Disclaimer

The Information contained in this catalog is solely for the convenience of the reader. While every effort has been made to ensure its accuracy, the university reserves the right to make changes in its content at any time and without prior notice. In case where conflicts may appear to exist between policies, no interpretation has been attempted and the policies are stated as enacted. The catalog of the university does not constitute a contract between the university and the student.
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FOREWORD

Message from the Chairman of the Board of Trustees

As we celebrate our successful growth and expansion of Dar Al-Hekma University, it gives me great pleasure in acknowledging that indeed the University has made its mark in the field of higher education in the Kingdom. Dar Al-Hekma has achieved international recognition and national and international institutional accreditation and made tremendous progress since its launch in 1999. The University remains distinctive as one of the most outstanding private non-profit universities in the Kingdom, emphasizing excellence, vision and intellect.

This outstanding name and recognition that Dar Al-Hekma has earned over the years provides immense satisfaction to the Founders and to all of the members of the Board of Trustees of Dar Al-Hekma. Personally, I am delighted at the brisk progress the University has made and would like to congratulate the President of the University, Dr. Suhair Hassan Al Qurashi, for the visionary and distinctive leadership she has provided which has enabled the faculty, administration and staff to serve the University and our students with commitment and enthusiasm and provide them with the outstanding educational experience that they expect and deserve.

As we welcome a fresh batch of graduate and undergraduate students for academic year 2017-2018 and prepare to graduate earlier cohorts in 2018, I look forward to yet another year of growth and achievement that will maintain Dar Al-Hekma’s position as a leading academic institution in the region and solidify its foundation for even further progress and advancement.

With my warmest commendations and best wishes for another successful academic year ahead!

Zuhair H. Fayez, Ph.D.
Chairman,
Board of Trustees
Message from the President

It is with pride and pleasure that I write this message for our Graduate Studies catalog as we complete the first sixteen outstanding years of success and achievement at Dar Al-Hekma. Now established as a model academic institution, the University has successfully set standards of excellence in the field of higher education both nationally and internationally. As the President, I am delighted to note the progress that is being made in all Divisions and Schools of the University. I look forward to welcoming new opportunities and advancements we anticipate for the new academic year, 2017-2018.

We are enthusiastically committed to the continued growth and expansion of the University and of the academic programs in all three Schools at Dar Al-Hekma. We offer undergraduate and graduate degrees with international curriculum in selected fields that are responsive to market needs and popular demand. We prepare students for challenging careers with specialized skills supported by a strong general education curriculum and industry exposure through internships and research that ensures our graduates’ continued professional and personal growth and advancement.

The Mission of Dar Al-Hekma University is the “to graduate accomplished women leaders and entrepreneurs”. Derived from this, is the Mission of the Deanship of Graduate Studies and Scientific Research which is to serve in the advancement and fulfillment of the larger University Mission to graduate women who are accomplished and equipped with advanced knowledge and professional and technical skills that will make them effective leaders in their organizations; innovators in their field and entrepreneurs in economic, business, legal, social and community ventures.

The quality of our academic programs has enabled our graduates to successfully pursue amazing entrepreneurial opportunities and professional careers and those entering the work force have received excellent offers and professional opportunities.

Within the University community, we promote the common universal values of tolerance and understanding and cultivate respect for the cultural norms and traditions that balance and enrich our lives. With futuristic thinking based on practical applications and the use of educational technology, we strive to provide a rich teaching and learning experience to our students and our faculty and the University community at large.

I look forward to another exciting and successful year ahead with additional new graduate programs in all three Schools at the University.

With Warm wishes,

Suhair Hassan Al-Qurashi, Ph.D.
President
Dar Al-Hekma University Vision Statement
It is our vision that Dar Al-Hekma University is a premier institution of higher education for women in the Kingdom of Saudi Arabia and a model of teaching and learning. Our graduates will be capable of bringing about positive change for the betterment of self, society and humanity with the aim of pleasing the Creator.

Dar Al-Hekma University Mission Statement
To graduate accomplished women, leaders and entrepreneurs.
<table>
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<th>TITLE</th>
<th>Arabic Title</th>
</tr>
</thead>
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<td>1. Dr. Zuhair Hamid Fayez, Chairman</td>
<td>President Zuhair Fayez Partnership</td>
<td>رئيس زهير فايز وشراكة</td>
</tr>
<tr>
<td>2. Eng. Kais Ibrahim Julaidan, Deputy Chairman</td>
<td>Owner and Chairman Al-Ibrahimiya Real Estate Company</td>
<td>المالك ورئيس شركة الإبراهيمية العقارية</td>
</tr>
<tr>
<td>3. Eng. Abdullah Ahmad Bugshan, Member</td>
<td>Owner and CEO Arabian Consulting Engineering Center</td>
<td>الملك والرئيس التنفيذي المركز العربي للاستشارات الهندسية</td>
</tr>
<tr>
<td>4. Eng. Yahia Mohamed A. Binladin, Member</td>
<td>Managing Director and Board Member Mohammed Binladen Establishment</td>
<td>العضو المنتدب وعضو مجلس الإدارة مؤسسة محمد بن لادن</td>
</tr>
<tr>
<td>5. Mr. Saleh Ali Al-Turki, Member</td>
<td>President and Chairman Nesma Holding Company</td>
<td>رئيس شركة نسما القابضة</td>
</tr>
<tr>
<td>6. Eng. Osama Husain Al-Sayed, Member</td>
<td>Chairman of the Board of Directors Asyad Holding Group</td>
<td>رئيس مجلس الإدارة مجموعة أسياد القابضة</td>
</tr>
<tr>
<td>7. Dr. Abdulaziz Othman Sagr, Member</td>
<td>Founder and President Sagr Group Holding Company</td>
<td>مؤسس ورئيس مجموعة صقر القابضة</td>
</tr>
<tr>
<td>8. Dr. Thuraya Ahmad Obaid, Member</td>
<td>Member, Board of Directors, National Research Centre for Strategic Development</td>
<td>عضو مجلس الإدارة المركز الوطني للبحوث والتطوير الاستراتيجي</td>
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<tr>
<td>9. Dr. Haya Abdulaziz Al-Awwad</td>
<td>Ministry of Education Representative</td>
<td>نائبة وزير التعليم ممثل وزارة التعليم</td>
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<tr>
<td>10. Dr. Mohammad Ahmad Wadaan, Member</td>
<td>Professor, School of Science King Saud University</td>
<td>أستاذ، كلية العلوم جامعة الملك سعود</td>
</tr>
<tr>
<td>11. Dr. Nabil Ali Alrajeh, Member</td>
<td>Associate Professor, College of Applied Medical Sciences, King Saud University</td>
<td>أستاذ مشارك، كلية العلوم الطبية التطبيقية، جامعة الملك سعود</td>
</tr>
<tr>
<td>12. Prof. Hani Othman Ghazi, Member</td>
<td>Vice President for Development and Entrepreneurship, Umm Al-Qura University</td>
<td>وكيلاً للجامعة للتطوير وريادة الأعمال جامعة أم القرى</td>
</tr>
<tr>
<td>13. Prof. Yasser Abdul Hameed Al-Khateeb, Member</td>
<td>Professor, Business Administration, King Abdulaziz University</td>
<td>أستاذ إدارة الأعمال، جامعة الملك عبد العزيز</td>
</tr>
<tr>
<td>14. Dr. Suhair Hasan Al-Qurashi, Member</td>
<td>President, Dar Al-Hekma University</td>
<td>مديرية جامعة دار الحكمة</td>
</tr>
</tbody>
</table>
Dar Al-Hekma Founders
Dr. Zuhair H. Fayez
Eng. Kais I. Julaidan
Eng. Yahia Mohammed Awad Binladin
Eng. Yassin Abdullah Kadi
Dr. Adil Ahmed Bushnak
Mr. Hisham Zainal Ali Reda
Sheikh Ismail Ali Abudawood
Sheikh Mohammad Salem Bin Mahfooz
Sheikh Bakr Mohammad Binladin
Sheikh Khaled Salem Bin Mahfooz
Mr. Khaled Abdul Hadi Taher
Mr. Saleh Ali Al-Turki
Mr. Ali Saeed Basamah
Mr. Osama Ismail Abudawood
Mr. Salem Ahmed Basamah
Sheikh Abdullah Saleh Kamel
Sheikh Mohammad Omar Al Esayi
Mr. Saad Al-Deen Rafeeq Al-Hariri
Sheikh Abdul Rahman Khaled Bin Mahfooz

Ministry Approval
Dar Al-Hekma University is an approved degree-granting academic institution by the Ministry of Higher Education of the Kingdom of Saudi Arabia according to Decree No. 37122 dated 16/7/1428H.

Accreditation
Dar Al-Hekma University is accredited by the National Cener for Academic Accreditation & Assessment (NCAAA) and agrees to uphold the NCAAA Standards for Quality Assurance and Accreditation of Higher Education Institutions/Programs. The NCAAA is an independent body responsible to the Saudi Education Evaluation Commission for the accreditation of postsecondary education in the Kingdom of Saudi Arabia.

Statement of Legal Control
Dar Al-Hekma University is a private non-profit educational institution that is owned by Al-Elm Foundation.
Admissions
Criteria for Admission
Dar Al-Hekma University admits academically qualified students and uses multiple criteria for admission to the graduate degree programs at the University. The deadline to apply is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date of Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>May – October 2017</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>December, 2017 – January, 2018</td>
</tr>
</tbody>
</table>

1. All applicants must provide evidence of an undergraduate CGPA of at least 3.75 on a scale of 5, or the equivalent; in some cases, admission can be granted for applicants with "C +" grade.
2. The applicant who holds a Bachelor’s degree from outside the Kingdom must meet the admission criteria as follows:
   a. Saudi applicants who have an undergraduate degree from outside the Kingdom must obtain equivalency from the Ministry of Higher Education’s Certificate Equivalency Committee.
   b. Non-Saudi applicants who have an undergraduate degree from outside the Kingdom must obtain a recommendation that their degree is equivalent to one earned in the Kingdom from Ministry of Higher Education’s Certificate Equivalency Committee.
3. All applicants must demonstrate proficiency in English through the TOEFL ITP at Dar Al-Hekma or International TOEFL Test. or IELTS (Academic). A minimum paper-based TOEFL score or its equivalent is required as follows:
   a. The score of 530 for MBA program,
   b. The score of 550 for all other master programs.
   c. No TOEFL score is required for Master of Educational Leadership Program.
4. All applicants must have at least one to three years of work experience (depending on the program). Applicants applying to Master of Science in Speech-Language Pathology must complete their internship year.
5. All applicants must demonstrate to be in a good behavior and medically fit.
6. All applicants must submit a no-objection approval from the applicant’s employer (if applicable)
7. Conditional acceptance may be granted for special cases.
International Students
Dar Al-Hekma University welcomes applications from international students. International applicants who meet all the criteria for admission to the academic programs of the University will be granted admission subject to availability of space. Although on-campus housing is not yet available, assistance can be provided in the selection of suitable accommodation for students who do not reside with their families or legal guardians and for out-of-town students from other parts of the Kingdom.

Transfer Students
Transfer applicants must meet all the admission criteria for new applicants and submit official transcripts of all academic work attempted at other colleges or universities in conjunction with their completed application packets. Students transferring from International colleges/universities that use English as the medium of instruction are not required to take the English proficiency test upon entrance at Dar Al-Hekma University.

Transfer Students Requirements
Transfer applicants must be in good academic standing at the college or university from which they are transferring. A student who is not entitled to continue studies at the institution from which she is transferring will not be admitted to Dar Al-Hekma University until she is eligible for readmission to the former institution. The transfer applicant must not have been dismissed from that college or university for any reason.

Transfer Courses
The University’s policy concerning transfer courses for new applicants and Dar Al-Hekma students who re-join the University after withdrawal:

1. In order to seek transfer of credits, the student must submit the original transcript and detailed official course descriptions.

2. Courses completed within the last 3 academic years are transferable. Courses older than 3 years will be considered on a case-by-case basis.

3. Only those courses with a grade of B or higher will be considered for transfer to the University.

4. Transferred courses will fulfill specific degree requirements at Dar Al-Hekma University only when they are comparable in content and level and are applicable to the student’s degree program.

5. Courses are transferred as credit only. No grade points are assigned to transfer credit hours for purposes of calculating grade point averages at Dar Al-Hekma University. Transfer credit is designated on student’s academic transcript with the grade of NP.

6. A course is transferable if its content matches a minimum of 80% of an equivalent course at Dar Al-Hekma University.

7. Course(s) completed through correspondence and/or distance learning are not transferable.
8. Only courses taken at academic institutions approved by the Saudi Ministry of Education (MOE) are transferable for University credit.

Policy on Dar Al-Hekma Students Transferring Credits to Other Universities
Dar Al-Hekma students can transfer credits from courses they pursued as visiting students to other universities as follows:

- The student must obtain an approval from the Department Chair to transfer credits if she wants to apply as a visitor to other universities.
- Only courses taken at an academic institution that is approved by the Saudi Ministry of Education (MOE) are transferable.
- Only those courses with a grade of B or higher will be considered for transfer.

Limit on Transfer Courses for Graduation
To protect the integrity of the University’s degree programs, limits are placed on the number of credit hours that may be transferred from another institution to fulfill degree requirements. No more than 30% of the hours required for graduation with a master’s degree will be accepted for transfer from another institution of higher education.

Visitor Students
A visitor student must apply as a regular student. The following must be submitted as part of the application process:

- A complete application form and an application fee of Sr. 1000
- An official transcript
- Four recent passport-size colored photographs (hair must be covered)
- Photocopy of ID card (original for verification)
- Photocopy of passport (original for verification)

Reactivation to the University
If a student withdraws from the University, or her record was deactivated, and decides to return to her studies, she can apply for reactivation if her absence from the University does not exceed three academic years. Reactivation forms are available at the Registration Office.

