



Kingdom of Saudi Arabia  
Ministry of Education  
Imam Muhammad bin Saud Islamic  
University  
College of Business  
Department of Business Administration

# The Guidebook for Graduate Students The Master of Business Administration (MBA) Program.

2024/1445

# Table of Contents

2

<b>Introduction to the Program</b>	<b>4</b>
<b>Message from the Department Head</b>	<b>5</b>
<b>Program Details</b>	<b>6</b>
<b>Department faculty data</b>	<b>8</b>
<b>Admission Requirements</b>	<b>19</b>
<b>Study System</b>	<b>21</b>
<b>Study Plan</b>	<b>22</b>
<b>Course Description</b>	<b>24</b>
<b>Evaluation System</b>	<b>30</b>
<b>Request for Certificates</b>	<b>32</b>
<b>Deferral of Admission</b>	<b>33</b>
<b>Course Registration</b>	<b>34</b>
<b>Study Deferral Process</b>	<b>35</b>

# Table of Contents

<b>Apology (Dropping a Semester)</b>	<b>36</b>
<b>Withdrawal</b>	<b>37</b>
<b>Discontinuation</b>	<b>38</b>
<b>Termination of Enrollment</b>	<b>39</b>
<b>Re-enrollment</b>	<b>40</b>
<b>Granting an Exceptional Opportunity to Improve GPA</b>	<b>41</b>
<b>Granting an Exceptional Opportunity for the Regular</b>	<b>42</b>
<b>External Transfer to the University</b>	<b>43</b>
<b>Granting the Academic Degree</b>	<b>45</b>
<b>Disbursement of Source and Reference Allowance</b>	<b>46</b>
<b>Appendix</b>	<b>47</b>
<b>Important Links</b>	<b>51</b>
<b>Important Sites (contact information)</b>	<b>52</b>



## Introduction to the Program

In line with the need to enhance the skills and capabilities of administrative professionals in both the public and private sectors of the Kingdom of Saudi Arabia, the College of Business Administration, represented by the Department of Business Administration, has launched the Master of Business Administration (MBA) program.

This initiative contributes to achieving the aspirations of leaders in these organizations by improving their administrative skills, knowledge, and expertise, and by advancing administrative development in higher education. The program aims to prepare highly qualified national administrative cadres, aligning with scientific and global advancements as well as local and regional developments in business administration.

The program has been designed to meet international standards for business schools, labor market requirements, and the unified regulations for postgraduate studies. It also complies with the standards of the National Commission for Academic Accreditation and Assessment regarding program characteristics and course descriptions.

## Message from the Department Head

**In the name of Allah, the Most Gracious, the Most Merciful.**

It is my pleasure, on behalf of myself and my esteemed colleagues in the Department of Business Administration, to present this MBA program guide to you. Our beloved Kingdom is witnessing remarkable progress and achievements across all sectors, particularly in the economic field, under the wise leadership and support of Vision 2030.

Given the importance of the business and financial sectors and their vital role in enhancing the state's strategy, the Department of Business Administration at Imam Muhammad Bin Saud Islamic University has prioritized academic, research, and community engagement development.

**Academically**, the department has obtained national program accreditation for the Bachelor of Business Administration program and aspires to achieve similar accreditation for the MBA program. This will strengthen the department's output and qualify students to meet the evolving demands of the labor market.

**In research**, the department has supported its members in obtaining numerous research excellence awards. It continues to foster impactful contributions to community services that benefit all segments of society.

This guide reflects the department's vision and serves as a reference for beneficiaries, providing comprehensive information about the MBA program, including its admission requirements, study plan, graduation prerequisites, and course descriptions, as well as methods of communication.

I would like to extend my sincere gratitude to the university president for supporting the Department of Business Administration, as well as to the college dean and all department members for their tremendous efforts.

**Dr. Abdullah Bin Abdulaziz Al-Humood**  
Head of the Department of Business Administration

# Program Details

## Program Mission

To prepare highly competent professionals equipped with the latest knowledge and the best practical and research skills in the field of business administration, enabling them to lead organizations and serve society.

## Program Objectives

- Provide a learning environment with distinguished academic and professional expertise.
- Equip students with the latest knowledge and management theories through a modern curriculum.
- Enhance students' research skills through the preparation of individual or collaborative research projects with faculty members.
- Foster self-learning, critical thinking, and problem-solving skills.
- Develop leadership and communication skills tied to practical applications.
- Address the needs of organizations by preparing qualified administrative leaders.

## Graduate Characteristics

Graduates of the MBA program are expected to:

1. Possess knowledge and skills aligned with current trends in business that meet labor market needs.
2. Apply and utilize knowledge in business administration effectively.
3. Analyze, evaluate, and find solutions to problems in the field of business administration.
4. Adapt to technological advancements in management.
5. Conduct research and perform analytical studies on practical issues in business administration.
6. Collaborate effectively in teams, take responsibility, and engage with others to serve society.
7. Adhere to professional ethics and Islamic values.

## Program Learning Outcomes

<b>Category</b>	<b>Outcome Code</b>	<b>Learning Outcome</b>
<b>Knowledge</b>	K1	Understand fundamental business concepts, models, theories, and applications.
	K2	Acquire advanced knowledge across business disciplines to identify, analyze, and solve business problems.
	K3	Recognize business issues and global business environments that influence decision-making.
<b>Skills</b>	S1	Apply business concepts, models, theories, and analytical tools in decision-making processes.
	S2	Demonstrate critical thinking skills through observation, analysis, interpretation, evaluation, inference, and reasoning to draw conclusions.
	S3	Develop professional skills in using technology and effectively communicating in both written and oral formats.
<b>Values</b>	V1	Employ self-learning and personal development effectively.
	V2	Participate in activities and responsibilities with professionalism.
	V3	Commit to academic integrity and demonstrate a sense of responsibility towards society.

## Department faculty data

The Department of Business Administration at Imam Muhammad Bin Saud Islamic University boasts a diverse and highly qualified group of faculty members, encompassing professors, associate professors, and lecturers in various business disciplines.

### Male Faculty Members

#	Name	Academic Degree	Degree Source	Specialization	Academic Rank	Email Address
1	Dr. Abdullah Abdulaziz Alhumud	Ph.D.	United Kingdom	Marketing	Assistant Professor	AAAlhumud@imamu.edu.sa
2	Dr. Abdulrahman Abdullah Alsughayir	Ph.D.	United Kingdom	Quality Management and Organizational Excellence	Professor	aasughayir@imamu.edu.sa
3	Dr. Jamal Fattouri Choukir	Ph.D.	Canada	Organizational Management / Human Resources	Professor	Jfchoukir@imamu.edu.sa
4	Dr. Mohammed Shukri Aldawi	Ph.D.	Egypt	Comparative Private Law	Professor	msaladewi@imamu.edu.sa
5	Dr. Thamer Hamad Alaskar	Ph.D.	United Kingdom	Management Information Systems	Associate Professor	Talaskar@imamu.edu.sa
6	Dr. Saeed Turki Alshahrani	Ph.D.	Ireland	International Business Management	Associate Professor	Stshahrani@imamu.edu.sa
7	Dr. Mohammed Abdulaziz Almansour	Ph.D.	Australia	Management Information Systems, Innovation, and Entrepreneurship	Associate Professor	Maamansor@imamu.edu.sa



