipt is attached in the amount of (400 riyals).

- A. Enter the number of hours to be recorded (one hour only)
- B. Raise payment receipt icon.
- C. Send request icon.



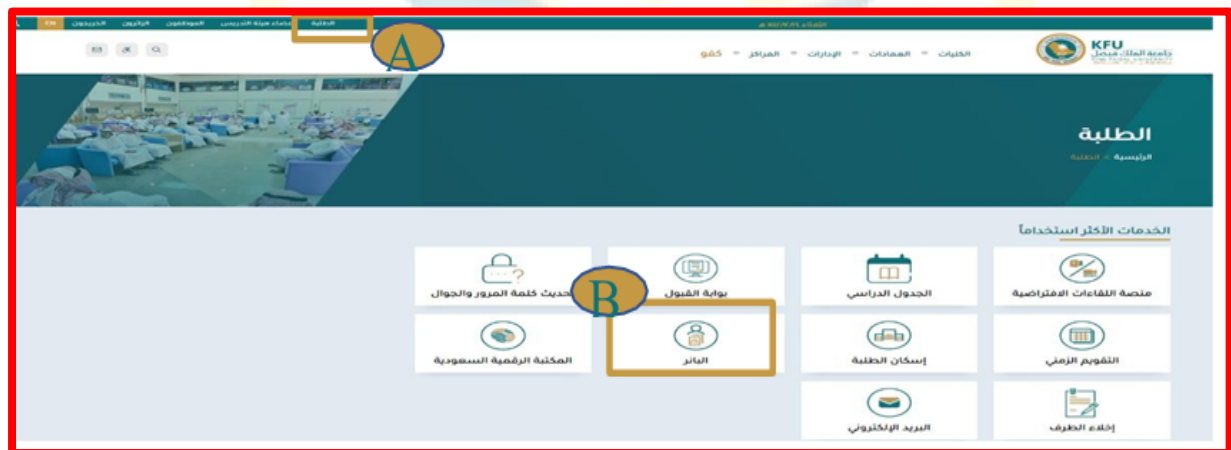
10. After paying the tuition fees, raising the payment receipt and all required documents through the graduate studies portal, the student registers the required courses on the banner system after the application is completed and approved, according to the dates specified in the calendar announced on the page of the Deanship of Graduate Studies ‘on the following link

<https://www.kfu.edu.sa/ar/Deans/HigherStudies/Pages/Calendar1.aspx>

## **Steps to register courses on the banner system**

1. Enter the website of university [www.kfu.edu.sa](http://www.kfu.edu.sa)

- A. Student
- B. Banner



2. Click on the ikon to enter Safe Area





3. Enter your username (university id number) and password

You will receive a verification code message on your mobile number, verify that.

4. Click on the Student ikon

5. Click on

A. Register

B. Register/Delete/Add



6. Select the corresponding semester for corresponding (Example first semester 1443), enter the CRN course numbers according to the college schedule, then click on the “Implement Changes” icon.



# *Exam Regulations*

## Article 40

Exams for graduate courses in a diploma, a master's or doctoral program and recording of scores are conducted in accordance with the regulations in effect on the undergraduate level as issued by the Higher Education Council on its second session held on 11/6/1416 H, with the exception of the following:

1. The passing grade in a graduate course is an average of "Good."
2. Decisions on makeup exams and incomplete courses are made by the Graduate Studies Deanship Council on recommendation of the Department Council and approval of the College Council.
3. Students of master's programs (that require a comprehensive exam), and students of doctorate program should sit for the exam after completion of all required courses. An oral exam prepared by a specialized committee should follow. Both oral and written exams are governed by rules approved by the University Council on the recommendation of the Department Council and the approval of both the College and Graduate Studies Deanship Councils. The exam is supposed to cover the student's main and sub-specializations. Students shall be nominated for the granting of a degree on passing the test at first sitting, but on failing it, or part of it, a second chance will be granted to be used in the span of one or two semesters; on failing again, the student will be terminated from the program.