Readmission to the University
If a Dar Al-Hekma student’s absence exceeds three academic years after her withdrawal or record deactivation, then the student must re-qualify for readmission. Readmission to the University is automatic following receipt of the completed Admission Application Form accompanied by the required application fee. The student must meet the admission criteria in the requested readmission semester; any related admission criteria are studied on a case-by-case basis.
Requirements to Complete the Admissions Process

Graduate Degree

The applicant must have a degree from an accredited/recognized post-secondary institute/university. The original certificate is required after final admission.

Official Transcripts

All applicants are required to provide official transcripts of all academic work. An applicant who attended another academic institution or any institution for vocational or advanced education (even if only for a short period of time) must include official transcripts of this work as part of the admission application information.

Recommendation Letter

All applicants are required to submit two letters of recommendation; these letters are usually from:

- Two letters from the applicant's former professors who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work, intellectual ability, and/or academic potential for graduate work. Or,
- One letter from applicant’s former professor and one from the applicant’s employers or supervisors who are familiar with the applicant's work experience.

Intent or Personal Statement

A personal statement of 1000 words about the applicant's academic career objectives and their relation to the intended program of study. For Master of Educational Leadership the letter should be around 350 words in Arabic.

Admission Test Results

All applicants are required to take the Dar Al-Hekma University admissions tests, such as the TOEFL ITP (Institutional Testing Program) or IELTS (International English Language Testing System). It is the applicant’s responsibility to provide the University with official reports for tests taken outside the University. An official TOEFL score can be substituted for the TOEFL ITP or IELTS.

Health Record

Each student entering Dar Al-Hekma University for the first time is required to provide the University with a health record form completed by a medical doctor/physician. This form is confidential and is filed only with the University’s Health Services Center.
Additional Requirements

- Four recent passport-size color photographs (hair must be covered)
- Photocopy of ID card (original required for verification)
- Photocopy of passport (original required for verification)
- Proof of work experience (as required by each program)
- A curriculum vitae (CV)
- A letter of Good Conduct.
- A no-objection letter from the applicant's employer (if applicable)
- The application fee (SR 1000 non-refundable)
- TOEFL test fee (SR 375 non-refundable), if testing through the TOEFL ITP program

Application for Admission

The application form for admission to Dar Al-Hekma University is available at the Admissions Office at the University.

Admissions Office | Dar Al-Hekma University | 6702 Prince Majed – Al Faiha, Unit No.: 2 Jeddah 22246-4872 KSA | Tel: (+966-12) 630-3333, ext. 116/126 /156 | Fax: (+966-12) 631-6270 or (+966-12) 630-3333, ext. 253 | E-mail: admissions@dah.edu.sa
Financial Information

The following tuition and fees are prescribed for the 2017-2018 academic year. They are subject to change each academic year at the discretion of the Board of Trustees.

Tuition Fees

The tuition fee for the Graduate Studies program at Dar Al-Hekma University is as follows:

<table>
<thead>
<tr>
<th>School/Program</th>
<th>Tuition Fee (Normal Load)</th>
<th>Summer Fee/Visiting Students/Overload/Underload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration</td>
<td>SR 50,000</td>
<td>SR 4,765</td>
</tr>
<tr>
<td>Master of International Relations</td>
<td>SR 50,000</td>
<td>SR 4,765</td>
</tr>
<tr>
<td>Master of Educational Leadership</td>
<td>SR 50,000</td>
<td>SR 4,765</td>
</tr>
<tr>
<td>Master of Science in Speech-Language Pathology</td>
<td>SR 50,000</td>
<td>SR 4,765</td>
</tr>
</tbody>
</table>

Mode of Payment

All payments are to be made on semester basis. Payments are to be made within the first two days of the semester.

Tuition Fees for Auditing Students

For individuals auditing a course, the fees for an evaluated audit are higher than those for a non-evaluated audit. Auditing fees include the regular charges of the University for Registration, Tuition and textbooks, as well as use of the University library and self-access computer labs on a space available basis. Auditors are not authorized to use University medical or recreational facilities. Auditing Fees are as follows:

<table>
<thead>
<tr>
<th>School/Program</th>
<th>Evaluated Audit</th>
<th>Non-evaluated Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration</td>
<td>SR 2380</td>
<td>SR 1785</td>
</tr>
<tr>
<td>Master of International Relations</td>
<td>SR 2380</td>
<td>SR 1785</td>
</tr>
<tr>
<td>Master of Educational Leadership</td>
<td>SR 2380</td>
<td>SR 1785</td>
</tr>
<tr>
<td>Master of Science in Speech-Language Pathology</td>
<td>SR 2380</td>
<td>SR 1785</td>
</tr>
</tbody>
</table>
## Other Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
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<tr>
<td>Official transcript of student’s record</td>
<td>SR 30</td>
</tr>
<tr>
<td>TOEFL test fee</td>
<td>SR 375</td>
</tr>
<tr>
<td>Late registration fee (charged to students who fail to register by the University registration deadline)</td>
<td>SR 1,000</td>
</tr>
<tr>
<td>Overdue tuition payment</td>
<td>As per University policy</td>
</tr>
<tr>
<td>Late graduation declaration</td>
<td>SR 100 + 500</td>
</tr>
<tr>
<td>Graduation processing fee</td>
<td>SR 500</td>
</tr>
<tr>
<td>Graduation gown fee</td>
<td>SR 1,000</td>
</tr>
<tr>
<td>Replacement of lost graduation certificate</td>
<td>SR 250</td>
</tr>
<tr>
<td>True copy stamp of graduation certificate</td>
<td>SR 50</td>
</tr>
<tr>
<td>Replacement of ID card</td>
<td>SR 100</td>
</tr>
<tr>
<td>Replacement of lost textbook</td>
<td>Cost of replacement</td>
</tr>
<tr>
<td>Enrollment Standard Letters</td>
<td>SR 20</td>
</tr>
<tr>
<td>Locker key (new, damaged or lost)</td>
<td>SR 60</td>
</tr>
<tr>
<td>Releasing signed – stamped print out of schedule (not during registration period and at a second time for verification purposes)</td>
<td>SR 30</td>
</tr>
<tr>
<td>Mailing transcripts (charges only for USP) destination</td>
<td>As charged by the courier company</td>
</tr>
</tbody>
</table>

## Refund

In case of withdrawal from a semester, the following refund policy applies:

1. Before the second day of classes 95%
2. Before the third day of classes 80%
3. Before the fourth day of classes 70%
4. Before sixth day of classes 50%
5. Before the eighth day of classes 25%
6. After the eighth day of classes none

In case of withdrawal from a module, the following refund policy applies:

1. Before the first day of classes 95%
2. Before the third day of classes 80%
3. Before the fifth of classes 70%
4. After the fifth day of classes none

*If textbooks are returned intact*
Billing and Financial Record
A student will not receive her class schedule or be able to attend any classes until the semester charges are paid in full. All tuition charges must be paid before the first day of classes. Otherwise, the Overdue Tuition Payment Fee will be applied. The financial record is the student’s complete record of financial transactions with the University. This includes:
- Billings and payments of fees, scholarships or financial awards
- Accounts payable
- Other fees or fines assigned by the University

The Vice President of Finance and Administration maintains this record. Campus officials may access this record only on a “need-to-know” basis and will keep this information confidential. No information from this record may be released outside the University without the written consent of the student or her guardian. A copy of the financial record may be provided to a student or her guardian at their request.

Other Discounts
The University will provide discounts on tuition fees as follows:
1. To students who have siblings studying at Dar Al-Hekma, the University will grant a 10% discount to the first sibling and a 20% discount to the second sibling.
2. Daughters of Dar Al-Hekma University employees are entitled to a discount of 50%. They can also benefit from other forms of financial assistance offered at Dar Al-Hekma as per University policy.
Division of Academic Affairs

Introduction
The Division of Academic Affairs oversees all matters involving academic instruction, academic advising, course requirements, evaluation and grades and field trips. It administers the 4 graduate academic programs (Master of Business Administration, Master of International Relations, Master of Educational Leadership, and Master of Science in Speech-Language Pathology) currently offered.

Academic Programs
The following Graduate Degrees are currently offered at the University:

• Hekma School of Business and Law:
  - Master of Business Administration - MBA
  - Master of International Relations – MAIR

• Hekma School of Education and Health Sciences:
  - Master of Educational Leadership - MELS
  - Master of Science in Speech-Language Pathology (MSLP)

Academic Advising
Academic advising is an essential part of the academic life of Dar Al-Hekma students. Therefore, each student is assigned an academic advisor at the time she is admitted to Dar Al-Hekma and will continue to have one up until graduation. The advising process establishes a collaborative relationship between the student and the advisor within which the student develops a sense of connection, support and guidance.

Academic advising is shared responsibility among students, faculty, and staff.

A. Responsibilities of Registration Office
   The Registration Office is the connection between students, faculty and academic advisors and is responsible for:
   I. Assigning each incoming student an academic advisor.
   II. Updating academic advisors about any new policies and procedures related to the Registration Office, any changes in the plans of study, or any further announcements.

B. Responsibilities of Students
   Graduate students have the ultimate responsibility for their own progress and academic success. Graduate School Students are responsible for:
   I. Meeting with their academic advisors at least once a month to update them with their academic
progress and share any problems as they arise.

II. Staying informed of and complying with academic policies, regulations, dates and deadlines (refer to Registration Guidebook for Graduate Student).

C. Responsibilities of Academic Department Chairs

I. Supervising and monitoring the development and implementation of clearly defined advising practices within their departments.

II. Providing guidance and updating resources to ensure and maintain successful academic advising in their respective departments.

III. Scheduling advising meetings with the academic advisors in their respective departments.

IV. Monitoring the advising process.

D. Responsibilities of Academic Advisors

I. Providing accurate, consistent, and timely information to advisees.

II. Creating a welcoming and supportive environment for advisees.

III. Establishing regular contact with the advisees and monitor their academic progress.

IV. Staying current on issues related to academic advising.

I. Assisting advisees in:

   a. Planning their academic programs and resolving problems related to their progress towards a degree within the major.

   b. Explaining the academic policies and procedures within the respective department, University procedures, rules and regulations, and other student services.

   c. Following their respective plan of study.

   d. Completing graduation requirements and following up with the process to declare graduation.

   e. Selecting core and elective courses.

   f. Utilizing the various resources in the University and means to obtain specific assistance.

   g. Exploring problems as they develop and generating effective and practical solutions.

   h. Navigating the thesis/dissertation and research plan processes according to the regulations approved by the Board of Trustees and as per the recommendations of the Graduate Council.

   i. Providing guidance related to career and professional development.
E. Responsibility of Information Technology (IT) Department

Providing advisors with the technological support and training needed to implement effective advising.

Schedule of Classes
A schedule of classes is available to students prior to the beginning of each academic semester through the Student Information System (SIS) Portal. The schedule contains a list of courses offered, as well as the times and locations at which each course is offered.

Not all courses are offered each semester and the University reserves the right to cancel or reschedule courses for enrollment, staffing or other reasons. Places in courses cannot be guaranteed other than through the established registration procedures.

Grades

Grade Symbols

- “A+” Exceptional (Equivalent to a numerical grade of 95-100 percent)
- “A” Excellent (Equivalent to a numerical grade of 90-94 percent)
  - “A” and “A+” indicate achievement of distinction.
- “B+” Very Good (Equivalent to a numerical grade of 85-89 percent)
- “B” Good (Equivalent to a numerical grade of 80-84 percent)
  - “B” and “B+” indicate general achievement of superior.
- “C+” Above Average (Equivalent to a numerical grade of 75-79 percent)
- “C” Average (Equivalent to a numerical grade of 70-74 percent)
  - “C” and “C+” indicate the acceptable standard for graduation from the University.
- “F” Fail (Equivalent to a numerical grade of less than 70 percent)
  - “F” indicates failure that may not be improved upon except by repeating the course.
- “IP” In-Progress
  - “IP” is given when the requirements of a research course require more than one semester for completion.
- “IC” Incomplete
  A grade of Incomplete “IC” may be granted when a student has completed and passed a minimum 70% of the work required for a course and is unable to take or complete the final exam or the final project on the due date. An incomplete grade will be granted by
the course instructor to the student only when there is documented evidence of valid reasons that are beyond the student’s control i.e. health problem or death in the family. Incomplete work in the course for fall semester must be submitted and cleared within eight weeks after original scheduled date for the final exam for that course. Incomplete work in the course for spring and/or summer semesters must be submitted within eight weeks after original scheduled date for the final exam for that course and cleared before the end of the first week of classes in the fall semester. If the student fails to meet the deadline to clear the “IC” grade, she will receive a failing grade of “F”. A graduating student will not be able to graduate unless the grade of “IC” is cleared from her academic record.

- “AF” Absence Failure
  A grade of “AF” is a temporary grade assigned to the student who did not attend the final exam. The grade of “AF” will be automatically turned to an “F” if the student did not show within one week from the final exam date.

- “DN” Denial
  A grade of “DN” indicates that the student was administratively dropped from the course due to excessive absences. No credit is received for the course and this grade is computed as an “F” into the student’s grade point average.

- “NP” No Grade – Pass

- “NF” No Grade – Fail

- “W” Withdrawal
  A grade of “W” indicates that the student withdrew from the course without penalty and is not calculated into the CGPA. No credit is received for the course. The course must be repeated to receive a numerical grade for the course.

Grade Point Average (GPA)
Dar Al-Hekma University utilizes a five-point system for calculating grade point averages (GPA). The GPA is calculated by multiplying the total number of grade points earned per credit hour divided by the number of semester credit hours (SCH) attempted. The cumulative grade point average (CGPA) is the grade point average for all credit hours taken at the University. Semester grade symbols have the following values:

“A+” = 5.0 points  
“A” = 4.75 points  
“B+” = 4.5 points  
“B” = 4.0 points  
“C+” = 3.5 points  
“C” = 3.0 points  
“F” or “DN” = 1.0 point
The grades of “IP,” “IC,” and “W” receive no quality points or hours; and therefore, do not impact the calculation of the CGPA. The grades of “NP” and “NF” are used for noncredit remedial courses and transfer credits (“NP” only) and bear no quality points and therefore, do not impact the calculation of the CGPA.

