Program Handbook
BACHELOR OF ENGLISH LANGUAGE AND TRANSLATION PROGRAM

الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

BACHELOR OF ENGLISH LANGUAGE AND TRANSLATION PROGRAM

The Head's Word

On the behalf of the staff of the English Language and
Translation Department and me, I would like to welcome you to the department's web page. It is imperative that translation is an indispensable cultural activity that promotes communication between different cultures, and the dissemination of knowledge and sciences. Therefore, the Kingdom of Saudi Arabia hass paid special attention to translation and its cultural and intellectual activities. Under the approval of the Higher Education Council in its
seventy-fifth session on 1/2/1435 AH, the Department of English Language and
Translation was established in 1435 AH corresponding to 2014 AD, to be the
first bachelor's program in English Language and Translation to be offered in a
blended learning environment in the Kingdom of Saudi Arabia.
The Department offers various programs in English Language and
Translation for male and female students in 9 branches around the Kingdom, in line with the requirements of the labor market by qualifying national cadres
familiar with various fields of translation and interpreting.
The Department of English and Translation seeks to achieve the Kingdom's vision 2030
by spreading the translation movement in the Kingdom to enrich the regional content
and to enhance the cultural role of the Kingdom of Saudi
Arabia around the world.

Head of the English Language and Translation Department
Dr. Mariam A. Abdulmalik

Overview

The Department of English Language and Translation at the Saudi Electronic University was established at the beginning of the academic year 1435 AH, corresponding to 2014, and according to the Resolution of the Higher Education Council in its 75th session held on 1/2/1435 no. (23/75/1435). It offers Bachelors, Masters, and diploma programs in English Language and Translation,and aims to lead the English language teaching industry in Saudi Arabia. In addition, it adopts a specialized academic program that adopts a modern scientific teaching methodology, the use of technology and modern teaching methods in all courses and levels of the program, based on providing deep knowledge to students as well as sufficient amount of practical knowledge in translation and interpretation. The top priority of the Department of English
Language and Translation is to improve students' linguistic competence, provide them with intensive knowledge, increase their linguistic knowledge proficiency, and increase their cultural knowledge related to English language, which establishes a constructive ground for creating knowledge communication bridges with English-speaking people around the world, and enable them to translate in both written and verbal forms.

Mission:

The department seeks to localizing teaching English language and making it available to the largest strata of community in the kingdom of Saudi Arabia, which contributes to boosting their chances to get excellent jobs, improving their skills, or preparing them to their admission from local and international universities. To achieve these goals, the department offers specialized programs that offer Bachelor's and Master's degrees. Later on, an online diploma in English Language has been added and will start by the beginning of the academic year 1443.

Vision:
Leading the industry of teaching English and Translation in the Kingdom of Saudi Arabia.

Department Motto:
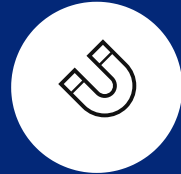Pioneers in modern teaching of English and translation.

**Department Charter:** To view the charter of the department, click here

Graduates Skills

· To equip students with highly specialized English and Arabic translation and interpretation skills.

To enable prospective students to develop a reflective approach to translation and interpretation as well as an awareness of a range of translation strategies and techniques
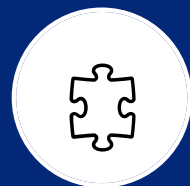
To ensure holders of bachelor's degrees have a high level of competence in translating various types of texts into English or Arabic in various contexts
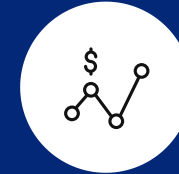
To equip students with sufficient linguistics-related knowledge in both Arabic and English, refine their skills in both languages, and assist them in applying this knowledge to the tasks of translation and interpretation

To prepare students to perform competently in translating and interpreting in multiple arenas.
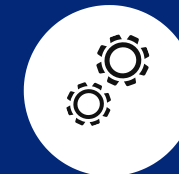
·To train and expose students to relevant technological advances in the fields of translation and interpretation.

Introduction to Bachelor Program

Upon successful completion of the first common year, the student must have a score of (65) in the Step test to enter the English language department.

After joining the English Department, the student spends three years in the department studying linguistics and translation courses. In addition to a number of general obligatory courses in Islamic and Arabic studies. Eventually, the students gains 127 credit by the end of the fourth year and graduates.

Study Duration

12 academic trimesters (three trimesters in the common year and 9 trimesters inthe Department).

PROGRAM OBJECTIVES

Top priority of English and Translation Department:

01.

02.

03.

04.

Goal 1

Prepare students in a linguistic and providing them with intensive knowledge.

Goal 2

Increase their linguistic competence knowledge.

Goal 3

Graduate students with outstanding translation capabilities both written and interpretation

Goal 4

·Increase their English-language cultural information that establishes a ground to create bridges of knowledge communication with English-speaking peoples around the world

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PROGRAM OUTCOMES

01.

