



COLLEG OF ENGINEERING

Student Guide



Second Edition-2019

PREFACE

In the name of ALLAH the most Beneficent and the most Merciful

The College of Engineering (CoE) established in 1430 H (2009 AD). Since its inception, the CoE has been taking great interest in the development and improvement of academic affairs and has been considered as one of the top goal-persuader to achieve its vision, mission and educational objectives amongst others.

The CoE at present has three Departments: Civil & Environmental Engineering, Electrical Engineering, and Mechanical and Industrial Engineering.

It gives me immense pleasure to present the “Student Guide” for students, faculty members and visitors of this college, which contains pertinent guidelines and information. Additionally, the guide contains important information that will help in the students. The guide contains important information for students such as available academic programs, specialization (Tracks), admission requirements, conditions of graduation, and academic information.

The guide appries the students about supported deanships and channels to communicate with them. The students of the Faculty of Engineering, will get information such as admissions, registration, and the available learning resources etc.

Dr. Abdullah Alabdulakrim
Dean, CoE

MAJMAAH UNIVERSITY COLLEGE OF ENGINEERING

1.College History

The College of Engineering (CoE), being one of thirteen colleges at Majmaah University (MU) was established in 2009 to meet the need in the Kingdom of Saudi Arabia for engineering professionals. Since its establishment, it has been playing a significant role in providing both the private and the public engineering sectors with highly competent professional graduates who are equipped with the most recent knowledge and skills in their engineering fields. CoE currently operates three undergraduate programs in Electrical Engineering , Civil Engineering ,and Mechanical Engineering ,that are accredited by the Engineering Accreditation Commission of ABET , <http://www.abet.org/>



2.Programs Locations

The college is located in the CoE buildings at the main campus of Majmaah university. Classrooms and Labs are located in the same buildings.

3.General Criteria

Majmaah University has central policies and procedures for admitting and following up the progress of all students throughout the University. This is administered by the Deanship of Admissions and Registration. This Deanship has over the years developed a sophisticated online electronic system called **EduGate** (<https://goo.gl/iLqp6R>), which is widely available to all students to register, drop, add, and monitor their progress, etc.

A. Student Affairs

Admissions

The admission process for all students of MU is performed mainly electronically via the **EduGate** electronic system. Electronic admission starts by student's applying via the internet and ends by MU sending the acceptance letter and files of those who are accepted.

A.1 Major General Admission Requirements:

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

- An applicant for admission must have a Saudi High School Certificate -Science Section (SHSCSS) or its equivalent. The High school certificate should not be more than five years' old
- Must have an Aptitude Test Certificate (ATC) administered by the National Center for Assessment in Higher Education.
- The minimum qualifying scores in SHSCSS & ATC tests are: A total equivalent percentage of 85% (based on 30% from the SHSCSS + 30% from the ATC + 40% from cumulative Basic Science of SHSCSS).
- Must not have been dismissed from another university for disciplinary reasons.
- When applicants exceed availability, priority is given to the students with higher grades.

A.2 Distribution of students among various fields of engineering:

Before starting any program at CoE, all students study a common preparatory year (two semesters of 29 credit hours). Once admitted to the CoE they will complete one semester in the general engineering level (part of Common CoE requirements) and then seven semesters in one of the offered programs:

- 1- Bachelor of Science in Electrical Engineering
- 2- Bachelor of Science in Civil Engineering
- 3- Bachelor of Science in Mechanical Engineering

After completing the third semester, the students are distributed to various programs of CoE; so that they can start their designated program requirements in at semester four. The distribution process to the various programs at CoE is carried out according to the interest of the students and the capacity of programs. When applicants exceed availability, priority is given to the students with higher grades. The final status of all students is then submitted to the Deanship of Admission and Registration within a pre-specified period each semester.

A.3 Registration Procedure:

The student is automatically registered at the beginning of each semester for some credit hours according to his academic standing. Students with GPA of 2.0 are eligible to register

up to 14 credit hours, while those of 4.5 GPA or above are eligible for up to 20 units as a maximum. Students register online (through the **EduGate** system).