Only semester credit hours and grades earned at Dar Al-Hekma University are used to calculate a student’s GPA.

Transcripts
At the end of each semester, the student can access her transcript from the Student Information System Portal (SIS).

Repeating Courses
A student may repeat a course to remove the effect of a poor grade or to meet graduation requirements with the approval of her academic advisor and Department Chair and within the maximum time limit required for graduation provided that the following conditions apply:

• A student is allowed to repeat courses in which she received a grade of lower than B.
• A student may repeat a course in which she obtained a grade of C or C+ once.
• A student may repeat a failed course (a course in which she received a grade of F or DN) twice.
• If a student fails a course 3 times, she has the following options:
  o Take an alternative course (equivalent in content to the failed course).
  o Do an Independent Study in the course area/subject (such as writing a research paper, summarizing articles or doing a project under the supervision and the approval of the Department Chair of the said program and the instructor of the failed course).
  o Take the course outside the University (as a transfer course with a prior approval as per the policy for transfer of credits).

• A grade of “IC” is not allowed for a repeated course.
• When a course is repeated, only the highest grade earned in the course will be included when calculating the student’s GPA. However, the old grade will appear on the transcript.
• A student will not be allowed to graduate with a grade of “F” for any course that is required for her major.

Non-Credit Course
Non-credit courses do not count as credits attempted or credits earned and do not influence the standards of satisfactory academic progress.
Co-Requisites & Pre-requisites
Some courses offered under each academic program may require co-requisite or pre-requisite course(s). Through the help of their academic advisor, students must ensure all co-requisite and pre-requisite course(s) are taken in the set order in the plan of study. Any exceptions regarding the waiver of either a co-requisite or a pre-requisite must be supported by the academic advisor with written justification and approved by the Department Chair. The approved waiver must then be submitted to the Registration Office.

Student Classification
Student classification is based on the cumulative number of semester credit hours earned (not hours currently enrolled in) and is defined as follows:
• Year One = 00 – 21 semester credit hours
• Year Two = 22+ semester credit hours

Student Information System (SIS) Portal
Students are able to access the SIS Portal through the University network (internet and intranet). Students may collect their SIS portal username and password from the Registration Office.

The SIS Portal enables students to conduct the following procedures:
• Registration
• Drop/Add Courses

Students are also able to use the SIS Portal to access the following information:
• POS (Plan of Study)
• Course Schedule
• Student Schedule
• Grade Report
• Unofficial Transcript
• Final Exam Schedule
• Course Prerequisites
• Student Holds (Messages)
Drop/Add Policy
Before completing three classes of the course that is taught on modular basis, a student may add and/or drop without academic penalty. Added and/or dropped courses should be within the minimum and maximum required credit hour load. A student may drop a course without penalty, and no grade will appear on her transcript.

Withdrawal from a Course
1. A graduate student may withdraw from a course if she is facing difficulty in the course, she is experiencing serious medical problems or any other reasons discussed with her academic advisor.
2. A graduate student, who drops a course after completing three classes and before completing nine classes from first day of a course will receive a grade of “W”.
3. A withdrawn course is recorded as a “W” on the transcript.
4. A grade of “W” indicates that the student withdrew from the course without penalty and the course will not be included in the GPA calculation. No credit is received for the course.
5. A withdrawn course must be repeated to receive a numerical grade for the course.
6. A graduate student will be allowed to withdraw from the same course only once.
7. Repeating a withdrawn course more than once may be allowed on a case-by-case basis.
8. Approval from the Department Chair and the Dean of Graduate Studies, are required in order to withdraw from a course.

Withdrawal from Semester or University
1. A student who elects to withdraw from the University for a semester for which she is currently enrolled, must consult her academic advisor and the Program Chair.
2. The student should be informed that she may not withdraw for more than two successive semesters. In addition, a student will not be allowed to withdraw from the semester if it is part of an additional period of extension granted to her.
3. If the student decides to withdraw for a semester she must obtain and complete a “Student Clearance form”, which is available at the Registration Office. Instructions for completing the withdrawal procedures are found on the form.
4. During the withdrawal process the student should continue to attend her classes and she should inform her course instructor and academic advisor when the withdrawal process is completed. A student who stops attending classes without formally withdrawing will receive a "DN" grade in all classes for which she was enrolled during the semester of her withdrawal.
5. A student who withdraws during the withdrawal period will receive a grade of “W” in all courses in which she is enrolled.
6. A student who withdraws after the withdrawal period will receive a grade of “DN” or “F” according to the evaluation of her instructors.
7. Sponsored students must receive a written, faxed or e-mailed approval from the sponsor to withdraw from the University for the semester.
Class Attendance
The maximum limit of absences for a student enrolled in any course is 25%. Once this limit is exceeded a student may be administratively dropped from the particular course(s) and receive the grade of “DN”. In the case of tardiness, students coming to class late may have the tardiness counted toward an absence. Each instructor must specify her absence/tardiness policy in her course syllabus. There will be no excused/unexcused absence differentiation. All students are responsible for work missed. Faculty is not obliged to give make-up work but may do so depending on the situation.

Standards of Satisfactory Academic Progress
All students must satisfactorily progress through the chosen program of study in order to remain enrolled in the University and graduate. The University evaluates both qualitative and quantitative factors to confirm students are mastering the program content and progressing at a rate that will allow successful completion of the academic program within the maximum timeframe permitted for graduation as detailed below.

Cumulative Grade Point Average
Students must maintain a cumulative grade point average (CGPA) of at least 3.75 upon completion of the program in order to graduate. The CGPA is calculated by multiplying the number of credits in a course by the quality points assigned to the grade earned and dividing by the total number of credits attempted (see section on Grade Point Average).

Academic Probation
- The University places a student on academic probation if she fails to obtain a Cumulative Grade Point Average (CGPA) of at least 3.75 out of a 5 point scale, which is the minimum CGPA required for graduation.
- The student must raise her CGPA during her probationary period to the minimum accepted level specified in the above item point.
- The maximum student probationary period is one semester during which the student on probation has to meet the minimum CGPA specified.
- Students on academic probation must:
  - Repeat “F” grade program required course/s. The academic advisor has the right to ask a student on academic probation to repeat courses of “C” or “C+” grades to help improve the student’s CGPA.
  - Follow up with their academic advisors on their performance and academic load.

Academic Dismissal
- The University dismisses a student on probation who fails to reestablish her satisfactory academic progress by the end of the probationary period.
- The Graduate Studies School Council has the right to waive dismissal of a student and extend her probationary period for two additional academic semesters.
- All students must complete at least 50% of their annual attempted credit-hours each academic year to graduate within the Maximum Time Frame (MTF) of their program of study.
Students who fail to graduate within the MTF of their program of study will be dismissed without the benefit of probation.

The University Council with the recommendation of the Graduate Studies School Council has the right to extend the time for completing the requirements of a program of study beyond the MTF to a maximum of two additional academic semesters.

A dismissed student has the right to apply for readmission to the University upon the approval of the University President based on the recommendation of the Graduate Studies Council.

**Appeal of Dismissal**

- Students have the right to appeal to the Dean of Graduate Studies School a dismissal action taken as a result of the application of the Standards of Satisfactory Academic Progress.
- A student who appeals must complete the Dismissal Waving Request and provide evidences to prove her ability to maintain satisfactory academic progress going forward in her study.
- A student must provide solid evidence of any exceptional circumstances that negatively impacted her academic performance.
- Students who successfully appeal a dismissal will be considered on probation for the subsequent semester.

**Readmission to the University Following Dismissal**

Student who were placed on academic dismissal and are applying for a readmission must write a letter of appeal addressed to the Dean of Graduate Studies School. The Dean of Graduate Studies School decision of reaccepting a student who was previously on academic dismissal must be based on factors including but not limited to, previous level of achievement, reasons for dismissal; the candidate’s potential for successfully completing a degree program, and positive social review.

**Academic Integrity**

Learning and teaching take place best in an atmosphere of utmost academic integrity and intellectual openness on the part of the teachers and students alike. All members of the academic community should consistently maintain high personal standards of honesty and fairness.

Academic dishonesty undermines the very objectives of the University as an academic institution and diminishes the value of education. Academic dishonesty includes, but is not limited to: cheating on an examination or other academic work to be submitted, plagiarism, and collusion or abuse of resource materials.

Students found guilty of academic dishonesty are subject to disciplinary action.
Graduation Advising and Application for Degree

Declaration of Graduation
One semester before a student expects to graduate, she must obtain the Request for Graduation Form from the Registration Office. Failure to apply for the degree and to successfully complete the semester’s coursework will delay the student’s graduation.

Graduation Process
The student must refer to her academic advisor to review with her all the requirements for graduation. Then, the student has to submit her completed Request for Graduation Form to the Registration Office. After completing all her degree requirements and receiving all her course grades, a student has to complete the Graduation Clearance Form which is available at the Registration Office in order to finalize the graduation procedures.

Graduation Academic Status
A student will graduate under the following status based on her cumulative grade point average (CGPA):

- **Excellent**: 4.50 – 5.00
- **Very Good**: 3.75 – 4.49

Graduation with Honor
The Honor will be awarded to students who earn 4.80 - 5.00 out of 5.00 as their CGPA upon graduation, provided that they do not earn the grade of “F” or “DN” at any point during their academic study at the University.

Commencement
Dar Al-Hekma University conducts one Commencement Ceremony annually at the end of each Spring Semester for Master degree students who have completed all graduation requirements. Graduating students are required to attend unless excused by the Dean of Graduate Studies School. Students who have to complete up to three credit hours in the summer session in order to complete their graduation requirements may also apply to participate in the Commencement Ceremony. Refer to the section on Graduation Advising and Application for Degree to learn more about the graduation process.

Auditing Courses
The Department Chair and the course instructor must approve all requests by students, and individuals from out-side the University to audit a course that has not reached its maximum enrollment. Only those with appropriate educational background will be authorized to audit a course. It is the responsibility of the Department Chair and the course instructor to ensure that an auditor of a course will not have a negative effect on the quality or the conduct of the course. In no case will more than ten percent of the
enrollees in a course be auditors. Registration for auditing students should take place during the drop/add period. Students auditing the course must pay for the course at the Accounting Office.

All auditors are required to declare at the time of enrollment whether the audit is an “evaluated audit” or a “non-evaluated audit”:

• Those who register for an evaluated audit will receive a grade of “A-S” (audit satisfactory) or “A-U” (audit unsatisfactory) based upon their performance on all course requirements for regular students.
• Those who register for a non-evaluated audit will not be evaluated and receive no grade on their audit record. The record will reflect the designation “A-N” (audit non-evaluated).

The Registration Office will maintain a record of all course audits and will provide individual auditors a record of their audit(s) upon request.

An individual auditing a course:

• Is encouraged to attend all lectures, laboratories or other scheduled class activities to obtain the maximum educational benefits from the course and cause minimal disruption by irregular attendance.
• Is permitted to take examinations, submit written work for evaluation and participate in assigned group learning activities only if registered for an evaluated audit.
• Is authorized to use the University Library and self-access computer labs on a space available basis.
• Is not authorized to use the University’s medical or recreational facilities (unless it is a case of emergency). Neither Dar Al-Hekma nor the instructor is responsible for the academic progress of any person auditing a course.
Division of Student Affairs

Student Development Department
The mission of the Student Development Office is to provide cultural, social and recreational programs aiming to make the out-of-class experience a part of the total educational process while advancing the institutional mission. Activities such as the celebration of national and international days, fairs, workshops and lectures, as well as trips to serve the community are all designed to promote the social, intellectual and developmental growth of students as individuals and as professionals.

Sports Unit
In accordance with Dar Al-Hekma mission, the Sport Services Office is committed to improving the quality of life for DAH students, faculty and staff as well as encouraging healthy lifestyle choices. This is achieved through a variety of fitness programs and physical activities facilitated by a broad array of fitness facilities including an aerobics room, a gym, and an outdoor basketball court, badminton and table tennis. Training sessions are offered for these activities and more. Fitness classes include stretching, ABS, weights, and jogging.
Indeed, recreational activities serve to strengthen the spirit of teamwork and enhance friendship and social communication among students, staff and faculty.

Social Responsibility Unit
Social Responsibility Unit assists in placing students in a wide variety of community service projects. The Unit serves as a liaison, coordinating community service vacancies available in the community with student interests and capabilities.

Furthermore, the Unit raises awareness about the University’s Social Responsibility initiative in order to increase the number and variety of opportunities available to students.

Social Responsibility Office is committed to develop and enhance the spirit of community service amongst its students. The office serves as a liaison, coordinating community service opportunities available in the community with student interests and capabilities.

Community-service aims to achieve the following goals:
• Develop a spirit of citizenship among students
• Acquaint students with social issues in their community
• Assist students in developing life and cognitive skills that may be used towards creating a CV and choosing a career
• Provide opportunities for students to develop positive relationships with members and organizations in the community
• Develop an environment of collegiality, contribution, and participation among students, Dar Al-Hekma and the community
• Develop self-esteem, communication skills, personal efficacy, personal identity, spiritual growth and moral development

Library
The library is located on the first and second floors. It offers a quiet atmosphere for studying and offers many services to students during University hours. The library offers over 45,000 print books and periodicals which are accessible through an online catalog called WebView. It also supports research through several online databases. The Library provides reference services, study rooms, DVD player, scanners, printers, and photocopiers. Students may borrow books for 14 days and reference material overnight. The library is open Sunday – Thursday from 7:30 am to 5:00 pm, and upon request for special classes.

Counseling and Career Advising
This service helps students adjust to University life in general and to make a smooth and effective transition through their University experience into the world after graduation. Professional individual and group counseling is available to all students on topics such as: adjustment to university, personal concerns, career decisions and stress management. Workshops and information on career topics are also available.