## Examination Grades, Pass, Failed

### Executive Rule for Article 40

**40.1** In the dates of conducting exams and monitoring grades, reference is made to the articles (from twenty-second to forty-first) of the university study and examination regulations issued by the Higher Education Council and its executive rules at the university.

**40.2** The weight of the estimate is based on a scale of (five).

**40.3** The First Honor Class is awarded to the student with a GPA from (4.75) to (5.00) upon graduation, and the Second Honors Class is awarded to the student with a GPA from (4.25) to less than (4.75), the followings are required:

- a- The student should not have failed in any course he studied at the university or at another university.
- b - The student must have completed graduation requirements within a maximum period of three years for a master's degree and four years for a doctorate.

**40.4** The student will be warned if his cumulative average falls below (3.75)

**40.5** A student is considered to have failed the course in one of the following cases:

- A- Depriving the student of entering the course test.
- B - If the student's score in the course test is less than 70%.

**40.6** The Deanship Council, based on the recommendation of the College Council - in cases of extreme necessity - accept the excuse of the student who failed the exam and allow him to be given an alternative exam during the next semester, and the grade he gets after taking the exam is given, provided that the student submits the excuse within a maximum time of the first two weeks from the beginning of the semester following the semester in which the course test was held.

## Deprive students: Attendance, Excuse

### Executive Rule for Article 40

**40.7** The student is prevented from continuing to study the course and entering the final exam, and he is considered a failure in the course if the percentage of his absence exceeds (25%) of the total lectures and scientific and field lessons specified for the course.

**40.8** The student is notified of the deprivation at the time, and the course professor submits a report to the head of the department to which the course belongs, stating that the student has been denied continuing to study the course, and the states the dates in which the student was absent.

**40.9** The head of the department to which the course belongs shall notify the Deanship of Graduate Studies, and the head of the department to which the student belongs - if he belongs to another department - that he has been deprived of continuing to study the course

**40.10** The College Council to which the course belongs or whomever he delegates, based on a report submitted by the department head (who presents the course), may lift the student's deprivation, if the student presents to the department head an excuse acceptable to the college council, provided that the percentage of absence does not exceed (40%) of the total lectures and scientific and field lessons specified for the course.

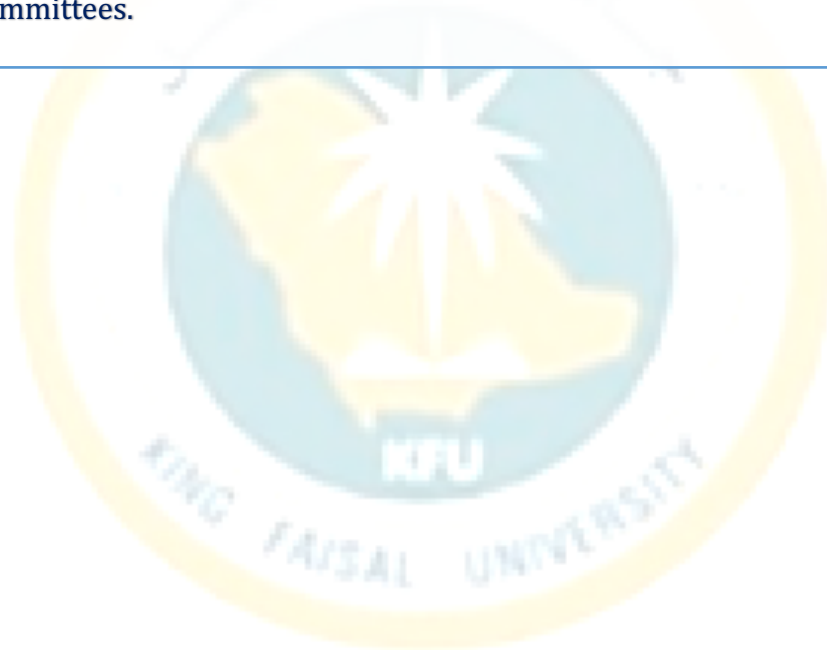
## Cheatings and Violations

### Executive Rule for Article 40

**40.11** If a student cheats, attempts to cheat, or violates the instructions and rules of conducting the exam, the following procedures shall be taken against him:

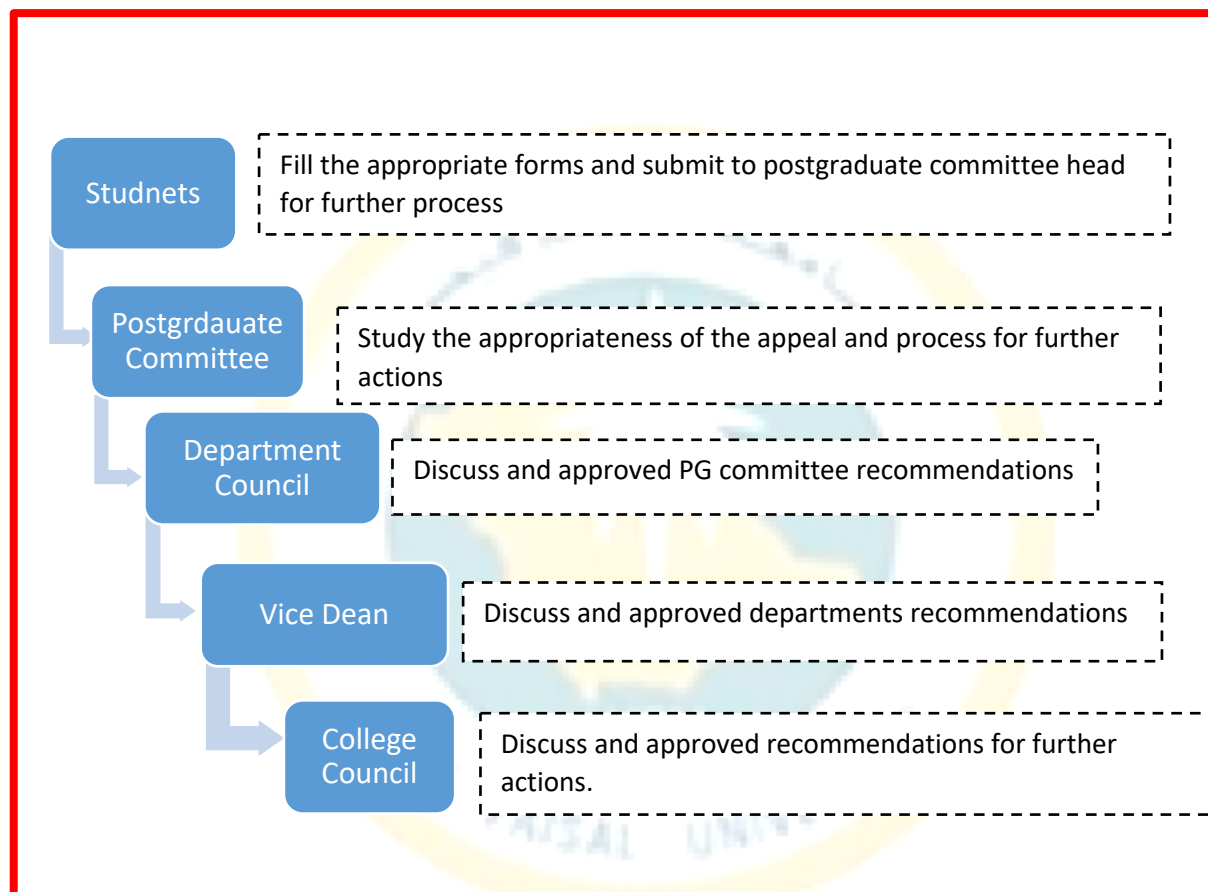
A- The professor of the course or any member of the monitoring committee prevents the student from continuing the exam, and a report of that shall be written, showing exactly what happened, and then refers it to the college vice-dean to which the course belongs.

