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**Procedural Guideline of the First Semester 2022**

**Undergraduate**

**Trimester Conversion**

**August 2022**

**Vice Presidency for Academic Affairs**

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# **Introduction**

The Saudi Electronic University offers higher education that is built upon the best education models which are based on blended education’s applications and technologies. The university grants the degrees in programs and majors that are aligned with the job market’s needs. It strives to meet the development demands and supports lifelong learning to achieve its vision of integrating technology into the educational process; hence contributing to the digital transformation in the Kingdom. The trimester conversion in the Kingdom’s educational system is a change and development of the Saudi education system. This change impacts the educational ecosystem in form where the study duration and timetable have changed and in content also as the curricula has improved.

This guide is published by the Vice Presidency for Academic Affairs as part of the university’s efforts to meet the learning objectives and achieve the learning outcomes through providing an effective model of the trimester conversion, and to support the MOE initiative to develop the educational ecosystem as well as achieving the goals of vision 2030. In addition, it is intended to support Human Capability Development Program that aims to enhancing the educational environment, cultivating skills, and increasing the effectiveness of learning outcomes to fulfill the needs of the job market. This guide includes the study regulations during the first semester for the undergraduates’ programs as well as the rules and regulations concerning students throughout their university years.

# **Vision**

To obtain a leading role in integrating technology into education; hence contributing to the national development.

# **Mission**

To provide distinguished education for all society members who contribute to producing, sharing, and benefiting from knowledge to achieve development socially, culturally and economically.

# **Strategic Goals**

Providing distinguished education that enables learners to achieve their academic and professional aspirations

Building a regional leading role in e-learning

Growth in digital innovation and technical entrepreneurship

Strengthening communication with local communities across the Kingdom

Achieving financial sustainability and expenditure efficiency

# **Key Characteristics of Trimester Conversion**

## An Overview of the Conversion and its Gains

It is a study system in which the academic year is divided into three semesters, each of which is 13-week long including final exams in addition to a possible summer semester of eight weeks. It is noteworthy that the trimester conversion helps wrap up the study material in one semester, which brings students closer to graduation and increases the efficiency of learning and expenditure as well as benefiting from the university's various resources.

**Trimester system**

The semester lasts for 13 weeks, 11 of which are academic weeks, one is an orientation week, and one week for the final exams.

**Two- semester system**

The semester lasts for 16 weeks, 14 of which are academic weeks, and the remainder is for the final exams.

**Application Mechanism**

The university considered the available options and the best international practices for the trimester conversion. Therefore, the university adopted a two-stage plan:

**Transitional Stage: A Comprehensive Conversion Plan:**

**Key characteristics**

* The possibility of modifying the credit hours of the courses and re-arranging the courses and prerequisites among the three semesters.
* Removing and adding courses and modifying the learning outcomes of the program and the courses.

Final output:

A study plan to be implemented at the beginning of the year 1445 AH

**Key characteristics**

* Maintaining the credit hours of the courses and re-arranging the courses and prerequisites among the three semesters.
* Modification of contact hours (by multiplying 5.1 \* credit hours) without rounding the fractions.

Final output:

A study plan to be implemented at the beginning of the year 1444 AH

## **Impact of Conversion on the Study Plans**

The course materials are distributed over 11 academic weeks in the study plans, the contact hours have been increased by multiplying the credit hours by 1.5. The contact hours for all undergraduate programs are amended, and the changes have been applied to the study plans of different programs. All courses of 3 credit hours are modified to 4.5 contact hours, and courses of 2 credit hours are modified to 3 contact hours.

**Courses in the Common First Year are redistributed as follows:**

|  |  |  |
| --- | --- | --- |
| **Majors** | **Levels Before the Trimester Conversion** | **Levels Before the Trimester Conversion** |
| Digital Media and Law | **level 1** | **level 1, level 2** |
| All majors except Digital Media and Law | **level 1, level 2** | **level 1, level 2, level 3** |

**Impact of Conversion on the Academic Weeks**

The semester is divided into 13 weeks; 11 weeks for actual study, one week for orientation and one week for final exams.

