



College of Administrative and Financial Sciences

## Handbook

### Master of Business Administration (MBA)



The MBA program helps to reinforce learners' skills in business and in administration and

## Introduction

to develop the administrative skills relevant to the changing dynamic work environment. The program is designed to meet the needs of professional career in business administration.

The program asserts the involvement of learners in a new mode of learning and achievement based on a blended mode (traditional and distance learning) covering a wide range of employment domains such as strategic administration and world economy, work ethics, electronic world commerce, and more.

In the name of God, the most gracious, the most merciful.

We praise God, and seek His help and guidance, pray, and greet the most honorable of creation and messengers, our prophet Muhammad, may God bless him and grant him

## Department of Business Administration Head's Word

peace.

Management science is applied to all aspects of our lives to achieve desired goals. Therefore, the Department of Business Administration at the College of Administrative and Financial Sciences focuses on theoretical fundamentals and updated global practices, which in turn refine students' skills and develop their knowledge by qualifying students to contribute, innovate, and develop in the field of business administration with its theory and classifications that are included in the business administration program. Starting from the fundamentals of administration through projects management, operations management, developing strategies, and tools to help in marketing science practices, and do not forget quality control and behaviors that must be followed inside and outside organizations, whether profit or non-profit organizations. Finally, the program includes technology management and knowledge management to make the appropriate decisions and use its tools. Also, how to manage small businesses and entrepreneurship within their various types, due to the importance of those topics correlated to the Kingdom's Vision 2030 and its impact on the local economy.

To prepare students and adapt them to the Saudi market and apply the theories and knowledge they have acquired through the business administration program over the four years, students apply and practice what they have learned in intensive cooperative training at the end of the bachelor's program to empower them achieving their practical goals in the future. In addition, there are three master's programs in cooperation with Colorado University to meet the market need to expand students' horizons of in-depth and focused knowledge in the field of business administration.

God grants success,

Head of Business Department

Dr. Majed A. Helmi

MBA program has been designed for young graduates aspiring to join prestigious local and

## The Importance and Reasons for Creating the Program

multinational companies with fast-paced progression. The MBA program helps to reinforce learners' skills in business and in administration and to develop the administrative skills

relevant to the changing dynamic work environment. The program is designed to meet the needs of professional careers in business administration. The program asserts the involvement of learners in a new mode of learning and achievement based on a blended mode (traditional and distance learning) covering a wide range of employment domains such as strategic administration and world economy, work ethics, electronic world commerce, and more. For all variants of MBA program, participants must successfully complete a total of 36 credit hours. The normal duration for the MBA program is 2 years (6 Trise semesters) for the students.

## Program Objectives

The MBA in Business Administration aims at enabling learners:

1. To achieve advanced self-learning and collaborative learning in the spirit of a team.
2. To reach a higher level of academic achievement for pursuing their future studies.
3. To provide jobs for the public and private sectors with specialized workforce in administrative positions supporting well-planned development of the KSA.
4. To provide graduates with basic knowledge in business administration and information technology.

The (MBA) program contains 12 courses, 3 credit hours for each course spread over 4

## Duration of Study in the Program

semesters.

## Program Learning Outcomes

- Apply knowledge of management to organizational challenges in a global context.
- Apply knowledge of leadership theory to organizational challenges to increase organizational effectiveness.
- Develop accounting skills for effective fiscal control.
- Develop financial management skills for decision-making.
- Identify ethical behaviors and best practices for organizational sustainability.
- Synthesize the application of management theory through leadership and the development of human resources within organizations.
- Develop critical thinking skills for effective analysis in decision-making.
- Identify core economic theories that support management decision-making.
- Advance and foster a culture of innovation that uses strategies, new approaches, theoretical frameworks, and technologies to drive the economic performance of organizations.
- Synthesize best practices of management for strategic planning and design.
- Demonstrate the application of effective written communication and research skills.
- Gain an understanding of the role of technology audits, implications, and impact on organizations today and into the future.