Student counseling is a service wherein a client meets with a trained professional to discuss a troubling aspect of her life e.g. stress, anxiety, neglect, lack of confidence and low self-esteem. The mission of the counseling is to offer a broad range of developmental, educational, and preventative services. Counselors provide the students with the needed support when facing any difficulties that can affect their study and help them find solutions to overcome their problems while ensuring confidentiality and privacy.

Career Placement Services
Career Placement Services, under Student Affairs, provides students with employment/placement and training opportunities, as well as career-oriented workshops to better prepare them for the job market. It aims to accomplish the following:

• Help students develop essential job skills through internal and external employment
• Collect information on internal and external employment opportunities
• Establish and maintain liaison with organizations and schools to promote recruitment visits and to promote students’ employment opportunities

Alumnae Services
The Office of Alumnae Services serves alumnae by keeping them abreast with the University’s development, maintaining an updated database of all alumnae contacts, providing initiations to major University events and allowing access to the University’s resources and facilities. Specifically, the Office of Alumnae Services covers the following areas:
- Secure necessary approvals and produce a newsletter/magazine for alumnae, donors, and friends of the University
- Organize programs for alumnae to come together for fellowship, contact with University officials, and continuing educational programs
- Establish an alumnae organization
- Invite alumnae to take part in all University formal events
- Promote alumnae access to the public

Health Services Center
The Health Services Center provides basic medical and nursing services to all currently enrolled students without any additional charge. Services provided by the Dar Al-Hekma medical doctor include: diagnosis and treatment of minor acute illnesses; management of chronic illnesses; offering first-aid to indoor injuries; consultation about any health problem or follow-up treatment; and referral to private doctors or hospitals when deemed necessary. All laboratory services are outsourced and are therefore at the expense of the student. In addition, the Health Services Center also provides a variety of health literature to students and participates in various health education initiatives. The Health Services Center is open every weekday and clinic is open upon request during weekends to accommodate graduate students. The Center is not a long-term care or major medical service.

In case of medical emergencies that are beyond the nurse’s scope of work, Dar Al-Hekma University will provide a prompt free ambulance transfer from the University to a contracted hospital. A doctor, a nurse, or both will accompany the students in the ambulance depending on the individual’s emergency case. Expenses of all investigations, medical/nursing care and treatment, beyond the incident/accident, will be covered by the student and her family. The University will not be responsible for these costs.

All sick leaves should be processed and approved by the nurse at the Health Center before they are submitted by the student to her respective Department Chair. It is the student’s responsibility to hand copies of the approved medical reports to her instructors and advisor.

Student Identification (ID) Cards and Fingerprint
To gain access to DAH’s premises’ and facilities, students must define their Fingerprints to access the campus, along with a valid ID card to be presented to security officers. Fingerprints or ID cards must be swiped through the security system each time they enter or leave the building (Refer to entering or leaving the university policy). The ID card, which is affixed with a barcode label and the date of enrollment (D.O.E), must also be presented when releasing print jobs, borrowing books or checking educational resources out of the Library Reserve Room. Students are expected to carry their ID card with them at all times. If an ID card is lost, the student must report the incident to the Admissions Office immediately in order to obtain a replacement card. A fee of SR 100 (payable to the Accounting Department) will be charged for lost or damaged ID cards. A student with an ID card that is no longer valid may renew her card at the Admissions Office without incurring a fee. Moreover, if the fingerprint
was not defined correctly in the system, the student must report the incident to the Admissions Office immediately in order to define her fingerprint it in the system. A student with no valid fingerprint and/or ID card will not be able to access the university campus.

Web Services
The University is covered by internet nodes and a Wi-Fi network in most of the internal spaces.

The IT department provides the following services through the internet:
  • Accessing e-mail over the internet
  • Accessing the H-drive for students over the internet
  • Accessing the student portal over the internet
  • Accessing e-mail through PDA

For more information on how to access these services, please refer to the IT Department.

Computer Labs, Internet Access and E-mail
Access to the internet and e-mail service is available to all Dar Al-Hekma University students. In addition to the different program teaching labs, there are computers available for use in the Self-Access labs open from 8:00 a.m. to 9:00 p.m.. It should be noted that this privilege must be used within the established guidelines of the University and not be violated. Students are responsible for checking and reading their e-mails on a regular basis.

Any violation or deviation from the use of the account may result in revocation of access to the University Internet. Violation/deviation may be interpreted as navigation to non-research related sites or to any other site deemed to be immoral or politically incorrect (at the discretion of University management).

Common Room
The Common Room, located on the second floor, provides a cheerful environment with many recreational activities for students to engage in between classes. Whether playing board games such as Boggle, Scrabble, Trivial Pursuit, Billiards or just being with friends, the Common Room is the place to be for relaxation and timeout.

Student Clubs
Each year, new student clubs are formed to match students’ interests. Clubs are run by students under the supervision of one or more faculty members. Currently, the following clubs are offered to students:

- Arabic Journalism Club
- Beauty Club
- Cooking Club
- Debate Club
- Toastmasters Club
- MUN Club
- Drama Club
- FKR Club
- DAH Green Club
- Sports Club
- Saddle-Up Club
- Khomasiyat Al-Hekma Club
- Photography Club
- Law Club
- Poetry Club
- Economics and Finance
- Cheerleading Club

These clubs aim to educate students through exciting activities and to broaden students’ horizons with respect to ethics and religion, literary work, social issues and international culture.

News You Can Use (NYCU)
News You Can Use is a weekly newsletter produced by the Student Development Office. It covers all current and upcoming academic and non-academic events taking place at the University and keeps students informed of recent news and developments.

Food and Beverages
A variety of food services are available during the weekdays. In addition, there are two quick service food stalls available weekdays from 5:00-7:00 PM and weekends during class times. In addition, a number of vending machines located throughout the University for snacks, coffee and soft drinks are stocked.

Student Council
The Student Council enriches the quality of life of the campus community of Dar Al-Hekma University and complements the educational mission of the University through a broad spectrum of quality programs. The President and Vice President of the Student Government, as well as the Representatives from each major are elected by the student body during the Student Government elections held towards the end of the second semester. The Secretary and Treasurer are elected by the Student Government after the first meeting with the new council. Members of Student Council serve as representatives of the student body, exercising leadership in activities affecting the University life and experiences of students at Dar Al-Hekma. Services offered to Graduates by appointment when needed.

On-Campus Student Employment
Opportunities for on-campus employment are available to all Dar Al-Hekma students. The maximum number of hours that a student is allowed to work during the Fall and Spring Semesters is 10 hours per
week and 20 hours per week during the Summer Semester. Students are paid on a monthly basis. A signed time sheet must be submitted to the Accounting Office prior to the payment day. The main objective of the Student Employment Program is to help students learn how to handle work responsibilities. Students will develop good working habits such as being on time, following instructions and taking initiative.

An eligible student employee is defined as:

- A full-time undergraduate student carrying a minimum of 12 credit hours per semester and who is in good academic standing (3.0 GPA). Students, who are in their first semester of study and have not yet earned a GPA, are eligible for employment and are expected to earn a GPA of 3.00 or higher during their first semester in order to continue as a student employee.

- Individuals attending courses through Continuing Education are not eligible for student employment.

Lost and found
Lost and Found is located in the Office of Student Affairs. If you have found something that is lost; please turn it in to the Student Affairs Office so the rightful owner may claim it. An effort will be made to locate owners of all lost items.

Students are cautioned that DAH premises is not a good place for expensive personal possessions such as jewelry and are reminded that lockers are provided for safer storage of personal items. Dar Al-Hekma assumes no responsibility or liability for lost property. Valuables should be protected and saved appropriately. Property that remains unclaimed for one semester will be given to a charitable organization.

Unclaimed items will be given to a charitable organization according to the following classification:
- Items of a personal nature will be kept for a maximum of 2 weeks
- Items of a valuable nature will be kept for a maximum of one semester
- Study-related items will be kept for a maximum of one month
- The policy for lost keys will be applied for any keys that are found

Security Office
The Security Office is recognized as the primary campus office responsible for providing security services for students, faculty, staff and campus visitors.

It is the policy of Dar Al-Hekma University to report all unacceptable activity to the Security Office by reporting incidents directly to them or to the Students Affairs Office. All violations or potential violations that are reported to the Security Office will be forwarded to the Purchasing and Support Services Director and the Dean of Students.
Student Rights and Responsibilities
The policies, procedures and regulations governing the conduct of students attending Dar Al-Hekma University are published in the Student Handbook. Copies of the handbook are available from the Student Development Office and/or the University Store. It is the responsibility of the student to be aware of these policies.

Student Rights
Learning is maximized in a setting rich with opportunities for discourse and free expression of ideas and questions. Dar Al-Hekma University is a community of students and faculty committed to active engagement in teaching and learning. The University encourages free inquiry and free expression within the recognized boundaries of Islam. To ensure maximum realization of teaching and learning, Dar Al-Hekma University provides the following important educational rights to student; the student has the right to:

- An environment free from discrimination
- An environment free from harassment
- Participation in her own education
- Open academic discourse with faculty and other students
- Instruction from competent and qualified faculty
- Access to all her evaluated, written work
- Treatment in a civil manner by faculty, staff and other students
- Reasonable privacy of her official records
- Reasonable access to her official records
- Free interaction with faculty and other students
- Equal access to all University facilities, learning resources and support services (this applies to all students including those with special needs)

Student Responsibilities
The opportunity to attend Dar Al-Hekma University is a privilege which comes with certain obligations to preserve the community and develop one’s self. Below is a list of responsibilities of all students who are part of Dar Al-Hekma University; the student is expected to:

- Meet and fulfill the Islamic code of conduct
- Respect the constituted authority of school officials
- Be truthful in all her interactions at the University
- Respect the rights of others in the campus community
- Respect and protect the property of other individuals and of the University
- Be responsible for her own education
- Attend classes
- Respect academic deadlines
- Meet her financial obligations and complete her work in a timely and satisfactory manner
• Actively participate in curricular and extracurricular activities
• Follow the safety rules and regulations of the University
• Follow the dress code of the University
• Be responsible for knowing and following the academic rules and regulations of the University including the requirements for graduation

Discipline
Dar Al-Hekma University attempts to provide students with an environment that is conducive to academic learning and individual growth. Accordingly, high standards of student conduct and responsibility must be maintained. Categories of misconduct, disciplinary procedures and disciplinary sanctions are defined in the Student Handbook.

Grievance Procedures
A grievance is defined as an allegation by a student that she has been treated with substantial unfairness by another student, faculty or staff member. Resolutions of such matters usually have their basis in University regulations. The procedures governing submission of a grievance, investigation and appeal are as follows:

A. Informal Resolution
The student communicates (verbally or in writing) her concerns to the person alleged to have caused the grievance. The student may seek support from the Student Counselor (if needed). If the student is not satisfied with the informal resolution, she may submit a written grievance to the Office of Student Affairs (not later than 45 calendar days from the grievance incident). Furthermore, a student is under no obligation to go through the informal resolution process if she prefers not to and may resort to the formal resolution procedure directly. Once the Office of Student Affairs receives the written grievance, it will be forwarded to the concerned division.

B. Formal Resolution
The Dean of the concerned division appoints in writing an impartial fact-finding panel of up to 3 persons to investigate all the issues related to the grievance with the terms and conditions of the investigation. The appointed grievance panel performs an investigation and submits a written report to the concerned Vice Dean that includes any facts and conclusions made. The Dean must then submit a written decision within 10 days from receipt of the Panel’s Report to both the student and the alleged person that has caused the grievance with explanations of any decisions taken and/or remedial actions.

C. Appeal of Formal Resolution
If the student is not satisfied with the formal resolution, she may appeal the decision by submitting a written appeal to the University President within 15 days of the written decision. The President takes further investigative actions or delegates another authority on her behalf to do
so. A written decision is submitted to both the student and the alleged person that has caused the grievance, within 15 days of receipt of the appeal.
Hekma School of Business and Law

Master in Business Administration (MBA)

Vision:
Our vision is to provide world class, professional business education, skills and research for women in business.

Mission
Our mission is to develop high quality skills and knowledge in leadership, entrepreneurship, innovation management and ethics to advance local businesses, society and the national economy.
# MBA Plan of Study

## Pre-MBA

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<thead>
<tr>
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Course Descriptions

Core Courses

MBAC 6301  Managerial Accounting  3 (3, 0)
This course provides an overview of the fundamentals of managerial accounting. Emphasis is placed on understanding how cost data are accumulated and used. It also explains how information derived from accounting systems is used for decision making. Students will be exposed to cost analysis, budgeting, management control and evaluation. All these topics are discussed in relation to the Saudi business environment.

MBEC 6301  Managerial Economics  3 (3, 0)
Managerial Economics is a discipline concerned with the achievement of managerial goals in a way that makes the most efficient use of scarce resources. This course will teach students how to practically apply economic principles to management decisions within organizations. This course aims to provide students with an advanced awareness of the external business environment of organizations, as well as familiarize them with value creation internally. The course integrates several economic principles and concepts with typical issues that managers face in decision making in local and international contexts.

MBFN 6301  Managerial Finance  3 (3, 0)
The Managerial Finance course will enable students to relate the financial tools covered in the Corporate Finance course to scenarios by incorporating theory and practical application. Students, acting as financial decision makers, will practice making financial decisions in uncertain and volatile real world scenarios. The course will familiarize students with qualitative and quantitative tools and financial models to help them in analyzing financial issues and situations and making effective decisions.