Goal 1

To equip students with highly specialized English and Arabic translation and interpretation skills.

02.

Goal 2

To enable prospective students to develop a reflective approach to translation and interpretation as well as an awareness of a range of translation strategies and techniques.

03.

Goal 3

To ensure holders of bachelor's degrees have a high level of competence in translating various types of texts into English or Arabic in various contexts.

04.

Goal 4

To equip students with sufficient linguistics-related knowledge in both Arabic and English, refine their skills in both languages, and assist them in applying this knowledge to the tasks of translation and interpretation.

PROGRAM OUTCOMES

05.

06.

Goal 5

Goal 6

To prepare students to perform competently in translating and interpreting in multiple arenas.

To train and expose students to relevant technological advances in the fields of translation and interpretation.

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Employment Opportunities for Graduates

Graduates of the Bachelor of English Language and Translation Program will have the advanced translation and interpretation training necessary to work in many areas, including:

- The media
- The military and security industries
- Law
- Diplomacy
- Business and commerce
- Health
- Tourism and the airline industry
- Publishing

University Requirements

Course Code	Course Name	Credit Hours	Prerequisites
001 ENG	English Skills I & II	16	
001 CS	Computer Skills	3	
CI 001	Academic Skills	2	
MATH 001	Introduction to Mathematics	3	
COMM 001	Communication Skills	2	
ISLM 101	Introduction to Islamic Culture I	2	ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year)
ISLAM 102	Introduction to Islamic Culture II	2	
ISLM 103	Introduction to Islamic Culture III	2	ISLM101
ISLM 104	Introduction to Islamic Culture IV	2	ISLM102
Total		**34**	

Department Requirements

Course Code	Course Name	Credit Hours	Prerequisites
First Common year	English Grammar I	3	ENG 201
First Common year	Reading and Vocabulary Development	3	ENG 202
First Common year	Academic Writing I	3	ENG 210
First Common year	Listening & Speaking I	3	ENG 220
First Common year	Arabic Composition I	3	ARB 211
ENG 202	Advanced Reading Comprehension	3	ENG 230
ENG 220	Listening & Speaking II	3	ENG 231
ENG 201	English Grammar II	3	ENG 240
ENG 210	Academic Writing II	3	ENG 250
None	Applied Syntax and Morphology (Arabic)	3	ARB 260

ENG 250, ENG 240, ENG 230	Introduction to Linguistics	3	ENG 301
ENG 250, ENG 240, ENG 230	Lexicography	3	ENG 310
ARAB 260, ENG 250, ENG 240	Comparative Constructions	3	ENG 320
ENG 250, ENG 240, ENG 230	Introduction to Translation	3	TRA 330
ENG 231, ENG 250, ENG 230	English Language Cultural Studies	3	ENG 340
ENG 301	Introduction to Semantics and Pragmatics	3	ENG 350
ENG 301	Discourse Analysis and Text-linguistics	3	ENG 360
ARAB 211	Arabic Composition II	3	ARB 221
TRA 330	Legal & Business Translation	3	TRA 370
ENG 301	Stylistics	3	ENG 380

Department Requirements

ENG 301	Introduction to Syntax and Morphology	3	ENG 401
TRA 330	Consecutive and Bilateral Interpreting	3	TRA 410
TRA 330	Principles and Practices of Computer Assisted Translation	3	TRA 420
TRA 330	Summary and Sight Translation	3	TRA 430
TRA 330	Technical and Scientific Translation	3	TRA 440
ENG 301, TRA 330	Research Methodology	3	TRA 450
TRA 330, TRA 410	Simultaneous Interpreting	3	TRA 460
TRA 420, TRA 440, TRA 430	Issues and Problems in Translation Studies	3	TRA 470
TRA 330, ENG 340	Media Translation	3	TRA 480
TRA 330, TRA 410	Conference Interpreting	3	TRA 490
ARAB 221, ENG 310, TRA 420, TRA 450	Translation Project	3	TRA 499
Total		**93**	

Year 1: First Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 001	English Skills 1	8	None
CS 001	Computer Essentials	3	None
CI 001	Academic Skills	2	
	Total	13	

Year 1: Second Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 001	English Skills 2	4	None
MATH 001	Fundamentals of Mathematics	3	
COMM 001	Communication Skills	2	None
	Total	9	

Year 1: Third Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 001	English Skills 1	4	ENG 001
Total		4	

Year 2: First Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 201	Grammar I	3	ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year)
ENG 202	Reading and Vocabulary Development	3	ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year)
ENG 210	Writing 1	3	ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year)
ISLM 101	Introduction to Islamic Culture I	2	ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year)
Total		9	

Year 2: Second Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 220	Listening & Speaking I	3	ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year)
ENG 240	English Grammar II	3	ENG201
ENG 250	Academic Writing II	3	ENG210
ARB 211	Arabic Composition 1	3	ENG 001,CS 001,COMM 001,ENG 001,MATH 001,AS 001(1st common year)
	Total	12	