A.4 Attendance, Absence, and Withdrawal

Attendance and Absence:

Considering that regular course attendance is necessary for academic success, MU University requires that students should attend at least 75% of the lectures and labs. Students failing to meet this requirement in any of the courses will be prohibited from attending the final examination of that course and will have an F (Fail) grade in that course. Furthermore, the student who is absent in the final examination of a course(s) will not be given a substitute examination, except for a valid reason accepted by the college council. The regular student must attend the lectures. He shall be debarred from the final examination if the percentage of his attendance is less than the percentage fixed by the University Council, provided it is not less than (75%) of the lectures for each course during the semester. The student who is debarred, because of absence, is considered as a failure in the course, and will be awarded the denial grade (DN).

Operational Rule for Majmaah University:

- 1- The student shall be debarred from the final examination if the percentage of his absence exceeds (25%) out of the total lectures of the course without an acceptable excuse.
- 2- The student who is debarred from the examination because of absence is considered as a failure in the course. He will be awarded the score of the course work and given the denial grade (DN).
- 3- The lists of the debarred students shall be approved by the concerned College Board.
- 4- The lists of the debarred students shall be announced before the beginning of the final examinations.

The College Board or whoever it delegates may, exceptionally, forward the banned students list and allow the students for entering the examination, provided he will give an acceptable excuse to the board. The University Council will determine the percentage of absence, provided it shall not be less than (50%) of the lectures for the course.

Article XI

The grade of the absent student from final exam shall be zero in that exam. His grade in that course shall be counted according to the scores of the course work during the semester such as midterms and obtains.

Article XII

If the student is not able to attend the final examination in any course, for a compulsive excuse, the College Board, in very urgent cases, may accept his excuse and give him the permission for a substitute examination to be conducted within a period not exceeding

the end of the following semester. He shall be given the grade he obtains after having his substitute exam.

Operational Rule for Majmaah University:

- 1- The excuse for absence from the final examination shall be accepted in the following cases:
 - a- The excuse letter should be timely given until a week after the cause is over.
 - b- The compulsive excuses accepted by the College Board.
- 2- The substitute examination and entering of the grade shall be within a period not exceeding the end of the following semester.

A.5 Withdrawal:

The student has the right to withdraw from an academic semester within the withdrawal period announced in the academic calendar for that semester. No withdrawal is allowed during the last five weeks before the final examination. The college's vice dean for academic affairs must approve the withdrawal request after reviewing the authenticity of the student's reasons for withdrawal

B. Evaluating Student Performance

Offered programs, similar to all other programs at MU, follow the semester system. Two semesters are offered in each academic year (each semester is also called a level). The duration of each semester is fifteen weeks excluding examinations; in addition, there is an optional 8- weeks summer semester. The B.Sc. is a five-year program which consists of a two semester preparatory period at preparatory year deanship, one general preparation semester in CoE and seven semesters in one of the offered programs Teaching during summer is in fact administrated whenever faculty is available;

B.1 Examination and Grading System:

The examination and grading system of the program abide by the following regulations:

- Success in a course is usually based on the combination of a grade awarded for the course work, plus a grade for the final examination.
- Each course will have a total of 100 points, and these are distributed as follows: 60% for the coursework (quizzes, assignments, homework, mini-projects and midterm exams) and 40%for the final examination.
- The passing mark in each course is 60% out of the total.

The program grading system follows the requirements at MU which is based on a maximum of 5 as shown in the following **Table 1-1**.

Letter Grade	Numerical	Point Average
A+	95-100	5.0
A	90-less than 95	4.75
B+	85-less than 90	4.5
B	80-less than 85	4.0
C+	75-less than 80	3.5
C	70-less than 75	3.0
D+	65-less than 70	2.5
D	60-less than 65	2.0
F	Below 60	1.0

Table 1-1: Grading system at MU

A student's grade point average is determined by dividing the cumulative point value of all courses attempted by the number of units in the student's semester schedule. An example is the following hypothetical student's report having six courses in a particular semester is shown in **Table 1-2**.