## Career Opportunities for Graduates of the Program

This specialized program in Business Administration qualifies graduates who are capable of operating in various managerial positions including but not limited to:

- General Manager
- Marketing Analyst & AI specialist
- Digital Marketing Manager
- Content Marketing Manager & Strategist
- Social Media Manager
- Advertising Manager
- Public Relations Manager
- SEO/SEM Manager & Specialist

## Saudi Electronic University Mission, Vision and Goals

### Mission

Providing high-quality flexible education that utilizes technology and modern teaching methods to all segments of society, and contributing to the production, dissemination, and utilization of knowledge to achieve social, cultural, and economic development.

### Vision

Lead the utilization of technology in education to contribute to national development.

### Goals

1. Provide outstanding education to empower learners to achieve their academic and professional aspirations.
2. Build a leading regional role in e-learning.
3. Grow in digital innovation and Entrepreneurship.
4. Enhance engagement with communities across the Kingdom.
5. Achieve fiscal sustainability and expenditure efficiency.

## College of Business Administration Mission, Vision, and Goals

### Mission

Providing qualitative and distinguished programs in various fields of administrative and financial sciences using the latest educational technologies and modern learning styles to graduate qualified students with administrative and financial skills and knowledge to contribute to achieving economic, cultural, and social development.

### Vision

The college of business administration aims to be a pioneer in the field of teaching administrative and financial sciences at the local and regional levels using modern educational techniques.

### Goals

1. Providing distinguished programs to enable learners to achieve their academic and professional ambitions in administrative and financial sciences.
2. Qualitative contribution to achieving excellence and a culture of innovation in the art and science of management.
3. Providing learners with skills and knowledge of high quality and efficiency while using the latest educational technologies and modern learning styles.
4. Developing scientific research in administrative and financial sciences.
5. Obtaining local and international academic accreditations.
6. Strengthening local and international communication and partnerships with specialized bodies in the field of administrative and financial sciences.
7. Activating community service by providing consultations, programs, workshops, seminars, and training and educational meetings.

### MBA Program Mission, Vision, and Goals

#### Mission

The mission of the Saudi Electronic University MBA program is to achieve quality outcomes by:

1. Reinforcing learners' skills in business and in administration and to develop the administrative skills relevant to the changing dynamic work environment.
2. To meet the needs of professional career in business administration.
3. To emphasize the involvement of learners in a new mode of learning and achievement based on a blended mode (traditional and distance learning) covering a wide range of employment domains such as strategic administration and world economy, work ethics, electronic world commerce, and more.

#### Vision

To become a hub for innovative business education, shaping visionary leaders equipped with strategic acumen and ethical values; by fostering a dynamic blended learning environment that cultivates critical thinking, knowledge, practical applications, research skills and enables graduates to fulfill the needs of the labor market.

#### Goals

The MBA in Business Administration aims at enabling learners:

1. To achieve advanced self-learning and collaborative learning in the spirit of a team.
2. To reach a higher level of academic achievement for pursuing their future studies.
3. To inspire young business executives to work in specialized in administrative positions Supporting well- planned development of the KSA.
4. To provide graduate basic knowledge in business administration and information Technology.

## MBA Program's Alignment with the Institutional Mission and Goals

### Mission

		SEU Mission		
		Provide outstanding education to all segments of society	contribute to the production, dissemination, and utilization of knowledge	achieving social, cultural, and economic development
Program Mission	Reinforcing learners' skills in business and in administration and to develop the administrative skills relevant to the changing dynamic work environment.	X		
	To meet the needs of professional career in business administration.		X	
	To emphasize the involvement of learners' in a new mode of learning and			X

	achievement based on a blended mode (traditional and distance learning) covering a wide range of employment domains such as strategic administration and world economy, work ethics, electronic world commerce, and more.			
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### Goals

	SEU Goal 1	SEU Goal 2	SEU Goal 3	SEU Goal 4	SEU Goal 5
To achieve advanced self-learning and collaborative learning in the spirit of a team.	x				
To reach a higher level of academic achievement for pursuing their future studies.			x		
To inspire young business executives to work in specialized administrative positions to support well- planned development of the KSA.				x	
To provide graduate basic knowledge in business administration and information technology.	x				