B- The Vice Dean of the College submits a report to the college dean on the case of cheating or violation, and then the matter is referred to the relevant committees.



## **Counseling and Guidance**

Postgraduate committee in the department is the main responsible committee which have authority to handle all academic and non-academic issues that students faced during their studies. Students can appeal to the postgraduate committee through the forms in [Annexure : Forms for Master programs](#) . All possible kind of helps and requirement ensure by the Postgraduate committee through appropriate approval authorities. The general approval system as follows:



Moreover, postgraduate committee in the department can also distribute students among academic advisors from the postgraduate committee members for providing the students with advice, assistance and a range of specialized developmental, preventive programs related to academic, social, psychological and educational issues for all students.

### **Tasks of the academic supervisor:**

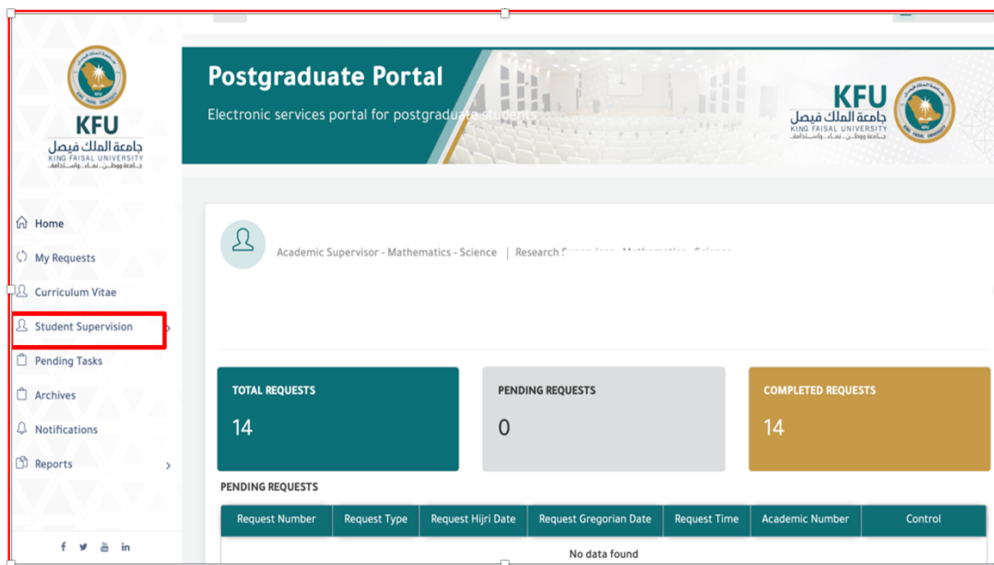
- Follow up the student's academic record on the postgraduate portal
- Helping the student to follow the study plan prepared by the department through electronic guidance to the student.
- Provide the student with accurate information about the institution's policies, regulations, laws and capabilities.
- Monitor and discuss topics related to the student's academic progress.



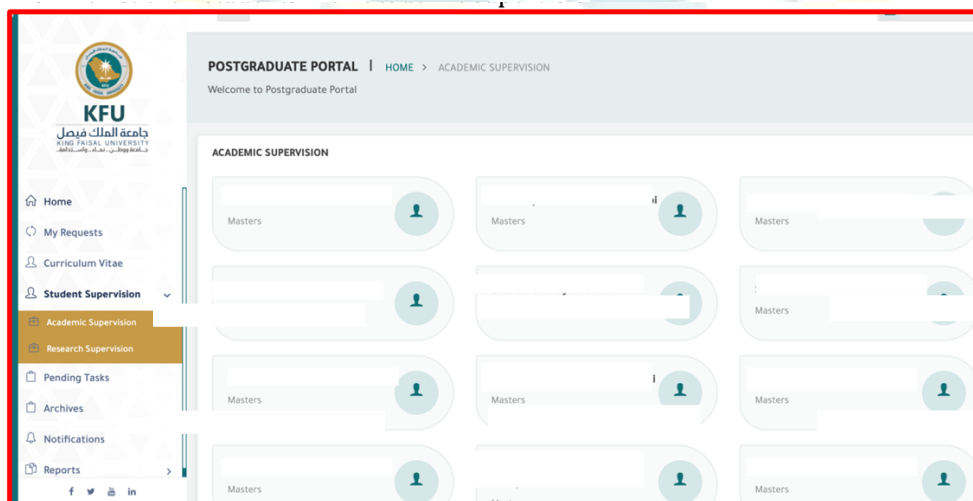
- Answering inquiries and welcomes student visits.
- Guide and direct the student who is late in his study and taking care of outstanding students.
- Encouraging students to participate in extracurricular activities inside and outside the university.