Course No.	Credit Hours	Letter Grade	Point Average	Grade Point (Credit Hours × Point Average)
1	2	A	4.75	9.5
2	3	C+	3.5	10.5
3	3	B	4.0	12.0
4	3	D	2.0	6.0
5	3	F	1.0	3.0
6	2	B+	4.5	9.0
Total	16			50

Table 1-2: Grade Point Average (an example)

This student's semester grade point average GPA is $(50/16) = 3.125$. Similarly, for all the semesters taken, the Cumulative Grade Point Average (CGPA) is calculated. The cumulative grade point value is translated into performance standing as shown in **Table 1-3**

Grade Range	Standing
4.50 upwards	Excellent
3.75- 4.50	Very Good
2.75- 3.75	Good
2.00- 2.75	Pass
Less than 2.00	Fail

Table 1-3: Cumulative Grade Point Average

B.2 Scholastic Probation:

All students at MU University are required to maintain a grade point average of at least 2.0 out of 5.0. Those who fail to maintain this average are placed on scholastic probation and are given two semesters to which they must attain a GPA of 2.0. If this condition is not met within the two semesters of probation, the student may then be dismissed from his studies at the College of Engineering. One last opportunity of a third semester to raise the average can be given, after review of the academic record by the academic supervisor

and approval of college council. They will be taken off probation if they can attain the 2.0 GPA based they study a minimum of 12 credit hours and score an overall B average (48 points).

B.3 Discontinuity Status:

The following rules apply to students who discontinue their education progress:

1. The student is considered to be on discontinuing status if he withdraws from a semester or fails to register, with or without a valid reason.
2. It is permissible for a student to be on a discontinuing status for a maximum of two consecutive semesters or a maximum of three non-consecutive semesters during his enrollment. The student's enrolment will be terminated if he exceeds these limits.
3. Any student who loses his status as a student at MU due to the condition mentioned in point (2). If this occurs, a student is entitled to appeal to be readmitted to the university based on the following conditions:
 - The student should satisfy all the admission conditions announced at re-admission.
 - The student should keep the same University Identification Number and the records he had before discontinuing his study.
 - The student's appeal should be approved by his College Council, which has the right to require the student to retake any course that he has passed.
 - If the student's discontinuity exceeds four semesters, he can apply for admission as a new student without looking into his previous record, provided that his discontinuity was not because of misconduct.

C. Transfer Students and Transfer Courses

C.1. Transfer Students:

Transfer to the college can be done through three different channels as follows

Transfers from other universities:

- The student should have a cumulative GPA of at least 3.75 (out of 5.00) or equivalent from a reputable engineering program.
- The student should satisfy the condition of having percentage grade at least 85% in High School basic sciences.
- The procedure for evaluating transfer applications to the college from outside the university is as follows:
 - Fill in the university application form
 - Upon receiving all applications, the university registrar office sends all applications that satisfy the college requirements to the college vice dean of academic affairs office. The college vice dean of academic affairs office prepares the applicant's information for the program chairman, who evaluates the presented applications information and write a report and forward it to the college council for approval.

- The maximum allowable percentage of credit hours that could be transferred to students from other universities is 40% of the total credit hours in the curriculum.

Transfers from other engineering colleges within the university:

Students can apply for transfer only after studying at least one semester (excluding summer semester) in the college where they are transferred from.

- The student should have a cumulative GPA of 3.75 (out of 5.00)
- The student should satisfy the college admission conditions.

Transfers from other programs within the College of Engineering:

The procedure for evaluating transfer applications to the program from other programs within the college is as follows:

- Student should have a cumulative GPA of more than 3.0 (out of 5.00)
- Fill in the between Departments Transfer Form
- The departmental committee studies the application and recommends acceptance for approval by departmental council. Then the recommended applications will be forwarded to the college council for final approval.
- All of the previous courses he has studied including his grades, his term and cumulative averages, will be entered into the academic record of a student who has changed from one major to another according to the provisions of the regulations governing examination.

