

# **Graduate Handbook**

## **College of Computer Science and Engineering**

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# 1 Overview

This handbook serves as a guide for graduate students enrolled in both the academic and professional master's programs at the College of Computer Science and Engineering. It provides essential policies, requirements, and resources to help students navigate their graduate journey successfully. While the Graduate Studies Unit aims to provide comprehensive and accurate information, this handbook is not exhaustive, and university policies and requirements may change. We encourage students to regularly check the university's website for the most up-to-date information. We hope this handbook will serve as a valuable resource throughout the duration of the program.

## 1.1 Academic & Professional Master's Programs

The College of Computer Science and Engineering offers a diverse range of graduate programs designed to meet the academic and professional needs of students. These programs provide advanced knowledge and skills in various fields of computer science and engineering, preparing graduates for both academic research and professional careers in the industry. The following are the programs currently offered:

- Master of Data Science and Analytics (Professional)
- Master of Cybersecurity (Professional)
- Master of Science in Computer Science (Academic)

## 1.2 Key Difference Between Academic and Professional Programs

Academic programs focus on research with a thesis requirement, while professional programs emphasize practical skills and require a graduation project instead.

# 2 Who to Contact

Graduate students can reach out to their designated program coordinators for assistance with program-specific matters and academic inquiries including course registration and academic policies.

## **Program Coordinators**

### Master of Computer Science

Male section:

- Dr. Mohammed Mousa
- Email: [mhmousa@uj.edu.sa](mailto:mhmousa@uj.edu.sa)

Female section:

- Dr. Areej Alshutayri
- Email: [aoalshutayri@uj.edu.sa](mailto:aoalshutayri@uj.edu.sa)

### Master of Data Science and Analytics

Both male and female sections:

- Dr. Hanan Elazhary
- Email: [helazhary@uj.edu.sa](mailto:helazhary@uj.edu.sa)

### Master of Cybersecurity

Male Section:

- Dr. Talal Alharbi
- Email: [tralharbi@uj.edu.sa](mailto:tralharbi@uj.edu.sa)

Female Section:

- Dr. Tahani Al-Qazdar
- Email: [taalgazdar@uj.edu.sa](mailto:taalgazdar@uj.edu.sa)

For any general concerns, students can contact the **Vice Head of Graduate Studies Unit:**

- Ms. Badria Alsolami
- Email: [baalsolami1@uj.edu.sa](mailto:baalsolami1@uj.edu.sa)
- Room:206, Building: 11, Campus: Alfasalyia

For any financial inquiries, please contact **Research and Consulting Institute**

Email: [irc@uj.edu.sa](mailto:irc@uj.edu.sa)

For additional assistance, please feel free to reach out to:

### **Head of Graduate Studies Unit**

- Dr. Israa Alghanmi
- Email: [iaalghanmi@uj.edu.sa](mailto:iaalghanmi@uj.edu.sa)

### **Vice Dean of Research and Innovation**

- Dr. Eman Al-Dhahery
- Email: [eaal-dhahery@uj.edu.sa](mailto:eaal-dhahery@uj.edu.sa)

### **Deanship of Graduate Studies and International Cooperation**

- Email: [dgs@uj.edu.sa](mailto:dgs@uj.edu.sa)

For further information, please refer to the relevant section in this handbook or visit the College of Computer Science and Engineering page at <https://cs.uj.edu.sa>.

## **3 Admission Process**

### **3.1 Admission Requirements and Study Plans**

To review the admission requirements and study plans for all master's programs, please visit the [Graduate Studies Programs](#) page provided by the Deanship of Graduate Studies and International Cooperation. Be sure to check the specific criteria for your chosen program, as they may differ.

### **3.2 Applying**

The [Graduate Studies Admission Portal](#) at the University of Jeddah is the official platform for applying to graduate programs. The portal provides an easy and efficient way for prospective students to submit, manage their applications and serves as the primary gateway for all admission-related activities for graduate programs at the University of Jeddah.

## 4 Academic Calendar

The academic calendar outlines key dates and deadlines, including the submission periods for admission deferral requests, study deferral requests, and tuition fee payments for executive programs. Students are encouraged to review the [full academic calendar](#) to stay informed about all important dates and deadlines. Please be noted that the start of the semester is determined by the academic calendar, which is based on the official academic schedule and not the effective study start date. All academic procedures, such as deferrals, withdrawals, and course registrations, must be completed electronically via the Graduate Studies system.

## 5 Registration

The [Academic Self-Service system](#) at the University of Jeddah facilitates various academic tasks for students. Through this system, students can manage key academic operations such as course registration, adding or dropping courses, and accessing their academic records, including grades and schedules.

For preparatory (bridging) courses, registration is conducted according to the undergraduate calendar issued by the Admission and Registration Deanship. Students enrolling in executive programs must ensure that tuition fees are paid before course registration. If any payment issues arise, students are advised to contact Research and Consulting Institute for assistance.