8	Dr. Sayed Sobhi Ahmed Mohammed	Ph.D.	United Kingdom	Marketing	Associate Professor	Esmohammed@imamu.edu.sa
9	Dr. Bilal Ahmed Alkhateeb	Ph.D.	Malaysia	Management Information Systems	Associate Professor	Baalkhateeb@imamu.edu.sa
10	Dr. Rahma Alhaj Mohammed	Ph.D.	Sudan	Strategic Management	Associate Professor	Raalhaj@imamu.edu.sa
11	Dr. Atallah Mohammed Alshera	Ph.D.	Jordan	Human Resources	Associate Professor	aalshera@imamu.edu.sa
12	Dr. Fakher Munjif Aljoua	Ph.D.	Tunisia	Strategic Management	Associate Professor	Fmjaoa@imamu.edu.sa
13	Dr. Mohammed Saeed Metwally Harb	Ph.D.	Egypt	Commercial Law	Associate Professor	Msmetwally@imamu.edu.sa
14	Dr. Mohammed Abdulnabi Khoshan	Ph.D.	Egypt	Business Administration	Associate Professor	makashan@imamu.edu.sa
15	Dr. Mustafa Ibrahim Araby	Ph.D.	Sudan	Commercial Law	Associate Professor	Miarbi@imamu.edu.sa
16	Dr. Wassim Jalloul Aloulou	Ph.D.	France	Business Administration	Associate Professor	Wjaloulou@imamu.edu.sa
17	Dr. Ibrahim Alhaidari	Ph.D.	United Kingdom	Strategic Marketing	Assistant Professor	ialHaidari@imamu.edu.sa
18	Dr. Khalid Nasser Alshuwairekh	Ph.D.	USA	Business Administration / Human Resources	Assistant Professor	knalshuwairekh@imamu.edu.sa
19	Dr. Riyadh Ahmed Alshail	Ph.D.	United Kingdom	Strategic Management	Assistant Professor	Raalshael@imamu.edu.sa
20	Dr. Abdulrahman Nasser Alkhoraif	Ph.D.	United Kingdom	Industry Management and Leadership	Assistant Professor	Anmalkhorayef@imamu.edu.sa

21	Dr. Abdulaziz Abdullah Alruwaitea	Ph.D.	United Kingdom	Management and Entrepreneurship	Assistant Professor	Aalruwaitea@imamu.edu.sa
22	Dr. Abdulaziz Abdulmohsen Alshelhoub	Ph.D.	United Kingdom	Corporate Social Responsibility	Assistant Professor	Aashalhoob@imamu.edu.sa
23	Dr. Faisal Mohammed Alsamaan	Ph.D.	Australia	Entrepreneurship	Assistant Professor	Fsamaani@imamu.edu.sa
24	Dr. Mohammed Ibrahim Alnahabi	Ph.D.	Saudi Arabia	Business Administration	Assistant Professor	minahabi@imamu.edu.sa
25	Dr. Meshal Aldhubaib	Ph.D.	United Kingdom	Human Resources	Assistant Professor	Maaldhobaib@imamu.edu.sa
26	Dr. Meshal Khalil Khalid Faraj	Ph.D.	USA	Business Law and Corporate Law	Assistant Professor	mkfaraj@imamu.edu.sa
27	Dr. Muayyad Nasser Alshomr	Ph.D.	USA	Business Administration in Information Technology	Assistant Professor	BM_n_sh@windowslive.com
28	Dr. Youssef Ibrahim Alnamla	Ph.D.	Australia	Human Resources	Assistant Professor	Yialnamlah@imamu.edu.sa
29	Dr. Amin Khalil Amin Alsaadi	Ph.D.	Jordan	E-Business	Assistant Professor	Akalsadi@imamu.edu.sa
30	Dr. Bassam Elbeely Ibrahim	Ph.D.	Egypt	Business Administration	Assistant Professor	baibrahim@imamu.edu.sa

31	Dr. Hussein Mohammed Almurad	Ph.D.	Egypt	Human Resources / Leadership	Assistant Professor	Hmalmurad@imamu.edu.sa
32	Dr. Hamadi Abdellatif Khalif	Ph.D.	Tunisia	Management Information Systems	Assistant Professor	Hkhlif@imamu.edu.sa
33	Dr. Rashid Mohammed Ahmed Ghazi	Ph.D.	Morocco	Constitutional Law and Political Science	Assistant Professor	Rmghazi@imamu.edu.sa
34	Dr. Adel Mohammed Ahmed Fayt	Ph.D.	Sudan	Marketing	Assistant Professor	Amfait@imamu.edu.sa
35	Dr. Abdulrahman Idris	Ph.D.	Sudan	Total Quality Management	Assistant Professor	ammohammed@imamu.edu.sa
36	Dr. Abdelmuti Abu Al-Rab	Ph.D.	Jordan	Marketing	Assistant Professor	Asaburub@imamu.edu.sa
37	Dr. Emad Ahmed Abu Sadeh	Ph.D.	Egypt	Private Law	Assistant Professor	Easaue@imamu.edu.sa
38	Dr. Fouzi Mohammed Alayadi	Ph.D.	France	Management Information Systems	Assistant Professor	Fmayadi@imamu.edu.sa
39	Dr. Mohammed Khalefa	Ph.D.	United Kingdom	International Business	Assistant Professor	maekhalefa@imamu.edu.sa
40	Dr. Mohammed Tanweer	Ph.D.	Malaysia	Business Administration	Assistant Professor	mtnawaz@imamu.edu.sa

	Mohammed Nawaz					
41	Dr. Mansour Abdelkader Almarabet	Ph.D.	France	Total Quality Management	Assistant Professor	Mamrabet@imamu.edu.sa
42	Dr. Hani Mohammed Jalal Deif	Ph.D.	Egypt	Business Administration	Assistant Professor	hDeif@imamu.edu.sa
43	Saud Mohammed Bin Tuwaim	Master's Degree	USA	Business Administration	Lecturer	Smtuwaim@imamu.edu.sa
44	Sultan Nasser Alshehri	Master's Degree	USA	Business Administration	Lecturer	snalshehri@imamu.edu.sa
45	Saleh Nasser Althunayan	Master's Degree	USA	Business Administration	Lecturer	Saalthunayyan@imamu.edu.sa
46	Abdullah Aldhafiri	Master's Degree	USA	Business Administration	Lecturer	afaldhafeeri@imamu.edu.sa
47	Abdullah Nasser Al Eid	Master's Degree	USA	Business Administration	Lecturer	Aneid@imamu.edu.sa
48	Abdullah Mohammed Almutairi	Master's Degree	USA	Marketing	Lecturer	amsalmutairi@imamu.edu.sa
49	Fares Albusaili	Master's Degree	Australia	Marketing	Lecturer	fsalbussili@imamu.edu.sa
50	Hisham Mubarak Altamim	Master's Degree	USA	Business Administration	Lecturer	Hmaltamim@imamu.edu.sa

## **Female Faculty Members**

<b>#</b>	<b>Name</b>	<b>Academic Degree</b>	<b>Degree Source</b>	<b>Specialization</b>	<b>Academic Rank</b>	<b>Email Address</b>
1	Dr. Muneerah Sarhan Al-Qahtani	Ph.D.	United Kingdom	Business Administration	Associate Professor	MSALQahtanii@imamu.edu.sa
2	Dr. Iman Abdelhamid Hasanin	Ph.D.	Egypt	International Marketing	Associate Professor	Eahasnin@imamu.edu.sa
3	Dr. Zahoor Mokhtar Alsamawi	Ph.D.	Tunisia	Business Administration	Associate Professor	Zmalsamawi@imamu.edu.sa
4	Dr. Sumayah Othman Abdulqader	Ph.D.	Sudan	Marketing	Associate Professor	Soabamansour@imamu.edu.sa
5	Dr. Alawiyah Said Osman Zubair	Ph.D.	Sudan	Strategic Management	Associate Professor	Aszobair@imamu.edu.sa
6	Dr. Abrar Fahad Alhajri	Ph.D.	Saudi Arabia	Business Administration	Assistant Professor	Afalhajri@imamu.edu.sa
7	Dr. Basma Saad Alzamil	Ph.D.	Saudi Arabia	Business Administration	Assistant Professor	Bsalzamil@imamu.edu.sa
8	Dr. Saja Abdulmohsen Albilali	Ph.D.	United Kingdom	Human Resources	Assistant Professor	Sabelali@imamu.edu.sa
9	Dr. Sultanah Mohammed Alsudais	Ph.D.	Saudi Arabia	Business Administration	Assistant Professor	SMalsudays@imamu.edu.sa
10	Dr. Aliah Khalid Alashwai	Ph.D.	United Kingdom	Marketing	Assistant Professor	akaleshawi@imamu.edu.sa
11	Dr. Maram Nasser Almazroa	Ph.D.	United Kingdom	Management Information Systems	Assistant Professor	Mnmazroa@imamu.edu.sa