C.2. Transfer Courses:

Students can transfer courses that have been studied in other universities. The maximum allowable percentage of credit hours that could be transferred to students from other universities is 40% of the total credit hours in the curriculum. These courses are evaluated by the Undergraduate Program Committee and faculties who teach these courses and approved by the Department head. Transferred credits are not included in the GPA, and a passing grade is assigned to those courses.

Students who wish to study and then transfer some courses from other universities must do the following:

- Student wishing to transfer courses taken at other universities must fill in a course transfer form and submit it to the chairman of the department.
- The chairman consults the faculty who teaches the course.
- The faculty reviews the syllabus of the transfer course in light of the departmental course syllabus checking the equivalency of the syllabus and credits. If two courses have the same credit hours and 80% of syllabi are matching, the two courses are considered equivalent.
- The chairman approves the equivalency and signs the form.
- The student then should get the approval of the vice dean of academic affairs.
- The student hands in the form to the university registrar office and gets an official acceptance letter to study the course at the specified university.

- After studying the course, the student should get a formal completion letter and the transcript from the registrar office of the university where the transfer course was completed
- Finally, the student should hand the official completion letter to the MU registrar office.

D. Advising and Career Guidance

The process of advising the CoE students starts with an orientation program specifically designed to inform the new students of the various programs at the college. Lectures are presented by faculty members from each program. CoE has a system for student advising which includes a college committee for advising, where each program is represented by a faculty member.

A system for advising is in place for the COE students. Each student in COE is assigned to an academic advisor, who assists him in getting familiar with the available services, understanding the University and Program policies, explaining the curriculum, and resolving problems or issues they might face. The academic advisor is also responsible for monitoring and guiding the student progress throughout his academic education. Each semester, COE holds a meeting with students where the students and faculty exchange views and opinions regarding curricular, extracurricular and career matters. Recently the advising process has been supplemented with an online monitoring system of the student records and schedule. This system also allows the faculty advisor and department head to check on the student's record and academic activities via the EduGate System. students benefit from the CoE annual advising day event through interacting with advisors and faculty members. Also, the main component of EE program is the internship where our students benefit from visiting industrial cities, communications companies and power stations cities. This procedure helps the students to build a vision about their future career plans and help in their career decisions.

E. Graduation Requirements

To obtain the Bachelor's degree in XE Engineering, the student must complete 165 credit hours (29 credit hours from preparatory year are included) and pass the engineering practice after finishing 90 credit hours of his XE program.

The distribution of credit hours is listed in the **Table 1-4**.

N	Item	Number of Credit Hours	Percentage (%)
1	University Requirements	12	7.2
2	Preparatory year	29	17.6
3	College Requirements	42	25.5
4	General Courses in the XE program	48	29.1
5	Specialized courses in the XE program	34	20.6
6	Total Credit Hours	165	100

Table 1-4: Distribution of XE program credit hours

After completing 48 credit hours in the XE program, students are distributed among tracks to study 34 credit hours. For XE graduation requirements, the student has to first complete a total of 56 XE courses (Theoretical courses, Labs and senior designs). To ensure that the student completed the course work, the electronic system (EduGate) is available to both the student and program management for checking. After the student completes the Engineering practice and after obtaining a release form from Deanship of Admission and Registration, he would be eligible for obtaining his Bachelor's degree certificate. ***The graduation requirements are:***

- 1- Complete the preparatory year (29 credit hours)
- 2- Complete 136 credit hours of college and program requirements
- 3- Passing the engineering practice

F. Engineering Practice

1- Purpose of the Engineering Practice

Engineers work in various research and development fields. They carry out both planning and managing activities, oversee and coordinate the operation of complex systems, conduct maintenance and perform commercial tasks. Characteristic of these responsibilities is that a synthesis forms between the various disciplines and aspects. This should also be reflected in the engineering practice, in which the student acquires know-how and experience from the work world. The internship is designed not only to familiarize students with specific technologies and work flows, but also to give them practical insights into various activities and fields of work. An additional aspect involves comprehending the social elements of such work. The student must perceive the operation as a social structure and become familiar with the manager-employee relationship in order to understand their position within the organization and how they can be effective on the job frequently as a supervisor. Generally, the engineering practice can be viewed as part of the student's training and education and an important experience that serves as a building block for the career. Engineering Practice is essential part of the curriculum and taken up by the students as per the following guidelines

1. The registration for Engineering Practice starts at the beginning of the third week of second semester and lasts for one week.
2. The student must have attained a total of 90 credit hours including registered credit hours. This restriction is applicable at the time of registration for Engineering Practice (EP).