MBMK 6301  Marketing Strategy  3 (3, 0)
This course develops the concepts and skills necessary to formulate and implement marketing strategies. It emphasizes how to put these basic elements of marketing into practice in a strategic way. Topics covered include industry analysis, R&D decisions, product development, strategic pricing, product line management, resource allocation decisions, market diagnostics, understanding customers, and managing customer loyalty and customer relationships.
The major focus of this course will be on understanding human behaviour in organizational settings and designing processes that maximise employee performance. Emphasis will be on identifying, understanding, and predicting the causes and consequences of human behaviour in organizations, for example, how the individual affects and is affected by the structure of the organization; how reward structures and leadership processes are related to organizational goals; and how all of these and other factors impact on managerial effectiveness in the organization. This course will also focus on the role of organizational structure, design and external environmental factors in determining an organization’s success.

This course addresses practical skills for global managers. It examines common issues and best practices for managing a global workforce as well as relations with customers and partners. Generic cross-border management issues are discussed and then applied to specific skill areas, including establishing credibility, building relationships, obtaining information, evaluating people, giving & receiving feedback, training & development, meeting management, sales & marketing, negotiation, and conflict resolution. Beyond such person-to-person skills, global organization development and consulting skill areas such as multicultural team building, knowledge transfer, innovation, and change management are also covered. Geographical examples are drawn from Asia, Europe, Russia, the Middle East (with emphasis on Saudi Arabia), Latin America, and North America.

This course provides students with a broad understanding of strategic management concepts and theories, and their importance to the organization, industry and society. It exposes the students to the analyses, decisions and actions an organization undertakes in order to create and sustain competitive advantage. It provides an insight into how firms can operate successfully in a complex global economy, in terms of analyzing the environment and defining goals and analyzing organizations for strategic decision-making. Besides explaining the concepts, the course uses case analyses. All these topics are discussed in relation to the Saudi business environment.

The course addresses the key challenges facing a startup venture ranging from opportunity recognition and assessment, strategic positioning and business model selection to marketing, sales, financing, venture capital, assembling the venture team, and harvesting alternatives. The course gives the student an understanding of both the theoretical and real-world tools used by today's entrepreneurial business leaders in achieving success in today's global business environment. The course also explores
aspects of entrepreneurship including writing business plans, making investor presentations, and bringing the company to life.

**MBRM 6301 Research Project**

3 (0, 6)

Students will undertake a research project related to a core or elective course on a topic of their choice, subject to approval from their Advisors/ Course Instructors. This will need to be submitted by the end of the third semester.

**Elective Courses**

**Accounting Cluster**

**MBAC 6302 Cost Management Systems**

3 (3, 0)

The Cost Management Systems course builds on the foundations of strategic management, budgeting and cost analysis to introduce students to a range of new cost management tools that can enable an organisation to become more competitive in an increasingly cost-oriented marketplace. The aims of this course are to help students apply strategic cost management principles to organisations using exercises, discussions and case studies. Students will learn how the management accountant’s integrative role involves considering the organisation’s strategy, as well as financial and non-financial information to make effective decisions.

**Economics Cluster**

**MBEC 6302 Energy Economics**

3 (3, 0)

This course promotes an understanding of energy economics through an examination of the economics of natural and energy sources, their interaction with each other, with the environment and with the rest of the world. This course will provide students with an overview of the fundamentals of energy-related economic issues and theories; the interrelationship between energy, economics and the environment; and issues in energy policy. This course aims to demonstrate and develop students’ ability in applying economic tools to make decisions in energy and environmental planning.

**MBEC 6303 International Trade**

3 (3, 0)

This course addresses an extensive range of topics related to trade in the international environment. Students will be presented with theoretical models and empirical studies, and will have to analyse their relevance to real world practices, as well as compare and contrast their strengths and weaknesses. Students will first be familiarized with fundamental economic concepts, then analyse theories of trade; foreign exchange
mechanisms and controls; the protectionism versus free trade debate; and the regionalization of trade. This course also aims to encourage students to engage in critical and academic analysis of the theoretical and empirical issues related to the impact of trade on developing countries and economic growth.

**Finance Cluster**

**MBFN 6302 Financial Policy**

This course aims to teach the students how to apply the concepts, skills, tools and techniques acquired in finance and other business courses to real finance problems by setting, among other things, appropriate financial strategies and policies. The course utilizes the case method of instruction introducing students to a range of companies operating in a variety of settings and industries. Some of the topics that students will cover include the management of working capital, long-term financing, valuation, investment and risk management.

**MBFN 6303 International Finance**

This course provides the foundation of financial management of organizations operating in a multinational setting. The course will cover the determination of foreign exchange rate, valuation of various international financial assets and definition and hedging of international financial risks. All these topics are discussed in relation to the Saudi business environment.

**MBFN 6304 Investment Analysis**

This course aims to equip students with the skills and competencies necessary for understanding, analysing, and applying the concepts and theories of investment. The students will understand the return-generating process of assets, including stocks, bonds, and the basic form of derivatives, and will be able to recognize how various assets can be combined to form efficient portfolios within the mean-variance framework. All these topics are discussed in relation to the Saudi business environment.

**MBFN 6305 Bank Management**

This course introduces students to commercial banks and their services; the environment in which they operate; and the way in which they are managed. It also familiarizes students with the management theory and practice relevant to banking institutions; their lending policies, investment policies, liquidity and capitalization, and interest policies. This course uses cases in order to provide students with a better understanding of how to apply the theoretical concepts to practical examples. All the above topics will be discussed in relation to the Saudi business environment.
MBFN 6306  Real Estate Management  3 (3, 0)

Using financial and economic principles, this course is an introduction to real estate investment, real estate finance, urban real estate economics, and real estate evaluation. It discusses the fundamentals of real estate investment analysis, including elements of mortgage financing and taxation by using a project analysis. The course further applies standard tools of finance and economics to real estate investment, real estate finance, urban real estate economics, and real estate evaluation. The course also examines the relationships among real estate activity, the macroeconomic environment, housing market activity and urban land markets. Other topics include portfolio and real estate investment decision-making, the growing importance of real estate in the international economy, the boom-bust real estate cycles, "green" building, and instruments hedging real estate risk.

Management Cluster

MBOM 6302  Supply Chain Management  3 (3, 0)

Supply Chain Management (SCM) involves the management of flows of materials and information among all of the firms that contribute value to a product: from the source of raw materials to the end customers. Elements of SCM are practiced in many functional areas of business: marketing, finance, financial accounting, organizational behavior and human resource management, management information systems, statistics, operations research, and operations management. This course integrates these different perspectives to develop a broad understanding of how to design and manage a supply chain. This course focuses on effective supply chain strategies for companies that operate globally, with emphasis on how to plan and integrate supply chain components into a coordinated system.

MBMK 6305  Brand Management & Strategy  3 (3, 0)

This course explores product, service, and enterprise-wide brand building and management. The course is structured along the daily responsibilities and challenges faced by professional brand managers. The program of study provides experience with proven strategies and tactics for building successful brands in the competitive marketplace, the decisions and options faced by brand managers, the tools to effectively manage brands, and the lessons learned by brands that have failed. The course explores topics such as: strategic targeting, constructing compelling brand platforms, brand portfolio management, brand equity building, online branding, global brand building, metrics and measurements, and integrated marketing communications.
MBMG 6305  Management Information Systems  3 (3, 0)

This course examines innovation in the firm with a special emphasis on frameworks for recognizing and capitalizing on technological change. It familiarizes the students with the key opportunities and challenges represented by technological innovation. By examining successful and unsuccessful business strategies where technology is part of the firm’s innovation mix, a framework is developed for understanding the challenges of technology in business decision-making. The course develops structures for business decision-making at both small entrepreneurial businesses and established global enterprises. Emphasis is placed on the special requirements for creating and executing business strategy in a setting of rapid technological change. Examples will be drawn from a wide variety of businesses, including manufacturing firms, software firms, and service organizations.

MBMG 6306  Global Strategy  3 (3, 0)

This course focuses on the delineation of the business policies of a firm engaging in cross-border transactions, as well as the development and implementation of a strategy that will enable the firm to achieve its cross-border objectives. The course discusses the differing political-economic context of host nations in which multinational enterprises compete and how these differing contexts affect the formulation of a strategy. Furthermore, the course emphasizes how “culture” is more important for a firm competing across borders. When borders are crossed, not all consumers behave in the same way or respond in similar ways to given market signals. Accordingly, to succeed, the manager of a cross-border enterprise must have an appreciation of the politics, economics, and cultures of the various countries in which it operates.

MBMG 6307  Power and Politics  3 (3, 0)

This course is about the art and science of influence in organizations. In this course, students will learn that organizations are fundamentally considered as political entities, and power and influence are key mechanisms by which things get done. They will also be introduced to how it is important for managers to be able to diagnose organizational politics in order to form and implement new strategies. In addition, students will be exposed to how an astute manager can anticipate moves that others will make, how to block or avoid them when they have undesirable consequences, and how to help these moves succeed when their consequences are beneficial. This course will enable student to: diagnose the distribution of power in organizations; identify strategies for building sources of power; develop techniques for influencing others; and understand the role of power in building cooperation and leading change in an organization.

MBMG 6308  Leadership  3 (3, 0)

The course focuses on the importance of outstanding leadership as it is the core of any successful business. It develops an understanding of the theory and practice of leadership.
in various organizational settings and gives students the opportunity to develop their own leadership skills. It also examines the essence of leadership at multiple levels within the organization - from the first line manager to the CEO. This course will allow students to understand the difference between managers and leaders; learn the characteristics of superior leadership; the tools available to a strategic leader; and how students can achieve the highest level of leadership potential. By the end of the course, the student will have developed a deeper appreciation of the concept of leadership, be better able to identify leadership characteristics in others, and will have developed an honest assessment of the student’s own leadership potential.

MBMG 6309   Human Resource Management 3 (3, 0)

This course addresses “the internal strategy of the firm” which clearly explains how a firm can achieve a competitive advantage through strategic management of its human resources. Topics covered include the design and implementation of systems of incentives; systems for compensation and rewards; systems for attracting, hiring, training, developing, evaluating, promoting, and retaining employees; succession planning; and workforce planning.

MBMG 6310   Managing Innovation and Change 3 (3, 0)

This course identifies the sources of innovation success and failure inside corporations, and how companies can develop and sustain a capability to innovate. Students will learn how to overcome challenges that face any corporate leader to effectively stimulate innovation in an organization. They will further become familiar with different organizational change strategies and how to successfully manage the changes required to make those innovations pay off.

MBMG 6311   Business Ethics and Social Responsibility 3 (3, 0)

This course introduces ethical issues and dilemmas which arise in business contexts. It provides ethical concepts and frameworks that are relevant to resolving ethical problems. Areas covered are ethics in business, ethical dilemmas facing individuals within organizations, ethical issues for organizations, and ethical safeguards. This course will make use of case studies to illustrate the dilemmas that managers often have to face in the business environment.

MBMG 6312   Healthcare Management 3 (3, 0)

This course provides students with a systematic overview of the Saudi Arabian health care system and its management challenges. Students will understand the structure, financing, and special properties of health services delivery. They will apply social science theory and research findings to the understanding of the problems of healthcare in Saudi
Arabia. Importantly, they will become expert in one sector within the health system. Students will gain insights into the management and policy issues that drive efforts to reform the health services system in Saudi Arabia.

**MBMG 6313 Non-profit Management 3 (3, 0)**

The course identifies the important role that the nonprofit sector plays to overcome some of the world’s greatest challenges. It familiarizes students with the basic business workings of nonprofit organizations - the economic, social and political environment in which they operate. The course discusses the strengths, opportunities, and challenges within the nonprofit sector, major functional areas, and jobs and volunteer opportunities in nonprofit organizations. This course prepares students to found, lead, manage, and govern nonprofit organizations. Taking the perspective of a nonprofit CEO/executive director or member of the governing board of directors, students learn topics that are critical to nonprofit performance: organizational mission, governance and accountability, multiple constituencies, alliances, strategic planning, nonprofit financial management, nonprofit marketing, fundraising and other resource development, performance measurement, and leadership.

**MBMG 6314 Business Negotiations and Conflict Resolution 3 (3, 0)**

Negotiation is the art and science of securing agreements between two or more interdependent parties. This course provides hands-on experiential learning and theory designed to improve negotiation skills in a variety of settings. It also examines how individuals, groups, and organizations behave in potentially competitive situations. Partial objectives of the course include experiencing the negotiation process; improving ability to negotiate effectively; improving ability to analyze negotiation situations; developing a strategic plan for effective negotiation; gaining an intellectual understanding of negotiator behavior; and gaining confidence as a negotiator. A basic premise of the course is that while a manager needs analytical skills to develop an optimal solution to a problem, the manager also needs a broad array of negotiation skills in order for the solution to be accepted and implemented.

**Marketing Cluster**

**MBMK 6302 Global Marketing Strategies 3 (3, 0)**

This course focuses on the design and implementation of marketing strategies in international markets and examines the opportunities and challenges faced by a Multi-National Company (MNC) operating in the global marketplace. The course highlights the challenges faced by a MNC in managing global brands and new product introductions across regions where cultural and market diversity conflict with the desire for global
consistency. The course’s topics include the strategic decisions an MNC faces when selecting the sequence in which to enter foreign markets, the selection and management of various types of strategic alliances between an MNC and local companies, the integration of international marketing strategies with other functional strategies, formulating and managing headquarter-subsidiary relationships, and frameworks for identifying risks and rewards across countries and regions.

**MBMK 6303  Consumer Behavior  3 (3, 0)**

This course is about how customers think, feel, and make decisions in the market place. It introduces students to tools which companies can employ to learn about consumers. It further provides an overview of how the acquired information can be used to modify the marketing mix in an effort to increase competitiveness and to develop a customer focus. This course familiarizes students with a systematic approach on how consumers perceive information, how they encode it in memory, integrate it with other sources of information, retrieve it from memory, and utilize it to make decisions.

**MBMK 6304  Integrated Marketing Communications  3 (3, 0)**

Integrated Marketing Communication (IMC) teaches the skills needed for researching, planning, creating, and executing integrated marketing communications, with the goal of optimizing and coordinating all communication tools and tactics undertaken in aid of a brand or a marketing program. The course heavily emphasizes the ability to effectively evaluate a marketing communications plan once it has been proposed by an agency. The course also examines macro-issues, such as the ways in which culture shapes advertising, and the ways in which advertising shapes culture.