Year 2: Third Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 231	Listening & Speaking II	3	ENG220
ENG 230	Advanced Reading Comprehension	3	ENG202
ISLAM 102	Introduction to Islamic Culture II	2	None
ARB 260	Applied Syntax and Morphology (Arabic)	3	None
Total		11	

Year 3: First Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 301	Introduction to Linguistics	3	ENG230,ENG240,ENG250
ENG 310	Lexicography	3	ENG230,ENG240,ENG250
ENG 340	English Language Cultural Studies	3	ENG230,ENG231,ENG250
ISLM 103	Introduction to Islamic Culture III	3	ISLM101
Total		12	

Year 3: Second Trimester

Course Code	Course Name	Credit Hours	Prerequisites
TRA 330	Introduction to Translation	3	ENG230,ENG240,ENG250
ENG 380	Stylistics	3	ENG301
ENG 320	Comparative Constructions	3	ARB260,ENG240,ENG250
ISLM 104	Introduction to Islamic Culture IV	2	ISLM102
Total		12	

Year 3: Third Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 350	Introduction to Semantics and Pragmatics	3	ENG301
ENG 360	Discourse Analysis and Text-linguistics	3	ENG301
TRA 370	Legal & Business Translation	3	TRA330
ARB 221	Arabic Composition II	3	ARB211
	Total	12	

Year 4: First Trimester

Course Code	Course Name	Credit Hours	Prerequisites
ENG 401	Introduction to Syntax and Morphology	3	ENG301
TRA 410	Consecutive and Bilateral Interpreting	3	TRA330
TRA 420	Principles and Practice of Computer Assisted Translation	3	TRA330
TRA 430	Summary and Sight Translation	3	TRA330
	Total	12	

Year 4: Second Trimester

Course Code	Course Name	Credit Hours	Prerequisites
TRA 440	Technical and Scientific Translation	3	TRA330
TRA 450	Research Methodology	3	ENG301,TRA330
TRA 460	Simultaneous Interpreting	3	TRA330,TRA410
TRA 480	Media Translation	3	ENG340,TRA330
	Total	12	

Year 4: Third Trimester

Course Code	Course Name	Credit Hours	Prerequisites
TRA 470	Issues and Problem in Translation Studies	3	TRA420,TRA430,TRA440
TRA 490	Conference Interpreting	3	TRA330,TRA410
TRA 499	Translation Project	3	ARB221,ENG310,TRA330,TRA420,TRA450
	Total	9	

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Level 3

ID	Course Name	Title	Author/Edition	Publisher
ENG 103	Technical Writing	Strategies for Technical communication in the Workplace	Gurak / 2nd edition	Person
ENG 220	Listening & Speaking I	Interactions 2 / Listening/Speaking.	Tanka, J. and Baker, L. (2013)	McGraw-Hill.
ENG 202	Reading and Vocabulary Development	Reading: Interactions II.	Hartmann, P. and Kirn, E. (2007)	McGraw-Hill.
ENG 210	Academic Writing I	Academic Writing: A Handbook for International Students.	Bailey, Stephen. (2011)	Routledge.
		Writing Interactions II.	Pavlik, K. (2007)	McGraw-Hill.
ENG 201	English Grammar I	Focus on Grammar: An Integrated Skills Approach.	Fuchs, M. Bonner, M. (2005)	White Plains, NY. Pearson Education, Inc

Level 4

ID	Course Name	Title	Author/Edition	Publisher
ENG 231	Listening & Speaking II	Mosaic 1 Listening and Speaking.	Hanreddy, J. and Elizabeth, W. (2013)	McGraw Hill.
ENG 230	Advanced Reading Comprehension	Reading Mosaic 2.	Wegmann, B. amd Kenzevic, M. (2012)	McGraw-Hill.
ENG 250	Academic Writing II	Academic Writing: A Handbook for International Students.	Bailey, Stephen. (2011)	Routledge.
		Mosaic 1 Writing.	Blass, L. and Pike- Baky, Meredith. (2013)	McGraw-Hill.
ENG 240	English Grammar II	Focus on Grammar: An Integrated Skills Approach.	Fuchs, M. & Bonner, M. (2005)	White Plains, NY. Pearson Education, Inc.

Level 5

ENG301	Introduction to Linguistics	The Study of Language (5th ed)	Yule, G. (2014)	New York: Cambridge University Press. ISBN#: 9781139862240
ENG 310	Lexicography	Dictionaries: The Art and Craft of Lexicography.	Landau, S. (2001)	Cambridge University Press.
		Practical Lexicography.	Fontenelle, T. (2008)	Oxford University Press
		The Arabic Lexicographical Tradition.	Baalbak, R. (2014)	Brill
ENG 320	Comparative Constructions	Contrastive Grammar of English and Arabic	Khalil, Aziz M. (1999)	Jordan: Jordan Book Centre
ENG 330	Introduction to Translation	In Other Words.	Baker, M. (2011)	Routledge
		Approaches to Translation.	Newmark, P. (1988)	Prentice Hall
		A Textbook of Translation.	Newmark, P. (1987)	Longman
ENG 340	English Language Cultural Studies	English: Meaning and culture	Wier	New York, OUP
		Language and Culture.	Kramsch, C. (2009)	Oxford, New York: Oxford University Press.

