



جامعة دار العلوم  
Dar Al Uloom University  
لعلوم توابك العصر

# STUDENT HANDBOOK

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# TABLE OF CONTENT

<b>About DAU.....</b>	<b>Page-1</b>
<b>Introduction.....</b>	<b>Page-3</b>
<b>DAU Colleges and Academic Programs</b>	
College of Business Administration (COB).....	Page-4
College of Architectural Engineering and Digital Design (CADD) .....	Page-6
College of Law (LAW).....	Page-8
College of Medicine (COM).....	Page-9
College of Dentistry (COD).....	Page-10
College of Pharmacy and Applied Medical Sciences (CPAMS).....	Page-11
University Preparatory Program (UPP) .....	Page-12
<b>Admission and Registration</b>	
Admission and Registration in DAU.....	Page-13
Registration Procedure.....	Page-15
Deletion and Addition of Courses.....	Page-19
Course Substitution for Graduation Requirements.....	Page-22
Repeating a course.....	Page-23
Suspending a Semester and Dismissal from DAU.....	Page-24
Re-Enrollment.....	Page-25
Registering Less Than 12 Credit Hours in the Semester.....	Page-26
Transfer.....	Page-27

Withdrawal, Postponement, DN Grade and absence from Final Exams .....	Page-29
Grading System, Grade Objection and Academic Complaints.....	Page-33
Student's Academic Records (Transcript).....	Page-34
Student Information System-SIS.....	Page-35

## **Student Rights, Roles, and Responsibilities**

Academic Students Rights .....	Page-36
Non-Academic Students Rights.....	Page-38
Students with Determination (SwD) .....	Page-39
DAU's Students Academic responsibilities .....	Page-40
DAU's Students Non-Academic responsibilities .....	Page-41
Academic Advising.....	Page-42
Psychological and Social Advising.....	Page-45
Psychological and Social Advising.....	Page-45

## **Student Life in DAU**

Students' Clubs and Councils.....	Page-47
Cultural, Athletic and Social Activities within DAU.....	Page-50
Career Counseling and Advising.....	Page-53
Libraries.....	Page-54
Health Services.....	Page-54
Food Services.....	Page-54

<b>DAU Facilities.....</b>	<b>Page55</b>
----------------------------	---------------



## ABOUT DAU

Dar Al-Uloom University is one of the pioneering private universities in the Kingdom, it was established in 2008 with Five colleges. It has comprehensive facilities that meet the highest standards, including classrooms, laboratories, sports facilities, digital resources and others which are all designed to fulfill the needs and requirements of the higher education systems with Two identical campuses, One for male students and the other for female students. One of the university's notable achievements is obtaining full institutional accreditation, and most of its programs are accredited by the Education and Training Evaluation Commission (ETEC-NCAAA).

## DAU'S VISION

**TO BE A WORLD-CLASS UNIVERSITY.**

## DAU'S MISSION

**TO INSPIRE PROFESSIONAL AND PERSONAL SUCCESS OF OUR GRADUATES THROUGH EXCELLENCE IN EDUCATION, RESEARCH, AND COMMUNITY ENGAGEMENT.**



## DAU'S VALUES

- **ACADEMIC EXCELLENCE:** A COMMITMENT TO PROVIDING QUALITY AND EXCELLENCE IN ALL EDUCATIONAL PROCESSES.
- **INNOVATION AND CREATIVITY NURTURING:** A COMMITMENT TO THE DEVELOPMENT OF ORIGINAL IDEAS AND INNOVATIVE APPROACHES TO SOLVING COMPLEX PROBLEMS.
- **KNOWLEDGE EMPOWERMENT:** A COMMITMENT TO THE EXPANSION AND DEEPENING OF KNOWLEDGE TO GIVE GRADUATES GREATER POWER OVER BOTH THEIR PROFESSIONAL AND PERSONAL LIVES.
- **A WELCOMING COMMUNITY:** A COMMITMENT TO MAINTAINING A STRONG SENSE OF COMMUNITY AMONG STUDENTS, FACULTY, AND STAFF.
- **FOSTERING ETHICAL CONDUCT:** A COMMITMENT TO PROVIDING A VALUES-BASED EDUCATION AND TO PROMOTE THE DEVELOPMENT OF ETHICAL JUDGMENT AND BEHAVIOR.



# Introduction

DAU is always in service to its' students and ensuring the provision of a conducive and proper educational environment in line with the university's mission, vision and its continuous commitment to excellence in higher education. DAU strives to utilize and facilitate all its physical and human resources to fulfill achieving the optimum educational experience and environment for DAU students. Different units co-operate with the Deanship of Admission, Registration and Student Affairs to serve and provide them with the necessary assistance and support needed such as Information Technology Dept., Student Support Center, Academic Advisors, Libraries, Alumni and career counseling unit and any other supporting units in DAU. This Student Handbook is conclusive of all matters students need to know about his/her rights and responsibilities, student services, rules and policies governing student life, psychological counseling, Academic advising, Career counseling and any other services presented by DAU to its Students. The student handbook is a collection of practical information about DAU. It is intended to provide you with answers to some common questions and guidance about how to find answers to the less common ones. It is important that, when you have a question, you check to see if the answer is here. The student handbook is the place to start when you have questions, but it is only a start. You can get more detailed information through DAU website at [www.dau.edu.sa](http://www.dau.edu.sa) and through individual consultations with the Deanship of Admission, Registration and Student Affairs.





**The study at DAU relies upon the system of credit hours, whereas the student carries out the academic procedures through:**

### **Automated Student Information System: SIS**

At the beginning of each semester, the courses to be studied by students shall be registered via automated SIS. It is advised to follow the program's approved study plan to ensure graduation on time. Via the automated SIS available at the following link <https://my.dau.edu.sa/sis/>, the student can register and amend the time schedule by deletion and addition or changing divisions, according to the actual academic situation. Moreover, the student can get his/her academic record since joining the University - via the same website, print the schedule, obtain the results of examinations of courses studied in the corresponding semester, and re-sign up for certain courses.

### **Academic Advisor:**

The Academic Advisor is a faculty member escorting the student along the academic years at the University. The Academic Advisor provides student with counseling and helps him/her in facing the academic problems. Most academic procedures require the approval of the Academic Advisor prior to making any amendments to the schedule. The student can recognize his/her Academic Advisor via the automated SIS. In the event the student wishes to change his/her Academic Advisor, an application can be submitted to the Head of Department/Dean of the College.



### **Student Affairs Department:**

The Student Affairs Dept. following-up all academic and study affairs for students, in addition to holding student activities and events throughout the semester, as well as service aspects and complaints, so do not hesitate to contact them to obtain any of the services or inquire about anything related to academic matters.



# DAU Colleges and Academic Programs





# DAU Colleges and Academic Programs

Currently, the university has Six colleges offering distinguished programs at both the undergraduate and postgraduate levels, contributing to the development of human capabilities. These programs are aligned with the requirements of the labor market, the Kingdom's Vision 2030, the targets of the National Transformation Program, and the goal of achieving sustainable development. The university's programs are distributed among its colleges as follows:

## College of Business Administration (COB)

### Bachelor's Degrees:

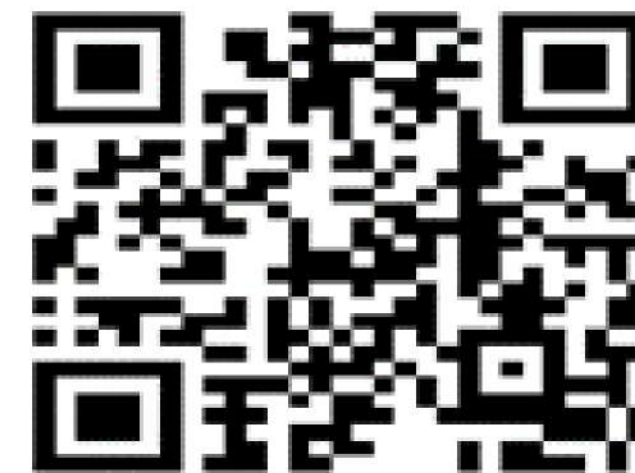
The college grants a bachelor's degree through Four educational programs in Two tracks (Arabic - English). The duration of each program is four academic years over eight levels, in which the student studies 137 credit hours.

**Marketing:** This program focuses on studying all sciences related to designing and marketing services and products, pricing, advertising, distribution, sale, client satisfaction... Etc. The approach adopted in marketing education provides a comprehensive group of courses enabling students to understand marketing problems, occupations, and their correlation with other works.

**Financial and Banking:** This program prepares students for professions related to financing companies, commercial investments, banking investments, international financing, governmental financing, insurance, and real estate. **Financial Study:** this program provides theoretical background, explaining the analytical tools required for making effective and valuable decisions, from the commercial perspective.

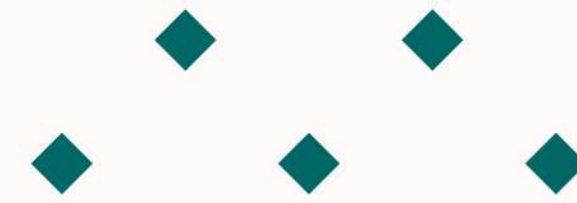
**HR Management:** This program prepares students to occupy administrative positions in human resources, create and develop organizational and guiding policies, and utilize the tools and techniques for developing transformational work environments. The program provides accurate knowledge as to the basics of management, psychology, and organizational behavior.

**Accounting:** This program prepares students for careers in the accounting profession including public accounting, corporate accounting, managerial accounting, and government and not-for-profit accounting, and to assist the students for preparing for the Certified Public Accountant (CPA) exam.