### Graduate Attributes

**Institutional Graduate Attributes: Students are expected to:**

1. **Core Knowledge:** Demonstrate high level understanding of the fundamentals, processes, and contributions associated with the academic discipline.
2. **Critical Thinking:** Employ critical thinking skills, by applying knowledge, for making well-reasoned arguments and effective decisions.
3. **Personal Responsibility Skills:** Practice the lifelong skills needed in all social, economic, mental and emotional health aspects.
4. **Technological Mastery:** Illustrate effective utilization of technological tools and methods relating to the program of study.
5. **Ethics & Values:** Utilize skills that exhibit ethical behavior to characterize accountable, responsible and contributing citizens to the society.
6. **Community Engagement:** Recognize the social and environmental responsibilities through the participation of extra-curricular activities
7. **Teamwork:** Demonstrate team spirit and leadership skills in a collaborative and inclusive environment.

	SEU GA 1	SEU GA 2	SEU GA 3	SEU GA 4	SEU GA 5	SEU GA 6	SEU GA 7
Knowledge of Business, Management and Emerging Technologies	x						
Research and Business Intelligence			x				
Creativity and Innovation		x					
Strong Ethical behavior					x		
Leadership Skills							x

### Admission Requirement

1. Bachelor's degree from an MOE-recognized university. If the certificate is obtained from abroad, it must be accredited according to the equivalency program provided by the Ministry of Education (MOE).
2. Applicant's cumulative GPA in the bachelor's degree should not be less than (2.00 out of 4.00 or 3.00 out of 5.00) or its equivalent based on the available seats and shortlisting results. The College Council may waive this condition provided that the applicant's GPA is not less than (1.5 out of 4.00 or 2.5 out of 5.00) or its equivalent based on the available seats and shortlisting results.
3. Submit the result of one of the approved English language tests:
  - IELTS-Academic only: with a score of no less than 5
  - STEP: with a score of no less than 76
  - TOEFL\_IBT: with a score of no less than 45.
  - SEU graduates are exempted from this condition provided that their bachelor's program was taught in English, and a with a cumulative GPA of no less than (3.50 out of 4.00) or higher.

- students who have obtained a bachelor's degree from universities in countries where the native language is English\* and the universities are recognized by the Ministry of Education are exempted.

\* USA - Canada – UK - Australia - New Zealand.

4. The validity period of the approved English language tests:
  - TOEFL\_IBT: 2 Years
  - STEP: 3 Years
  - IELTS Academic only: 3 Years
5. Applicants need to submit only one English language test.
6. The applicant must be a Saudi or non-Saudi (residing within the Kingdom of Saudi Arabia with a valid Iqama)
7. Applicants who have been initially accepted, are required to pay the full amount of first semester tuition to get final admission.
8. Graduate assessment tests such as GMAT or GRE are not required, but they can be attached as support for acceptance when preference is given to applicants.
9. Students who hold a bachelor's degree in a field other than business administration are required to pass the Pre\_MBA semester before the final admission to the program.

### Branches

- 📍 Riyadh (Male – Female)
- 📍 Jeddah ( Male – Female)
- 📍 Dammam ( Male – Female)

### Admission Steps

- Access the Admission Portal and review the admission requirements and academic programs available for applicants in the university branches in the Kingdom of Saudi Arabia.
- Check the timeline for the admission phase to know the start and closing dates of the application portal, the results announcement date, and the deadline for announcing admission results.
- Fill in the required information accurately through the application link.
- Ensure the completion of the admission application.
- Select the study program carefully and confirm the order of preferences (if applicable).
- Monitor the application status in the Admission Portal regularly.

- Admission is based on competitive selection according to admission criteria, seat availability, and the ranking of preferences among applicants after the specified electronic application period.
- The applicant is required to pay the fees and complete the remaining procedures to obtain the final admission after the announcement of preliminary admission results.

### Program Study Plan

The (MBA) program contains 12 courses, 3 credit hours for each course spread over 4 semesters.

The program is only offered in English.