Level 6

ID	Course Name	Title	Author/Edition	Publisher
ENG 350	Introduction to Semantics and Pragmatics	Meaning in language: An introduction to semantics and pragmatics.	Alan Cruse (2004)	Oxford: Oxford University Press.
ENG 360	Discourse Analysis and Text Linguistics	Introduction to discourse studies.	Renkema, Jan (2004)	Amsterdam: John Benjamins Publishing Company.
		Text Linguistics: the How and Why of Meaning.	Jonathan, W. and Halliday, F. (2010)	Equinox Publishing Ltd.
		An Introduction to Text Linguistics.	De Beaugrande, R.t & Dressler, W. (1981)	Longman.
ENG 370	Legal and Business Translation	Arabic-English Legal Translation.	Al Farahaty, H. (2015)	Routledge.
		Legal Translation Explained.	Alcaraz, E. & Hughes, B. (2014)	Routledge.
ENG 380	Stylistics	Stylistics: A Resource Book for Students.	Simpson, P. (2004)	London: Routledge.

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Level 7

ID	Course Name	Title	Author/Edition	Publisher
ENG 401	Introduction to Syntax and Morphology	An Introduction to English Morphology: Words and Their Structure	Carstairs-McCarthy, A. (2002)	Edinburgh: Edinburgh University Press.
		English Syntax: An Introduction.	Jon-Bok Kim and Peter Sells. (2008)	Chicago University Press.
ENG 410	Consecutive and Bilateral Interpreting	Consecutive Interpreting from English.	Patrie, C. (2004)	Dawn Sign Press.
ENG 420	Principles and Practice of Computer-Assisted Translation	Computer-Aided Translation Technology: A Practical Introduction.	Bowker, L. (2004)	University of Ottawa Press.
ENG 430	Summary Translation and Sight Translation	Sight translation and interpreting: A comparative analysis of constraints and failures.	Agrifoglio, M. (2004)	Interpreting Vol. 6:1 (2004) pp. 43–67
ENG 440	Technical and Scientific Translation	Scientific and Technical Translation.	Olohan, M.(2015)	Routledge.
		Scientific and Technical Translation Explained.	Byrne, J. (2014)	Routledge.
ENG 450	Research Methodology	Research Methodology in Translation Studies	Saldanha,G. (2014)	Routledge.
		Research methods: The basics.	Walliman, N. (2011)	London: Routledge.

Level 8

ID	Course Name	Title	Author/Edition	Publisher
ENG 460	Simultaneous Interpreting	Simultaneous Interpretation Challenges	Soriano, M. (2007)	McDonough.
		Basic Concepts and Models for Interpreter and Translator training.	Gile, D. (2009)	Benjamins.
ENG 470	Issues and Problems in Translation Studies	In Other Words: A Course book on Translation.	Baker, M. (2011)	Routledge.
		Translation and Translating: Theory and Practice.	Bell, R. (1991)	Routledge.
ENG 480	Media Translation	Media Translation	Akbar, M. (2012)	Newcastle Upon Tyne. Cambridge Scholars Publishing.
ENG 490	Conference Interpreting	Conference Interpreting: A Student's Practice Book.	Gillies, A. (2013)	Routledge.

A. Course registration

After enrolling in the English Language & Translation program, students can register courses according to the following regulations:

1. Register courses that they have fulfilled their requirements. For example to register English Grammar 2, Students have to pass Grammar 1.

2. In case of failing or being denied in a course, students will have to re-register the course again.

B. Tuition fees, payment, refund and fees exemption

1. Fees amount: Tuition fees per semester are in Saudi Riyals. 265 Riyals for each credit hour. The total tuition fees can be calculated by multiplying the total semester hours by the value of the teaching unit.

2. Tax: The added-value tax is estimated at 15% of the total tuition for each academic semester, and it is paid with the tuition fees for non-Saudis.

3. Payment: Tuition fees are paid as one payment after registering the schedules at the beginning of each semester through the electronic portal. In the event of non-payment, the academic schedule will be deleted and the enrollment will be suspended from the program.

4. Payment period: The payment service is available at the beginning of each semester and for a specific period which to be announced after students register the courses.