# DAU Colleges and Academic Programs

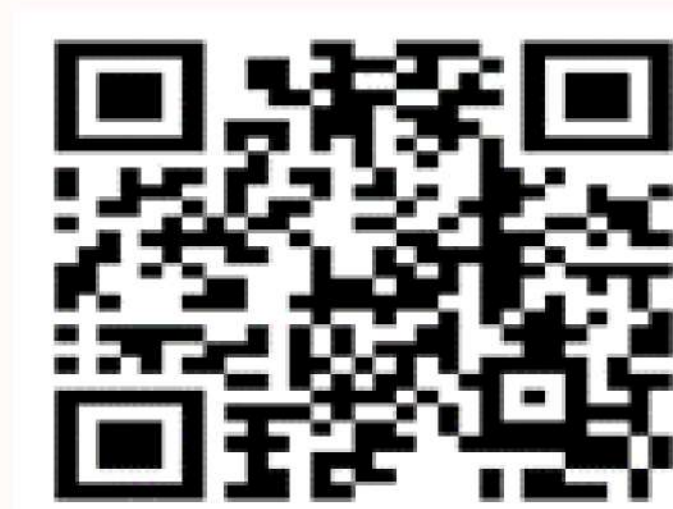


## College of Business Administration (COB)

### Master's Degrees:

The college grants a master's Degree through Three educational programs in Two tracks (Arabic - English).

- Master's in business administration (MBA)
- Master's in Management information systems (MMIS)
- Master's in project management (MPM)



The duration of each program is two academic years over four levels, in which the student studies 45 credit hours. The programs are provided in two paths, in Arabic and English languages. The program is designed based on the following local and international standards:

- The National Framework for Qualifications.
- National Center for Academic Accreditation and Evaluation (NCAAA).
- Standards of the Association to Advance Collegiate Schools of Business (AACSB)





# DAU Colleges and Academic Programs

## College of Architectural Engineering and Digital Design (CADD)

### Bachelor's Degrees:

The College grants the bachelor's degree through Three educational programs:

**Architectural Engineering:** It consists of five academic years of Ten levels during which, student studies 172 credit hours. This Program creates environment supporting cooperation and multi-disciplinary approach for purposes of innovation, digital design, application, and participation, and creates environment facilitating the student course for achieving excellence and contributing to their professions and local communities. Such elements are deemed an integral part of any educational basis. Moreover, they encourage much appreciation of architecture and modern design

**Interior Design:** It consists of Four academic years of Eight levels during which, student studies 136 credit hours. This Program prepares graduates to be creative designers, who have good communication skills, and can work within a group for finding innovative solutions of the problems and positively affecting the practice of interior design at both local and global levels, through the multi-dimensional opportunities of interior design in the digital era.



**Graphic Design:** It consists of five academic years of eight levels during which, student studies 136 credit hours. This Program prepares graduates to reach the highest levels of theoretical, aesthetic, and ethical aspects, with the intensive education concentrating on creative graphic design using digital media. The program also enables acquiring excellent technical skills, intellectual awareness, spiritual inspiration, effective verbal communications, rich skills, and the sense of belonging to community for prosperity locally and globally.





# DAU Colleges and Academic Programs

## College of Architectural Engineering and Digital Design (CADD)

### Master's Programs

The College grants the master's degree through Three educational programs:

**Master's in architecture:** The Master Program in Architecture consists of two academic years of four levels during which, student studies 42 credit hours To provide a leading educational and research excellence, innovation, and knowledge in addressing Architectural and Urban issues in the region. The program prepares architects with interdisciplinary scientific and technical background and skills in the field of design, construction, renovation, and management of large projects. Graduate students will enhance their knowledge with technical know-how while considering sustainability, socio-cultural, and economic factors.

**Master's in interior design:** It consists of two academic years of four levels during which, student studies 42 credit hours The master program in Interior Design at DAU aspires to provide a leading school in design education, preparing innovative, environmentally and socially-responsible graduates in the Region. The Master program at DAU prepares interior designers to function professionally in the field of design, providing both education and competencies that are essential to succeed in a rapidly changing society, fostering a human-centered design approach and contributing to the public good.



**Master's in graphic design:** It consists of two academic years of four levels during which, student studies 42 credit hours The master program in Graphic Design at DAU aspires to be a leading school in the region to graduate creative designers to meet the needs of a global technological field as effective and ethical professionals. Graphic Design program is concerned with the research, developing creative, original, and effective graphic design solutions that challenge and support students to be creative thinkers and innovators, personalizing their learning with a range of specialist visual and problem-solving skills to plan and create designs that function across an ever increasing, interrelated, range of graphics.





# DAU Colleges and Academic Programs

## College of Law (LAW)

### Bachelor's Program:

The Bachelor Program in Law consists of four academic years of Eight levels during which, student studies 140 credit hours.



### Master's Programs

- Master of Public law
- Master of Private Law



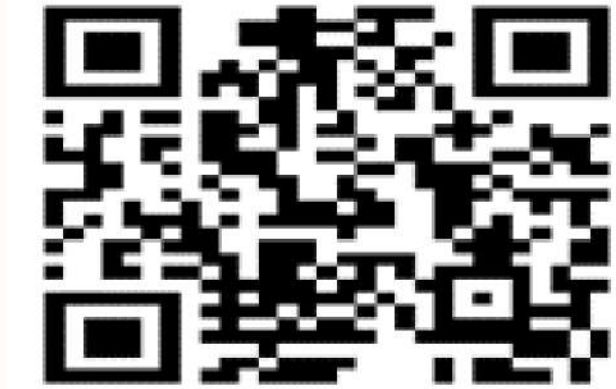


# DAU Colleges and Academic Programs

## College of Medicine (COM)

### Bachelor's Program:

The College of Medicine currently offers the Bachelor of Medicine program. The college is distinguished by having a university hospital, Riyadh University Hospital, which provides a wide range of medical services, including all general and specialized disciplines. It has a capacity of 200 beds and 50 beds for intensive care. The university hospital is equipped with the highest standards meeting both local and international quality standards, meets the needs of patients and supports the educational process at the college.



### Requirements for Graduation from COM

- Successfully completing not less than six academic years/ (214 credit hours), whereas the student successfully completes several accredited study units of the courses of preparatory year at Dar Al Uloom University, and several accredited units of compulsory and voluntary courses at medicine college.
- Completing the clinical training in apprenticeship year (not less than “48” weeks of training, during which the student practices the learnt skills and knowledge through the clinical practical application at a hospital that follows Dar Al Uloom University or other hospitals.





# DAU Colleges and Academic Programs

## College of Dentistry (COD)

### Bachelor's Program:

The College of Dentistry currently offers the Bachelor of Dentistry program. In addition to the undergraduate program, the college implements Saudi Fellowship programs in Six specialties: Orthodontics, Restorative Dentistry, Endodontics, Prosthodontics, Family Dentistry, and Advanced Dentistry. These programs are accredited by the Saudi Commission for Health Specialties as high-quality programs. The college is also accredited by the Saudi Commission for Health Specialties as a training center for dental assistant diploma.



### Requirements for Graduation from COD

- Successfully completing not less than six academic years/ (195 credit hours), whereas the student successfully completes several accredited study units of the courses of public education courses at dentistry college, and several accredited units of compulsory and major courses.
- Completing the clinical training in apprenticeship year (not less than “48” weeks of training, during which the student practices the learnt skills and knowledge through the clinical practical application at a hospital that follows Dar Al Uloom University or other hospitals.





# DAU Colleges and Academic Programs

## College of Pharmacy and Applied Medical Sciences (CPAMS)

### Bachelor of Nursing:

- At least four academic years can be successfully completed (138) credit hours, so that the student successfully finishes several units of study approved from the preparatory year courses at Dar Al Uloom University, and several study units approved from the compulsory and optional courses in the College of Pharmacy and Medical Sciences Applied.
- Completion of clinical training in the internship year of not less than (48) weeks of training. So that the student will practice the knowledge and skills learned in his studies through clinical practical application in one of the hospitals affiliated to Dar Al Uloom University or other hospitals.



### Bachelor's of Respiratory Therapy:

- At least four academic years can be successfully completed (132) credit hours, so that the student successfully finishes several units of study approved from the preparatory year courses at Dar Al Uloom University, and several study units approved from the compulsory and optional courses in the College of Pharmacy and Medical Sciences Applied.
- Completion of clinical training in the internship year of not less than (48) weeks of training. So that the student will practice the knowledge and skills learned in his studies through clinical practical application in one of the hospitals affiliated to Dar Al Uloom University or other hospitals.



## University Preparatory Program (UPP)

UPP aims to expand and enhance the scope of science and knowledge in all fields of study. The university preparation program was developed in line with the university's goals, which clearly stipulate the importance of empowering students with knowledge, practical life skills, and religious and multicultural values. The university preparation program includes 35 credit hours distributed among the specializations of English language skills (Level B and Level A), Arabic language, physical education, skills, Islamic studies, mathematics, and computer.