12	Dr. Manal Abdulrazzaq Almurshed	Ph.D.	United Kingdom	Leadership and Organizational Behavior	Assistant Professor	MAALMurshed@imamu.edu.sa
13	Dr. Yara Abdullah Almousa	Ph.D.	Australia	Marketing	Assistant Professor	yaalmosa@imamu.edu.sa
14	Dr. Amina Ahmed Alamari	Ph.D.	France	Human Resources	Assistant Professor	Aaamari@imamu.edu.sa
15	Dr. Zainab Mohammed Kodai	Ph.D.	Sudan	Human Resources	Assistant Professor	Zkoade@imamu.edu.sa
16	Dr. Sally Mohammed Amer	Ph.D.	Egypt	Business Administration	Assistant Professor	Smsamer@imamu.edu.sa
17	Abrar Falah Alsibai	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Affaalsubaie@imamu.edu.sa
18	Arwa Ali Alnamlah	Master's Degree	Saudi Arabia	Human Resources	Lecturer	Aialnamlah@imamu.edu.sa
19	Asmaa Mohammed Altuwim	Master's Degree	Saudi Arabia	Business Administration	Lecturer	amaattowaim@imamu.edu.sa
20	Adhwa Saud Alkathlan	Master's Degree	United Kingdom	Business Administration	Lecturer	Askhathlan@imamu.edu.sa
21	Amjad Ibrahim Alali	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Aialoli@imamu.edu.sa
22	Amal Obaika Alshammari	Master's Degree	USA	Human Resources	Lecturer	Aoaalshammari@imamu.edu.sa
23	Bushra Mohammed Alturki	Master's Degree	USA	Business Administration	Lecturer	Bmturki@imamu.edu.sa

24	Tehani Hassan Al-Qahtani	Master's Degree	Australia	Human Resources	Lecturer	Thmqahtani@imamu.edu.sa
25	Hanan Abdulrahman Alghamdi	Master's Degree	United Kingdom	Strategic Marketing	Lecturer	Haaalgamdi@imamu.edu.sa
26	Dalal Nasser Al-Qahtani	Master's Degree	Saudi Arabia	Business Administration	Lecturer	DNALQahtani@imamu.edu.sa
27	Dima Abdullah Aloqail	Master's Degree	United Kingdom	International Human Resources	Lecturer	Daaloqail@imamu.edu.sa
28	Dima Abdullah Alzaid	Master's Degree	Saudi Arabia	Human Resources	Lecturer	Dzaid@imamu.edu.sa
29	Rehab Abdulrahman Alorainy	Master's Degree	USA	Business Administration	Lecturer	Raalorainy@imamu.edu.sa
30	Razan Saud Alowaifi	Master's Degree	USA	Business Administration	Lecturer	Rsowayfi@imamu.edu.sa
31	Sarah Abdulkarim Alsaadoun	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Saalsadoun@imamu.edu.sa
32	Suha Youssef Alhawas	Master's Degree	United Kingdom	Business Administration	Lecturer	Syalhawas@imamu.edu.sa
33	Shareefa Rtyan Alanazi	Master's Degree	Australia	Human Resources	Lecturer	Srzalanazi@imamu.edu.sa
34	Shatha Abdullah Alamro	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Saamro@imamu.edu.sa
35	Aisha Saleh Al-Qahtani	Master's Degree	Saudi Arabia	Human Resources	Lecturer	Aalqahtanii@imamu.edu.sa
36	Aisha Othman Hazazi	Master's Degree	Saudi Arabia	Business Administration	Lecturer	AOHazazi@imamu.edu.sa

37	Aida Ali Alqarni	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Ealgarni@imamu.edu.sa
38	Ghada Difallah Alotaibi	Master's Degree	USA	Business Administration	Lecturer	gdotaibi@imamu.edu.sa
39	Faten Abdulaziz Aldugheshm	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Faabdulrahman@imamu.edu.sa
40	Lama Fahad Alsulaim	Master's Degree	USA	Human Resources	Lecturer	LAalsaliym@imamu.edu.sa
41	Muznah Mohammed Alnamlah	Master's Degree	United Kingdom	Marketing	Lecturer	mmaALNAMLAH@imamu.edu.sa
42	Malak Abdulrahman Alsulami	Master's Degree	Saudi Arabia	Human Resources	Lecturer	Maalsolaimi@imamu.edu.sa
43	Malak Sulaiman Alsubaihi	Master's Degree	Saudi Arabia	Business Administration	Lecturer	MAlsubaihi@imamu.edu.sa
44	Maha Ali Alsuhailli	Master's Degree	Australia	Marketing	Lecturer	Maalsahely@imamu.edu.sa
45	Najd Abdulmohsen Alshaikh	Master's Degree	United Kingdom	International Business Administration	Lecturer	Naalshaikh@imamu.edu.sa
46	Nada Mohammed Aldebasi	Master's Degree	USA	Business Administration	Lecturer	Nmaldebasi@imamu.edu.sa
47	Dr. Nada Khalifa Alwahabi	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Nkalwahhabi@imamu.edu.sa
48	Nour Abdulaziz Aldaiji	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Nadaiqi@imamu.edu.sa
49	Noura Ali Althuwaini	Master's Degree	Canada	Business Administration	Lecturer	nathowaini@imamu.edu.sa



50	Noura Salem Alhamdan	Master's Degree	Saudi Arabia	Human Resources	Lecturer	Nshamdan@imamu.edu.sa
51	Noura Abdulatif Alhumaid	Master's Degree	USA	Business Administration	Lecturer	nalhumaid@imamu.edu.sa
52	Nouf Mohammed Alsibai	Master's Degree	USA	Business Administration	Lecturer	Nmalsubaie@imamu.edu.sa
53	Nouf Abdulrahman Alshiddi	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Nalsheddi@imamu.edu.sa
54	Noha Mansour Alsaeed	Master's Degree	United Kingdom	Law	Lecturer	Nmsaeed@imamu.edu.sa
55	Noha Abdullah Aleid	Master's Degree	Australia	Marketing	Lecturer	Naaeid@imamu.edu.sa
56	Hala Abdulrahman Almegbel	Master's Degree	Saudi Arabia	Business Administration	Lecturer	Halmegbel@imamu.edu.sa
57	Hala Nasser Abalkhail	Master's Degree	Saudi Arabia	Business Administration	Lecturer	HAbalkhail@imamu.edu.sa
58	Dr. Hanaa Abdullah Abu Hathrah	Ph.D.	United Kingdom	Entrepreneurship	Lecturer	Haabuhathra@imamu.edu.sa
59	Haifa Mansour Alsughayer	Master's Degree	USA	Management Information Systems	Lecturer	Hmsughayer@imamu.edu.sa
60	Haila Abdullah Alaqeel	Master's Degree	Saudi Arabia	Decision Sciences	Lecturer	HAlaqeel@imamu.edu.sa

# Admission Requirements

## **1. General University Requirements for Admission to Postgraduate Programs:**

To be admitted to postgraduate programs, the following requirements generally apply:

1. The applicant must hold a bachelor's degree to apply for a master's program from a Saudi university or an accredited university with an equivalent degree.
2. The applicant must hold a master's degree to apply for a doctoral program from a Saudi university or an accredited university with an equivalent degree.
3. The applicant must be of good character, have a satisfactory medical fitness, and exhibit proper conduct.
4. Two academic recommendations must be submitted.
5. The applicant must not have been previously dismissed for disciplinary reasons or academic dishonesty.
6. Completion of specific prerequisite courses from a prior degree program as required by the respective college for admission to master's or doctoral programs.
7. For applicants to master's programs:
  - Regular degree applicants must have a minimum GPA of 3.0 out of 5 (or equivalent).
  - Distance learning applicants must have a minimum GPA of 3.75 out of 5 (or equivalent).
8. A minimum score of 65 or higher in the Graduate Aptitude Test (Qudrat), valid for five years, must be obtained before the admissions portal closes.
9. English language test scores (e.g., TOEFL, IELTS, STEP) must be valid for three years and issued by an accredited institution.
10. Non-Saudi applicants residing within or outside Saudi Arabia (excluding scholarship students) may apply to postgraduate programs through the admissions portal (Alya) in accordance with the relevant regulations.