5. Payment method and Refund policy: Payment and refund requests are made electronically from the student's account on the university's website using the available payment channels. Click on the following link to view the related guide: **Payment and Refund Guide**

6. **Fee exemption: There is an exemption from fees for the following categories:**

    A. **Social Security beneficiaries - quarterly exemption**

    B. **Charity beneficiaries - quarterly exemption**

    C. **Participants in Restoring Hope - quarterly exemption**

    D. **Children of martyrs - permanent exemption**

C. Learning and Grading:

1. **Learning**

a. **Learning methods**

Classes are taught in English language and students attend face-to-face classes on at SEU branches and virtual classes on Blackboard. In addition, there are weekly self-paced learning materials available to them on Blackboard.

    b. **Learning periods:**

Face-to-face classes are held on Sunday and Monday and virtual classes on Tuesday and Wednesday. Each class (whether face-to-face or virtual) is 75 minutes long. There are four periods per day in which classes can be conducted. They are summarized in the following table:

|	3:30 – 4:45 pm	5:00 – 6:15 pm	6:30 – 7:45 pm	8:00 – 9:15 pm
Sunday	**Face-To-Face at SEU branches**			
Monday				
Tuesday	**Virtual on Blackboard**			

Wednesday	

Click on the following link to access Blackboard guide manual. **Blackboard**

2. Grading

All English and Translation courses are graded out of 100 points. 40 marks for Course work which includes course-related assessments such as: assignments, quizzes, discussion boards and summaries. Assessments types, numbers and grade distribution may vary depending on the Course. 20 marks for the midterm exam, which is held face-to-face in the middle of the semester. 40 marks for the final exam, which is also held face-to-face at the end of the semester. The following figure summarizes grade distribution:

GRADE DISTRIBUTION

Final Exam
40%

Course Work
40%

Midterm Exam
20%
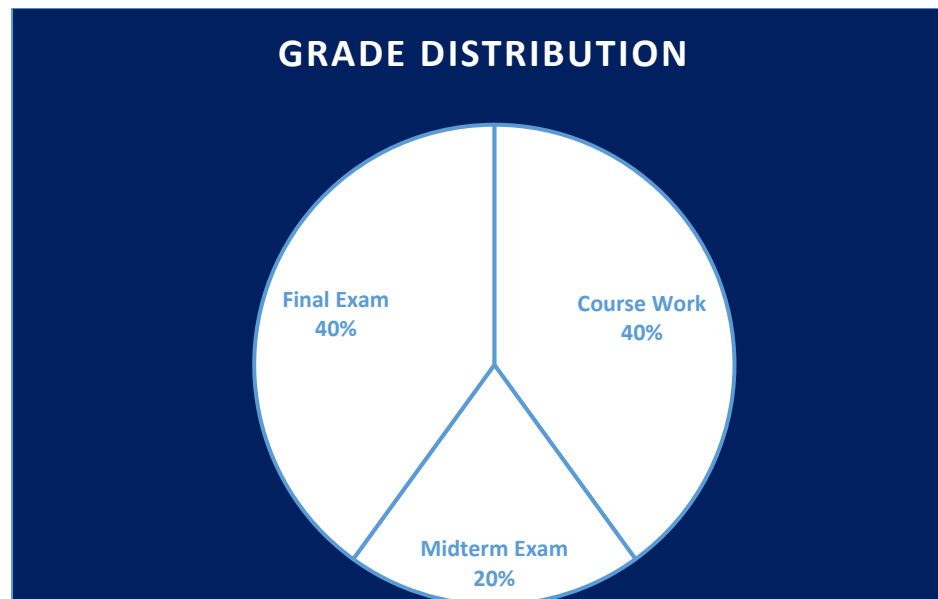
Study Regulations and Tests

As a public institution, the SEU adheres to all the government rules and regulations designed to ensure equity, equality, and honesty in all practices. At the English Language and Translation Program level, the program is keen on applying all the systems, regulations, and procedures approved by the SEU to deal with complaints, appeals, academic procedures, disciplinary actions, absence excuses from lectures and exams, and course equivalency (to see these policies and regulations, click here)

Guidance and Counselling Services

The Saudi Electronic University is keen to provide the best services for all students. Therefore, there are different departments and units established to evaluate, develop, and assist students with all their needs.

Support Units

   A. **Disability support unit**

As the care and attention paid by our wise leadership to people with special needs and the disabled, and the keenness of the Saudi Electronic University to provide the best possible service for this dear group, this unit was established to serve them efficiently and develop the service constantly.

   B. **Student advising unit**

The unit aims to improve the academic advising process at the university level and coordinate with the academic advising committees in the Deanship of the Common First Year and colleges (for undergraduate and postgraduate levels).

C. Student's council

Student's council provides a supportive and stimulating university environment for adhering to values and for the scientific and psychological growth of university students.

D. Social consulting unit

Social Counseling Unit aims to raise the level of social counseling services to achieve social and psychological harmony and to create an appropriate academic ecosystem for students. In addition, it aims to achieve an appropriate level of social status for the university student to ensure individual compatibility and academic progress within a comfortable educational environment.