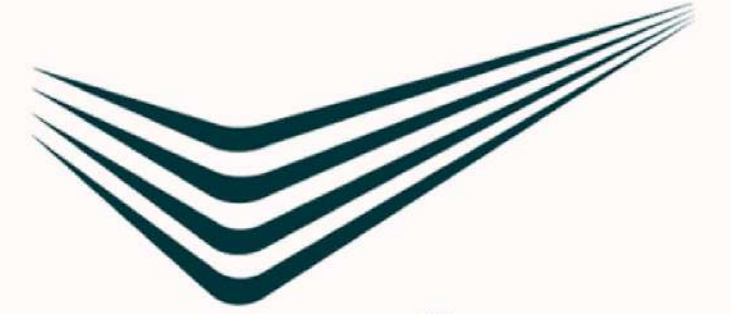


# Admission and Registration





# Admission and Registration in DAU



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DAU is committed to Two semesters for Bachelors and master's programs with the following Academic Hours:



**Bachelor Students: from 8 a.m. to 5 p.m.**



**Master's Students: from 5 p.m. to 11 p.m.**



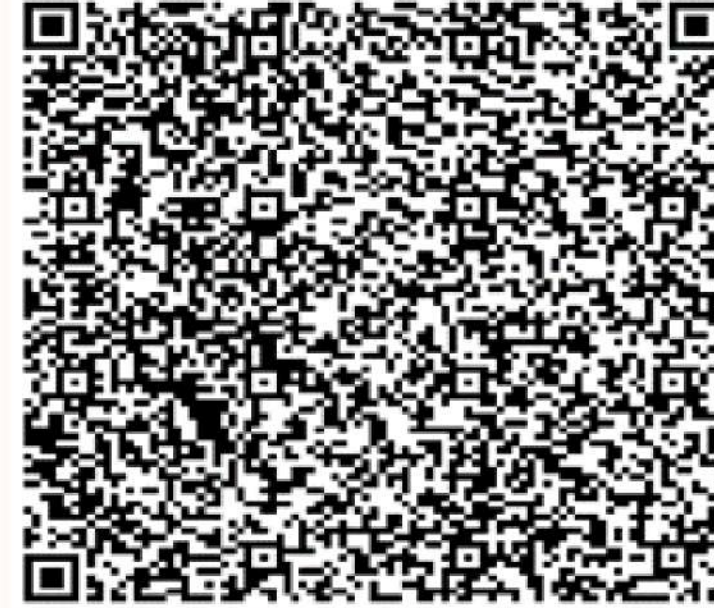


## Registration of Courses

- The courses shall be registered according to previously announced dates as per DAU Academic Calendar which is available at the University Official Website.
- The student shall register courses by themselves, by his/her Academic Adviser, or by College and UPP Coordinators.
- The courses shall be available as per agreed policies by the departments of each college, in coordination with the Deanship of Admission, Registration and Student Affairs.

## Registration of Courses

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- The student shall register courses by themselves, by his/her Academic Adviser, or by College and UPP Coordinators.
- The courses shall be available as per agreed policies by the departments of each college, in coordination with the Deanship of Admission, Registration and Student Affairs.





## Registration Procedure

- The student shall pay the tuition fees and receive the payment notice once the early registration for semester becomes available.
- The Academic Adviser shall develop proposed schedule for the student, as per the sequence of courses stated in the study plan once the student has sufficient financial balance for registering the requested courses before the end of first week of the Main Semester (First or Second), and three days of the Summer Semester. This step can be performed by students or by the college coordinators.
- The student shall refer to the Academic Adviser for deleting and adding courses, and approving the study schedule thereof, prior to the end of first week of regular semester (First or Second), and three days as of summer semester. This step can be performed by students or by the college coordinators.
- The schedules of all students shall be automatically activated by the end of the first week of the Main Semester (First or Second), and three days of the Summer Semester.
- Students not registered in the Main Semester (First or Second) shall be considered “Blocked” after performing the Registration Closure.







## The Role of the Academic Advisor during the Student Registration

- Guiding the students on how to do registration on SIS.
- Checking the study plan of the student and guide him/her to register accordingly the study plan.
- Checking all the prerequisites of subjects before registering the students.
- Guiding the students that how to put the various requests through the SIS. (For example – request for- Drop Semester, Block removal, add course registration, DN removal, Transfer request, Incomplete exam request, Suspension removal, register without prerequisite and many more available on the SIS.)
- Communicating with students regarding the DN rules and reminding them for the DN before the last week of final exams through SIS.







## The Procedure of Course Registration without Having the Pre-Requisite

- The student shall apply for Course Registration without Having the Pre-Requisite via SIS, prior to the end of first week of the Main Semester (first or second) and three days of the Summer Semester.
- The Academic Advisor, Department Council (or whom it authorizes), and College Council (or whom it authorizes), approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System SIS.







## The Procedure of Registering Less Than 12 Credit Hours in the Main Semester (First or Second)

- The student shall apply for Registering Less Than 12 Credit Hours in the Main Semester (First or Second) via SIS, prior to the end of first week of the Main Semester (First or Second) and three days of the Summer Semester.
- The Academic Advisor approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Organizing Bylaws for Graduate Studies in Saudi Universities, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System.





## Deletion and Addition of Courses

### Deletion and Addition (Prior to Activating the Schedule)

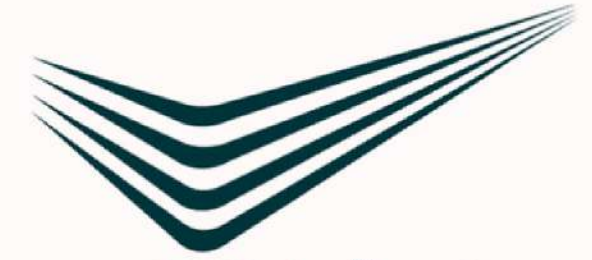
The student may change his/her study schedule directly or via the Academic Adviser thereof, by adding and deleting course before the end of the first week of the Main Semester (First or Second), and three days of Summer Semester without reflecting in the Student Academic Record (Transcript).

### Deletion and Addition (After Activating the Schedule)

The student may, prior to the end of second week of the Main Semester (First or Second), and the fourth, fifth and sixth days as of the beginning of the Summer Semester, amend his/her study schedule by adding and deleting courses without reflecting in the Student Academic Record (Transcript), however 50% of the corresponding fees shall be deducted against each deleted course







## Rules and Regulations for Deletion and Addition

- In the Main Semester (First Semester or the Second Semester), the minimum course load for Bachelor students is 12 credit hours, and the maximum course load is 20 credit hours.
- A student is permitted to register for more than 20 credit hours up to 24 hours with the approval of his/her college or if this semester is his/her graduating semester.
- However, the minimum course load for Master students is 3 credit hours, and the maximum course load is 12 credit hours.
- A Master student is permitted to register for more than 12 credit hours for up to 15 hours with the approval of his/her college or if this semester is his/her graduating semester.
- Moreover, In the Summer Semester, the minimum course load for Bachelor students is 1 credit hour, and the maximum course load is 10 credit hours.
- A student is permitted to register for more than 10 credit hours up to 12 hours with the approval of his/her college or if this summer semester is his/her graduating semester and no Summer Semester for Master Programs at DAU.







## Deletion and Addition Procedures

- The student shall pay the tuition fees and receive the payment notice once the early registration for semester becomes available.
- The Academic Adviser shall develop proposed schedule for the student, as per the sequence of courses stated in the study plan once the student has sufficient financial balance for registering the requested courses before the end of first week of the Main Semester (First or Second), and three days of the Summer Semester. This step can be performed by students or by the college coordinators.
- The student shall refer to the Academic Advisor for deleting and adding courses, and approving the study schedule thereof, prior to the end of first week of regular semester (First or Second), and three days as of summer semester. This step can be performed by students or by the college coordinators.
- The schedules of all students shall be automatically activated by the end of the first week of the Main Semester (First or Second), and three days of the Summer Semester.
- Students not registered in the Main Semester (First or Second) shall be considered "Blocked" after performing the Registration Closure.





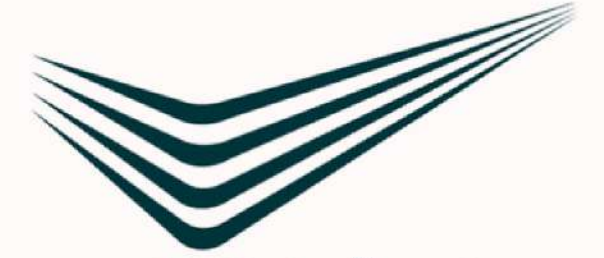


## The Procedure of Registration of Course Substitution for Graduation Requirements

- The student applies for Course Substitution for the graduation requirements through the SIS Student Information System before the end of the first week of the Main Semester (first or second) and three days of the Summer Semester.
- The academic advisor, Department Chairman, and College Dean approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Organizing Bylaws for Graduate Studies in Saudi Universities, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System SIS.







## Repeating a course

A student who obtains a failing grade "F" or "DN" in a required course must repeat that course. Additionally, a student who wishes to improve his/her academic standing may repeat a course for which he/she has previously obtained a D or a D+ grade. When a course is repeated, all grades will be recorded in the Student's Official Record (Transcript).





## Suspending a Semester and Dismissal from DAU



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### Procedure of Removing Suspension

- The student shall apply for Removing the suspension via SIS, prior to the end of first week of the Main Semester (first or second) and three days of the Summer Semester.
- The academic advisor, Department Chairman, and College Dean approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System.

### Dismissal from DAU

- The student shall apply for Removing the Dismissal via SIS, prior to the end of first week of the Main Semester (first or second) and three days of the Summer Semester.
- The Academic Advisor, Department Council (or whom it authorizes), and College Council (or whom it authorizes), the University Council (or whom it authorizes), approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System SIS.







## Re-Enrollment

### The Procedure of Re-Enrollment (Removing Block)

- The student shall apply for Removing the “Block” via SIS, prior to the end of first week of the Main Semester (first or second) and three days of the Summer Semester.
- The Academic Advisor, Department Council (or whom it authorizes), College Council (or whom it authorizes), and the University Council (or whom it authorizes), approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System.







## Registering Less Than 12 Credit Hours in the Semester

### The Procedure of Course Registration without Having the Pre-Requisite

- The student shall apply for Course Registration without Having the Pre-Requisite via SIS, prior to the end of first week of the Main Semester (first or second) and three days of the Summer Semester.
- The Academic Advisor, Department Council (or whom it authorizes), and College Council (or whom it authorizes), approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System .