## 2. Department-Specific Admission Requirements:

#	Requirement	Details	
1	<b>Required Specializations</b>	A bachelor's degree in administrative or applied sciences (STEM: Science, Technology, Engineering, Mathematics).	
2	<b>Graduate Aptitude Test Score</b>	Minimum score of 65.	
3	<b>English Proficiency Scores</b>	<b>STEP:</b> 83, <b>IELTS:</b> 5, <b>TOEFL:</b> IBT 61, CBT 173, PBT 500.	
4	<b>Admission Criteria</b>	<b>Criterion</b>	<b>%</b>
		Undergraduate GPA	%50
		Graduate Aptitude Test Score	%25
		Written Exam	%15
		Oral Exam (Interview)	%10

## Study System

The **MBA Program** consists of 42 credit hours of coursework, in addition to a complementary research project worth 3 credit hours.

### Regulations and Rules Related to the Study System

*University Council Decision No. (38-13-1441/1442)*

- A minimum grade of “**Good**” in a bachelor's degree for regular applicants and “**Very Good**” for distance learning applicants is required.
- Applicants must achieve a minimum score of **70** in the Graduate Aptitude Test for University Students (Qudrat) at the time of application.

### Department of Business Administration Requirements

- Applicants must obtain a minimum score of:
  - **500** in the TOEFL PBT,
  - **61** in the TOEFL IBT,
  - **5** in IELTS, or
  - Equivalent scores in other recognized tests such as STEP or CBT.
- Applicants must hold a bachelor’s degree in administrative or applied sciences fields: **STEM: Sciences, Technology, Engineering, Mathematics (Science – Technology – Engineering – Mathematics)**.
- The department council reserves the right to amend admission requirements as deemed appropriate.

### Tuition Fees for the MBA Program

- **Academic Year 1445: 70,000 SAR**
- **Academic Year 1446: Free of Charge**

# Study Plan

## Level 1

Course Code	Course Title	Credits		Type	Prerequisite
STAT 605	Business Analytics	3		Core	None
ECO 610	Economics	3	Economics	Core	None
MGT 615	International Trade Law	3		Core	None

## Level 2

Course Code	Course Title	Credits	Type	Prerequisite
MGT 650	Human Resource Management	3	Core	None
MGT 620	Management Information Systems and Technology	3	Core	None
MGT 640	Marketing Management	3	Core	None

## Level 3

Course Code	Course Title		Credits	Type	Prerequisite
FIN 660	Financial Management	Finance & Investment	3	Core	None
ACC 670	Management Accounting	Accounting	3	Core	None
Elective	Choose one of the following: <ul style="list-style-type: none"> <li>• <b>MGT 643:</b> Knowledge Management and Innovation</li> <li>• <b>MGT 639:</b> Global Program and Project Management</li> <li>• <b>ECO 648:</b> Managerial Economics</li> </ul>		3	Elective	None

**Level 4**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Type</b>	<b>Prerequisite</b>
MGT 642	Leadership	3	Core	None
MGT 645	Strategic Management	3	Core	None
Elective	Choose one of the following: <ul style="list-style-type: none"><li>• <b>MGT 644:</b> Organizational Behavior</li><li>• <b>MGT 646:</b> Consumer Behavior</li></ul>	3	Elective	None

**Level 5**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Type</b>	<b>Prerequisite</b>
MGT 606	Research Project	3	Core	None
Elective	Choose one of the following: <ul style="list-style-type: none"><li>• <b>MGT 647:</b> Entrepreneurship</li><li>• <b>MGT 649:</b> Conflict and Negotiation</li><li>• <b>MGT 654:</b> Decision Support Systems</li></ul>	3	Elective	None

## Course Description

❖ **first level:**

<b>Course Title: Business Analytics</b>	<b>Course Code: STAT 605</b>
	<b>Credit hours: 3</b>
<p>This course aims to provide students with a set of useful tools and knowledge for analyzing structured and unstructured data in order to get net insights for better decisions. The course covers a set of statistical analyses such as descriptive and predictive analytics, including regression analysis. Other topics include probability distributions, sampling, statistical inference, spreadsheet models, data mining and simulation. This course provides students with the basic concepts and tools needed to understand the emerging role of business analytics in organizations and shows students how to apply basic business analytics tools in a spreadsheet environment.</p>	

<b>Course Title: Economics</b>	<b>Course Code: ECO 610</b>
	<b>Credit hours: 3</b>
<p>This course focuses on the application of economic concepts and tools to individual and business decision making processes with special reference to alternative market structures. It also discusses the analysis of aggregate economic behavior such as economic growth, money, productivity, inflation, unemployment and relevant policy implications.</p>	

<b>Course Title: International Trade Law</b>	<b>Course Code: MGT 615</b>
	<b>Credit hours: 3</b>
<p>This course is designed to provide MBA's students the essential legal knowledge necessary for dealing with international trade transactions and studying how states regulate their national trade in relation to international trade.</p> <p>It also presents a suitable study about the World Trade Organization and its predecessor, GATT, and how they manage the international trade system with exploring the principles applied in both cases.</p> <p>This course also enables students to know, compare and evaluate the different mechanisms used for resolving trade disputes, and provide the legal skills necessary for common use in trade transactions practice.</p>	

❖ **Second Level**

<b>Course Title: Management Information system and Technology</b>	<b>Course Code: MGT 620</b>
	<b>Credit hours: 3</b>
<p>This course provides students with an understanding of the nature, structure and function of information systems in the business domains. It looks at the relationships between Information System, Organization and Strategy. It builds a knowledge foundation in business organization, processes and operations that are supported by information technologies and systems. In this course, students will know about the effects of information systems in creating successful and globally competitive firms. A focus on emerging technologies will help students identify actual opportunities for adding business value through IT.</p>	

<b>Course Title: Marketing Management</b>	<b>Course Code: MGT 640</b>
	<b>Credit hours: 3</b>
<p>Marketing is designed to equip students with the skills and analytical techniques necessary to move from a marketing orientation and philosophy through the critical stages of the marketing planning process. The module encourages an integrated strategic view, by looking at marketing not just at the corporate level but also at its implementation. The module also focuses on the customer needs as well as the organizations constraints in the real world. The module emphasizes the wider scope for marketing in the provision, communication and delivery of value. To help students contextualize the challenges and opportunities facing organizations, as well as to reflect on putting theory into practice, the module makes use of a real case studies. Here, playing as a part of a group student will provide marketing plan for a real company based on real case study and information. The challenge in this exists not only in performing marketing tasks (absorbing and processing marketing data, targeting, positioning, and re-positioning subject to a limited sales budget with competing demands), but also in managing yourself and the relationships between the student and other group members. The key theme of this module is the integrated strategic view, looking at marketing not just at the corporate level but also at its implementation as well as focuses on the real needs of customers and on providing value in an integrated way. This module aims to develop the knowledge and skills of marketing needed to manage successfully in any organization, which has intercultural contacts. Students will demonstrate a systematic understanding of marketing management through a format of marketing plan.</p>	



<b>Course Title: Human Resources Management</b>	<b>Course Code: MGT 650</b>
	<b>Credit hours: 3</b>
<p>The focus of this course is the HRM processes, approaches and applications in different kind of organizations and corporations. Emphasis will be placed on the building blocks of competitive advantage (efficiency, quality, innovation, and customer responsiveness) through HRM practices. Students will learn relevant concepts and techniques and will develop skills in HRM analysis and strategy formulation through variety of methods including business cases and simulation.</p>	

❖ **Third level**

<b>Course Title: Management Accounting</b>	<b>Course Code: ACC 670</b>
	<b>Credit hours: 3</b>
<p>This course deals with many of the present-day management accounting techniques. It considers the skills and competencies that management accountants should develop in order to take advantage of the many opportunities offered by the new management accounting techniques.</p> <p>This course covers five parts :(i) Management Accounting Fundamentals, (ii) Accounting Information for Decision Making ;(iii) Planning and Budgetary Control Systems; (iv) Management Control and Performance Issues; (v) Quality; Time and the Strategic Management of Costs. Case studies and papers discussions and presentations are to be used to illustrate the use and the relevance of management accounting tools to solve operational and strategic problems.</p>	