### Program Structure by Levels

#### First Year- First Semester

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	ECN500	Global Economics	3hours	None
2	RES 500	Academic Writing and Research Skills	3hours	None
3	FIN500	Principles of Finance	3hours	None

#### First Year- Second Semester

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	MGT560	Leadership Development	3hours	ECN500 & RES 500
2	MGT520	Managing Performance for Results	3hours	ECN500 & RES 500
3	MGT510	Strategy Planning	3hours	ECN500 & RES 500

#### Second Year- Third Semester

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	ACT500	Managerial Accounting	3hours	ECN500 & RES 500
2	MGT521	Managing Dynamic environment	3hours	ECN500 & RES 500
3	MGT530	Operation Management	3hours	ECN500 & RES 500

### Second Year- Fourth Semester

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	ECOM500	Business and Information Technology	3hours	None
2	MGT 675	Research Project	3hours	Completion of 27 hours
3	MGT672	Decision Theory within the Global Marketplace	3hours	None

## Program Courses Descriptions

<b>Course Title</b>	<b>Global Economics</b>
<b>Course Code</b>	ECN500
<b>Pre-requisite(s)</b>	N/A
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	Examine the theories of international trade and finance, and the influence and impact on management decisions and corporate agreements. Develop an understanding of international monetary issues, and the social, cultural, and governmental effects on the global business.

<b>Course Title</b>	<b>Academic Writing and Research Skills</b>
<b>Course Code</b>	RES 500
<b>Pre-requisite(s)</b>	N/A
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	This course will provide the students with the basics of academic writing and a broad introduction to the methodological foundations and tools to make research. The course covers the basics of academic writing for graduate level students and introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. This course is designed to provide students with the necessary skills and knowledge to determine the information necessary to address an identified research problem (basic or applied) and, using this understanding, develop and use an actionable research proposal. They will develop critical core competencies and skills required to carry out such an enquiry. These competencies and skills include defining research questions; Setting appropriate research objectives; Study design that incorporates research objectives and budgetary constraints; Secondary and primary data collection and instruments; Sampling and analysis methods; And effective reporting of results; As well as the importance of ethical conduct in conducting research in both a domestic and in international business contexts.

<b>Course Title</b>	<b>Principles of Finance</b>
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<b>Course Code</b>	FIN500
<b>Pre-requisite(s)</b>	N/A
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	Understand the principles and theories of finance to analyze statements and fiscal information for effective decision-making in today's competitive environment. Emphasis is on developing skills in critical thinking and applying financial concepts and principles

<b>Course Title</b>	<b>Leadership Development</b>
<b>Course Code</b>	MGT560
<b>Pre-requisite(s)</b>	ECN500 & RES 500
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	The course material includes an introduction to leadership, covering such topics as the definition and meaning of leadership, processes involved in leadership, contemporary issues in leadership, and theories and approaches to leadership. The latter include the Traits, Skills, and Style approaches to leadership as well as situational and contingency methods and such leadership theories as Path-Goal, Leader-Member Exchange (LMX), Charismatic, Transformational, and Team leadership. Each of these will be addressed from multiple perspectives. Students explore the leadership with a focus on how managers can leverage an understanding of leadership for organizational success. Useful topics such as facilitation, negotiation, teamwork, communication, presentation, interpersonal, and conflict management skills are covered in terms of various leadership theories. The difference between leadership and management will be underscored in organizational terms as well as personal leadership skills. Students will also address topics of gender and culture in leadership including the role that gender and culture play in leadership style and organizational effectiveness. Multiple cultures will be compared in relationship to leadership styles and approaches. Along with the case of gender, the case for diversity in the workplace is supported by a cost savings argument of reduced costs associated with less turnover, and absenteeism, the fact that a diverse workforce attracts and maintains the most talented workers, and that business growth is fostered through diversity. Learners will examine ethical issues in leadership. Fairness, trust, and ethical behavior will be explored in addition