## Transfer

### Transfer from a university to another university

- The student shall submit an equalization form to the Registration Department at the Deanship of Admission, Registration , and Student Affairs or via Email (registration@du.edu.sa) after completing the admission procedures, along with the original academic record and the descriptions of courses attended at the university from which student is transferred, prior to the end of first week of the Main Semester (First or Second) via SIS, prior to the end of first week of the Main Semester (First or Second) and three days of the Summer Semester.
- The Form shall be submitted along with the attached papers to the Dean for Admission and Registration, to refer the same to the corresponding dean.
- The Form shall be referred to the corresponding Department Council (or whom it authorizes), for offering the same before the Department Council for obtaining recommendation related to courses and filling in the form "Courses' Equation".
- All forms shall be submitted to the College Council (or whom it authorizes), for the purposes of final equalization.
- The approved forms shall be delivered from the college Council (or whom it authorizes), to the Dean of Admission, Registration, and Student Affairs for delivering the same to the Registration Department at the Deanship of Admission, Registration, and Student Affairs, for enrolling the equalized courses in the SIS System.







## Transfer

### The Procedure of Transfer from One College to Another, or from One Major to Another

- The student shall apply for transfer from One College to Another, or from One Major to Another via SIS, prior to the end of first week of the Main Semester (First or Second) and three days of the Summer Semester.
- Both Deans of the College which the student wants to transfer from and the College which the student wants to transfer to approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System.







## Withdrawal, Postponement, DN Grade and absence from Final Exams

### The Procedure of Withdrawal with a grade of “W” from one course or more

- The student can apply for withdrawal from one course or more with grade of withdrawn with excuse (W) according to the dates announced in the university calendar.
- The student shall apply for withdrawal with grade of “W” from one course or more via SIS, as per the designated days as per the DAU Academic Calendar.
- The Academic Advisor, Department Chairman (or whom it authorizes), and College Dean (or whom it authorizes), approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the authorized, the Registration Department at the Deanship of Admission, Registration and Student Affairs, implements the process on the Student Information System (SIS).







## Withdrawal, Postponement, DN Grade and absence from Final Exams

### Postponement, and Withdrawal from a semester with a grade of “W” in all registered courses

#### The Procedure of Semester Postponement:

- The student shall apply for postpone a semester via SIS before the end of first week of the Main Semester (first or second) and three days of the Summer Semester.
- The Academic Advisor, Department Council (or whom it authorizes), College Council (or whom it authorizes), and Graduate Studies Council for Master Student ((or whom it authorizes), approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System.







## Attendance and DN grade

Students who have absenteeism exceeds 25% and hence are prohibited to sit for their final examination for a specific course will be given “Denied” grade, code “DN”.

### The Procedure of Removing “DN”

- After Receiving “DN” in any course, the student whose Attendance Present Ratio 50% or more can apply for removing “DN” via SIS as per the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies and their Implementing Rules issued by DAU.
- The Academic Advisor, Department Council (or whom it authorizes), and College Council (or whom it authorizes) approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System.





## Absence from the Final Exam

- If the student did not attend the Final Exam for any course, the student can apply for Incomplete Final Exam via SIS as per the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies and their Implementing Rules issued by DAU.
- The Academic Advisor, Department Council (or whom it authorizes), and College Council (or whom it authorizes) approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System.





## Grading System, Grade Objection and Academic Complaints

### Grading system

Grading system is Attached in the Rules and Regulations of Exams at DAU, use the QR Code.



### Grade Objection and Academic complaints

- If the student has a Grade Objection of Continuous and/or Final Exam, the student can apply for Grade Objection via SIS following the concerned Bylaws of studies and Exams for Bachelor and the Organizing Bylaws for Graduate Studies in Saudi Universities and their Implementing Rules issued by DAU.
- The Academic Advisor, Department Council (or whom it authorizes), and College Council (or whom it authorizes) and Graduate Studies Council (or whom it authorizes), approves/disapproves such a request in a manner that does not violate the Bylaws of studies and Exams for Bachelor and the Unified Bylaws for Graduate Studies, and their Implementing Rules issued by DAU.
- As per the decision from the above item, the Registration Department at the Deanship of Admission and Registration, Student Affairs, implements the process on the SIS Student Information System SIS.



## Student's Academic Records (Transcript)

- The students can access their academic records via their SIS accounts.
- The Student's Academic Record shall not be issued nor forwarded, fully or partially, to anybody outside the University, except upon student's written request.
- The accuracy and confidentiality of the academic record shall be considered.
- In case any error is discovered, the student shall address the Registration Department at the Deanship of Admission, Registration, and Student Affairs.

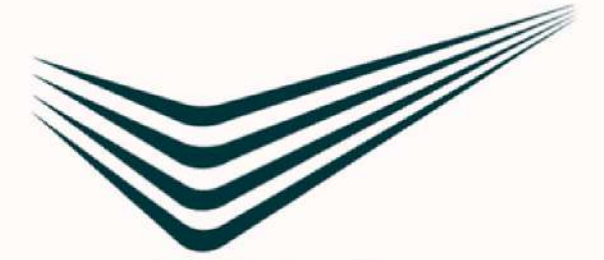




## Student Information System-SIS

A Student Information System (SIS) at DAU typically offers various services for students. Here are some common services that a SIS may provide to students:

- Access to Personal Information.
- Course Registration and Enrollment
- Academic Records: Students can access their academic records, including grades, transcripts, and progress reports, through the SIS. This allows them to review their performance in different subjects, track their GPA, and monitor their academic progress.
- Attendance Tracking.
- Communication and Messaging: DAU SIS offerS communication tools that allow students to communicate with teachers, advisors, and administrative staff.
- Class Schedules and Timetables.
- Exam and Assignment Information.
- Financial Information.



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SIS Manual





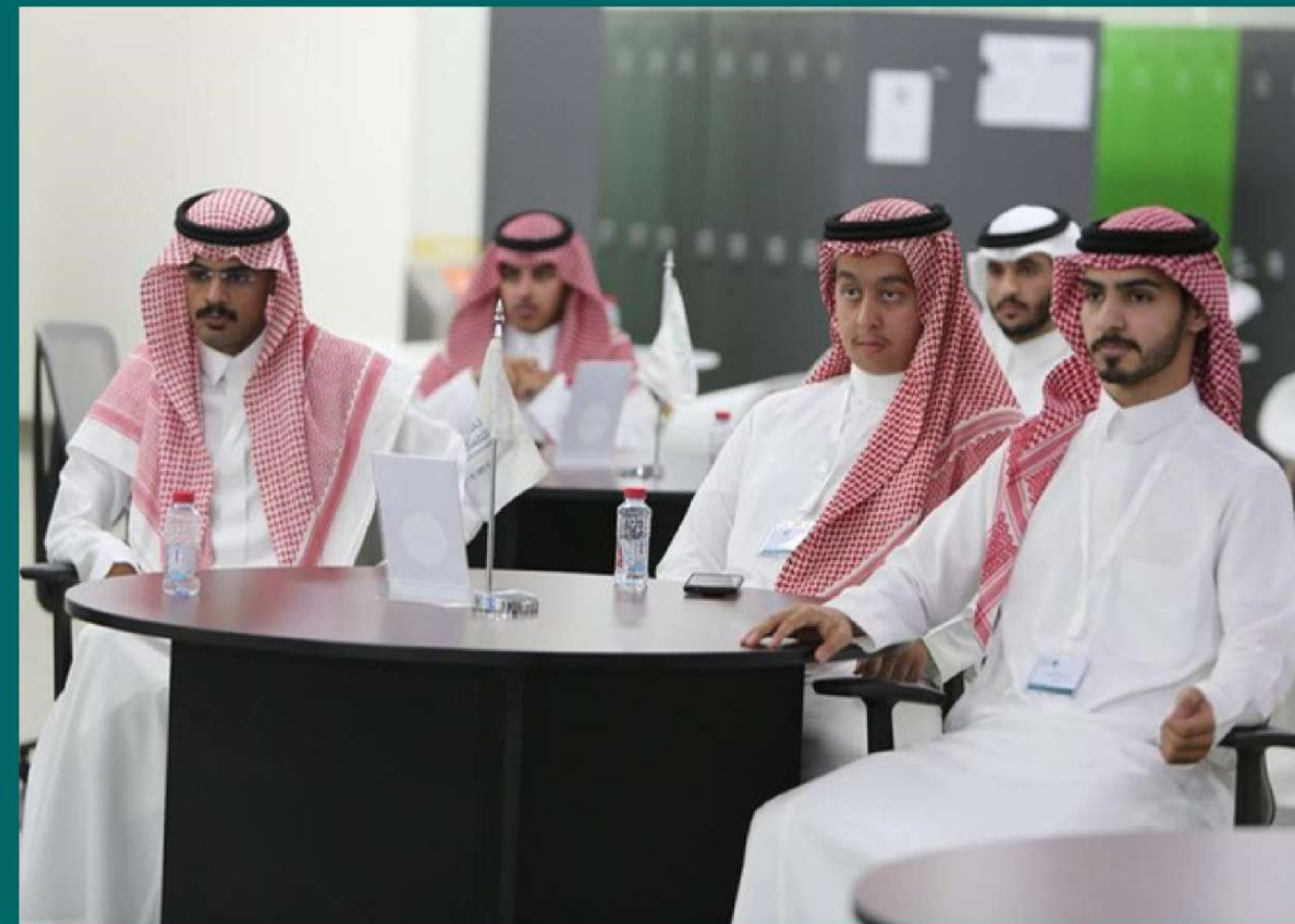


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# Student Rights, Roles, and Responsibilities





# Student Rights, Roles, and Responsibilities

## Students Rights in DAU



### Academic Students Rights

- Providing an appropriate academic environment to DAU students by providing all available educational possibilities to serve this objective.
- Obtaining his/ her ID at the beginning of the academic year.
- Having an academic advisor from the beginning of the year.
- Knowing how to access the digital Library and the Central library in DAU shall be opened and organized for the students.
- Obtaining the study plans of the college or department and the specializations available to it, reviewing the study schedules before starting the study.
- Obtaining the scientific material and knowledge associated with university courses he/she learns in accordance with the University rules and regulations governing academic work.
- Omitting or adding any course or semester or postpone the entire semester according to the Saudi Ministry of Education (MOE) and the University study system and regulations in the specified dates according to the University calendar.
- Obligating of the staff with lecture dates, times and satisfy scientific and practical hours and not to cancel or change lectures times unless necessary. When Faculty Member is absent, there are an offset by alternative lectures to meet the curriculum and coordination with the competent section.