<b>Course Title: Financial Management</b>	<b>Credit hours: FIN 660</b>
	<b>Credit hours: 3</b>
<p>Financial management is a core life skill; almost everyone must understand basic financial concepts to manage their business and personal finances. This course provides the essential tools and concepts that every general manager and entrepreneur should know. It focuses on the theoretical and practical aspects of corporate finance decisions. Topics covered in this course include (i) Financial Management Fundamentals, (ii) Financial Statements and Financial Analysis ;(iii) Valuation and Capital budgeting; (iv) Portfolio risk and return; (v) Financial Leverage and Capital Structure; and (vi) Short-Term Finance and Net working capital management.</p>	

❖ **Fourth level**

<b>Course Title: Leadership</b>	<b>Course Code: MGT 642</b>
	<b>Credit hours: 3</b>
<p>This course introduces and investigate the main conceptual approaches to leadership. It is designed to build upon fundamental leadership theories and further explore historical and contemporary leadership theories, models and perspectives within a variety of contexts. Through dynamic interactions between the professor, students and other experiences, each student should develop and apply a completer and more holistic philosophical and theoretical leadership framework.</p>	

<b>Course Title: Strategic Management</b>	<b>Course Code: MGT 645</b>
	<b>Credit hours: 3</b>
<p>This course focused on strategic management process which involves the overall vision, mission, and objectives of the organization. It implied an internal analysis to determine strengths and weaknesses, external analysis to determine opportunities and threats, formulating corporate, business, and functional strategies, implementing, and evaluating strategies. Global strategies and environments will be covered as well. Emphasis will be placed on the building blocks of sustainable competitive advantage (efficiency, quality, innovation, and customer responsiveness) that underlie most strategies. Students will learn relevant concepts and techniques and will develop skills in strategic analysis and strategy formulation through variety of methods including business cases and simulation. Students will also play an effective member of a strategic team, working with others to analyze strategic issues and solve business problems.</p>	

❖ **Level five**

<b>Course Title: Research Project</b>	<b>Course Code: MGT 606</b>
	<b>Credit hours: 3</b>
<p>A Research project is an independent piece of research work which will enhance the student's research capabilities. It demonstrates the knowledge and skills acquired both in terms of the subject area and academic research. The student is supposed to tackle a research-oriented problem in some aspect of Business Administration and its applications guided by an academic supervisor in the chosen specialized domain. It enables students to practice writing a scientific report, developing problem-solving skills, managing research activities and critically assessing the outcomes from the project.</p>	

❖ Elective courses

<b>Course Title: Innovation and Knowledge Management</b>	<b>Course Code: MGT 643</b>
	<b>Credit hours: 3</b>
<p>In the quest for sustainable competitive advantage, companies have finally come to realize that technology alone is not that. What sustains is knowledge. It is in unchaining knowledge that lies in your company’s people, processes, and experience that the hope for survival rests. This course teaches you the essential principles of knowledge management. Shows how KM and CRM technologies work, and how they impact the IT infrastructure. Also shows how to use team-building and goal-setting exercises to create excellent KM/CRM projects, and how to align e-business strategy and technology choices. Offers comprehensive coverage of the most important ideas in knowledge management.</p>	

<b>Course Title: Global Program and Project Management</b>	<b>Course Code: MGT 639</b>
	<b>Credit hours: 3</b>
<p>Projects have become an important mode of organizing work in many organizations and industries in response to the need to develop and deliver complex one-off goods and services and to manage change initiatives. This course is designed to provide the theoretical and practical grounding for those working in and leading projects. This course will show how projects as diverse as process improvement, client handling or improving customer services, can be successfully completed by combining soft skills with the hard techniques of project management. The course will discover how to empower and involve people, overcome common reasons, understand the reasons behind projects failure.</p>	

<b>Course Title: Managerial Economics</b>	<b>Course Code: ECO 648</b>
	<b>Credit hours: 3</b>
<p>Managerial Economics is the application of economic theory and methodology to managerial decision-making problems within various organizational settings. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision-making under uncertainty. Students taking this course are expected to have had a good understanding of Principles of Microeconomics and been better prepared for leadership positions in business. This course applies economic analysis in formulating business decisions based on the theoretical foundations of demand, cost, production, profits, and competition.</p>	

<b>Course Title: Organizational Behavior</b>	<b>Course Code: MGT 644</b>
	<b>Credit hours: 3</b>
<p>This course studies people behavior within the workplace. It analyzes the factors that affect employee commitment and performance, leadership and decision making. It focuses on understanding individual's attitudes, groups' dynamic and how they interact with the organizational strategies, structures and change process.</p>	

<b>Course Title: Consumer Behavior</b>	<b>Course Code: MGT 646</b>
	<b>Credit hours: 3</b>
<p>Buyer Behavior and Ethics focuses on understanding why people buy; what motivates them; how they learn; and how are they persuaded to buy. Buyer Behavior and Ethics underpins all strategic issues of marketing because understanding the consumers and customers' needs, wants, and desires is crucial to building a successful marketing strategy. Buyer behavior takes micro and macro perspectives, drawing theory from economics, psychology, sociology, and applies this to the business environment. The module explains the complexity of the decision-making process and how an understanding of consumption decisions informs segmentation. Students will look at the diversity of consumer culture, which is increasingly globalized and explore the implications for marketing strategists in this dynamic, international environment. Students will also critically evaluate the notion of ethics and its role in marketing strategy; persuasion through advertising and other communication tools; and ethical consumption and disposal practices.</p>	

<b>Course Title: Entrepreneurship</b>	<b>Course Code: MGT 647</b>
	<b>Credit hours: 3</b>
<p>Students will become familiar with concepts, including but not limited to the entrepreneurial mind-set in individuals and in organizations, with the initiation of entrepreneurial ventures by innovating new ideas and analyzing market needs and evaluating entrepreneurial opportunities (opening a new business, purchasing an ongoing business, or get a franchise); with the discovering of marketing and financial challenges for entrepreneurial ventures; and with the development of an effective business plan</p>	

<b>Course Title: Conflict and Negotiations</b>	<b>Course Code: MGT 649</b>
	<b>Credit hours: 3</b>
<p>Conflicts of interest are common in project and program management, business environments, and daily life. This course provides a framework to understand the basis of conflict, to select an appropriate conflict resolution strategy, and to employ tactics that optimize results for both individuals and organizations. Characteristics of negotiation explored include the two fundamental strategies of negotiation; frames of reference; value creation; value claiming; and the impact of both tangible and intangible factors on the negotiation process.</p> <p>With globalization of project management and the implementation of virtual teams, the challenges to successfully resolve conflicts become increasingly complex. Approaches to conflict resolution differ among collocated and virtual teams, and cultural differences, interests, and values influence negotiation strategy and tactics. As each element of the conflict resolution process is explored.</p>	

<b>Course Title: Decision Support Systems</b>	<b>Course Code: MGT 654</b>
	<b>Credit hours: 3</b>
<p>This course focuses on the concepts and technologies of Decision Support Systems and the role of DSS in the decision-making process.</p>	

## Evaluation System

The tests are conducted in the courses of postgraduate studies for obtaining a master's degree, and grades are monitored according to the regulations of studies and exams for the university stage:

1. The student is not considered successful in the course unless they receive at least a (high good) grade.
2. Passing the supplementary course in the first attempt with a grade not less than (high good), and their cumulative average in all supplementary courses is not less than (very good).
3. Regarding alternative exams and courses that require more than one semester of study, the college council takes the appropriate action based on the department council's recommendation.
4. In cases where there is no specific provision in these executive rules, the conduct of tests and grade monitoring shall refer to the provisions of the university's regulations for studies and exams for the university stage and its executive rules.
5. The midterm grade should not be less than (50%) of the total grade.
6. The grading scale is out of five, and the grades obtained by the student in each course are calculated as follows:

Percentage	Grade	Letter Grade	GPA (out of 5)
100–95	Excellent+	A+	5
94.99–90	Excellent	A	4.75
89.99–85	Very Good+	B+	4.5
84.99–80	Very Good	B	4
79.99–75	Good+	C+	3.5
Below 75	Fail	F	0

7. The overall assessment for the cumulative GPA out of five upon a student's graduation from postgraduate programs is based on their cumulative average according to Article 37 of the Regulations for Studies and Exams for the University Stage as follows:
  - a. (Excellent) if the cumulative average is not less than 4.50.
  - b. (Very Good) if the cumulative average is from 3.75 to less than 4.50.
8. A student is prohibited from taking the final exam in a course if their absenteeism percentage exceeds (25%) of the instructional units in that course, considered as failing the course, and assigned a designation of (H) or (DN).