The registration steps are:

- The applicant for Engineering Practice program should contact the coordinator of his department to complete the registration form (No. 2).
- Should the student decide to drop the Engineering Practice, he MUST complete form (No. 3), two weeks before the final examination.

- Engineering Practice Unit (EPU) contacts companies and governmental organizations to seek Engineering Practice opportunities.
- EPU provides departments with updated list of Engineering Practice opportunities.
- Department Engineering Practice Coordinator appropriately deposes students to training opportunities.
- Companies provide the university a letter that shows the starting date of the training and the training site, also the name and address of the supervisor.

After the Engineering Practice, students should visit the EP coordinator at the beginning of the spring semester following the period of Engineering Practice to submit his report and schedule his presentation.

2- Engineering Practice Typical activities include:

- Examining, developing, designing, calculating and testing engineering concepts, machines, components, materials, processes and methods.
 - Production development and planning Activities that significantly enhance or expand the university course of study are highly recommended. Examples include:
 - Project management: planning, coordinating and monitoring the technical and business aspects of projects
 - Technical monitoring of complex equipment and systems.
 - Creating complex technical proposals
 - Engineering-oriented corporate planning
 - Reviewing existing or planned technical systems and products to determine the demand, requirements and impact under the aspects of the environment and society.

These activities are carried out at small-to-medium and large companies and government agencies and organizations. The student should strive to gain experience 6/1/4/R139/1 in a variety of activities and also within different positions in order to become familiar with the various department and corporate cultures. Since most of these activities require a certain learning curve, students are advised to organize practical training that lasts several weeks.

3- Training report

Successful completion of the internship, or the individual aspects, shall be documented as follows:

- For the engineering practice, in addition to the product and organization descriptions outlined in section 2, the student should also document the work activities carried out during the training. The latter can be omitted if the student can provide a copy of the technical report that was written for the company that

offered the practical training, provided it covers the timeframe of the practical training.

- Certificates (forms), acknowledgements from the company. In addition, the company must provide a stamped separate forms for progress and student performance (6 and 7).
- Confirmation of the training activities occurs once the Engineering Practice Unit has received the progress and performance report and reviewed the student's report.

4- Training supervision

At training companies, students are typically supervised by a qualified trainer who ensures they receive proper practical training in accordance with the available opportunities at the company and in line with the internship guidelines. The trainer also provides technical instruction through various discussions with the students. Members from college of engineering staff and engineering practice committee visit the training sites to make sure the students follow the training plan and safety measures.

5- Guidelines for the intern's conduct

Students are not afforded special treatment during their practical training. They can gain the respect and recognition of their supervisors and colleagues by conscientiously observing company regulations and work schedules and exhibiting exemplary operational discipline, an eagerness to learn, diligence, outstanding performance and a willingness to help. Apart from the organizational contexts, engineering technology and the relationship between machine and manual labor, the intern should also acquire an understanding of the human side of the operation and how it impacts the production flows.

6- Vacation, illness, missing days

If the student misses more than three days of the engineering practical training, these days must be made up. This includes days missed because of illness, vacation or other reasons.

Company holidays also count as missed days. Legal holidays are the only exception. If days are missed, the student should seek an extension with the training enterprise in order to complete the affected part of the training as required.

7- Students' safety

The committee assesses the dangers which may happen to the students during their training in the site and make plans to reduce and avoid these dangers.

8- Insurance

Insurance issues are covered under applicable laws of Kingdom of Saudi Arabia.

9- Committee follows up

The committee members visit the sites to have a clear knowledge about the nature of the tasks that students do during the training. The visits to the training sites include give consultation to the students and have notes about the company and the benefits that students gain during their training period

For more details <http://www.mu.edu.sa/en/colleges/college-engineering/engineering-practice>

10- Senior Design Projects

Senior Design Project is compulsory for the students. It has two parts XX498, XX499. Following are the guidelines

1- Eligibility of senior design project

- GE 306.
- 94 Credit Hours. (After PYP)
- Specialization course in the track.