# Student Rights, Roles, and Responsibilities

## Students Rights in DAU



### Academic Students Rights

- Regular communication with the faculty members through different tools such as e-mails and office hours.
- Requesting a scientific discussion with faculty members, without censorship or punishment, unless the debate hasn't exceeded public manners and the limits of decency and behavior in such cases, both during the lecture or during official hours.
- Entering all the exams for the curriculum unless there is a regulatory objection, communicate deprivation cases from entering exam by an enough time according to regulations and instructions.
- Ensuring that Exams and questions shall be within the curriculum and its contents, issues raised or referenced in the lectures, consider the balanced and rational distribution of grades to achieve fair assessment of the capabilities of the student.
- Ensuring that the Evaluation must be based on only academic performance and not on matters irrelevant to that like personality, race, religion, degree of political activism, or personal beliefs.
- knowing his marks obtained in the Final Exams after correction and approval and any other assessment and research.
- Requesting for review of his/her answer of the final exams as established by the regulations and resolutions issued by the University in organizing review mechanism and controls.





# Student Rights, Roles, and Responsibilities

## Students Rights in DAU



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Dar Al Uloom University

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### Non-Academic Students Rights

- Enjoying the benefits and social care of the University and participating in the activities performed.
- participating in external and internal trips, cultural activities, community service and voluntary work within DAU.
- Using University services and facilities (University book – playgrounds – restaurants – parking, ..etc.).
- Visiting DAU clinic at any time when they face any unexpected health issue within DAU. Required and Suitable medicines are available in the Clinic.
- Students with Disabilities have the right to obtain the appropriate service for his/her needs in accordance with the regulations and rules.
- Grievance from disciplinary resolution issued against him/her in accordance with the rules established in this regard under the terms of disciplining students. and not to issue a ruling against him except after hearing his statements, unless it is proven that his non-attendance was for an unacceptable excuse, after verifying it.
- Assessing the students' services presented through different surveys.
- Maintaining the students records and his/ her file contents and keeping confidentiality of these records within the University except for cases seeking consigning the contents of that file or accessed by the investigatory or judicial or other governmental body.





# Student Rights, Roles, and Responsibilities

## Students Rights in DAU



### Students with Determination (SwD)

DAU provides reasonable accommodation and equal access to co-curricular activities, events, programs, and services for students of Determination (Disabilities) with documented disabilities. Co-curricular activities which are provided to People of Determination based on their condition's limitations and specialist's recommendations. People of Determination have equitable access to recreation and sport facilities in university if they are feasible and affordable. In addition, an Emergency Plan has been established that takes into consideration the requirements for People of Disabilities like Providing them with specially designed ramps. Moreover, DAU welcomes all students of determination, and the Psychological Counseling Unit is keen on providing them with inclusive and sustainable academic and psychological needed support on campus. DAU offers students and applicants an opportunity for confidential disclosure of personal information relating to mental health. DAU will provide suitable accommodations for SwD regarding the following parameters:

·The nature of student circumstances and needs following consultation with the student and examination of available evidence and relevant assessments.

- The nature of the academic program of study.
- The practicality of the adjustment and students' placements in DAU such as ramps and special toilets for SwD.
- These accommodations vary according to each case. Additional information is available in the Psychological Counseling Unit.





# Student Rights, Roles, and Responsibilities

## Students' Responsibilities in DAU



DAU Students have different responsibilities either in academic or non-academic areas and students shall do their responsibilities in the final examination.

### DAU's Students Academic responsibilities

#### DAU students shall:

- Be familiar with all DAU's students' bylaws, policies, and procedures -published on DAU website or any other formal DAU media for publishing- and Follow all University rules and regulations.
- Attend lectures consistently and completing assignments, students are permitted for absence by accepted excuses.
- Complying with DAU rules and regulations and - Each student is responsible for the consequences that follow the discovery that he/she used falsified document(s) for his/her admission or during his/her studies at the University.
- Respect all DAU's faculty members and employees and do not insult them verbally or physically and maintain a safe and orderly University environment.
- Complying with DAU'S scientific research ethics and code of conduct.
- Not to engage in any behavior that is inconsistent with religion and morals and affects the academic and professional status and social responsibilities of the student.
- Commitment to implementation the imposed penalty in the event of violation of the university's rules and regulations.
- Ensure that his official email address approved by the university is working properly and follow up daily to see what is sent to him.
- Be responsible for the selection of his courses after consultation with his/her academic advisor.
- Be responsible for checking that registered courses were not cancelled during the Add/Drop period by the College.





# Student Rights, Roles, and Responsibilities

## Students' Responsibilities in DAU



DAU Students have different responsibilities either in academic or non-academic areas and students shall do their responsibilities in the final examination.

### Students Non-Academic responsibilities

#### DAU students shall:

- Carry the university ID card while at the university and present it to employees or faculty members upon request and upon completion of any student transaction within the university.
- Not damage the university's property or equipment, or to prevent it from working, or to participate in that.
- Comply with DAU's dress code and not to commit any actions that violate Islamic morals or public morals within the university.
- Commitment to the university's systems, rules, regulations, instructions, and decisions issued in DAU.
- Not to smoke on DAU campus and avoid any irresponsible actions in DAU and avoid crowds and stampedes in DAU.
- Not owning or distributing any materials that violate university or the Kingdom rules and regulations.
- Comply with the safety rules and regulations within DAU.





# Student Rights, Roles, and Responsibilities

## Academic Advising

The purpose of academic advising is to aid and support the students in planning and achieving their academic goals. Each student after his acceptance in DAU will have an academic advisor from the first year till the graduation of the student. This includes advice about students' choices of their courses, including appropriateness between those choices and students' career goals, further educational goals, and abilities. Each student in DAU will have his/ her academic advisor.



### Academic advising objectives

- Supporting and assisting students to develop their academic skills up to the required level.
- Supporting students who are struggling academically to help them overcome any weaknesses/failures in academic achievement, and limit withdrawal and academic dropout.
- Encouraging and supporting the outstanding students to distinguish themselves further.
- Achieving quality learning by providing integrated services to students, and graduate professionals qualified practically and academically





# Student Rights, Roles, and Responsibilities

## Academic Advising

### Roles and responsibilities of the Academic Advisors

- The Academic advisor will assist the student in identifying his educational, career, and personal goals.
- The Academic advisor will encourage you to take an active role in your academic program and will counsel you on regulations, programs, and graduation requirements.
- The Academic advisor can advise you with some techniques and strategies to help you explore academically on a career, personal, and professional level.
- The Academic advisor will serve as a primary communication source to you by providing current information about academic policies, procedures, regulations and programs during pre-registration and registration.
- The Academic advisor will have knowledge of college referral sources and services which may assist you in your educational, career, and/or personal development.
- The Academic advisor will confront you openly and honestly on issues of integrity, academic honesty, behaviors, rights, and responsibilities.
- The Academic advisor will actively listen to you and make every effort to facilitate your needs.
- The academic advisor assists students in preparing the schedule and choosing the appropriate courses according to the study plan.





# Student Rights, Roles, and Responsibilities

## Academic Advising

### Student Responsibilities towards his/her Academic advising process



To achieve the highest benefit from of academic advising meetings, students must be informed by the importance of getting prepared for such meeting through the following:

- The student must make sure that he/ she has an academic advisor, and the name of the advisor is registered in the academic system, and if this is not achieved, the student must check with the coordinators in the college.
- The student is responsible for communicating with their academic advisor at the beginning of the semester, and before the period of the early registration, deletion and addition.
- The student must review and understand the university regulations, as well as the study plan and all the academic program requirements.
- The student should follow the study plan and get themselves registered on the courses according to the levels specified to ensure that all requirements are completed on time.
- The student should consult the academic advisor, and develop an alternative study plan, if any circumstance arises (such as failure in a course, withdrawal, postponement, change of major) to ensure that all graduation requirements are completed.
- The student should implement the recommendations developed by the academic advisor.





## Psychological and Social Advising (Student Support Center)

Student Support center is the authorized and the responsible unit in supporting the students in academic and psychological issues. All activities and sessions provided will be student-centered and students adapted to the need expressed by students through surveys, or observed by faculty members who will be invited to propose workshops, seminars, and similar interventions. The activities will be delivered in a professional and flexible environment that utilizes the facilities available at DAU. The center works with all responsible in DAU (faculty members, academic advisors, deans) to identify students who need academic and psychological support, mentoring, or guidance. The students will also be given access to register and reserve a one-to one 'coaching' session with a peer or faculty member. Psychological Counselling visits must be confidential with professional and responsible psychological advisors. Some common Social and Psychological issues that students may deal with in the Advising Meetings:

- Decision making.
- Communication difficulties.
- Self-esteem.
- Interpersonal conflicts, Stress management, Personal relationships.
- Physical Abuse, Domestic Abuse, Anxiety, Depression.