## **Impact of Conversion on the Academic Schedules and Lectures Timetables**

Below is the duration of lectures of three-credit hour courses

|  |  |  |  |
| --- | --- | --- | --- |
| **Before Conversion** |  | **After Conversion** |  |
| **50 min** | **X 1.5** | **75 min** | **Face To Face** |
| **50 min** | **X 1.5** | **75 min** | **Online** |
| **50 min** | **X 1.5** | **75 min** | **Asynchronous (Interactive)** |

Courses of 2 credit hours have been modified as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Before Conversion** |  | **After Conversion** |  |
| **50 min** |  | **50 min** | **Face To Face** |
| **50 min** |  | **50 min** | **Online** |
|  |  | **50 min** | **Asynchronous (Interactive)** |

The school hours were modified to start from 3:30 to 9:15 pm, and the total of shifts is 4, the courses of 3 credit hours are delivered in one of these shifts and its duration is 75 min:

|  |  |  |  |
| --- | --- | --- | --- |
| **Lecture 1** | **Lecture 2** | **Lecture 3** | **Lecture 4** |
| **3:30 – 4:45 pm** | **5:00 – 6:15 pm** | **6:30 – 7:45 pm** | **8:00 – 9:15 pm** |

The courses of 2 credit hours are delivered in one of these shifts and its duration is 50 min:

|  |  |  |  |
| --- | --- | --- | --- |
| **Lecture 1** | **Lecture 2** | **Lecture 3** | **Lecture 4** |
| **3:30 – 4:20 pm** | **5:00 – 5:50 pm** | **6:30 – 7:20 pm** | **8:00 – 8:50 pm** |

To ensure more flexible lecture times, lectures are available on Thursday for 100 min according to the following timing:

|  |  |  |
| --- | --- | --- |
| **Lecture 1** | **Lecture 2** | **Lecture 3** |
| **3:30 – 5:10 pm** | **5:30 – 7:10 pm** | **7:30 – 9:10 pm** |

To achieve higher operating efficiency in getting the optimal use of the study halls and premises, the lecture days are divided based on the colleges as follows:

|  |  |  |
| --- | --- | --- |
| **College** | **Face To Face Lectures** | **Online Lectures** |
| **College of Science and Theoretical Studies** | **Sunday and Monday** | **Tuesday and Wednesday** |
| **College of Administrative and Financial Sciences** |
| **College of Computing and Informatics** | **Tuesday and Wednesday** | **Sunday and Monday** |
| **College of Health Science** |

## **Impact of Conversion on Exams**

Exams are considered the key means to assess students during the semester. The university adopts two stages of examination: the first stage is midterm exams and the second is the final exams. The examination systems are provided in two forms: offline computer-based exams and online exams, depending on the nature of the course. To ensure proper exam execution: the following conditions are adopted:

* Exams can be scheduled on Saturday if they do not conflict with a long weekend.
* Exam days shall be 6 days maximum for each level.
* Alternative exams of finals shall be conducted during the subsequent semester.
* Number of sessions:
  + 4 sessions for midterm exams
  + 3 sessions for final exams
* Scheduling exams on Thursday shall not affect the process of delivering lectures in the same week.

Exam duration; the mid-term exam duration shall last for one hour, and the final exam shall last for two hours. Examination times shall be scheduled according to the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Midterms** | **4:00 – 5:00 pm** | **5:30 – 6:30 pm** | **7:00 – 8:00 pm** | **8:30 – 9:30 pm** |
| **Finals** | **3:00 – 5:00 pm** | **5:30 – 7:30 pm** | **8:00 – 10:00 pm** |

## **Impact of Conversion on the Academic Procedures**

The academic procedures and services availability times have been re-engineered. In addition, the respective regulations for each procedure have been updated to transform to trimester system properly. For more information:

Please see the academic calendar and the academic procedures details by clicking on the link below or scan the barcode:

<https://seu.edu.sa/ar/calender/1444>

You can read the rules that regulate rules of examination and study regulations by clicking on the link below or scan the barcode:

# **Academic Calendar**

The Deanship of Admission and Student Affairs provided the academic calendar for the first semester of the academic year 1444 AH in the trimester system. The rules and procedures regulating the conduct of the educational process for this semester were implemented.

To see the academic calendar, click on the following link or scan the interactive code:

**https://seu.edu.sa/ar/calender/1444**

**Note:**

Students must adhere to the dates of academic procedures and other services according to the academic calendar. Note that the application of some services is in the current semester and implementation is in the following one.