**MBMK 6305  Brand Management  3 (3, 0)**

This course explores product, service, and enterprise-wide brand building and management. The course is structured along the daily responsibilities and challenges faced by professional brand managers. The program of study provides experience with proven strategies and tactics for building successful brands in the competitive marketplace, the decisions and options faced by brand managers, the tools to effectively manage brands, and the lessons learned by brands that have failed. The course explores topics such as: strategic targeting, constructing compelling brand platforms, brand portfolio management, brand equity building, online branding, global brand building, metrics and measurements, and integrated marketing communications.

**MBMK 6306  Managing New Product Development  3 (3, 0)**

The course focuses on managing the process of developing a new product or new service – from product definition through first-pass prototype. It familiarizes the students with
the techniques and processes for collecting customer and user needs data, prioritizing that data, developing a product specification, sketching and building product prototypes, and interacting with the customer during product development. The course culminates with a college-wide “trade show” where each group of students has a booth that displays its new product or service.

MBMK 6307  Marketing Research  3 (3, 0)

The course examines research methodology and implementation in marketing. Topics covered include: evaluating alternative research designs, including focus groups, surveys, and experiments; designing a research study – from deciding sample size, and sampling method to questionnaire design; and analyzing data using statistical techniques. At the conclusion of the course, students will learn how to decide whether to conduct market research, what market research to conduct, how to conduct it, how to analyze the data collected, and how to draw conclusions from the analyses.

Operations Management Cluster

MBOM 6301  Operations Management  3 (3, 0)

This course provides the students with a comprehensive framework for addressing operational process issues in a realistic and practical approach. It addresses the importance of the use of the process flow approach to operations and its support to managers. The course further emphasizes how managers can use this approach to design and control business processes to increase profitability and decrease costs for the organization. It also presents a survey on the problem sets in industry as well as providing solved problems and step by step worked examples.

MBOM 6302  Supply Chain Management and Logistics  3 (3, 0)

Supply Chain Management (SCM) involves the management of flows of materials and information among all of the firms that contribute value to a product: from the source of raw materials to the end customers. Elements of SCM are practiced in many functional areas of business: marketing, finance, financial accounting, organizational behavior and human resource management, management information systems, statistics, operations research, and operations management. This course integrates these different perspectives to develop a broad understanding of how to design and manage a supply chain. This course focuses on effective supply chain strategies for companies that operate globally, with emphasis on how to plan and integrate supply chain components into a coordinated system.
Electives for MBA

Islamic Finance Concentration

**MBIF 6301  Fiqh Al-Mu‘amalāt (Jurisprudence of Transactions)  3 (3, 0)**

This course aims at covering various aspects relating to the foundational concepts, principles and contractual arrangements of financial transactions in Islamic Shari‘ah. First, it provides a comprehensive introduction to important matters such as main tenets that govern the operations of financial transactions, and the Islamic perspective on wealth (Māl) and ownership (Al-Milikiyyah). Second, the course, also, covers the theory of contract in Islamic Law, some prohibitions like Riba (Usury or interest), Gharar (Alea or excessive risk) and Qimār (Gambling, speculation, and Games of chance). Third, the course will explore permissible and impermissible sales as discussed in classical texts and covers some contemporary applications of these contracts.

**MBIF 6303  Reporting of Islamic Financial Transactions  3 (3, 0)**

This course is designed to introduce students to accounting and accountability concepts from the Qur’an and Sunnah. It covers areas such as Islamic accounting, the limitations of conventional accounting, a review of Islamic financial contracts and their uses by Islamic banks. Students will be exposed to the accounting of financial transactions and reporting by Islamic Financial Institutions (IFIs) as well as the accounting of Mudharabah, Musharakah, Murabaha and Ijara, Salam, Istisna, BBA, Zakat, Takaful and Sukuk. The course will show the students the difference between the financial statements of Islamic and conventional banks. Other issues in Shariah accounting and auditing in IFIs will also be presented.

**MBIF 6303  Islamic Insurance (Takaful)  3 (3, 0)**

This course aims at covering theoretical and practical approaches to Islamic insurance (Takaful). The course explores Shari‘ah principles and contractual arrangements that suit the nature of insurance business. Through this exploration major objection to conventional insurance will be identified and discussed. The course will, also, discuss and analyze proposed models for Islamic insurance and some of their applications in different countries; with particular reference to the Saudi Market to explore its current state and potential for future expansion.

**MBIF 6304  Islamic Economics  3 (3, 0)**

This course will cover the fundamentals and principles of Islamic economics. It will identify the rationale of Islamic economics in connection with worldview to economics to reflect comparison with conventional economic. Development and trends in Islamic economics and banking and its implications will be addressed.
MBIF 6305  Islamic Financial Markets  3 (3, 0)

The Course aims at giving students specialized knowledge about the economical, organizational and regulatory aspects of Islamic Financial Markets. Difference and similarities between conventional and Islamic financial markets are displayed. The use of “interest rate” as a bench-mark in some Islamic financial transactions is discussed with view of finding the Islamic alternative. The course deals with risk-management techniques adopted by institutions selling Islamic financial products. Islamic capital market occupies central part in the course focusing on investment certificates, common stock and sukuk. Besides, Islamic arguments about derivatives, trade in debt, and practice of hedging are reviewed and evaluated. Last, the course deals with rationales and techniques of Islamic financial markets regulations, with special attention to monetary stability target and role of the central bank.
Masters of Arts in International Relations (MAIR)

Vision:

Our vision is to become the leading graduate school in Saudi Arabia for aspiring female leaders, diplomats and managers in international relations.

Mission:

Our mission is to graduate female scholars and professionals with a local and global viewpoint of the increasingly complex and challenging world of international affairs, Law and diplomacy.
## MAIR Plan of Study

### Year One

#### Semester One

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>3</td>
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<tr>
<td>INTR 6302</td>
<td>Core: International Organizations</td>
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<tr>
<td>INTR 6303</td>
<td>Core: International Law</td>
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#### Semester Two

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<tr>
<td>INTR 6304</td>
<td>Core: Comparative Politics</td>
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<tr>
<td>INTR 6305</td>
<td>Core: Fundamentals of Economics</td>
<td>3</td>
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<tr>
<td>INTR 6306</td>
<td>Core: Research Methodology and Statistics</td>
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<tr>
<td>INTL 6304</td>
<td>Core: Processes of International Negotiations</td>
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### Year Two

#### Semester One

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<td>INTR 6312</td>
<td>Core: Research Project</td>
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**TOTAL** 42
### Concentration I: International Law (offered from 2015)

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<td>INTL 6301</td>
<td>Comparative Legal Systems</td>
<td>3</td>
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<td>INTL 6302</td>
<td>Human Rights Law</td>
<td>3</td>
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<tr>
<td>INTL 6303</td>
<td>International Trade</td>
<td>3</td>
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<tr>
<td>INTL 6305</td>
<td>Elements of International Environmental Policy</td>
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### Concentration II: International Economics (offered from 2014)

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<td>Survey of International Economics</td>
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<td>INTE 6302</td>
<td>International Macroeconomics</td>
<td>3</td>
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<tr>
<td>INTE 6303</td>
<td>Topics in International Economic Issues</td>
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<td>INTR 6309</td>
<td>Development Economics</td>
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<td>INTL 6303</td>
<td>International Trade</td>
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### Free Electives

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<tr>
<td>INTR 6308</td>
<td>The Art and Science of Statecraft</td>
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<tr>
<td>INTR 6310</td>
<td>Force and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>INTR 6307</td>
<td>Foreign Policy in the Arab World</td>
<td>3</td>
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</table>
Course Descriptions

Semester 1

INTR 6301 Theories and Concepts in International Relations (3,0)
This course is a broad introduction to the study of international relations (IR). Students are acquainted with major theories and concepts in preparation for additional courses in the international relations subfield of political science. Students learn about the nature of the international system, the origins and consequences of major wars, the dynamics of coercion, international institutions and the problem of cooperation, the interaction of domestic and international politics, the role of ideas and norms about sovereignty, military intervention, and human rights; state failure, terrorism; nuclear proliferation; global reactions to United States hegemony, and the future of international politics.

INTR 6302 International organizations (3.0)
This course examines international organizations in both theory and practice. It carefully examines various international organizations, considering their historical origins, ostensible functions, the international and domestic political forces that impact their operations, and their effectiveness. Students learn contending theories of international organizations, and then investigate practical applications in the areas of global and regional governance, collective security, and functional cooperation across a variety of realms.

INTR 6303 International Law (3,0)
International law may be defined as the rules, principles, and norms that govern relations between states. This course is an introductory survey of international law and its role in international politics. In the process, central questions such as the effectiveness of international law in providing international order and reducing conflict, and the relationship between international law and state sovereignty, will be addressed.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>INTR 6304</td>
<td>Comparative Politics (3,0)</td>
<td>This course presents an overview of comparative political systems throughout the world, and introduces students to the basic concepts and methods of comparative politics. The course provides for discussion of key concepts and theoretical issues, as well as case studies. Students learn about diverse governments, role of government, political culture, state formation, democratization, communism and other forms of governments.</td>
</tr>
<tr>
<td>INTR 6305</td>
<td>Fundamentals of Economics (3.0)</td>
<td>The purpose of this course is to lay the foundation for the understanding of economics through introducing the students to the basic analysis, such as supply and demand, market structure and economic growth, used by economists to understand microeconomic decision making and the functioning of the macroeconomy.</td>
</tr>
<tr>
<td>INTR 6303</td>
<td>Research Methodology and Statistics (3,0)</td>
<td>This course examines international organizations in both theory and practice. It provides contending theories of international organizations, and different methodologies used in international relations research. It serves as an introduction to the fundamental tools of research methodology in international relations. It includes comparison between qualitative and quantitative research, hypotheses testing, correlation coefficient and regression analysis. Students investigate practical applications in the areas of global and regional governance, collective security, and functional cooperation across a variety of realms.</td>
</tr>
<tr>
<td>INTL 6305</td>
<td>Processes of International Negotiations (3,0)</td>
<td>This course provides an overview of negotiation theories and practices of international importance – bilateral, regional and multilateral. The emphasis is on different approaches to understanding what drives negotiation process and explains the outcome. The course examines not only the official negotiation process but also the important functions of pre-negotiation and post-agreement negotiations concerned with implementation and compliance. Case studies and examples from different issue areas are used to learn more generally about contemporary international negotiations: its features and many faces, its limitations and possibilities for greater effectiveness.</td>
</tr>
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</table>
**Semester 3: International Law Concentration**

**INTL 6301  Comparative Legal Systems (3,0)**

This course provides students with a basic understanding of the two principal legal traditions of the world—the common law and the civil law traditions—and of the Islamic tradition which has taken on increased significance in recent years. In addition, it will offer one class providing and overview of the Chinese legal system in light of China’s increasing importance in the world.

The course is intended for professionals who will come into contact with foreign law in their work as diplomats, international civil servants, business executives, and lawyers. Students in the course will study the historical evolution of all three traditions in comparative perspective.

The course will provide an exposure to the legal systems of France and Germany, which are the “cradle” systems of the civil law tradition and to the legal systems of the United States and the United Kingdom which are the common law counterparts. Students will then use the comparative skills which they have acquired in the study of these traditions in an examination of the institutional structure of European law and of the application of Islamic Law in selected countries.

**INTL 6302  Human Rights law (3,0)**

This course offers philosophical, legal, and political perspectives on human rights. After a short historical introduction to international human rights, it surveys international human rights treaties, courts, and institutions. Next it turns to topics in human rights theory, covering some contemporary philosophical theories of human rights. It also explores some human rights problems and controversies such as economic and social rights, group rights, and cultural relativism.

This is an introductory survey course on international human rights law and procedures, which will include detailed consideration of global, regional, and national mechanisms for the protection of human rights.
INTR 6306  International Trade (3,0)
This course introduces the fundamentals of international trade in the context of the World Trade Organization (WTO). It focuses on the effects of trade agreements and institutions on policy at national, international and global levels, with emphasis on emerging issues of trade. It further examines the conflicts and convergence of trade policies at the international level in accordance with WTO rules. This course also exposes students to assessing international trade and related issues in negotiations at regional and international levels.

INTL 6304  Elements of International Environmental Policy (3,0)
In the Millennium Development goals and at the World Summit on Sustainable Development in Johannesburg in 2002, governments recognized that they alone cannot bring about sustainable development, and called upon the private sector and non-governmental actors to assist in meeting those goals. In fact, they were simply responding to the reality that non-governmental interests were already in many cases ahead of governments in innovating and implementing some of the Rio goals. This course will explore how this New Diplomacy functions in a complex interaction among many state and non-state actors.

Semester 3: International Economics Concentration

INTE 6301  Survey of International Economics (3,0)
The purpose of this course is to introduce students to the two major branches of international economics: Trade Theory and International Finance. Students develop an understanding of financial relations and macroeconomics forces and how they shape patterns of international trade, through application to empirical literature.

INTE 6302  International Macroeconomics (3,0)
The purpose of this course is to develop the models relating to international macroeconomics first introduced in the Fundamentals of Economics. This course provides students with the conceptual framework that is required to understand the implications of countries’ current account imbalances; to identify the factors that determine the volume and composition of international capital flows; to
interpret exchange rate fluctuations; and to assess the scope for monetary and fiscal policy in open economies

**INTE 6303  Topics in International Economic Issues (3,0)**

This course covers key topics of current research and developments in international economics. The course presents significant opportunities to analyse and discuss important issues and trends in the global economy. The course focuses on the study and implications of these issues for various countries and regions around the world.