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# Student Rights, Roles, and Responsibilities

## Psychological and Social Advising (Student Support Center)



### Student Support Center Roles and responsibilities

- Improving the students' academic skills (critical thinking, time management, positive personality).
- Holding lectures, workshops, and training programs in (English, Mathematics, Information Technology and Computers) and give the attended students certificate of attendance.
- Encouraging the students for community engagement activities participation which will improve their experience.
- Counseling the students who have difficulties in their education process.
- Supporting students with special needs and conducting different programs specific to them.
- Keeping DAU academic environment proper for the students.
- Conducting periodic surveys to measure the satisfaction of the students regarding the services presented by the center, and continually improving the services provided to the students.

**Note: in some difficult psychological cases DAU can consult and transfer the student's case to a professional Psychological Center.**







# Student Life in DAU





## Students' Clubs and Councils

Students in DAU have many different activities, either academic or non-academic activities such as students' councils and clubs. Students in DAU can participate and form clubs and councils following the formal criteria set by the Student Affairs.

DAU Students shall adhere to the highest standards of ethical behavior. A student on any board who is found in violation of the Student Disciplinary and Academic Integrity rules, his/her membership will be immediately ejected from the club/council and discharged of his/her responsibilities from the date of receiving the notification. The following sections show the students' clubs and councils in DAU.

### Students' Council

DAU have One student's councils for male and female students. The Council president is elected by the students Affairs, the election process is conducted electronically. The student Council membership is valid for One year and it is applicable for renewal.

Student Council Membership: President, Vice President, and the Members (Representative from all colleges).

The Student Council's mission is to represent students and give them the opportunity to communicate their views and concerns to DAU Higher Management. It provides resources to various students, and endeavors to promote the values of teamwork, dedication, and responsibility.





## Students' Clubs and Councils

### Students' Clubs

#### General terms

- All clubs are open to all students during their study years, and students may establish clubs/communities that promote their common interests.
- All clubs/communities are required to fill in an event's plan highlighting all the event's details, budget and requests and submit it to the supervisors.
- If the requested events were not included in the club's semester plan, it should be submitted at least Two weeks prior to the actual event date for approval.
- Clubs/communities must hold elections on a yearly basis to select new board members.

#### Club Membership

- Memberships expire a year after registration and open for renewal the following year.
- Registration is open throughout the year, but it will be closed one-week prior to the board members' election of the selected club.
- Students may register as members of as many clubs as they wish.
- Each club must start with a minimum of 10 members.
- Each club should host at least two activities on campus each semester.





## Students' Clubs and Councils

### Students' Clubs

#### Establishing a Student Club

- Applicants should direct Student Affairs to request forming a student club, a list of the names and ID numbers, phone numbers, college and the position of the student in the club formation. At least 10 students form the club.
- The purpose of the club and goals and activities should be submitted to the Deanship.
- Completed Club/community Formation Form must be approved by The Office of Student affairs.
- After approval of the club formation, it will be published for the students through emails to participate in the club.
- Once officially registered and recognized, a student club/community must have an official name, logo, vision, mission, activity plans and the budget needed and then it will be approved from the student affairs.
- All clubs are obliged to operate in compliance with university rules and regulations.

#### Club Nomination and Election

- Students themselves elect the Club's president.
- Club executives are required to serve one complete year in their posts.
- Club president is not available to participate in other clubs, but the club members can participate in more than one club.





## Cultural, Athletic and Social Activities within DAU

DAU students enjoy their social, sport and culture life. DAU provides students with Two large swimming pools in male and female campus, Two basketball courts, theaters, gyms. DAU provides students with the proper environment to enhance their cultural and social backgrounds. The main concern of the cultural, social, and sports activities in DAU is to develop student's character which contributes to their academic success. Student Affairs coordinates and implements the activities and publishes it to the students through emails and advertisement in the University Premises.

Some useful seminars with famous and professional visitors are held periodically, so that students can have enthusiasm for achieving their goals. Also, entertaining activities such as movie day are available for DAU's students.

Students are encouraged to learn technical, cultural, and social skills, express their creativity, and form positive social relationships.

### Cultural Activities

DAU has conducted different cultural activities for its students which will enrich and improve their knowledge and skills, such as cultural seminars, hosting impressive persons, cultural trips such as book fair and for the Saudi consultative council. The College of Law in DAU regularly holds valuable sessions specially at Saturday, in which DAU's students discuss with professional visitors different legal matters and issues.



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## Cultural, Athletic and Social Activities within DAU



### Athletic Students in DAU

DAU encourages Athletic Students to participate in sport activities. DAU has different sport teams from its' students under supervision of professional coaches for male and female students. DAU organizes sport events and coaches the various students' teams in competitions. Gym classes are available for students all week under the supervision of a professional coach. Athletic Students -who have formal approval to participate in championships- are expected to attend all scheduled classes if there is a scheduled intercollegiate sports competition that conflicts with classes in this case students can ask for an excuse from the instructor. However, Students should try to schedule classes that limits the number of classes missed due to scheduled competitions and associated travel.

The student is responsible for informing the instructor about his/ her Athletic champions, so the instructor is available to change times and dates of specific issues to this student. If a student has provided an official excuse letter in a timely manner, instructor should not punish the student for the absence in lectures or in assignments. Classes should not be missed for Athletic practice, Athletic meetings, or other non-competitive reasons. Athletic Students are not permitted to participate in sports competitions on any day on which Final Exams are scheduled.







## Cultural, Athletic and Social Activities within DAU

### Entertaining activities

In addition to the previous activities, DAU presents to the students diverse entertaining activities such as Movie days, Opening day, Sport Days, Trips, Entertaining Competitions.





## Career Counseling and Advising

The Alumni affairs and Career Guidance unit's mission is to encourage students to explore their career paths, identify and develop skills, and pursue experiential opportunities. The center seeks to achieve lifelong professional success for DAU students. It assists students and alumni to explore, prepare for, and make successful transitions to life after graduating from DAU. The center offers comprehensive sessions, workshops and other activities related to career services for students and alumni to develop the professional skills they will need to achieve their goals. As a result of participating in such activities students will be able identify core values, beliefs, and skills, and use them to acquire skills and experiences for future professional accomplishments in the labor markets.

- Resume Development: Advising students on how to write a resume and a cover letter.
- Workshops/Seminars: Seminars and workshops are conducted to inform students about the job market, career planning, resume preparation and interviewing techniques. Workshops are offered throughout the year to meet the needs of students.
- Career Day: DAU annually conducts the career day for all colleges which will increase their skills about the labor markets. Also, different companies with employment opportunities participate in this day and this can facilitate DAU students to get job offers from these companies.
- Interviews: Companies can schedule DAU interviews with students. Students are notified of the interviews by the Alumni Affairs and career development unit.
- Employment Searching: DAU conducts workshops for students on the methodology for searching for jobs in different digital platforms.



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# Student Life in DAU

## Libraries

DAU has Central library in both male and Female Campus with different hardware and software resources. Also, DAU has activated digital library which students can access any time. DAU has membership ion Saudi Digital Library which DAU's registered students can access it.



## Health Services

DAU is committed to keep its' students safe with good Health. DAU has a clinic in which any student can consult the doctor inside. In some special or urgent cases, the authorized personnel can take proper actions such as calling an ambulance. First aid boxes are provided in all areas of the campus in easily accessible places, and they are checked periodically to ensure the validity of the treatments, detect any shortage in their contents, and refill them.

## Food Service and dining hall in DAU

DAU provides its students with suitable food and beverage services through restaurants, cafes, minimarket, and vending machines in both male and female campuses. DAU ensures that all food services follow hygiene standards, being clean, being available with providing suitable maintenance needed.







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# DAU Facilities





# DAU Facilities

The university campus was established to achieve the educational, research and societal goals of the university in a modern spirit that provides all the requirements and services that the student needs in his educational journey and helps faculty and staff to carry out educational and administrative tasks and activities. There are more than 100 classrooms equipped with the latest educational tools. In addition to more than 20 classrooms equipped with systems to link the male and female sections with the latest audio and visual means and the latest educational tools. In addition to computer laboratories, medical and engineering laboratories, and a learning resource center that includes the central library, electronic learning platforms, the Saudi Digital Library, and service and sports facilities.



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Dar Al Uloom University

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**Classrooms: 120 equipped with the latest educational tools**



**Computer Labs: More than 14 computer laboratories equipped with the latest equipment, and software to serve the educational needs in all colleges.**

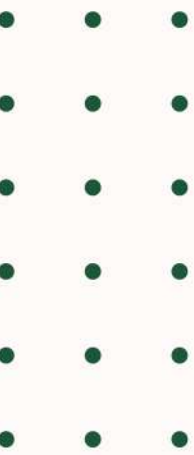






## University Auditorium

University Auditorium: With a capacity of 1,100 people, it is equipped with the latest audio-visual technology to hold events, scientific lectures, and recreational and community activities







## College of Medicine laboratories

College of Medicine laboratories: 18 laboratories including anatomy laboratories, biochemistry laboratories, physiology and microbiology laboratories, pathology and histology laboratories.

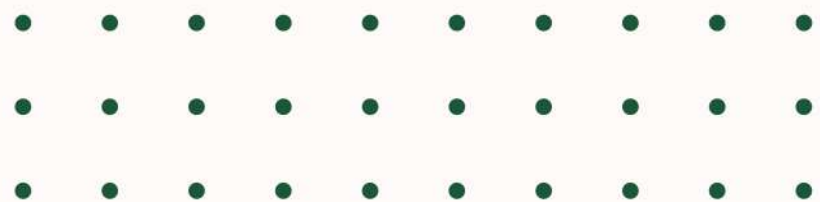






## Health Skills and Simulation Center

Contains multi-tasking training models, Health Skills and Simulation Center including training figures that a medical student needs in practical training.