E. Mental health support unit

Mental Health Support Unit provides its services through specialists who are able to let students understand themselves and bring out their positive side in order to achieve psychological balance and facilitate the educational process during the university stage. This is to support the student, restore psychological balance, and help identify their abilities and solve their problems.

F. Career consulting and support unit

The unit aims to serve university graduates and students by developing them, raising their efficiency, helping them discover their professional tendencies, and linking them to the labor market.

G. Talent and creativity unit

Talent and Creativity Unit aims to spread the culture of creativity and create opportunities for the talented among the students of the university. In addition, it helps them to create and innovate by introducing initiatives that serve students as well as providing them with the necessary care to advance their talents. Thus, it sharpens students' talents and innovations. Moreover, it discovers and supports talented, creative, and distinguished people in all scientific fields, by creating a suitable working environment to improve their talents.

H. Scholarship unit

The unit aims to provide educational opportunities for students. In addition, it monitors student scholarships and soft study loans and provides the necessary support to beneficiary undergraduate students during their studies.

Department/Unit	Email
Disability support unit	SNU@SEU.EDU.SA
Students advising unit	TIS@seu.edu.sa
Student's council	scu@seu.edu.sa
Social consulting unit	scu@seu.edu.sa
Mental health support unit	PCU@SEU.EDU.SA
Career consulting and supporting unit	CSSU@seu.edu.sa
Talent and creativity unit	TIS@seu.edu.sa
Scholarship unit	student.scholarship@seu.edu.sa

For academic issues or inquires such as (Registration, Technical issues, or E-exams) students can ask for help by accessing:

a. [Academic Assistant]
b. [Da'm] platform

Rights and Duties

Students

Given that students are the core focus of the university, and to boost students' sense of university belonging, the Vice Presidency for Planning, Development and Quality has formed an independent body that is concerned with raising students' awareness of their rights and responsibility. Its task is to follow up students' rights and handle students' complaints professionally and neutrally. The committees were established to meet the following aims:

- To affirm the principle of justice as an essential pillar in the university.
- To find a neutral body to handle students' complaints.

- **To take care of students' complaints and work hard to uphold justice.**
- **To raise students' awareness of their rights in the university and how to obtain them through systematic ways within the university framework.**

Students' complaints should be examined through student rights protection committees. Committees are divided into Main Committees and Subcommittees at each college (more details about these committees will be mentioned in the next section related to *complaints and grievances*).

For more detail about Student Rights and Responsibilities, click here

Faculty members

For faculty members, the Law of the Council of Higher Education and Universities and implementing regulations guarantee many rights to faculty members. The privileges granted to faculty members are also important factors that encourage them to continue to work at the university and to develop themselves academically and administratively. It should be noted that the Saudi Electronic University has added some of the privileges that faculty members can obtain according to the established system, including the following:
- **Leaves of all kinds.**
- **Financial benefits in terms of salaries and allowances.**
- **Attending scientific conferences, seminars, and workshops.**
- **Promotion if statutory conditions are met.**
- **Turn over between university branches.**
- **Use of university facilities.**

On the other hand, the duties of a faculty member are divided as follows:
- **The Duties towards the Student**
- **The Duties to Adhere to the University Rules in Teaching Courses**
- **The Duties to Abide by the University Rules for Taking Exams:**
- **Commitment to Communicate with the Students:**
- **Commitment to Contributing to the Quality of the Courses:**
- **The Duties towards the University:**

- **The Duties towards Developing Professional Capabilities:**
- **Duties of a Faculty Member towards Society:**
- **Duties of A Faculty Member in the Field of Scientific Research, Authorship and Translation:**

For more details on faculties' duties and rights, check:
- **The Charter of Performance and Profession Ethics for Faculty Members and their Equivalents at Saudi Electronic University**
- **A Guide to the Rights and Duties of Faculty Members and their Equivalent at the Saudi Electronic University**

Complaints and Grievances

In confirmation of the care given by the Saudi Electronic University to its students, its belief in the importance of an appropriate environment in which transparency, justice, fairness and equality prevail among its members, in order to improve the quality of higher education, and promote education practice ethics, the Saudi Electronic University guarantees students rights and seeks to educate them of their rights and responsibilities given the fact that students are the primary focus of the educational system to instill students engagement with the university. To achieve this objective, the Saudi Electronic University hopes that all its members, including faculty and staff, fulfill their duties and obligations.

The university has set up student rights committees protection at two levels:

1\ Student Rights Protection Main Committee (at the university level)
It considers complaints against the university's administrative units, as well as students' objections against previous judgments of the subcommittee, in addition to complaints that are not decided by the subcommittee.

2\ Student Rights Protection Subcommittees (at college level)

The responsible entity for students complaints related to educational and administrative matters except for complaints related to the university's administrative units outside.

The importance of Students Rights Committees lies in the fact that they are an independent body that monitors students' rights, examines their administrative and academic feedback and complaints objectively, and settles complaints professionally and confidentially, with a specific timeframe that reflects positively on the university and its educational environment.