Additionally, courses previously studied in earlier semesters with grades of "IC" (Incomplete) or "IP" (In Progress) cannot be re-registered. Students are required to complete their academic schedule registration before the start of the semester, as failure to do so may result in being considered inactive, which could lead to dismissal.

## 6 Policies and Procedures

### 6.1 Admission Deferrals

Admission deferrals must be justified with valid reasons and submitted in accordance with the university-approved timeline specified in the academic calendar, as endorsed by the Deanship of

Graduate Studies. Approval for deferrals is granted by the department council and the deans of the respective college and graduate studies, with a maximum allowable deferral period of two semesters, which does not count towards the degree completion timeframe.

## **6.2 Study Deferral**

The deferral request must be submitted within the study deferral request period according to the academic calendar. The maximum allowable deferral period is four semesters, which do not count toward the maximum time to complete the degree. The student must have completed at least one academic semester or more. Study deferrals are allowed only for valid reasons and must be approved by the department council and college administration.

## **6.3 Semester Dropping**

Dropping a semester requires approval for valid reasons and can only be done if the student is registered for courses. The student must submit a request according to the academic calendar through the graduate studies system. Approval from the department council and the college council is required. The dropped semester will count toward the maximum allowable period for completing the degree.

## **6.4 Academic Performance and Requirements**

- A student who fails to meet the required GPA of "Very Good" (3.75 out of 5) by the end of the semester will be issued a warning.
- A student with two consecutive semesters of a GPA below "Very Good" (3.75 out of 5) may face dismissal.
- The passing grade for graduate-level courses is at least 75% (Grade C+).

## **6.5 Transfers to Another Program**

- Transfers to a different program are permitted only after the student has completed at least one semester in their current program.
- The transfer is subject to fulfilling all the admission requirements of the desired program.

## 6.6 Tuition Fee Refund Policy

The refund policy for tuition fees in paid programs is based on the withdrawal period within the academic semester. If the withdrawal occurs before the issuance of the university ID, 100% of the fees will be refunded. After the issuance of the university ID and until the end of the second week of the semester, 95% of the fees will be refunded. From the third week until the end of the eighth week, only 50% of the fees will be refunded. No refunds will be issued for withdrawals made after the beginning of the ninth week. Refund periods are calculated based on the official academic calendar approved by the university, not on actual study time. Additionally, a 15% fee is added for international students enrolled in the program. For further details and the most up-to-date policies, please refer to:

<https://dgs.uj.edu.sa/en/node/249>

## 6.7 Dismissal

Enrollment in academic programs at the University of Jeddah may be terminated under specific conditions to maintain academic standards and institutional policies. These include cases where a student is accepted but fails to register for courses or discontinues their studies for an entire semester without providing an acceptable excuse. Termination may also occur if the cumulative GPA drops below "Very Good" (3.75 out of 5) for two consecutive semesters, making the student ineligible for additional opportunities to improve their performance. Additionally, exceeding the maximum allowed duration for completing an academic program without applying for an extension, failing to complete preparatory or complementary courses within the required timeframe, or violating academic integrity policies can lead to enrollment termination.

For students whose enrollment has been canceled for more than six semesters, they will be treated as new applicants if they wish to return. However, those whose enrollment has been canceled for less than six semesters may be required to retake some courses as determined by the council before resuming their studies.



## **6.8 Extensions**

Students may be granted an additional opportunity to complete their studies in the form of an extension. This extension can cover one semester or a maximum of two semesters, subject to the approval of the department council, the college council, and the Deanship of Graduate Studies.

The approval for this additional opportunity is contingent upon the submission of a detailed report from the student's supervisor, outlining the justification and necessity for the extension.

# **7 Advising**

## **7.1 Academic Advisor**

The academic advisor is a faculty member nominated by the department to guide students throughout their academic journey. Their responsibilities include assisting students in registering for courses, ensuring their participation in academic meetings, and addressing any academic challenges they may face. Additionally, the advisor informs students about university policies and the graduate studies system. In case of thesis-based programs, the academic advisor helps students choose a suitable research topic and aligns their goals with departmental objectives. Once a thesis supervisor is assigned, the academic advisor's role transitions to the thesis supervisor.

## **7.2 Thesis Supervisor**

The thesis supervisor is a faculty member responsible for overseeing the student's research progress. They take over the role of academic advising as soon as they are appointed. Students are required to meet with their thesis supervisor weekly for guidance and progress evaluation. Missing more than 25% of these scheduled meetings in a semester results in an academic warning (NF). Repeated negligence may lead to termination of the student's academic enrollment. The thesis supervisor ensures students adhere to their research timeline and maintain satisfactory academic progress.

## 8 Student Services

### 8.1 Digital Platform "Hayyak"

The ["Hayyak" platform](#) is an interactive digital service designed to enhance communication between the university and its community, including graduate students. This platform allows users to submit suggestions, inquiries, and complaints, as well as schedule visits with university leadership. It serves as an essential tool for addressing the needs, concerns, and feedback of all university members effectively.