9. If a student fails a course or more, they must retake the failed course(s) in terms of study and examination.
10. The college/institute council or its authorized representative may grant an exception to lift the prohibition and allow the student to take the exam provided that the student presents an acceptable excuse, with attendance not falling below 50% of the specified lectures and scientific lessons for the course.
11. The following conditions are required for holding a makeup exam:
  - a. The student must present their excuse to the relevant department head within ten days from the date of the missed exam.
  - b. Approval from both the department and college/institute councils for the excuse.
12. The makeup exam is scheduled during the first month of the following academic semester.

## Request for Certificates

If you wish to obtain a letter of certification or recommendation, please send an email containing the student's name, student ID, level, and a description of the required certificate.

<b>Step</b>	<b>Execution Steps</b>	<b>Responsible Party</b>	<b>Communication Method</b>
1	Receipt of information for graduate students	Graduate Studies Coordinator	Email
2	Preparation of the certificate according to its purpose and submission for approval	Graduate Studies Coordinator	
3	Approval of certificates for graduate students	College Vice Dean for Graduate Studies and Research	
4	Sending the certificates to graduate students	Graduate Studies Coordinator	



## Deferral of Admission

Step	Execution Steps	Responsibility	Communication Method	Deadline for Application
1	Submit a request for deferral of admission	Student	Online Services Portal (Olya)	End of the second week of the semester
2	Departmental Scientific Council recommendation on deferral request	Departmental Scientific Council		
3	College Dean approval of department recommendation	College Dean		
4	Dean of Graduate Studies approval of college recommendation	Dean of Graduate Studies		
5	Monitoring the academic request status	Student		

### Guidelines:

- With the approval of the relevant department council and the college dean, a student's admission may be deferred once. Deferral cannot be accepted after the student has started their studies, according to guidelines set by the university council based on the permanent committee's recommendation.
- Admission deferral is allowed for up to one academic year only, and the student must join the program when it commences. If the program's start is delayed for more than two academic years, the student's admission to the program will be canceled.
- The student must submit the admission deferral request to the relevant department at least one week before the start of the program for review by the departmental council.
- The departmental scientific council and the college dean have the authority to reject admission deferral if the reasons are not convincing or if there is an impact on future program admission quotas.
- A deferred student is not considered a regular student during the deferral period and does not enjoy the benefits and rights of a regular student.
- The executive administration is responsible for monitoring the implementation of deferral or cancellation of admission in the university's student information system.

## Course Registration

<b>Step</b>	<b>Execution Steps</b>	<b>Responsibility</b>	<b>Communication Method</b>	<b>Deadline for Application</b>
1	Payment of course registration fees	Student	Online Services Portal (Olya)	End of the first week of the semester
2	Course registration	Graduate Studies Dean		
3	Monitoring the academic request status until the class schedule appears	Student		

## Study Deferral Process

No.	Steps	Responsibility	Method Used	Deadline for Submission
1	Submit a study deferral request	Student	E-Services Portal (ULA)	At least one week before the start of the semester to be deferred
2	Recommendation by the Scientific Department Council on the study deferral request	Scientific Department Council		
3	Approval by the Dean of the College on the department's recommendation	Dean of the College		
4	Approval by the Dean of Graduate Studies on the College's recommendation	Dean of Graduate Studies		
5	Monitoring the status of the academic request	Student		

### Guidelines:

- A student may defer their studies based on a recommendation from the relevant department council and approval from the college council, according to guidelines set by the university council, following the permanent committee's proposal.
- Study deferral is limited to students who have completed their coursework. The regulations of Article (23) and its guidelines apply to students in the course phase.
- The total duration of deferral, whether separate or cumulative, should not exceed two academic years. This period includes the study leave specified in Article (23) and its guidelines.
- The student must submit the deferral request to the department head at least one week before the start of any semester. It should be presented to the department council no later than the end of the second week of that semester. Deferral is only valid after the approval of the college or institute council minutes.
- Scientific councils review the topics submitted by deferred students for thesis registration, and supervision continues during the deferral period.
- If a student is granted an exceptional opportunity and has not exhausted the deferral period, they may defer the exceptional opportunity or part of it.
- The executive administration is responsible for monitoring the implementation of deferral in the student information system at the university.

## Apology (Dropping a Semester)

Step	Action	Responsibility	Means of Submission	Deadline for Submission
1	Submit a request to drop courses	Student	University Services Portal (Olia)	At least three weeks before the final exam
2	Recommendation by the Academic Department Council on the request to drop courses	Academic Department Council		
3	Approval by the College Dean on the department's recommendation	College Dean		
4	Approval by the Dean of Graduate Studies on the College's recommendation	Dean of Graduate Studies		
5	Monitoring the academic request status	Student		

### Guidelines:

- A student may apologize for continuing to study one or more courses, or all courses of the semester, after the registration period, upon the recommendation of the relevant department council and approval from the College Dean, according to the approved guidelines set by the university council based on the committee's proposal as follows:
- Apology for study is limited to students in the coursework stage, while students in the thesis stage are subject to Article 22 and its regulations.
- If apologizing for all courses of the semester, this semester will be counted within the extension periods referred to in Article 22 and its regulations.
- The student must have completed at least one academic semester, and the College/Institute Council may make exceptions based on the department council's recommendation.
- The student must be enrolled regularly and not on leave.
- The student must submit the apology request from the beginning of the semester until before the start of the final exams period specified in the university council-approved calendar.
- The apologized course or all courses in the semester should not fall under exceptional opportunities.
- The apologized student may register for courses in the following semester unless the courses have requirements from the courses apologized for. If there are requirements from apologized courses, the College/Institute Council will make the appropriate decision based on the department council's recommendation.
- The executive administration is responsible for monitoring the implementation of the extension in the university's student information system.

## Withdrawal

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>	<b>Means of Submission</b>
1	Submit a withdrawal request	Student	Withdrawal Form and Tuition Refund Request Form (Provided by the Dean of Graduate Studies)
2	Approval by the Head of the Academic Department on the withdrawal request	Head of the Academic Department	
3	Approval by the College Dean on the department's recommendation	College Dean	
4	Approval by the Disengagement Authorities	Dean of Graduate Studies	
5	Approval by the Dean of Graduate Studies on the College Dean's recommendation	Dean of Graduate Studies	

**Notes:**

- If a graduate student withdraws from the university and later wishes to rejoin, the university may apply admission conditions at the time of reapplication.
- When a student submits a withdrawal request, the College/Institute must forward the request within two weeks to the executive administration to complete the necessary steps for deregistering the student in the university's student information system.

## Discontinuation

- A student is considered to have discontinued their studies if they do not register during the specified registration period in any semester available for registration.
- Registration must be completed in the university's student information system for each semester according to the approved academic calendar.
- The college/institute must submit the names of students who did not start their studies (registered or not registered) by the third week of each semester to the executive administration to complete the necessary steps regarding their discontinuation in the university's student information system.

## Termination of Enrollment

No.	Execution Steps	Responsibility	Communication Method
1	Departmental Council recommendation on termination request	Departmental Council	Electronic Services Portal (OLIA)
2	College Council approval of the department's recommendation	College Council	
3	Graduate Studies Council approval of the college's recommendation	Graduate Studies Council	

### Regulations

1. A student's enrollment will be terminated in the following cases:
  - If the student discontinues their studies, as per Article (25) of the regulations.
  - If the student fails to pass the supplementary courses, following the rules set by the permanent committee.
  - If the student's cumulative GPA drops below "Very Good" for two consecutive semesters.
  - If it is found that the student was admitted based on incorrect or fraudulent information or documents.
  - If the student fails to obtain the academic degree within the specified program duration.
2. A student's enrollment will be terminated by a decision of the permanent committee, based on the department council's recommendation and the college council's endorsement, if the student breaches academic integrity during the coursework or thesis preparation or violates any relevant rules, regulations, or decisions.