To see the instructions for paying tuition fees for the undergraduate program, click on the following link or scan the interactive code:

**https://seu.edu.sa/media/6100/fees.pdf**



# **Dimensions of the Educational Process**



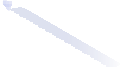
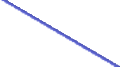
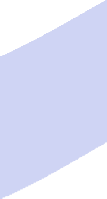
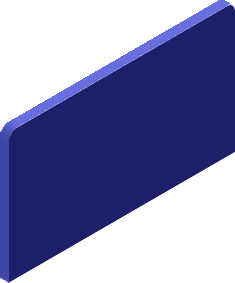
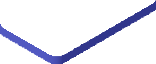
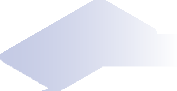
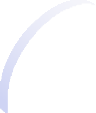
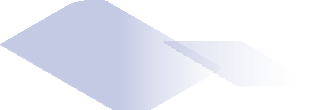
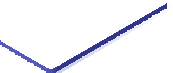
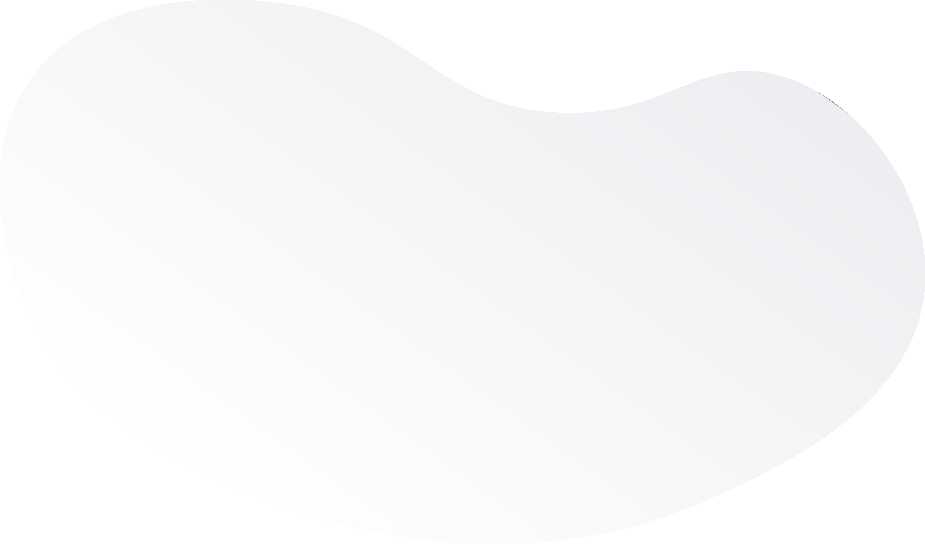
## Education Model at the University

The Saudi Electronic University depends on the blended learning approach, this system requires students to attend face-to-face lectures by 25% - 33% including mid-term and final exams according to the region where student registered. On the other hand, the remaining 66% - 75% is for virtual classrooms, educational forums, and following-up with the digital education contents.



## Rules of the Educational Process during the Semester

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Common First Year** | **General Preparation Courses**  **(Islamic Culture)** | **Colleges and Departments Courses** |
| **Lectures** | **A black and white image of a person's face  Description automatically generated with medium confidenceVirtual** | **A black and white image of a person's face  Description automatically generated with medium confidenceVirtual** | **F2F (blended model)** |
| **Exams** | **F2F** | **A black and white image of a person's face  Description automatically generated with medium confidenceVirtual** | **F2F** |



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**03**

**01**

**04**

**02**

**Participate and interact** during lectures and commit to attend.

**Follow up the University's website** and the college or deanship page regularly.

**Follow up their status** in the University's systems and obligate with the deadlines for the assignments.

**Follow up the academic calendar** or any other announcements.



**Supporting them to overcome any obstacles that may negatively affect their academic level**

**Introducing students to the study regulations and rules**



**Helping students develop their abilities**

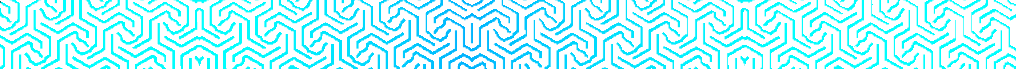
Academic advising is constant communication between the student and the academic advisor their smooth progress in the scientific program, achieved the desired goals and the appropriate academic achievement for their abilities, and help them overcome any academic difficulties during their academic study. It is a task assigned to faculty members through guidance and advice, including:

**https://seu.edu.sa/aasa/ar/student-care-center/#thir**

For more information about academic advising, please visit the following link:

**Introducing students with their obligations at the university, including:**

# **Academic Advising Unit**

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**Procedural Guidebook**

**for the University's First Semester 1444H**

# **Blackboard and its Rules**

**Journals**

**Groups**

**Blogs**

**Wiki**



**Send e-mail**

**Announcement**

**Blackboard Collaborate Ultra**

**Contact**

**Calendar**

**Discussion Boards**



**View text information** with photos and animations

**View links** to relevant websites

**02 Communication Tools**

**Documents and files** related to the subject of study

**Books and references available** online or ones that students are recommended to read



**Tools**

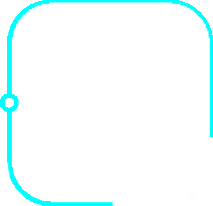
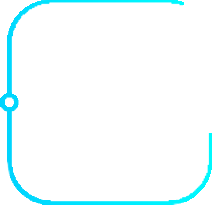
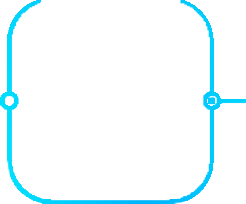
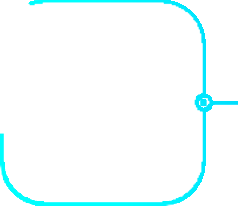
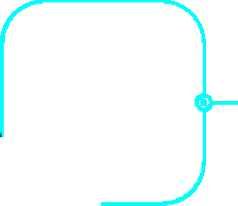
**01 Course Content**



It is an information system that provides diverse and easy-to-use systems for managing learning, academic content, communication and online evaluation. It also helps faculty and students to interact directly and indirectly through lectures or the use of the study materials provided. In addition, it offers many services and tools that make e-learning flexible and effective. Moreover, it provides such a classroom experience beyond traditional classrooms.

|  |  |
| --- | --- |
| **Service Description** | |
| **This service enables students to access and read their courses and download attachments.** | |
| **This service enables students to access the University's extracurricular activities.** | |
| **A Sub-service of courses tools enables students to access e-books provided by publishers and to do activities and assignments** | |
| **This service enables students to get more information about the system’s usage, its tools, and the necessary technical requirements.** |

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Tests /

Survey

**03 Evaluation Tools**

For explanations of the Blackboard services, please visit the following link:

**https://seu.edu.sa/ar/blackboard-system/videos/**

**Service Name**

**Access to courses**



**Blackboard Services**

**Instructions**

**Electronic Books**

**Information Exchange Sessions**

Center

Assignments

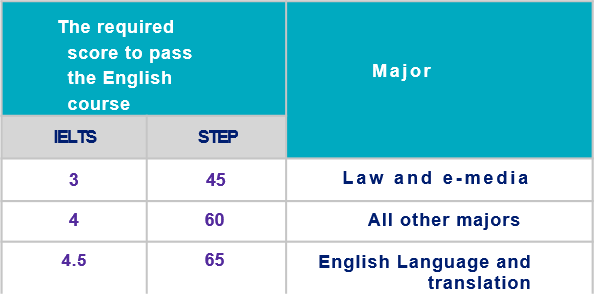
Retention

Center

Grade

Tracking

Reports

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# **Exams and Grades**

## **Grading System in the Common First Year**

**First: Passing courses of the Common First Year**

**Mathematics, Computer, Academic and Communication Skills Courses:**

* Distributing grades for courses of mathematics, computer, academic and communication skills is as follows:



**With (23) score of the semester project**

Semester projects (quizzes, assignments, discussion boards, etc.)

**40Grade**

**100**

**Total**

|  |  |  |
| --- | --- | --- |
| **The required score to pass the English course** | | **Major** |
| **IELTS** | **STEP** |
| **3** | **45** | **Law and Digital Media** |
| **4** | **60** | **All other majors** |
| **4.5** | **65** | **English Language and translation** |

**English Course**

**The English course differs from the rest of the Common First Year courses** as it is not calculated in the cumulative GPA, yet it is based on pass/fail grading system. The student must obtain the required score in the **(STEP or IELTS)** according to the academic program as shown in the following table:

If the student couldn’t obtain the required score, the STEP or IELTS scores will be reduced to the minimum according to the major plus to the semester project score, according to the requirements of the Deanship of the Common First Year.