Academic advisors (academic supervisor) can access the postgraduate portal to see student information and academic history via the following steps:

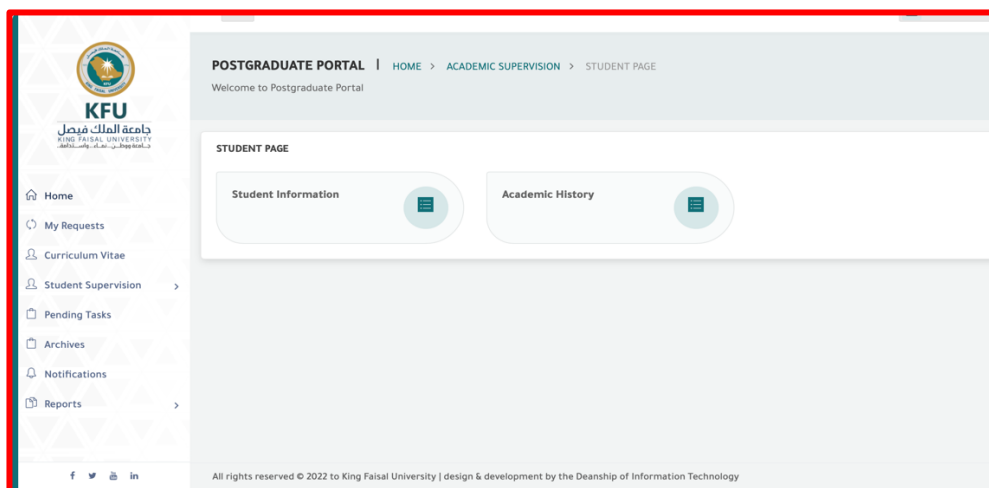
- A. Login to the graduate studies portal as shown in the figure and choose student supervision ikon



- B. The list of all students in an academic supervision



- C. Click on student page



D. Student information as shown in the figure

## ***Rights and Duties***

Male and female students are committed by the ethical values and standards set forth in the Charter of KFU and all applicable laws, regulations and provisions in the Kingdom and undertake in particular the following:

## Towards the university

1. To comply with the Islamic and national values and those values have to be educated to which eventually will change his/her behavior positively inside and outside the university
2. To participate in the activities, programs and tasks internally and externally.
3. To ensure the implementation of the university vision, mission and objectives besides its instructions, programs and activities.
4. To respect all university employees and comply with the authorizations granted to them.
5. To be proud and affiliation of belonging to the university and reflect a positive image of it.
6. To consider the obligation of good conduct and graces and adherence to public morals.
7. To maintain the good-looking that is compatible with the requirements of the career and traditions.
9. Commitment to the academic and non-academic duties assigned to the students in accordance with the university regulations and controls.
10. To be aware and follow-up of issues regarding the study system and graduation requirements at the university and bear full responsibility for it.
10. To be aware and follow-up of issues regarding the study system and graduation requirements at the university and bear full responsibility for it.
11. To preserve public and private properties and not to be tampered with it.
12. To take into consideration the reporting line when it needed to file claims or complaints besides to comply with the university applicable procedures.
13. To keep permanent communication with the university after graduation through the Alumni Office.
14. Adherence to the regulations, rules, instructions and procedures that govern the educational process at the university (lectures, tests, cheating, etc.).