## Re-enrollment

No.	Execution Steps	Responsibility	Communication Method
1	Departmental Council recommendation on re-enrollment request	Departmental Council	Electronic Services Portal (OLIA)
2	College Council approval of the department's recommendation	College Council	
3	Graduate Studies Council approval of the college's recommendation	Graduate Studies Council	

**Regulations:** A student whose enrollment was terminated may be re-enrolled if the reason for discontinuation was due to compelling circumstances accepted by both the department and college councils. Re-enrollment requires a decision from the permanent committee, considering the following:

1. A student who has been out of the university for more than three academic years will be treated as a new student and must retake the required courses, regardless of previous academic progress. The university council may grant exceptions based on rules proposed by the permanent committee.
2. A student who has been out of the university for three academic years or less must retake certain courses as determined by the department council and approved by the college council. The units completed after resuming studies will count toward the cumulative GPA. The time spent in the program before the termination of enrollment will be included in the maximum time allowed for obtaining the degree.
  - The student must submit a re-enrollment request to the department, accompanied by the termination decision and proof of the circumstances that caused the discontinuation.
  - The college/institute must submit the requests to the executive administration for review and to be forwarded to the permanent committee for the appropriate decision.



## Granting an Exceptional Opportunity to Improve GPA

No.	Execution Steps	Responsibility	Communication Method	Deadline
1	Submit a request for an exceptional opportunity to improve GPA	Student	Form (33)	End of the second week of the semester
2	Departmental Council recommendation on the request	Departmental Council		
3	College Council approval of the department's recommendation	College Council		
4	Graduate Studies Council approval of the college's recommendation	Graduate Studies Council		

**Regulations:** The college council, as an exception to subparagraph (c) of paragraph (1) of Article 26 of these regulations, may grant a student a single exceptional opportunity not exceeding one academic year, based on the department council's recommendation, according to the following rules:

1. The exceptional opportunity to improve the GPA must be granted within the specified duration for obtaining the degree.
2. A student will not be granted an exceptional opportunity if it is mathematically impossible to raise their GPA to the required level.
3. The exceptional opportunity must be used in subsequent semesters, or if the student has completed all semesters, it can be used in courses from previous semesters. The department council will determine the courses to be registered by the student.
4. The student must study and be tested in the courses during the exceptional opportunity.
5. The semester in which the department cannot offer the required courses will not count against the student.
6. If the student improves their GPA during one of the semesters in an exceptional opportunity that covers a full academic year, the following semester is automatically waived.
7. The student must submit the request for the exceptional opportunity to the department council within two weeks of the start of the following semester after the two semesters in which their GPA was lowered.

The colleges/institutes must submit the requests for the exceptional opportunity to the executive administration for review and to be processed in the university's student information

## Granting an Exceptional Opportunity for the Regular Duration

No.	Execution Steps	Responsibility	Communication Method	Deadline
1	Fill out the form to request an exceptional opportunity for the regular duration	Student	Form (28)	At least 30 days before the end of the last semester of the regular duration
2	Departmental Council recommendation on the request	Departmental Council		
3	College Council approval of the department's recommendation	College Council		
4	Graduate Studies Council approval of the college's recommendation	Graduate Studies Council		

### Regulations:

The permanent committee, as an exception to subparagraph (h) of paragraph (1) of Article (26) of the regulations, may grant a student an exceptional opportunity not exceeding one academic year, based on a report from the supervisor and recommendations from the departmental and college councils, according to the following rules:

1. The student must submit the request for the exceptional opportunity to the department council at least 30 days before the end of the last semester of the regular duration.
2. If the student has not used the deferral during the regular duration, the exceptional opportunity or part of it may be deferred.
3. The college/institute must submit the requests before the start of the semester to the executive administration for review and to be forwarded to the permanent committee for the appropriate decision.
4. The executive administration is responsible for ensuring that the decisions are recorded in the university's student information system.

## External Transfer to the University

No.	Execution Steps	Responsibility	Communication Method	Deadline
1	Fill out the transfer form and submit it along with the required documents: (transcript and graduation certificate for the bachelor's degree, current transcript, detailed course descriptions)	Student	Form (19)	End of the first week before the start of the semester
2	Dean of Graduate Studies approval of the transfer request	Dean of Graduate Studies		
3	College Dean approval	College Dean		
4	Departmental Council approval	Departmental Council		
5	College Council approval	College Council		
6	Graduate Studies Council approval of the college's recommendation	Graduate Studies Council		

### Regulations:

1. A student may be transferred to the university from another recognized university based on the recommendations of the departmental and college councils and the approval of the Graduate Studies Council, considering the following:
  - The student must meet the university's admission requirements and any additional conditions deemed necessary by the department.
  - The student must not have been dismissed from the previous university for any reason.
  - The request and attached documents are forwarded to the Dean of Graduate Studies for the appropriate decision.
2. Courses previously completed by the student at another university or educational institution within the Kingdom or abroad (provided it is licensed by the relevant authority in the country of study) may be transferred, based on the recommendation of the department and approval of the college council. The transferred courses will be recorded in the student's academic record, and the university council will determine the rules governing this process, including whether to count them towards the student's cumulative GPA.
3. In accordance with the executive rule for Article 19, courses previously completed by the student may be transferred based on the recommendation of the department council and approval of the college/institute council. The transferred units will be recorded in

the student's academic record and count towards the cumulative GPA, according to the following conditions:

- No more than three years must have passed since the course was completed.
- The student must provide an academic transcript and an official detailed course description.
- The grade for the transferred course must be at least (Very Good).

## Granting the Academic Degree

No.	Execution Steps	Responsibility	Communication Method
1	Submit a request for the academic degree	Student	Electronic Services Portal (OLIA)
2	Departmental Council recommendation on the request	Departmental Council	
3	College Dean approval of the department's recommendation	College Dean	
4	Graduate Studies Council approval of the college's recommendation	Graduate Studies Council	
5	Clearance from relevant departments	Clearance Departments	
6	University Council approval	University Council	

### Regulations:

- A student graduates after successfully completing the graduation requirements according to the program plan, with a cumulative GPA not less than the GPA specified by the university council for each program, provided that it is not less than (Very Good).
- If a student completes the requirements for the academic degree with a cumulative GPA less than "Very Good" and has not exhausted the regular duration, they may be granted an exceptional opportunity to improve the GPA for one academic year—if they have not been granted one previously—based on the recommendation of the department council and the decision of the college/institute council. The student will retake certain courses they have previously completed, in accordance with Article 28 and its executive rule.
- The executive administration issues the graduation certificate and the final academic transcript after the university council approves the granting of the academic degree. The certificate will include the name of the college/institute, the program, the overall grade, and the cumulative GPA.

## Disbursement of Source and Reference Allowance

No.	Execution Steps	Responsibility	Communication Method
1	Fill out the form to request the disbursement of the source and reference allowance	Student	Form (Substitute): By mail.
2	Receive the form from graduate students	Graduate Studies Coordinator	
3	Sign the form and submit it for approval	Student Affairs Office in the College	
4	Approve the request for the disbursement	Head of the Department	
5	Approve the request for the disbursement	Deputy Dean of Graduate Studies	



## Appendix



نموذج رقم (٢٨)

نموذج طلب فرصة إضافية لإتمام متطلبات الحصول على الدرجة

الاسم الرباعي	الرقم الجامعي		
الجنسية	رقم الجوال		
الكلية (المعهد)	القسم	المرحلة	
تاريخ الالتحاق بالبرنامج	تاريخ تقديم الطلب للقسم		
عدد الفصول المطلوبة			

وضع الطالب الدراسي	
<input type="checkbox"/> مرحلة اختيار الموضوع وتسجيله. هل تمت التوصية بقبول الموضوع في مجلس القسم: <input type="checkbox"/> لا <input type="checkbox"/> نعم: في الجلعة رقم ( ) وتاريخ: الموضوع: <input type="checkbox"/> مرحلة إعداد الرسالة تاريخ تسجيل الرسالة: . نسبة الإنجاز: (%). اسم المشرف: اسم المرشد: اسم المشرف المساعد (إن وجد): مسوغات طلب الفرصة (ترفق صورة من تقرير المشرف أو المرشد على الطالب):	