Members of the Student Rights Sub-committee

Dr. Uthman Ahmed Albjadi	Chairman
Dr. Nada Homoud Alsaleh	Member
Dr. Abdulaziz Alhammadi	Member
Ms. Noora Alrasheed	Member
Student Ms. Wedyan Alnahedh	Member
Student Mr. Ahmad Ali Alzahrani	Member
Ms. Aram Alhwirini	Secretary

Student Rights Sub-Committee Objectives

- Consider students' academic grievances and complaints.
- Consider students' administrative grievances and complaints.
- Consider students' applications submitted during the timeframe specified in the regulation.
- Respond to students' requests received during the specified timeframe.
- Submit appeal application to the main Student Rights Committee.
- Raise students' awareness level about regulations and rights guaranteed by the Saudi Electronic University.

How may Student Rights Sub-committee serve students?

- Student Rights Sub-committee seeks to protect students rights and enable them to submit grievance if any of their rights stated in the law is violated, and according to a specific procedure stipulated in the University's student rights document.
- Enable students to enjoy their rights in the University and obtain them through the official sources.
- Introduce students to the correct procedure of submitting and filing complaints, and attachment of appropriate evidence that support their complaint.
- Introduce the student to the correct way in the complaint submission and filing mechanism and attach appropriate evidence to prove their complaint.
- Examine and settle complaints according to the rules and regulations of the University.
- Enable students to follow the progress of the complaint from the submission date until receiving a response by the responsible entity.

Student Responsibilities

- The student submits their complaint or grievance after obtaining what proves their communication with the party concerned with the complaint or grievance without obtaining a response or in case of dissatisfaction with the response.
- The applicant must submit the application, taking into account the accuracy and clarity necessary in his complaint or grievance.
- The student should attach a proper evidence that prove their eligibility to submit the application.
- The student should not file a malicious complaint or grievance so that they are not subject to accountability and discipline according to university regulations.
- The student should not provide any false evidence or documents.
- The request should be submitted via the system, and any requests sent to the e-mail will not be dealt with.
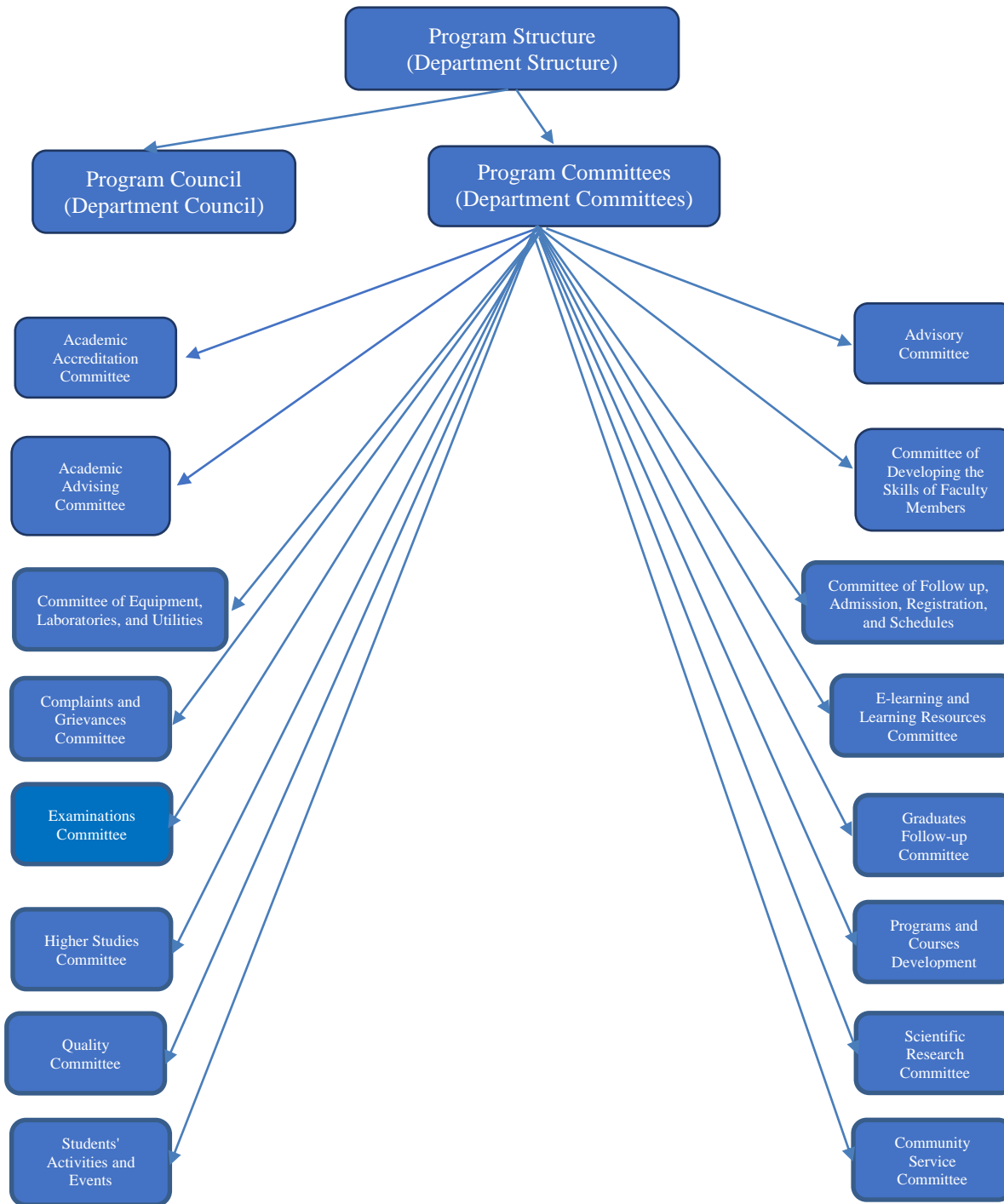
University bylaws and regulations (links of interest to you)