**INTR 6306  International Trade (3,0)**

This course introduces the fundamentals of international trade in the context of the World Trade Organization (WTO). It focuses on the effects of trade agreements and institutions on policy at national, international and global levels, with emphasis on emerging issues of trade. It further examines the conflicts and convergence of trade policies at the international level in accordance with WTO rules. This course also exposes students to assessing international trade and related issues in negotiations at regional and international levels.

**Semester 4**

**INTR 6311  Internship  (3,0)**

Continuous and direct communication and meetings between academic and field supervisors of the internship discussing the best practices and methods to improve the implementation of the internship.

**INTR 6312  Research Project  (3,0)**

The aim of this course is to clarify the process of writing an international relations master’s research and provide practical instruction for students. The course aims to enhance an understanding of the processes involved in conducting research and writing a research project. Students are exposed to a variety of approaches, some reflecting different disciplines, and others reflecting the preferences of different theorists.
Free Electives

INTR 6308  The Art and Science of Statecraft (3,0)
This course looks at foreign policy through the lens of Statecraft. Statecraft is the art of communication between state entities to promote foreign policy. Best practices and examples of the art and science of foreign policy making are examined, and how different options affect short and long term goals.

INTR 6310  Force and Strategy (3,0)
This course provides an overview of the role of armed force in international politics. It examines the circumstances under which states and non-state actors use force or the threat of force to advance their interests and enhance their security. The course has two objectives. First, it introduces students to some of the theories and concepts that form the basis of security studies as a distinct subfield of international relations (IR). Second, it examines some current security challenges for the Gulf States and other states.

INTR 6307  Foreign Policy in the Arab World (3,0)
This course investigates the domestic and external factors that influence foreign policy decisions reached by Arab governments. Students study the input and output factors of foreign affairs and then evaluate the applicability of various international relations theory approaches (balance-of-power, domestic politics, political culture, etc.) in understanding how Arab states actually practice foreign policy.
Hekma School of Education and Health Sciences

Master of Science in Speech-Language Pathology (MSLP)

Vision:

Our vision is to ensure that every person with a communication disorder has access to high quality services by well-educated professionals.

Mission

The master’s degree program in speech-language pathology is designed to provide students with the knowledge and skills required for competent clinical service delivery to children and adults in Arabic and English. Through classroom lectures, discussions, seminars, debate, case studies, and problem solving, students will develop competence in evidence-based speech-language pathology service delivery in a variety of settings, including hospitals, clinics, schools, research centers, and telepractice. Instruction and clinical supervision will be provided by ASHA-certified Arabic and English-speaking professionals from Saudi Arabia and the United States. Graduation from this comprehensive program will lead to certification by the Saudi Council for Health Professions and eligibility for certification from the Council of Clinical Certification of the American Speech-Language-Hearing Association.
### MSLP Plan of Study

#### Year One

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<th>Course Code</th>
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<td>Oral &amp; Written Language Disorders</td>
<td>3</td>
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<tr>
<td>CSCD 6302</td>
<td>Advanced Research Methods</td>
<td>3</td>
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<tr>
<td>CSCD 6303</td>
<td>Autism Spectrum Disorders</td>
<td>3</td>
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<tr>
<td>CSCD 6101</td>
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<td>AE 6301</td>
<td>Advanced Aural Rehabilitation</td>
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<tr>
<td>CSCD 6201</td>
<td>Medical Aspects of Speech-Language Pathology</td>
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<td>CSCD 6304</td>
<td>Phonological Disorders</td>
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<tr>
<td>CSCD 6102</td>
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<td>CSCD 6103</td>
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<td>Aphasia &amp; Cognitive Disorders</td>
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<td>CSCD 6308</td>
<td>Craniofacial Anomalies</td>
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<td>CSCD 6202</td>
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<td>CSCD 6000</td>
<td>Preparation for Praxis Examination</td>
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**Summer II (Optional)**

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**Total Credit Hours for Graduation**

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<td>Pediatric Feeding and Swallowing Disorders</td>
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<tr>
<td>CSCD 6206</td>
<td>Early Intervention</td>
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Program Major Courses

CSCD 6301  Oral & Written Language Disorders  3 (3,0)
Oral and Written Language Disorders in Children & Adolescents is a graduate level course that provides students the skills for making the connection among skills in listening, speaking, reading and writing. Knowledge in the theories, characteristics, etiologies, diagnosis, treatment and research on the topic will be acquired.

CSCD 6302  Advanced Research Methods  3 (3,0)
The purpose of this course is to provide students with an understanding of evidence-based practice in the field of Speech-Language Pathology by studying research methodology as framed within the context of the World Health Organization’s International Classification of Functioning, Disability, and Health (ICF) model. Students will develop the proposal for the master’s thesis.

CSCD 6303  Autism Spectrum Disorders  3 (3,0)
To increase the knowledge and skills of persons training to become speech-language pathologists in the areas of: (1) informal and formal methods of assessing the speech, language and communication skills of individuals with autism spectrum disorders; (2) treatment approaches that target the speech, language and communication skills of individuals with autism spectrum disorders; (3) methods of prevention designed to reduce the impact of autism spectrum disorders on speech, language and communication; and (4) evidence-based, culturally sensitive clinical practices.

CSCD 6101  Practicum I  1 (0,0,1)
The purpose of the course is to provide the students with supervised clinical experience in planning and evaluating the speech and language of children and adults, analyzing and interpreting assessment data, and submitting assessment reports.
AURE 6301  Advanced Aural Rehabilitation  3 (3,0)
Students will gain knowledge of the nature of speech, language, hearing, and communication disorders and difficulties in a variety of areas, including hearing loss and its impact on speech and language. This course is designed to provide students with the knowledge and skills to meet this standard so as to provide evidence-based services to individuals with hearing loss.

CSCD 6304  Phonological Disorders  3 (3,0)
The purpose of this graduate seminar is to introduce students to evidence-based practices (EBP) in clinical treatment of developmental phonological disorders. The essential goal of this course is for students to learn how to find, evaluate and apply relevant evidence towards clinical cases. Evidence from clinical research will be discussed to promote students’ understanding of the efficacy of various sound selection and treatment methods. In addition, students will learn how to find relevant evidence and apply this evidence to clinical cases. For speech-language pathologists employed in the schools, children with phonological disorders constitute over 90% of the average caseload (ASHA, 2010). Thus, the effective remediation of developmental phonological disorders represents a critical skill for any SLP student who intends to work in the public schools.

CSCD 6201  Medical Aspects of Speech-Language Pathology  2 (2,0)
This course is designed to provide the Master’s level Speech Language Pathology student with a comprehensive overview of Medical Speech-Language Pathology (MSLP). The scope of MSLP is broad and requires that the medical SLP be competent and knowledgeable in the procedures, policies, administration, and operations of both acute and outpatient care. Crucial medical ethics, JCAHO, HIPPA, ASHA, IALP, and other International World Health Standards are also covered.
CSCD 6102  Practicum II – Child Practicum in Speech-Language Pathology 1 (0,0,1)
The purpose of this course is to provide the students with an advanced practicum in an external clinical setting during which they can accrue a minimum of 75 clock hours.

CSCD 6305  Voice Disorders 3 (3,0)
The goal of this course is to familiarize students of Speech Language Pathology with the theories, procedures, and clinical practices used in the diagnosis, assessment and management of voice disorders.

CSCD 6103  Practicum III - Adult Practicum in Speech-Language Pathology 1 (0,0,1)
The purpose of this course is to provide the students with an advanced practicum in an external clinical setting during which they can accrue a minimum of 75 clock hours.

CSCD 6306  Dysphagia 3 (3,0)
To examine, at an advanced level, the structures, physiology, assessment procedures, pathologies, treatment strategies, and supporting clinical research associated with the processes of deglutition and their disorders in adults and children to prepare the student for clinical practice.

CSCD 6307  Aphasia & Cognitive Disorders 3 (3,0)
The purpose of this course is to introduce the students to the nature, causes, symptoms, assessment, treatment, and research on aphasia and cognitive disorders. The students will be guided to review and critique published journal articles, develop assessment and treatment plans, and acquire knowledge of formal and informal assessment and treatment procedures.

CSCD 6308  Craniofacial Anomalies 3 (3,0)
The purpose of this class is to expand the knowledge of the students in the area of craniofacial anomalies, cleft lip & palate, and malformation syndromes that affect articulation, resonance, and language. The students will identify characteristics of craniofacial anomalies, speech & language disorders, assessment of resonance,
articulation, voice, and other disabilities associated with craniofacial anomalies, such as hearing loss, intellectual deficits, limb malformations, and malformations of the head. Finally, students will develop skill in diagnosing and treating speech-language disorders associated with craniofacial anomalies.

**CSCD 6104** Practicum IV - School Practicum in Speech-Language Pathology 1 (0,0,1)
The purpose of this course is to provide the students with an advanced practicum in an external clinical setting during which they can accrue a minimum of 75 clock hours.

**CSCD 6309** Motor Speech Disorders & Traumatic Brain Injury 3 (3,0)
The purpose of this course is to facilitate students’ understanding of the anatomy and physiology of speech production as it relates to motor speech disorders management. Differential diagnosis will be stressed in the discussion of etiology and critical characteristics of motor speech disorders across the life span.

**CSCD 6202** Fluency Disorders 2 (2,0)
This course is designed to provide graduate-level student in speech language pathology with understanding of the complex issues related to the evaluation and treatment of fluency disorders, including etiological theories, assessment, best practice in treatment and service delivery, contemporary research and interdisciplinary considerations.

**CSCD 6310** Clinical Research Project 3 (3,0)
The purpose of this course is to guide the students through the process of conducting independent research and writing a thesis.

**CSCD 6105** Practicum V - Medical Practicum in Speech-Language Pathology 1 (0,0,1)
The purpose of this course is to provide the students with an advanced practicum in an external clinical setting during which they can accrue a minimum of 100 clock hours.
**Program Major Electives (CSCD Electives)**

**CSCD 6203**  
**Augmentative & Alternative Communication 2 (2,0)**  
This course involves in-depth study of clinically relevant topics and research based literature in the area of augmentative and alternative communication. The course focuses on assessment, interventions, and instructional strategies for children, adolescence and adults with moderate to severe congenital or acquired disorders in speech and language who require augmentative and alternative models for oral or written communication.

**CSCD 6204**  
**Telehealth 2 (2,0)**  
Students will examine the current status of telehealth from a systems perspective model. They will examine the historical roots and current status of telemedicine and telehealth, and reflect upon a still developing nomenclature. Students will also gain knowledge of telehealth technology, privacy and security, issues of safety, e-helpers, and non-verbal factors, including how to establish telepresence. They will critically evaluate how telehealth can be used for speech-language pathology, including tele-assessment, tele-therapy, tele-supervision, tele-consultation, and inter-professional practice. Participants will perform a search/critical review of the literature for a chosen area of telespeech and identify research needs.

**CSCD 6205**  
**Pediatric Feeding and Swallowing Disorders 2 (2,0)**  
This course is a graduate level course that reviews and examines the description, symptoms, prevention, assessment and intervention of pediatric feeding and swallowing problems. Information regarding associated medical diagnoses, feeding problems in infants, toddlers and children of all ages as well as diagnosis of oral, pharyngeal phases of swallowing, clinical and instrumental assessments and treatment options for oral and enteral feeding with children will be reviewed and analyzed. Current literature and evidence based intervention strategies will be addressed.
CSCD 6206 Early Intervention 2 (2,0)

The purpose of this course to help students understand the practical connection among: 1) the functional assessment of young children, 2) the development of meaningful and functional family outcomes and education goals, and 3) the measurement of the child's functioning in relation to the three global child outcomes. Via evidence-based materials, students will learn about the ways children learn, the role of the family in supporting child learning through participation in everyday routines and activities, and the goals of early intervention and early childhood special education.
ماجستير الإدارة التربوية

رؤية برنامج الإدارة التربوية:

تنسق رؤية برنامج ماجستير الإدارة التربوية مع رؤية جامعة دارالحكمة بشكل عام. حيث تم إعداد برنامج الماجستير والذي يعتمد على المعايير الدولية والوطنية والأكاديمية والمهنية من أجل إعداد تربويات قائدات قادرة على إحداث تأثير فعال ومميز في المؤسسات التعليمية والمجتمعات المحلية.

رسالة البرنامج:

تقديم برنامج رائد لإعداد قيادات تربوية مؤهلة لخلق بيئة تعليمية قائمة على رؤية واضحة تدعم مهارات البحث العلمي والتفكير التحليلي والإبداعي واستخدام التقنيات الحديثة بالتعاون مع المجتمع المحلي وتحسين عملية التعليم والتعلم.
الخطة الدراسية لماجستير القيادة التربوية

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مسار التعليم والتعلم

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القيادة التربوية EDLS EDLS 6301

يقدم هذا المقرر نظريات القيادة التربوية والممارسات المتعلقة بها ، وأنماط القيادة. كما يركز على التواصل الفعال ، وحل المشكلات ، وتحفيز الموظفين واتخاذ القرارات ، والتغيير التنظيمي والتجديد ، وتسوية النزاعات. يؤكد المقرر على تطبيق القيادة في البيئات التعليمية ، وسلسلة الصراع على الاتجاهات المجتمعية والعالمية التي تؤثر على سلوكيات القيادة والسلوك التنظيمي لتعزيز نجاح الطلاب.

تطوير المناهج الدراسية وتقييمها EDLS 6302

يقدم هذا المقرر المهارات الأساسية لإعادة هيكلة المناهج وتخريطها وتنفيذها في مؤسسات التعليم. كما يركز على العمليات الأساسية الثلاثة المتعلقة بالمناهج من تطوير وتطبيق وتطبيقات التعليمات المتعلقة بالنظريات المناسبة والبحث والممارسات ذات الصلة بتطوير المناهج وتقييمها. يفحص المقرر دور القيادة المسؤولة في ضمان فعالية هذه العمليات.