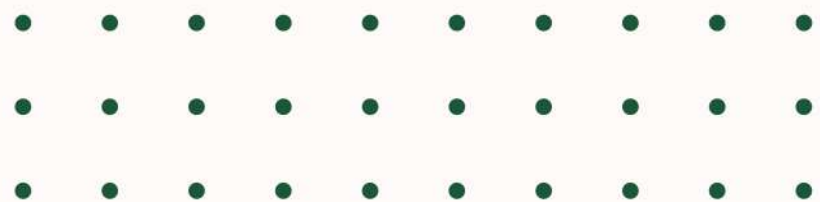
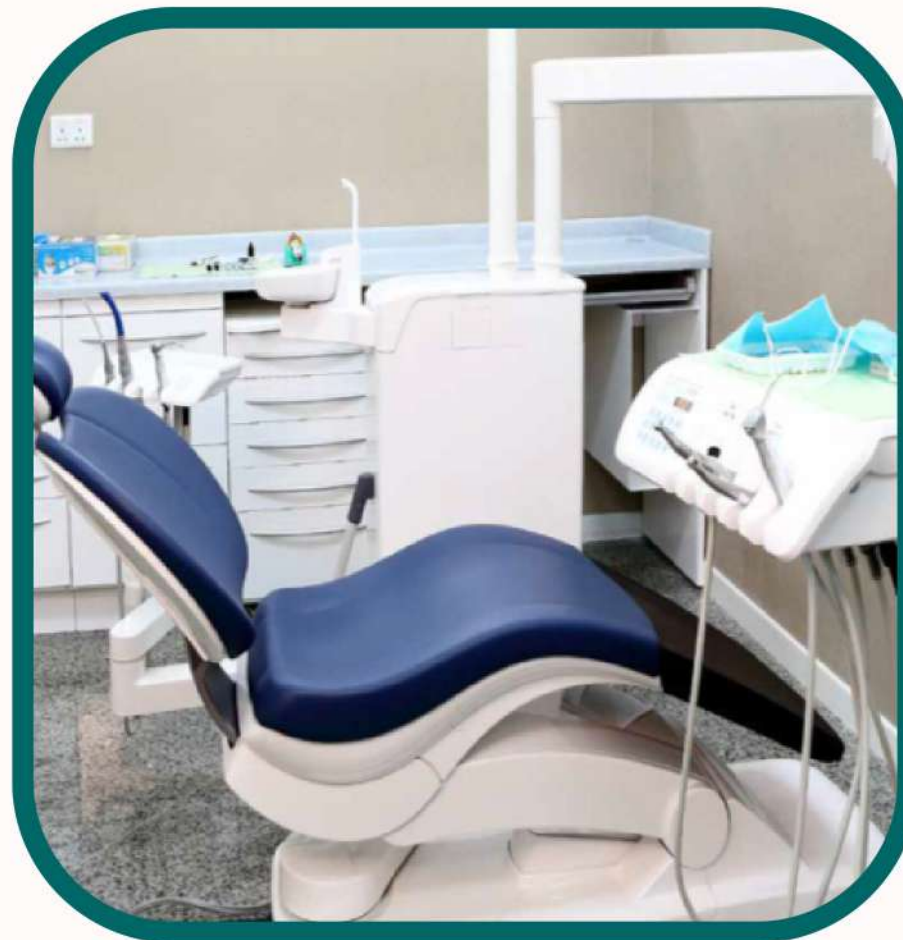






## University Hospital (Dental laboratories)

62 prosthodontic laboratories, in addition to sterilization laboratories equipped with the latest medical equipment and simulation laboratories (phantoms), 200 modern clinics, 18 x-ray rooms. Panoramic and cephalometric x-ray rooms.

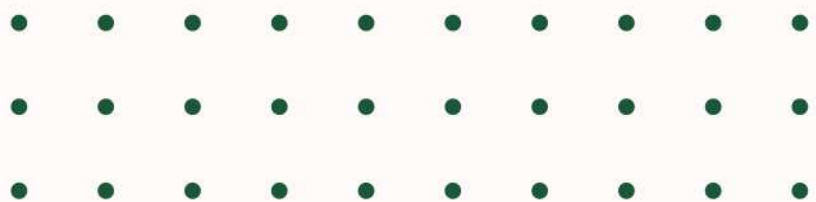
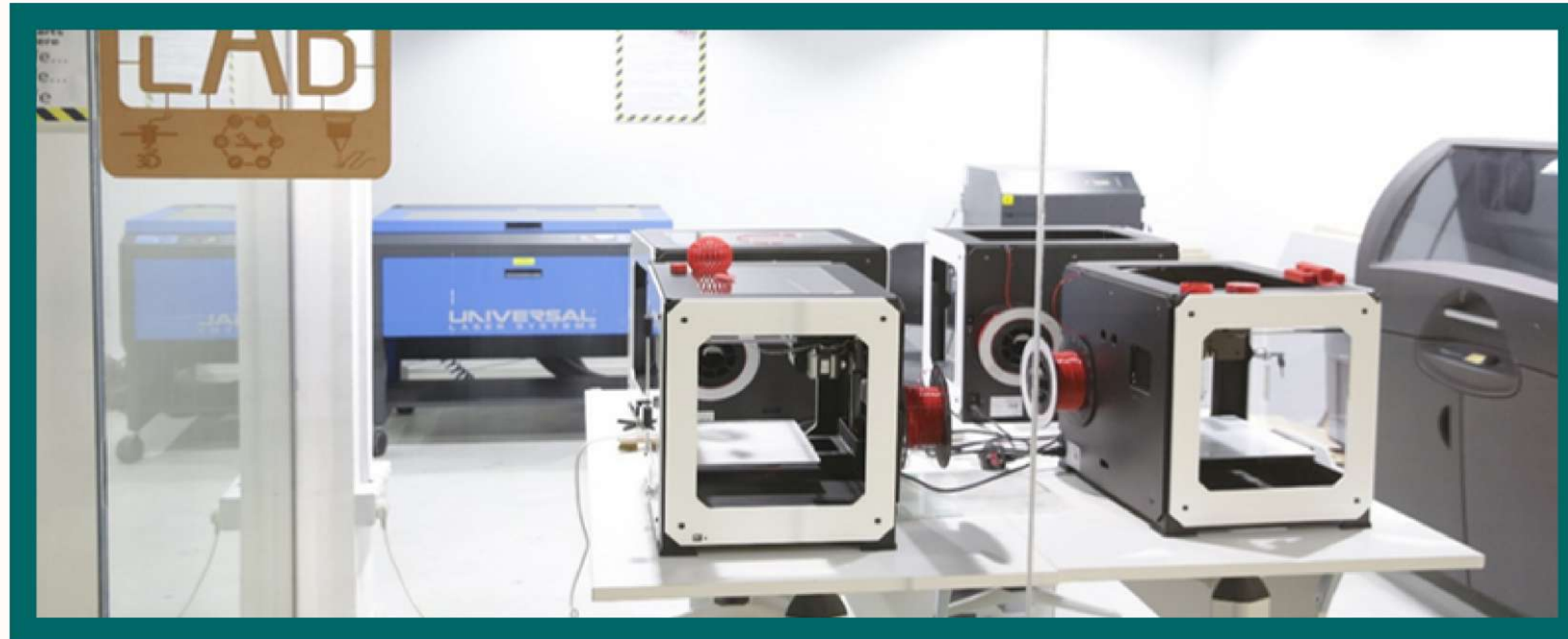






## College of Architecture Engineering and Digital Design Labs

7 photography laboratories, 3D printer laboratories, materials laboratories, in addition to lighting and acoustics laboratories, all of which are equipped with the latest equipment and materials.

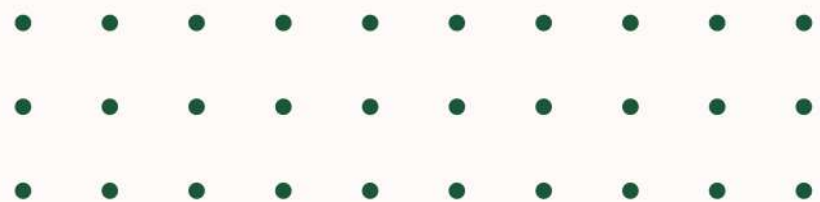






## College of LAW: Moot Court

Moot Court is used for training and practical application of what students have learned in the classrooms of the College of Law





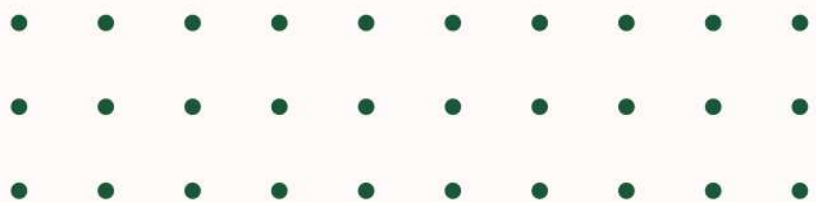


## Central Library

There are more than 25,000 books available in the library in both Arabic and English, and it provides the appropriate environment, tools and services needed by the student and faculty member.



Saudi Digital Library: The library provides advanced information and services digital resources, which may be beneficial to faculty members, researchers, graduate and undergraduate students.