**With (23) score of the semester project**

**100**

**Total**

Semester projects (quizzes, assignments, discussion boards, etc.)

**40Grade**

* Students must obtain a minimum score of 60% in order to pass the Common First Year courses.

Final Exam

Mid-term exam

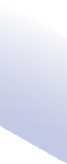
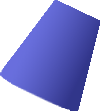
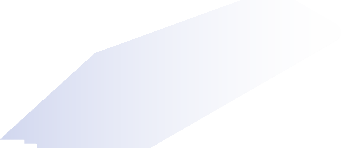
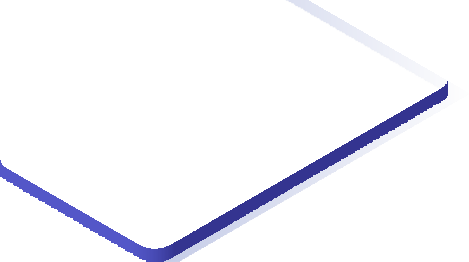
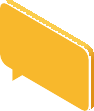
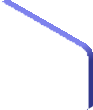
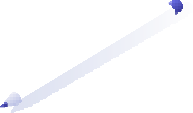
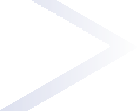
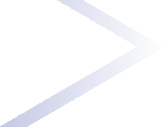
**40 Grade**

**20Grade**



**Second: Equalization of the Common First Year Courses**

**If you would like to equalize the courses of the common first year, please visit the Deanship's page on the university website:**



https://seu.edu.sa/cfy/ar/courses-equation/equivalence-of-common-first-courses



Semester projects (quizzes, assignments, discussion boards, etc.)

**40Grade**

Mid-term exam

**20Grade**

**100**

**Total**

Final exam

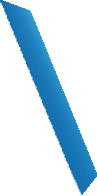
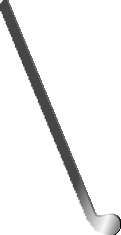
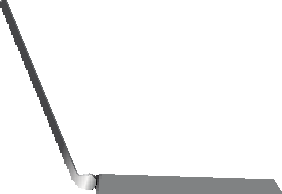
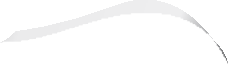
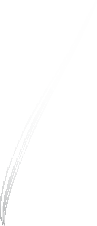
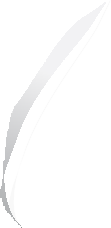
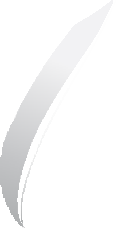
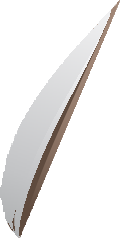
**40Grade**

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## **Evaluation and Grading System in the Colleges**

Distributing grades for all courses of the colleges is as follows:

# **E- Exam Systems**



**Introduction**

It is a platform for managing and performing offline and online computer-based exams. The following services are provided:

**Student can access** to the exam by using their own device securely.

**Artificial intelligence technology** can be adopted to invigilate exams remotely and ensure its quality.

**Extract reports that** show students' achievement of learning outcomes and closing the improvement session at the academic program level.



Guideline for online exams via Blackboard Using (SUMADI) browser Secure (Al proctoring with artificial intelligence technology)