	to multiple perspectives on ethical leadership. Finally, students are introduced to graduate level, academic writing, providing a foundation for effective and responsible research and writing. These skills will be necessary for completion of Critical Thinking Assignments not only in this course but also throughout Saudi Electronic University study and programs.
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<b>Course Title</b>	<b>Managing Performance for Results</b>
<b>Course Code</b>	MGT520
<b>Pre-requisite(s)</b>	ECN500 & RES 500
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	This course incorporates the human resource management functions from the managerial perspective with the concerns of organizational performance and stakeholders from the leadership viewpoint. Performance improvement and change management will be addressed as the course examines the process of improving individual and team performance. Students will examine the paradigms of performance and management as they apply to managing and leading effective organizations in today's dynamic legal, social, and economic environment. Elements to be addressed include human resource strategy, training and development, performance appraisals, compensation, retention, and human resource systems effectiveness

<b>Course Title</b>	<b>Strategy Planning</b>
<b>Course Code</b>	MGT510
<b>Pre-requisite(s)</b>	ECN500 & RES 500
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	This course is an exploration of the essentials of business, innovation and market strategies that drive organizations. Primary focus is on setting strategy and goals for an organization with consideration of internal resources, innovation focus, market opportunities, and return on investment.

<b>Course Title</b>	<b>Managerial Accounting</b>
<b>Course Code</b>	ACT500
<b>Pre-requisite(s)</b>	ECN500 & RES 500
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5

<b>Course Description</b>	The study of managerial accounting is helpful in internal reporting and decision-making. The course introduces a business-management approach to the development and use of accounting information. Major topics include cost behaviors, cost analysis, profit planning and control measures. Accounting for decentralized operations, capital budgeting decisions and ethical challenges in Managerial accounting are also covered. In ACT 500, Managerial Accounting, students will learn how to use accounting concepts from a management perspective to make sound financial decisions that will enhance the strategic planning process of an organization. Analytical tools will become familiar to the student that can be applied to real world situations in order to drive sales, reduce costs and maximize profit. Students will become familiar with different types of analyses, ratios, costing and budgeting. The course highlights what effective managers need in building a strong financial foundation so they can make decisions that will positively affect current and future operations of a business
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<b>Course Title</b>	<b>Managing Dynamic Environment</b>
<b>Course Code</b>	MGT521
<b>Pre-requisite(s)</b>	ECN500 & RES 500
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	This course examines planned organizational change and the role of change agents in the development and execution of change plans to achieve meaningful, useful organizational change. It evaluates how employee productivity and morale can be affected when an organization makes significant changes that impact the organizational culture. The major components of the change process are applied from both the employer perspective and the employee perspective. Additional topics explored are the important role of leadership in the change management process along with the development of team spirit and communication in pursuit of task and organizational clarity. Learners will develop the necessary skills to navigate organizational change and will also learn how to become adept at accepting change. They will develop and enhance their skills as change agents while discovering how they can become stronger leaders by recognizing their role in the change management process. Finally, they will examine ways in which they can advance their careers by becoming change agents.

<b>Course Title</b>	<b>Operation Management</b>
<b>Course Code</b>	MGT530

<b>Pre-requisite(s)</b>	ECN500 & RES 500
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	This course develops an understanding of the various functions and responsibilities of the operations department in response to today's current competitive environment and market demands. The course examines quality management, the design and production of goods and services, effective supply chains and virtual chains, product life cycles, and the design and management of processes to develop and improve production and resource planning.

<b>Course Title</b>	<b>Business Information Technology</b>
<b>Course Code</b>	ECOM500
<b>Pre-requisite(s)</b>	N/A
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	This course is appropriate for students with limited experience in IT. It provides an overview of information technologies used to maximize organizational efficiency and effectiveness.

<b>Course Title</b>	<b>Research Project</b>
<b>Course Code</b>	MGT675
<b>Pre-requisite(s)</b>	Completion of 27 hours
<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	The course is required to be undertaken in the form of a research program in which the candidates will pursue rigorous applied research on a self-selected topic or problem under the guidance of a faculty member. Essentially, the project needs to be practical, relevant, and address a problem of great interest to practitioners (corporate), local or global economy while simultaneously contributing to the body of academic literature. Therefore, while the project helps to integrate prior MBA courses, and develop students' research skills, it challenges students to critically reflect, develop, implement, and analyze the business research methods appropriate to any business setting using a sound scientific approach.