هل سبق توجيهات إندارات للطالب	<input type="checkbox"/> لا <input type="checkbox"/> نعم	تاريخ الإنذار الأول	تاريخ الإنذار الثاني
هل سبق له تأجيل الدراسة	<input type="checkbox"/> لا <input type="checkbox"/> نعم	عدد الفصول المؤجلة	التفصيل
هل سبق له حذف مقررات	<input type="checkbox"/> لا <input type="checkbox"/> نعم	عدد الفصول المحذوفة	التفصيل
اسم معيّن النموذج	الوضع الوظيفي	التوقيع	

توصيئة مجلسي القسم والكلية	
• أوصى مجلس قسم الإضافية بسبب: في جلسته رقم ( ) بتاريخ: <input type="checkbox"/> بالموافقة <input type="checkbox"/> بعدم الموافقة . على الفرصة	
• أوصى مجلس كلية /معهد: الإضافية بسبب: في جلسته رقم ( ) بتاريخ: <input type="checkbox"/> بالموافقة <input type="checkbox"/> بعدم الموافقة . على الفرصة عميد كلية (معهد) الاسم التوقيع التاريخ:	
توصيئة مجلس عمادة الدراسات العليا	
أوصى المجلس في جلسته رقم ( ) بتاريخ: : بقراره رقم ( ) <input type="checkbox"/> بالموافقة على منح الطالب المذكور فرصة إضافية لإتمام متطلبات الحصول على الدرجة لعدة ( ) تبدأ من الفصل الدراسي ( ) من العام الجامعي ( ) <input type="checkbox"/> بعدم الموافقة على منح الفرصة الإضافية للأسباب التالية:	
قرار مجلس الجامعة	
قرر مجلس الجامعة في جلسته رقم ( ) بتاريخ: : بقراره رقم ( ) <input type="checkbox"/> بالموافقة على منح الطالب المذكور فرصة إضافية لإتمام متطلبات الحصول على الدرجة لعدة ( ) تبدأ من الفصل الدراسي ( ) من العام الجامعي ( ) <input type="checkbox"/> بعدم الموافقة على منح الفرصة الإضافية للأسباب التالية:	



نموذج رقم (33)  
نموذج طلب فرصة إضافية لرفع المعدل

الاسم الرباعي		الرقم الجامعي		
الجنسية		الوضع الوظيفي		
الكلية (المعهد)		القسم	المرحلة	
العام الجامعي		الفصل الدراسي	المعدل	
تاريخ الالتحاق بالبرنامج				
أوصى مجلس القسم في جلسته رقم ( ) وتاريخ: بمنح الطالب فرصة إضافية لمدة ( ) من العام الجامعي ( ) / 14 هـ ( لرفع معدله التراكمي وذلك في المقررات الآتية:				
1.	2.	3.	4.	5.
6.				

أوصى مجلس الكلية (المعهد) في جلسته رقم ( ) وتاريخ:

 بالموافقة بعدم الموافقة

على توصية مجلس القسم بدراسة المقررات المذكورة لرفع معدل الطالب المذكور اسمه أعلاه بسبب:

قرر مجلس عمادة الدراسات العليا في جلسته رقم ( ) وتاريخ:

 الموافقة عدم الموافقة

على توصية مجلس الكلية (المعهد) باعتماد المقررات المذكورة لرفع معدل الطالب المذكور اسمه أعلاه بسبب:

ملاحظة: لا يقبل أي نموذج تعرض للتحويل أو كان ناقصا

## نموذج (19)

الرقم:  
التاريخ:  
المشروعات:



المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة الإمام محمد بن سعود الإسلامية  
كلية/معهد: .....

نماذج الدراسات العليا ( 14 - 14 هـ )

### نموذج رقم (19)

طلب تحويل من قسم إلى آخر

اسم الطالب : ..... الجنسية : ..... رقم البطاقة/الإقامة: ..... رقم الهاتف: .....  
الكلية (المعهد) المحول منها: ..... القسم المحول منه: ..... المرحلة :  دبلوم ،  ماجستير ،  دكتوراه  
الكلية (المعهد) المحول إليها: ..... القسم المحول إليه: ..... المرحلة :  دبلوم ،  ماجستير ،  دكتوراه  
تاريخ تقديم الطلب للقسم : / / 14 هـ ، تاريخ الالتحاق بالدراسة في القسم المحول منه : / / 14 هـ  
وضع الطالب الدراسي :  
 مرحلة دراسة المقررات : الفصل الدراسي :  الأول ،  الثاني ،  الثالث ،  الرابع  
 مرحلة اختيار الموضوع وتسجيله .  
 مرحلة إعداد الرسالة : تاريخ تسجيل الرسالة: / / 14 هـ  
اسم المشرف : ..... اسم المشرف المساعد ( إن وجد ) : .....

هل سبق له تأجيل الدراسة :  لا  نعم  
1- الفصل الدراسي ..... عام .....  
2- الفصل الدراسي ..... عام .....  
3- الفصل الدراسي ..... عام .....  
4- الفصل الدراسي ..... عام .....  
هل سبق له حذف مقررات فصل دراسي :  لا  نعم : عدد فصول الحذف   
هل سبق أن الغي قيده  لا  نعم ، بسبب : .....  
هل سبق له التحويل من برنامج إلى آخر  
 لا  نعم ، من قسم : ..... إلى قسم : .....  
توصية مجلس القسم المحول إليه :  
أوصى مجلس القسم في جلسته رقم ( ) وتاريخ / / 14 هـ  
 بعدم الموافقة  بالموافقة ؛ بشرط  
توصية مجلس الكلية ( المعهد ) المحول إليها :  
أوصى مجلس الكلية (المعهد) في جلسته رقم ( ) وتاريخ / / 14 هـ  
 بعدم الموافقة  بالموافقة ؛ بشرط  
اسم المشرف : ..... التاريخ / / 14 هـ

اتخذ مجلس عمادة الدراسات العليا قراره رقم ( ) وتاريخ / / 14 هـ

بالموافقة  بعدم الموافقة على توصية مجلس الكلية (المعهد)

ملاحظة / لا يقبل أي نموذج تعرض للتعديل أو كان ناقصاً

## Important Links

1. Introduction to the University	<a href="#">1. التعريف بالجامعة</a>
2. Introduction to the College	<a href="#">2. التعريف بالكلية</a>
3. Introduction to the Department	<a href="#">3. التعريف بالقسم</a>
4. Department Guide	<a href="#">4. الدليل الإرشادي للقسم</a>
5. Student Guide	<a href="#">5. دليل الطالب</a>
6. Rights and Duties of the University Student	<a href="#">6. حقوق الطالب الجامعي وواجباته</a>
7. Guide for Graduate Students at Imam University	<a href="#">7. الدليل الإرشادي لطلبة الدراسات العليا بجامعة الإمام</a>
8. Rules and Procedures for University Student Grievances	<a href="#">8. قواعد تظلم الطالب الجامعي واجراءاته</a>
9. Quality Guide for University Students	<a href="#">9. دليل الجودة للطالب الجامعي</a>
10. Curriculum Development Requirements Guide	<a href="#">10. دليل متطلبات تطوير المناهج</a>
11. Quality Unit Officer Guide	<a href="#">11. دليل مسؤول وحدة الجودة</a>
12. Quality Guide for Administrative Employee	<a href="#">12. دليل الجودة للموظف الإداري</a>
13. Quality Guide for Faculty Members	<a href="#">13. دليل الجودة لأعضاء هيئة التدريس</a>
14. Quality Guide for Course Coordinator	<a href="#">14. دليل الجودة لمنسق المقرر</a>
15. System for Monitoring the Quality of the Educational Process	<a href="#">15. نظام مراقبة جودة العملية التعليمية</a>
16. Executive Rules for the Study Regulations for the Undergraduate Stage and Examinations	<a href="#">16. القواعد التنفيذية للائحة الدراسة للمرحلة الجامعية والاختبارات</a>
17. Unified Saudi Classification	<a href="#">17. التصنيف السعودي الموحد</a>

## Important Sites (contact information)



**0112580655**



**@business\_imamu**



**0112594040**

**0112580655**



**business@imamu.edu.sa**

**business.s@imamu.edu.sa**



**قسم إدارة الأعمال (imamu.edu.sa)**