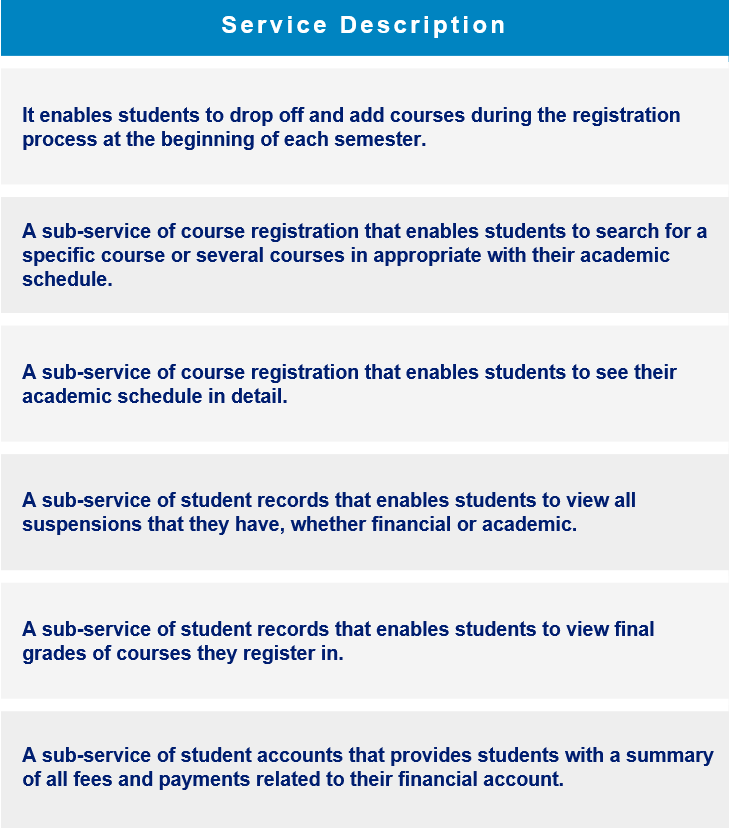
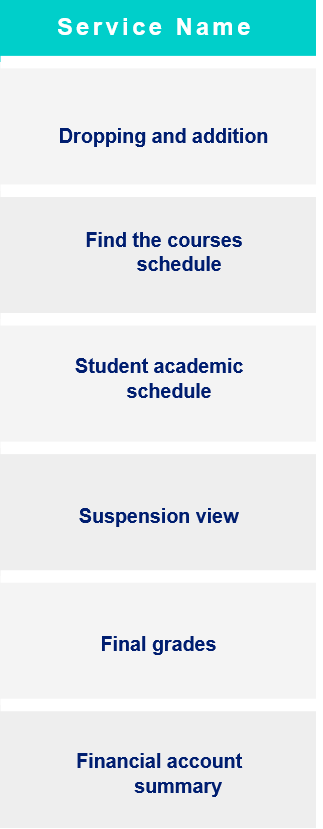
Guideline for offline electronic exams (on campus)

For windows

Guideline for offline electronic exams (on campus)

For MAC

# **Banner**

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It manages all processes for student and faculty members from the moment of admission until graduation. It contains all student information, including: personal information, study plan, academic statement, admission confirmation, student status, etc.

**Key Services**

# **Internship for Undergraduate Programs**

The internship course is an important part of any academic program because it provides students with the opportunity to practically apply the knowledge and skills acquired through the academic program. Each college shall establish a process for applying to the internship commensurate with its academic programs to ensure that the required learning outcomes are achieved at the highest standards of quality.



Faculty member Evaluation regarding the student’s performance and progress during the internship period

College evaluation regarding the outcome to be delivered (such as a report or presentation)

**30Grade**

Internship supervisor Evaluation regarding the student’s performance and progress during the internship period

**50Grade**



**100**

**Total**

**Process of applying for internship**

**01** Minimum credits required to pass

. Rules and requirements for application **02**

. Dates and method of application**03**



**Method of evaluation used and the process of distributing grades**

Each college sets its own evaluation method to clarify to students the skills, tasks, and training responsibilities required of them from the start of the course. The grades are distributed as follows:

**20 Grade**

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# **Communication Media with the University**

Call center Sanad: It is responsible for receiving inquiries of beneficiaries from potential students or applicants to the university, current students, faculty members and staff of all branches, responding to them, and providing them with all required information.

Given the interest of the university to improve the services provided in accordance with the highest quality standards, the communication media for beneficiaries has been unified.

**We are pleased to communicate with you through the following channels:**

**1. Phone:**

Inside Saudi Arabia **199099**

Outside Saudi Arabia **00966112613500**

**2. Chatbot:**

For WhatsApp inquiries or suggestions

**00966112613500**

**3. Twitter:**

**https://twitter.com/SEU\_Care**

**4. Smart Assistant Service**

Available on the University's website

**https://seu.edu.sa**

**5. Academic Assistant:**

To respond inquiries and problems facing students.

**https://eservice.seu.edu.sa/home**



**Live Help**

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**SAUDI ELECTRONIC UNIVERSITY**

**2011-1432**

**وكالة الجامعة للشؤون التعليمية**

**Vice Rectorate of Academic Affairs**

**Thank You**

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