2- Number of student for each group:

- Minimum two students.
- Maximum five students.
- Could be more than five in some exception cases.

3- Number of group supervisor can take

Two groups for academic year.

4- Report Format

Report must follow consistent format for Senior Design Project Report published by Engineering Faculty (page size, margining, font type, font size, spacing, caption of figure/table...etc.).

5- Final Report submitting for examination:

Two (2) days before the Lab-Exam Week at the 14th week.

6- Exam/presentation Schedule Senior Design Project

The senior design exams are During the Lab-Exam Week, at the 15th week (In coordination with Exam Timetable Committee).

7- Corrected Final Report:

Two (2) weeks after the exam week.

For more details <http://www.mu.edu.sa/en/colleges/college-engineering/senior-design-committee>

G. Exam Paper Re-correction

G.1. Exam Papers Re-correction regulations

- The student has the right to apply for a re-correction Ten days after the date of the announcement of the final test result The request for the department that teaches the course, and enter the application in the system The princess is academic and gives him notice
- The student must not have previously submitted three requests for rectification Papers answer final tests of courses that have already been studied and issued Final decisions by refusal or preservation.
- The head of department must request a statement from the teacher of the course and if there is Error The result is modified by the result modulation model, in the case of a statement In the integrity of the correction, the head of the department shall inform the student of his answer sheet Compare them with the typical test answer, and when the student is convinced of safety The correction shall be signed on his application by waiver, and the head of the department shall sign the application, With regard to this request as one of the requests referred to in the second paragraph These procedures will be completed within five business days
- If the student does not accept the correctness of the paper correction, the head of the department must form committee composed of two members of teaching staff from department shall not be among them be the teacher of the course, and submits their report to the head of the department to make his decision to amend The student's degree or rejection of the application, provided that it is done within a maximum period of ten Working days, the student has to be notified of the decision.
- If the head of the department is a teacher, the course is carried out by the college agent for Academic Affairs in previous procedure
- In the event that the student does not accept the decision, the student may appeal to the College Council which is teaching the course shall be submitted within ten

working days from the date of being notified to him Including reasons and justifications for submission, and prepares a form that includes the following data

G.2. Exam Papers Re-Correction Procedure

1. A student who has an objection to the degree of the test will apply The final request to re-correct his answer papers within fifteen days from the date of announcement of final test result replaced The application is submitted to the department that teaches. The applicant shall be admitted into the academic system and handed over to him
Notice accordingly.
2. The department head will inform the student of his answer sheet Compare them with the typical test answer, and when convinced The student with the safety of the patch signs his application by waiver, and is done Save the application after the department head signs, with this consideration
3. Request one of the applications referred to in paragraph 2 of Executive Rule. If the student does not accept the correctness of his paper correction, the head of the department shall compose a committee of two members from The faculty in the department is not a teacher Rapporteur, and submit its report to the head of the department to take Its decision to modify the student's degree or to reject the application to be done within a maximum period of ten days The student is informed of the decision
4. In case the student does not accept the decision, the student may appeal To the College Council of this decision within ten working days From the date of being notified of it, and the grievance is officially submitted to the Dean of the College Including the reasons and justifications for his presentation and the student's commitment to health Information provided, with a statement from the Deanship of Admissions And to register applications for re - correction submitted before The student, if any, and the decisions taken therein
5. In case the College Council is not satisfied Seriously and adequately the grounds for grievance are issued A reasoned decision to save it
6. In the event that the College Council approves to re-correct the paper a committee of three Teaching members at least one of them is outside the department Not including the teacher of the rapporteur or members of the Committee Previous to re-correct the answer sheet, the new formed committee has to report to the Council within fifteen days and the college council decision will be final.