- For more detail about Student Rights and Responsibilities, click here.
- Rules and Regulations of Undergraduate Study and Examinations, click here.

- **The Rules of Implementation for Undergraduate Study and Examinations in Saudi Electronic University, click here.**
- **Discipline Regulations of Students at SEU, click here.**
- **Course Equivalency in Saudi Electronic University, click here.**
- **Policy of Providing Midterm and Final, click here.**

The Student Rights Committee at the College of Science and Theoretical Studies (CSTS) is the body charged with receiving complaints of CSTS students and study them according to the rules and regulations of the Student Rights at the Saudi Electronic University. You can communicate with CSTS Student Rights,.

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Program Structure
(Department Structure)
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Program Council
(Department Council)
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Program Committees
(Department Committees)
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- Academic Accreditation Committee
- Academic Advising Committee
- Committee of Equipment, Laboratories, and Utilities
- Complaints and Grievances Committee
- Examinations Committee
- Higher Studies Committee
- Quality Committee
- Students' Activities and Events
- Advisory Committee
- Committee of Developing the Skills of Faculty Members
- Committee of Follow up, Admission, Registration, and Schedules
- E-learning and Learning Resources Committee
- Graduates Follow-up Committee
- Programs and Courses Development
- Scientific Research Committee
- Community Service Committee

English Language and Translation Program
KPIs (2022-2023)

No	KPI	Targeted Value	Actual Value	Internal Benchmark	Analysis	New Target
KPI-P-01	Students' evaluation of quality of learning experience in the program	4.3/5	4.2/5	4.19/5	The rate of students' evaluation of quality of learning experience is higher than the rate of the last year.	4.3/5
KPI-P-02	Students' evaluation of the quality of the courses	4.4/5	4.35/5	4.26/5	The rate of students' evaluation of the quality of the course is higher than the rate of the last year.	4.4/5
KPI-P-03	Completion rate	3:5	2.83:5	0.84:5	There is a notable increase in the completion rate in comparison to the last year.	3:5
KPI-P-04	First-year students retention rate	40%	37.44%	32.25%	There is a notable increase in the retention rate of the first-year students.	40%
KPI-P-05	Students' performance in the professional	N/A	N/A	N/A	Th program does not require or have professional and/or national examinations.	N/A

	and/or national examinations				
KPI-P-06	Graduates' employability and enrolment in postgraduate programs	Graduates' employability (10%)

Enrolment in postgraduate programs (1%) | Graduates' employability (7.04%)

Enrolment in postgraduate programs (0.15%) | Graduates' employability (39.15%)

Enrolment in postgraduate programs (2.12%) | There is a decrease in the number of students who were employed and enrolled in postgraduate programs in comparison to the last year. The reason is that the number of graduates in this year (681) is higher than the number of graduates in the last year (189) | Graduates' employability (10%)

Enrolment in postgraduate programs (1%) |
KPI-P-07	Employers' evaluation of the program graduates' proficiency	5/5	5/5	Not available	The survey was sent to several employers and we have no responses.	5/5
KPI-P-8	Ratio of students to teaching staff	7:1	7:1	8:1	By employing enough instructors, the ratio of teaching staff to students is increasing.	7:1
KPI-P-9	Percentage of publications of faculty members	25%	20%	28%	There is a slight decrease in the publications of staff members in comparison to the last year.	25%
KPI-P-10	Rate of published research per faculty	30%	28%	50%	There is a notable decrease in the rate of published researches per	30%

	member				faculty members in comparison to the last two years.	
KPI-P-11	Citations rate in refereed journals per faculty member	4/1	3.1/1	2.68/1	There is a slight increase in the citations rate in comparison to the last year. With the intention to increase the rate of published researches per faculty members, citation rates are going to increase.	4/1

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