As a graduate student, you can use the platform to share innovative ideas to help improve the services and resources provided by the university. If you encounter any issues with university services or facilities, you can file a formal complaint and track its status until resolution. The platform also allows you to raise questions about university services, processes, or resources and receive timely responses while tracking your requests.

### 8.2 Graduate Studies Transactions System

The [Graduate Studies Transactions System](#) enables students to track the progress of their requests related to deferrals, withdrawals, and other academic transactions. It provides a convenient platform for students to monitor and manage their academic procedures efficiently.

### 8.3 Research Consultation Service

The Research Consultation Service is a specialized initiative by the Deanship of Graduate Studies to support students in academic research. It focuses on enhancing research skills, improving the quality of outputs, and guiding students in achieving high standards of academic excellence.

The service provides assistance in translation and linguistic editing, statistical analysis, scientific publishing support, plagiarism detection, and data collection and interpretation. Students can access help with translating and proofreading research papers in Arabic and English, using statistical tools,

preparing data analysis plans, interpreting laboratory results, and publishing research in recognized journals. For further details, students are encouraged to contact the Deanship of Graduate Studies.

In addition to these support services, students have the opportunity to engage in specialized research groups within their fields of interest. The Scientific Research Unit at the College of Computer Science and Engineering welcomes faculty members and students to join various research groups, each providing unique opportunities to engage in scientific discussions, collaborative projects, and knowledge sharing. These research groups regularly host seminars on specialized topics, discuss the latest developments in the field, organize competitions, and keep members informed about recent research advancements within and beyond the university.

Research Groups and Joining Links:

- [Healthcare and Bioinformatics](#)
- [Computational Linguistics](#)
- [Networks, IoT, and Drones](#)
- [Data Science](#)
- [Computer Vision](#)
- [Human-Computer Interaction and User Experience](#)

For any further inquiries, please contact the head of the Scientific Research Unit at:

[research.ccse@UJ.EDU.SA](mailto:research.ccse@UJ.EDU.SA)

## **8.4 Disabilities Support Services**

The Special Needs Services Unit at the University of Jeddah is dedicated to supporting students with special needs throughout their academic journey, from admission to graduation. The unit provides necessary assistance, facilitates access to university services, and ensures an inclusive educational environment. It maintains a comprehensive database to streamline communication and deliver relevant updates. Additionally, the unit assists with admissions, registration, and accessibility to university systems and policies. The unit also works to promote awareness of students' rights and

provides tailored support to meet their academic, social, and personal needs effectively. For further information, students are encouraged to contact the Deanship of Graduate Studies.

## **8.5 Health and Well-being**

The University of Jeddah provides an [electronic service for booking appointments](#) at its medical clinics. This service allows eligible university affiliates to schedule consultations at various clinics, including general medicine, mental health, and specialized care at both the main campus and branch locations.

## **8.6 Libraries & Knowledge Resources**

The Knowledge Resource Management at the University of Jeddah offers a variety of physical and digital library services to support academic and research needs. The central library in the Al-Faisaliah branch serves as a hub for accessing a wide range of knowledge resources. In addition, the College of Computer Science and Engineering has dedicated library branches for both male and female sections. The Male Section library is located in Room F6, while the Female Section library is located in Room 128. Among the services offered are:

- Book Reservation Service: Allows users to reserve books for a period of three working days from the request date.
- Researcher Service: Provides scientific materials for research purposes through specialized library researchers.
- Scientific Thesis Copy Request: Permits users to request photocopies of up to 25 pages from scientific theses.
- Research Consultations: Provides specialized sessions to help researchers identify information sources and refine their search strategies. These sessions are held at the central library.

For requesting the aforementioned services and more, please visit:

<https://aea.uj.edu.sa/en/beneficiaries-care>.

The Saudi Digital Library (SDL) complements these resources as a unified digital platform, designed to deliver accurate and comprehensive information resources. Continuously updated, it ensures that students, researchers, and academic professionals have reliable access to a wide range of knowledge, including books, journals, and scholarly materials. The SDL, which can be accessed via Blackboard,

plays a vital role in supporting academic and research excellence across educational institutions in Saudi Arabia.

## **8.7 Career Guidance and Skill Development**

The Career Guidance and Professional Development Service at the University of Jeddah supports students and graduates in making informed career decisions. It provides tools and resources to enhance skills, achieve goals, and excel professionally. Students can fill out [the application form](#) to join career-related initiatives and receive tailored support for their professional growth.

## **9 Staying Informed**

Stay informed about the latest updates, university events, academic announcements, and job opportunities at the University of Jeddah through the following channels:

CCSE Website: <https://cs.uj.edu.sa>

Deanship of Graduate Studies and International Cooperation: <https://dgs.uj.edu.sa>

Email: If you're not receiving regular updates, please contact technical support through the Hayyak platform.

X: @uofjeddah

Snapchat: @uofjeddah

Follow these platforms to stay connected with the University community!