<b>Course Title</b>	<b>Decision Theory within the Global Marketplace</b>
<b>Course Code</b>	MGT672
<b>Pre-requisite(s)</b>	N/A

<b>Credit hours</b>	3
<b>Contact hours</b>	4.5
<b>Course Description</b>	Focused on decision theory in the global marketplace, the practical and applied course introduces students to fundamental and advanced aspects of decision theory through strategic innovation integration. The course also prepares individuals to take the Certified Innovation Leader exam from AIPMM-The Association of International Product Marketing and Management.

### Classes-Related Information

1. Please note that you have classes every week.
2. Face to face classes will be held every alternative week.
3. Weeks 0, 1, 3, 5, 7, 10, 12, & 15 will be engaged face to face by SEU and week 2, 4, 6, 9, 11, 13 & 14 will be engaged virtually by Colorado. The week-wise schedule for face-to-face as well as virtual classes will be sent to you by the instructor.
4. For any academic issue related to Colorado instructors, please write to Dr. Dean Gualco at [seustudentcoordinator@csuglobal.edu](mailto:seustudentcoordinator@csuglobal.edu)
5. Your instructors will contact you through blackboard. Please check blackboard notifications every day. Also check your SEU email daily.
6. All the virtual (online) classes will be held through SEU blackboard.
7. If you have any issue related to blackboard/online classes, please contact BB Support through Da'am system. Do not send a request for technical help to your instructors or Coordinator.
8. To appear in the final examination students are required to attend at least 75% of classes. The student will be denied appearing in the final exam if his/her absences are more than 25%. Attendance will be taken at the beginning of each session. If you are late more than 10 minutes, you could be considered absent by your instructor.
9. There will be no regular classes for MGT675. All the students registered in these courses will be assigned a supervisor for their project. Keep in contact with your instructor. In case you face any difficulties, and your instructor is not able to resolve it, you may contact the course coordinator, Dr. Karim Garrouch ( [kgarrouch@seu.edu.sa](mailto:kgarrouch@seu.edu.sa) ).

### General Information

- In case of any issue all the students are advised to communicate with emails only. Please use your SEU email for all communication. We will not reply to non-SEU emails.
- Students may write their issue to the following emails:

- a. Technical issues with Banner or Blackboard systems must be raised via Da'am system which is available under students' services page on SEU website.
- b. Registration and Payment-related issues contact Deanship of Graduate studies through Da'am
- c. For academic issues related to Colorado instructors (marking, and assignment grading), write to: [seustudentcoordinator@csuglobal.edu](mailto:seustudentcoordinator@csuglobal.edu)
- When sending emails, please refrain from sending multiple email to multiple people for the same issue. This create confusion as to who is responsible for answering the request/question. This could also lead to a significant delay in responding to other students as multiple resources are being utilized for the same issue simultaneously.
- Please use the following escalation procedure:
  - a. If you are not receiving a satisfactory reply from the above emails, you may escalate the issue to the MBA Program Coordinator ([S.habib@seu.edu.sa](mailto:S.habib@seu.edu.sa)).
  - b. If the issues remain unresolved, you are advised to escalate it to the HOD ([m.helmi@seu.edu.sa](mailto:m.helmi@seu.edu.sa)) for further action.
- In MBA course the passing grade is 75 out of 100. If you receive less, you will fail the course.
- Your GPA must remain above 2.75 out of 4. If you drop below, it for two consecutive terms, you could risk being terminated from the university as per university's bylaws.
- You cannot receive an MBA certificate with a GPA of less than 2.75 even if you complete all the required courses. So again, make sure to monitor your progress and GPA closely. If you require any special academic advice, contact the program coordinator.
- We do NOT tolerate plagiarism in any shape or form. If you are caught plagiarizing any of your assignments or exams you could risk at best receiving a zero, and at worst failing the course. Repeated offenders maybe dropped from the MBA program all together. If you are in doubt, consult with your instructor before submitting your work.