H.Academic Advising

The aim is to resolve student's educational concerns and difficulties through their study. Academic Advising at the college of engineering aspires to be a national model for excellence and innovation in academic advising that sets standards of excellence focused on a collaborative with students to enrich their educational experience and empower them to develop meaningful educational, personal, and career goals.

Academic Advising Policies:

- Course registration
- Reporting student progress
- Advising on student progress
- Track Choice and Career advising.

Course Registration Regulations:

1. The total course hours for the student should be related to the student academic plan.
2. It is not allowed to register any course and its prerequisites in the same semester (for some exceptions the advisor can discuss this issue with the academic advisory committee).
3. The students should have a maximum allowed hour equal to 18 hours and the student can add one hours if one of the total registration courses has 2 hours.
4. The students should have a maximum allowed hour equal to 18 hours and with maximum two courses of blackboard courses don't counted from the 18 hours.
5. Informing the students that they shouldn't drop any course has a co-requisite without dropping co-requisite.
6. The minimum load is 12 credit hours per semester.
7. A student who is not an academic probation is not eligible to a study load of more than 14 hours.
8. A student with an acceptable grade is not eligible to a study load of more than 16 academic load hour.

Programs and Study Plans Unit

Available on the link <https://www.mu.edu.sa/en/colleges/college-engineering/undergraduate-cataloge-curriculum>

It is a unit concerned with supervising the creation and development of programs and study plans in the college to improve learning outcomes and to achieve the requirements of the labor market. Academic programs provide study plans for students to be familiar with the courses that will be studied according to a specific methodology that is based on four main issues:

1. The level of the academic course, where the student begins to register courses starting from the first level in sequence until he reaches the registration of courses in the last level. The study plan is designed to consider the level and difficulty of courses.
2. To meet the prerequisite requirement: It is necessary to register the current course within one level when the student already passed the prerequisite course from the previous level that is specified in the study plan. The prerequisite of the course has been determined based on its scientific content which is important for understanding the current course.
3. Fulfillment of the synchronized requirement: A student must register the current course in conjunction with the course at the same level. These courses are synchronized due to the content's dependency. It is not allowed to withdraw from the synchronized course. This can affect the academic achievements of the student.
4. The number of registered Credit Hours: The student can register several credit hours in accordance with the instructions of the Deanship of Admission and Registration. He can register courses from more than one level to meet the minimum number of allowed registered hours. The student must consider his abilities and the cumulative rate and to follow the academic advisor's comments before registration.

E-Learning

The college of engineering has smart halls which is one of the college projects that aims to provide the technical and educational support by providing the following educational services:

- Interactive smart boards
- E-podiums
- Internet connections

College of Engineering established an e-learning unit to foster and practice the culture of e-learning and facilitate the provision of educational devices and training courses, which in turn help in raising the level of student's knowledge. The unit's members provide training courses each semester in D2L and then blackboard program to help students to deal with the different e-learning courses. In addition, the unit arrange the mid-term and final exams for all e-learning courses to avoid any disturbance in the lectures or labs.

For Alumni

The Alumni Unit at the College of Engineering maintains an everlasting connection between the college and its graduates by engaging them in a series of events, career guidance programs, and graduates' networks. Also, the Alumni Unit supports the college academic programs by performing and analyzing graduates' questionnaires and stakeholders' surveys. Moreover, the Unit aims at identifying the most attractive employment fields to determine labor market needs for the purpose of career guidance.

Student Services and Rights

The unit was established to identify, clarify and develop both the rights and services of students inside the college. The unit aims to produce the following services for the students in the college:

1. Produce a comprehensive social, economic, psychologic, educational and a health care program to help students to sort out their psychologic needs and to achieve their social fulfilment.
2. Awareness of students for their rights and services and the way they can get them through the official channels inside the university.
3. Supporting the students' rights on bases consistent with rules and legislations of the university.
4. The student has the right to submit his appealing and suggestions to the dean of the college via the form <https://www.mu.edu.sa/en/colleges/college-engineering/appealing-and-suggestions>