الأخلاقات والقوانين التربوية EDLS 6303

يتناول هذا المقرر المسائل القانونية والأخلاقية التي تحكم المدارس في التعليم في المملكة العربية السعودية مع التركيز على النصوص القانونية المتعلقة بالصفوف من المرحلة الروضية إلى الصف النهائي. يؤكد هذا المقرر أيضاً على طرق التحليل القانوني وإتخاذ القرارات المعنية في مختلف القضايا الأخلاقية بما في ذلك مواجهة التحديات الأخلاقية. ويركز المقرر أيضاً على معايير أخلاقية القيادة التربوية في المعضلات الأخلاقية في المدارس والمؤسسات التربوية.

السلوك التنظيمي EDLS 6304

يتناول هذا المقرر الشخصية وسلوك العاملين في المؤسسات التعليمية. وهو يركز على مشاعر الموظفين، وصورتهم، وتفاصيلهم، وفعالية، وإتخاذ القرارات، واداءهم كمفرد وفريق في ضوء نظريات القيادة وأساليب القيادة المعتمدة ونظريات التحفيز. يركز هذا المقرر أيضاً على الثقافة والتغيير، والسلوك التنظيمي والأداء في المؤسسات التربوية.
التقنيات التربوية EDLS 6305

يختبر هذا المقرر أدوات التعلم المعززة بالتقنية المناسبة لإثراء بيئة التعلم في الصفوف من مرحلة الروضة إلى الصف النهائي. ويركز المقرر على اختيار وتصميم ودمج أدوات التعلم المعززة بالتقنية للتواصل والتعاون والإبداع والتوجه، ومهارات التفكير العليا في الفصول الدراسية. كما يوفر المقرر تمارين عملية على الخبرات التي تدمج التكنولوجيا، التربية، ومعرفة المحتوى لدعم نتائج تعلم الطلبة المحددة.

القيادة والتطوير المهني للمعلم EDLS 6306

يعرض هذا المقرر البحوث الحالية والأدب النظري المتعلقة بالتطوير المهني للمعلمين. كما يعرض نماذج للتطوير المهني للعمل، والاستخدام التدريبي والمعايير المهنية، والعملية بين التنمية المهنية وتعلم المعلم والعاطل. يركز المقرر على أثر برامج التدريب المهني لتثبيت معارف المعلمين ومهاراتهم في تطبيق المناهج الدراسية، والممارسات الصيفية.

التقييم والتقويم التربوي EDLS 6307

يقدم هذا المقرر طرق وأنواع التقييم في التعليم. ويؤكد أيضاً الفرق بين التقدير والتقييم من جهة، والفرق بين التقييم المباشر وغير المباشر من ناحية أخرى. يركز هذا المقرر أيضاً على أدوات التقييم المختلفة المستخدمة في الفصول الدراسية في مؤسسات التعليم بالإضافة إلى المكونات الأساسية للمراقبة والممارسات الفعالة لإعطاء تغذية راجعة نوعية.

علم النفس التربوي: نظريات التعلم EDLS 6308

يقدم هذا المقرر مبادئ ومفاهيم مجموعة من نظريات التعلم مع إبراز وجهات النظر الأساسية المتعلقة بها وكيفية تأثيرها على الممارسات التربوية. ويركز المقرر على الاتجاهات السلوكيات والمعرفة الاجتماعية والاجتماعية ببناء المعرفة والواعي، الذي يمكن تطبيقه في جميع المراحل الدراسية من صف الحضانة إلى الصفوف النهائية. كما يؤكد المقرر على خصائص المتعلم فيما يتعلق بمختلف نظريات التعلم.

منهج البحث العلمي EDLS 6309

يقدم هذا المقرر مفهوم البحث العلمي وأهميته. يقدم أيضاً المصطلحات الأساسية الخاصة بالبحث العلمي بالإضافة إلى مبادئ أخلاقيات البحث والنزاهة. وهو يركز على المناهج العلمية والنوعية والمندرجة للبحث مع التركيز بشكل خاص على البحث الأدبي، بالإضافة إلى الخطوط الأساسية للبحث العلمي وأدواته. ويفضل هذا المقرر أيضاً على المكونات الأساسية لمراجعة الأدبيات و على التحليل النقدي للأبحاث المنشورة.
مشروع البحث الميداني EDLS 6310

يوفر هذا المقرر تدريباً عملياً على إجراء مشروع بحثي تحت إشراف أحد أعضاء هيئة التدريس في مجال التربية والتعليم. سيتم التركيز على تصميم وتنفيذ وتقييم نتائج المشروع البحثي. كما يعزز تحديد مشكلة البحث، وأختيار طرق البحث المناسبة، وجمع وتحليل البيانات، وطرق استخلاص النتائج من البحث، وكتابة تقرير بيخصوص النتائج التي يمكن نشرها و/أو مشاركتها مع الشريحة المستهدفة.

المقررات الاختيارية

السياسات والممارسات التربوية EDPE 6301

يدرس هذا المقرر تاريخ التعليم السعودي ورؤيته وأهدافه والحجج السياسية، مع التركيز بشكل خاص على القضايا والتحديات الرئيسية التي تواجه صناع القرار في السعودية. ويركز المقرر على أهداف التعليم والسياسة والممارسة، معتمراً مجموعة متنوعة من وجهات نظر مختلفة حول سبل تحسين المدارس في السعودية. يؤكد المقرر على جهود الإصلاح الأخيرة للمدارس في المملكة.

تقييم البرامج الأكاديمية والخرجات التعلمية للطلبة EDPE 6302

يدرس هذا المقرر عناصر الإستراتيجية الثلاث المتعلقة بالمخرجات التعلمية لدى الطلاب: المعرفة، المهارات والذكاء. يركز المقرر أيضاً على مختلف وسائل التقييم والتحقق المنتظم لتعلم الطلاب خلال الدراسة في البرنامج. يؤكد المقرر على الأدوات المستخدمة في تقييم البرامج الأكاديمية لتوفير تجربة أكاديمية أقوى للطلاب.

تصميم بيئة تعلم متعددة EDPE 6303

يعرض هذا المقرر مهارات القرن 21 وبيئة التعلم التي تعزز التعلم وجهاً لوجه والعولمة عبر الإنترنت. وهو يركز على التصميم المعماري والداخلي لبيئات تعلم فريدة للقرن 21 التي تعزز التعلم الفردي والجماعي. ويشمل المقرر أيضاً مبادئ وممارسات القيادة في بيئة تعليمية متعددة تستخدم التكنولوجيا.

خلق بيئة تكنولوجيا فعالة EDPE 6304

يدرس هذا المقرر مفاهيم ونماذج التعليم والتعلم في بيئة تعززة بالذكاء الاصطناعي. وهو يركز على الاستفادة من النظام الذي يمكن أن تعمل مع منصات وأجهزة متعددة لإنشاء حقيقة أدوية تكنولوجيا للتعلم. يركز هذا المقرر أيضاً على المبادئ والممارسات القيادية في بيئة تعززة بالذكاء الاصطناعي توسيع وتنفيذ التغيير.
التخطيط الاستراتيجي  EDPE 6305

يقدم هذا المقرر الإطار النظري والتطبيق العملي لصنع القرار الذي يعتمد على البيانات، والتخطيط الاستراتيجي، وกระแส الاداء تحضير نوعية القرارات القيادية في المؤسسات التربوية ودعم تحصين التصور العلمي للطلاب.

يركز المقرر على الأدوات والطريقة استخدام وتحليل البيانات في تطوير وتحسين المناهج الدراسية، الإشراف على التعلم، وبرامج التدريب المهني للمحفظين والإداريين. يؤكد المقرر أهمية تفسير وتوصيل البيانات على عملية صنع القرار لأصحاب المصلحة.

قيادة الإبداع والتغيير  EDLS 6311

يكشف هذا المقرر العناصر الأساسية للابتكار والأساليب المستخدمة من قبل القادة لخلق بيئة مبتكرة وتحقيق مستويات عالية من الابتكار في السياق التعليمي. وهو يركز على التغيير المنطقي أداء قيادة التغيير المبتكرة والعمليات الإبداعية. يركز المقرر على المهام الفردية والائيات اللازمة لتطوير وضمان الابتكار الفاعل على الأدنى في ظل داخلي التغيير. يشير الضوء على الظروف التي يتم فيها تصميم عملية الابتكار المبتكرة وتحديدها للقيادة التربوية وإحداث فرق في نوعية التعليم والتعلم ضمن السياق التعليمي.

قيادة المدرسية  EDLD 6301

يقدم هذا المقرر العناصر الرئيسية لرؤية المدرسة ورسالتها وتساؤلماذا تساهم مع الأهداف الاستراتيجية والأهداف السنوية. كما يعرض أساليب القيادة المتعلقة بالمدرسة و هيكل التنظيمي لكل منهما. يركز المقرر في الكفاءات اللازمة لتطوير برامج المدرسة و تحديد الاستراتيجيات في تطوير التحديات من أجل تحسين المدرسة. كما يبرز المقرر كيفية قياس الإنجازات المنتجة بما يتناسب مع رسالة المدرسة و تحت مظلة القيادة.

إدارة الموارد البشرية والمادية التربوية  EDLD 6302

يقدم هذا المقرر طبيعة الموارد البشرية والوظائف في المؤسسات التربوية. وهو يركز على عملية التوظيف، الإختبار، التوجيه، التدريب المهني، التقييم، وحل المشكلات للموظفين في القطاع التعليمي. يؤكد هذا المقرر أيضا على القضايا المتعلقة بإدارة الميزانية المالية، وصيانتها.

أصول التربية الخاصة والدمج  EDLD 6303

يعرض هذا المقرر تاريخ التربية الخاصة، وقضاياها وخصائص مختلف أنواع الاحتياجات الخاصة لمختلف الأعمار والمرحلة. يركز المقرر على أفضل الممارسات في المدارس من صمغ التدريس حتى صمغ المرحلة النهاية بما في ذلك التكنولوجيا المساعدة، الخطط التعليمية الفردية، استراتيجيات التعليم، و أنواع التغييرات على المناهج الدراسية لمساعدة الطلاب ذوي الاحتياجات الخاصة لتحقيق الأهداف التربوية الاجتماعية والشخصية. يؤكد هذا المقرر أيضا على المعالجات، الممارسات والمنظمات والإتصال اللازمة في المدارس المدمجة فيما يتعلق بالتعليم والتعلم تحت مظلة القيادة.
القيادة التوجيهية EDLD 6304

يعرض هذا المقرر العوامل التي تدعم تحسين الممارسات في الصفوف من مرحلة الروضة إلى الصف النهائي في المدرسة بالإضافة إلى التحديات الرئيسية التي تواجه الجهود في تحسين التعليم. ويركز المقرر على واجبات القيادة والعدلية والطرق التدريسية والانخراط بعمق في جوانب محددة من التعليم والتعلم. يؤكد المقرر على قضايا المناهج الدراسية والتعليمية التي تؤثر بشكل مباشر على التحسين العلمي للطلاب ورصدها، وتوجيه مخرجات التعليم، وتقييم التحصيل العلمي، وتعزيز الخبرات والممارسات التعليمية الطموحة لدى الطلاب والمعلمين.

الإدارة التربوية EDLD 6305

يقدم هذا المقرر عرض لأساسيات الإدارة التربوية مع التركيز على نظريات القيادة والهيكل التنظيمي والوظائف والمسلسلات للإداريين التربويين. كما يفحص المقرر مختلف المهام الإدارية في ضوء المناهج التعليمية المتقدمة ونظريات القيادة والمعايير المفروضة في مجال الإدارة التربوية. يركز هذا المقرر أيضا على العمليات اللازمة لمواجهة التغيير وتغليب القرارات.

الشراكة المدرسية المجتمعية EDLS 6312

يقدم هذا المقرر لمسة عامة عن السمات الأساسية التي تحدد شكل العلاقة بين المدرسة والمجتمع. وهو يركز على أهمية التواصل مع أسر الطلبة والمجتمع، وقلل لاستمرار أفضل في الموارد المتاحة في المجتمع. يركز المقرر بشكل خاص على دور قائد المدرسة في تمييز وتسيير وتحليز هذا التواصل بناء علاقات فعالة. يؤكد المقرر على العلاقة بين المدرسة والمجتمع، والشراكات المجتمعية، والاتصال أثناء الأزمات، وتقييم برامج العلاقات المجتمعية المدرسية.

ال استراتيجيات التعليم والتعلم EDTL 6301

يعرض هذا المقرر مختلف الاستراتيجيات التعليمية والتعليمية الأساسية اللازمة. يركز المقرر على الأساليب أو الطرق التي تمكن المدرسين من اكتشاف الصفات والمبادئ الأساسية للفعل العلمي أساس البحث والممارسة. ويزعج المقرر أنماط التعلم المختلفة لدى الطلاب بمراعاة الفروقات الفردية.

الإدارة الصفية والسلوكية EDTL 6302

يقدم هذا المقرر طرق وأساليب الإدارة الصفية والسلوكية الفعالة. وهو يركز على تنظيم الصفوف لتحقيق أقصى قدر من تعلم الطلاب، والتخطيط للتدريس، وإدارة المواد، وتقديم إدارة سلوك الطلاب القردي وسلوك الطلاب ضمن المجموعة. يركز المقرر على المبادئ وإجراءات الاستراتيجيات في الفصول الدراسية والسلوك الإداري - منها أهمية تنظيم الوقت، والمواد، ومساحة الفصول الدراسية، وتغيير الحالات ضمن المناهج في مواقع تعليمية متنوعة (الفصل الدراسي، المختبر، معمل ...).
هذا المقرر يقدم عرضاً للتطور النفسي للإنسان طيلة فترة حياته و للنظريات الأساسية للشخصية وتطبيقها على الإرشاد النفسي والتربيوي. يركز المقرر على نظريات الإرشاد المختلفة و على الممارسات في المؤسسات التربوية، و ويؤكد أيضاً على النهج المتنوعة لتقديم الإرشاد المناسب المتعلق بالوعي الذاتي و التنمية الشخصية.
Administrators’ Contact

Information and Location

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