## Towards the faculty member

1. To respect the faculty member and abide with his/her instructions that regulate the relationship with university students.
2. Commitment to the art of discussion, and ask for permission before talking as well as when entering or leaving the room.
3. To concentrate with the faculty member during lectures and not to engage with useless conversations or anything that could cause losing focus and mental presence.
4. To fill in questionnaires regarding faculty members assessment and to investigate honesty and objectivity about them.

## Towards colleagues

1. To treat colleagues with respect, courtesy and appreciation and maintain a good relationship with them without discrimination.
2. To reject intolerance based on sectarian, racial or others.
3. To collaborate and work with colleagues as a collective team.
4. To comply with the conversation ethics with his/her colleagues and avoid verbal or physical violence.
5. To avoid mentioning colleagues' personal issues via social media that could harm their feelings or reputation.

## Towards Research and Field Training

1. To consider dignity and objectivity while preparing a scientific research and to investigate accuracy when transferring and quotation.
2. To abide with the lectures attendance and leaving and adhere to the field training specified dates and finish the required hours.
3. To make sure of accomplishing all course assignments.
4. To adhere consistently to all tasks in the field training assigned by the authority.
5. To abide with all profession ethics and all the regulatory panels that control the training authority.
6. To maintain the confidentiality of information that could be seen by students and must not be disclosed regarding the field training.
7. To cooperate and exchange experiences and knowledge with colleagues regarding field training tasks completion.

## Towards Student activities

1. To participate effectively in student activities and programs that organized by the university to achieve the student balanced development.
2. To consider the positive participation in student activities.
3. To avoid showing intolerance that corrupt the spirit of competition.
4. To adhere with honesty and credibility in all financial transactions and others.
5. To represent the university honorably through participating in any means of social media.
6. To abide with all assigned duties in any activity or event and to act with the sense of responsibility.

## **Complaints and Grievances**

The College recognizes an individual's right to raise an issue or concern regarding the conduct of the College's and University's operations, services, staff and facilities, and the applications of its policies and procedures. The College encourages an organizational culture that responds to issues and concerns in a receptive and constructive manner and in accordance with the principles of procedural fairness and natural justice. The College welcomes your feedback and provides a comprehensive Complaint and Grievance framework to ensure best practices and support as you engage in a resolution process. Before student submit a formal complaint or grievance, we encourage student to try and resolve the issue informally with the person or area responsible, provided you feel comfortable to do so. The formal complaint and grievance will require student to outline the history and provide evidence of the issue or concern. Then, you need to prepare an official letter to be send to the head of department with a copy to the Dean of College emails.

## **Annexure : Forms for Master program**

1. [Postgraduate Student Personal Information Form](#)
2. [Study Plan for Post graduate Student Form](#)
3. [Form \(A\)Suspension of Admission-Suspension of Study-Withdrawal](#) of Study
4. [Form Resuming Study Notification](#)
5. [Research Proposal Form](#)
6. [Form \(B\) Second Chance Application for Enhancing the GPA](#)
7. [Recommendation Letter Form](#)
8. [Form Second Chance Application](#)
9. [A special form for graduate applicants shows courses of the specialty](#)
10. [Follow up of Graduate Students](#)
11. [Employer Approval Form](#)
12. [Non- Employed Student Form](#)
13. [Academic Warning Form](#)
14. [CV Form of the Panel](#)
15. [CV Form of the Supervisor team](#)
16. [External Examiner Form](#)
17. [Student Clearance Form](#)
18. [Alumni Information Form](#)
19. [Defense Committee Appointment Form](#)
20. [Defense Committee Report](#)

For more forms and any update please visit regularly

<https://www.kfu.edu.sa/en/Deans/HigherStudies/Pages/pgs-resources.aspx>



*Prepared by*

*Department Of Mathematics and Statistics*

Version 1