Student Activities

The unit of student activity is a tool to build a balanced and integrated personality for students to become leaders of the future who adhere to religious principles and cultural values and social and authentic and able to interact and positive competition in the community in a manner appropriate to the level of college. It also Provide an attractive student environment through the integration of the educational process with a wide range of non-systematic activities and high-quality programs and services to qualify highly qualified cadres able to compete locally and internationally to be qualified to enter the labor market,

The guidelines for students:

Deanship of academic affairs announce the students, continuously, about the student activities at the deanship and invite them to visit the unit, specifying the location and different times throughout the week to receive the students. So the student should know the following:

1. The formation of groups of student activities (cultural, artistic, social, scientific, sports, etc.) through membership.
2. Holding seminars lectures and dialogues periodically, with the participation of external bodies or faculty members of the university or students.
3. Planning the student activities for each academic year and approved by the Deanship Council before the beginning of the study.
4. Implementing the activities of the students (in addition to the financial funding), such as coordinating and scheduling programs for student activities inside and

outside the university throughout the semester, all under the supervision, follow-up and evaluation of the head of the unit.

5. Provide training courses for students in the fields of activities in order to provide the necessary knowledge and experience for students in cooperation with competent bodies from inside and outside the university.
6. Ensuring that any student activity does not adversely affect student achievement.
7. Nomination of representing the college of students in university competitions.

To participate you should do the following:

1. Track the announcements made by the unit.
2. Contact the unit coordinator if you have a special talent.
3. Raise the spirit of competition and participate in the different competitions in the context of competition within the college, university and beyond this.
4. Enrich the unit with your ideas.
5. Examine the facilities provided the college in the engineering club.
6. Broke the study daily routine by having some fun with your colleagues strengthening the bond among yourselves.

Laboratories

Laboratories have an important and essential role in the student's march in terms of developing his skills, scientific thinking and proper preparation of the experiment according to the standard. All disciplines and in line with modern science and how to identify problems and conclusions and the interpretation of the process of experiment and to help develop the scientific and intellectual trends of the student and this leads to Providing the opportunity in creativity and invention. As well as improving or developing skills with great scientific diversity and in order to facilitate the classification form and enrich the indicators with the necessary details. Scientific interest in proportion to the reality of laboratories in sober universities such as College of Engineering Majmaah University to prepare a guide on the college labs explaining the requirements required for each laboratory.

Each of the aforementioned laboratories should contain some programs for the sustainability of equipment and abacus:

1. Periodic maintenance program: where the laboratory prepares the entire structure of the maintenance program of records and maintenance statements and preparation for the rehabilitation of maintenance workers and the introduction of technicians continuous courses of technology and periodic maintenance of equipment according to the specialty of the laboratory.
2. Calibration plan program: where the laboratory is preparing a complete plan on the calibration of the laboratory equipment that needs to be calibrated according to the timetables and after validation from the higher authorities.

3. Staff training program: where the laboratory prepares a complete plan to prepare qualified associates to enter the courses with all the details of the course and schedules.
4. The existence of addresses for rooms, laboratories or workshops where this procedure is important to indicate the description of the location of the laboratory and specialization.
5. Definition of laboratory personnel and specializations: where the laboratory is required to create a special record showing pictures and numbers of laboratory personnel and their specialties and scientific qualifications, courses, contributions, experiments and other scientific activities, according to the specialty of the laboratory.
6. Preparation of the site plan of the laboratory within the building and the identification of emergency exits: where is considered in terms of important procedures that workers in the laboratory should know to avoid risks when they occur, God forbid and exit safely and be clear.
7. The requirements of individual protection and visual media The presence of these supplies in the laboratory of scientific necessities in specialized laboratories, including the following:
 - Blackboard or screen display.
 - Vest or work suit for employees.
 - Paws or masks.
 - Protective glasses or masks.
8. Providing laboratory safety requirements as follows:
 - Guidelines are signs that guide and guide workers to the site of work or road.
 - Warning signs are internationally agreed symbols that indicate the type of risk and avoidance and are binding in specialized laboratories.
 - Detergents and disinfectants that are used in laboratory care as well as laboratory personnel and are binding in specialized laboratories.
 - First Aid Kit is a box containing simple medical materials with a list showing the medical contents.

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