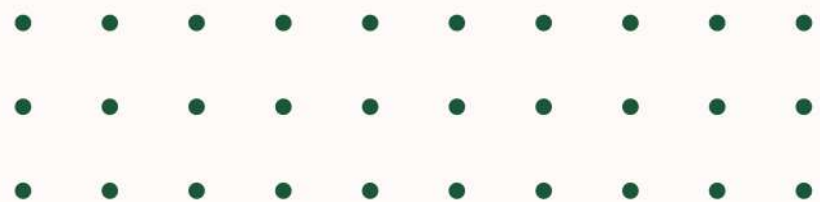
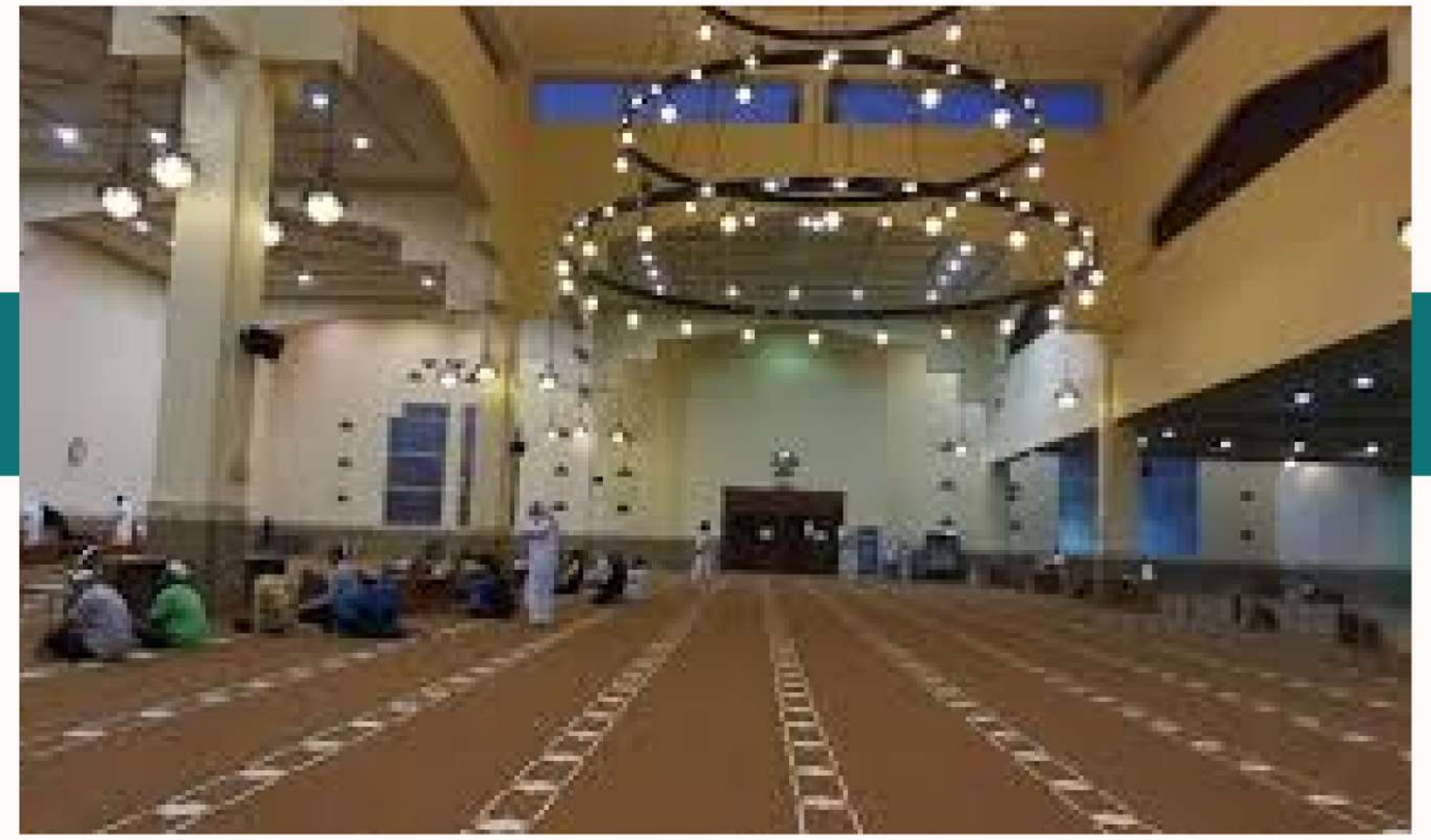






## Dar Al Uloom Mosque

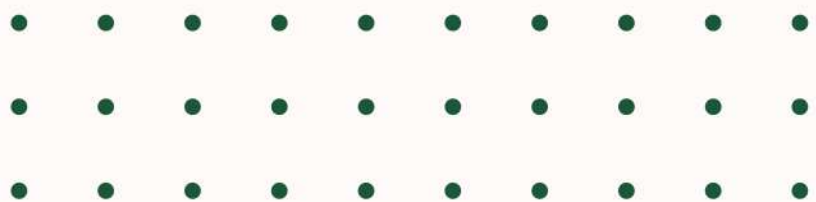
There are 2 prayer places inside the university, in addition to the Dar Al Uloom Mosque, which is located next to the university.





## DAU Playgrounds

There are 2 Playgrounds equipped with the latest sports equipment and qualified to perform matches and individual and group games such as basketball - handball, volleyball - tennis. In addition to 16 changing rooms and 8 shower rooms.

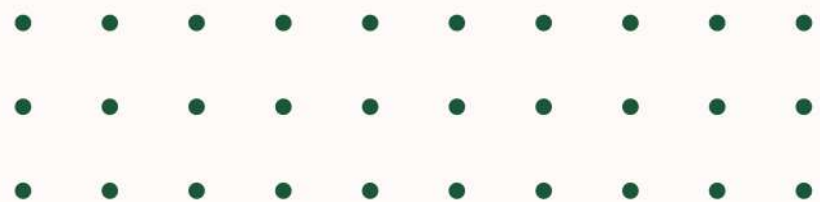






## DAU Gyms

There are 10 dedicated gyms dedicated to physical sports, squash, and self-defense such as karate, judo, and billiards.

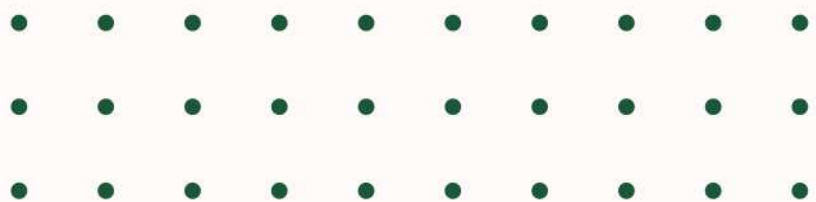






## DAU Swimming Pools

There are 2 swimming pools equipped at an Olympic level, and there are various programs for swimming training and some types of water sports.

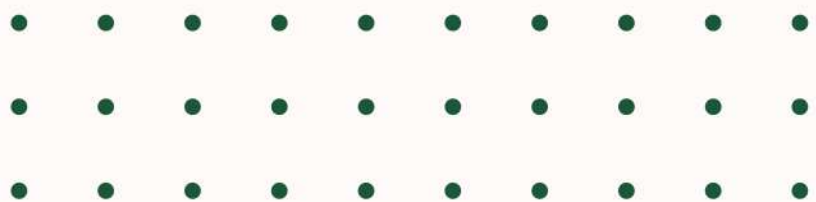






## Food Courts

DAU seeks to provide distinguished food services of high quality and food safety, and to ensure diversity and innovation by contracting with companies specialized in the field of food services.

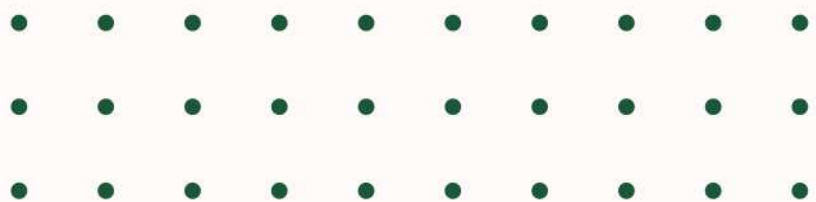




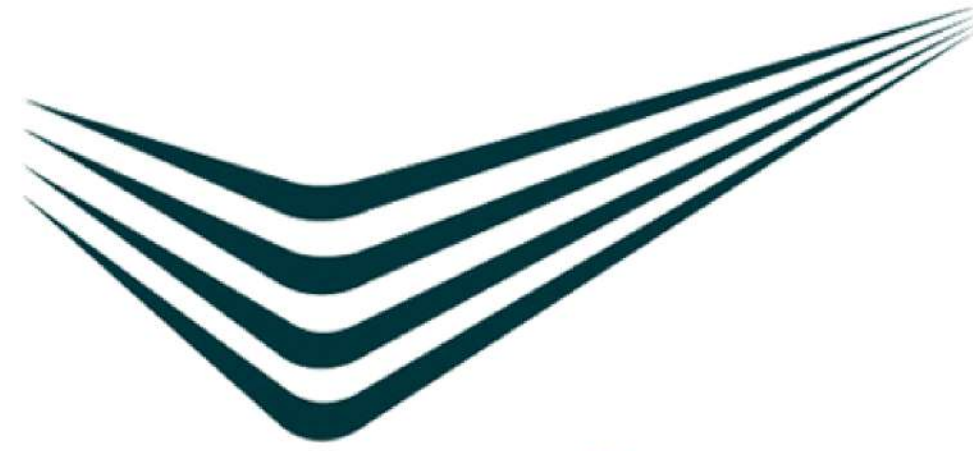


## DAU Parking

DAU provides more than 674 parking spaces for cars, in addition to parking spaces for people with special needs.







جامعة دار العلوم

Dar Al Uloom University

لعلوم توابك العصر