### Assignment Due Dates

The Academic Week begins on Sunday and ends the following Saturday.

#### Critical Thinking Assignment Due Date:

- Critical thinking assignments are due by Tuesday at midnight of the following week. This allows 10 days to complete the assignment on time for full credit. (Sunday of the academic week to Tuesday of the following week).

#### SEU Late Submission Policy for Critical thinking Assignments:

- Additional 7-day 10%-point deduction period - critical thinking assignments have an additional 7-day 10% deduction period after the due date and work may be submitted during this period with a 10%-point deduction.
- No Credit - critical thinking assignments submitted after the 10% deduction period will not be graded and will receive a 0 score in the gradebook.
- As a matter of policy, SEU students may not resubmit any critical thinking assignments to better their initial grade.

#### **Discussion Activities Due Dates:**

- The initial student post must be submitted by Friday at midnight – late posting will receive no credit.
- Peer and instructor responses must be posted by Sunday at midnight - late posting will receive no credit.

As a matter of policy, SEU students cannot submit critical thinking, discussion posts, labs, or quizzes for credit after the last day of the course.

#### **Important:**

- No critical thinking assignments, discussion board assignments, labs, or quizzes can be submitted for credit after the final day of the course.
- No rework of assignments for improved credit is permitted.

#### **Quizzes:**

These graded exercises will assess students' knowledge in specific topic areas and help prepare them for their midterm and final examinations. Quizzes must be taken during the module in which they are assigned. Quizzes open with the start of the module and are due at the end of the module. Quizzes must be taken in Blackboard for credit and no makeup or late work is accepted.

#### **Important Links for Further Information**

- Please see the academic calendar which outlines the dates certain services open. For example, request to drop a course, defer studies, change branch, etc. The calendar is available on SEU's website:  
<https://seu.edu.sa/en/calenderpage45/#goals>
- To understand your rights and responsibilities, please read the general bylaws for postgraduate studies available on the Deanships for Graduate Studies website on:  
<https://seu.edu.sa/gs/ar/evidences/>

#### **Excused Activities Deadline:**

Please note that no excuse or assignment will be entertained, in any circumstances, after the end of the semester.

**Note:** College keeps the right to change the above information at any time in case of any emergency or unavoidable circumstances and the same will be communicated to the concerned students.

#### **Assessment Methods**

The SEU uses different methods and ways of assessment for each curriculum to measure the extent of effectiveness of the teaching strategies based on the targeted learning

outcomes, where the student's academic performance is to be evaluated as per the strategies of evaluation contained in the academic plans and curriculum descriptions. The assessment can't be changed unless the procedures of developing the plans and academic programs are implemented.

The university shall follow the following methods of evaluation to measure the students' performance during the academic year as follows:

1. Course Work including (Assignments, Quizzes, Projects, Case Studies, Discussion Board, etc.)
2. Midterm Examination
3. Final Examination.

**The distribution of Course grades out of 100 are as follow:**

The evaluation method	The ratio of the total marks of the curriculum
Mid-term exam	10%
Final exam	30
Assignments/Critical Thinking/Class activities	60

#### A. First: Course Work

The philosophy of the SEU, in its education system, depends on applying several different types of assessment strategies in every curriculum through the specification of several assignments that the student shall do during the term to be provided with different skills and to be able to solve all problems. The assignments include the following types: (Written reports and essays, problem-solving, objective tests, discussions, and oral presentations) and all assignments shall be provided electronically via (Blackboard) according to the date of the assignment delivery specified previously. In addition, all tasks provided shall be checked to detect the ratio of similarity via the tool of Blackboard Safe Assign plagiarism checker. The students shall be provided with the obtained mark as well as the feedback via Blackboard. The process of discussing the tasks and assignments shall be done electronically via the tool of Blackboard discussion board.

#### B. Second: (Midterm/Final Examination)

The SEU organizes unified final examinations of all branches. At the same time, all faculty members, who teach the curriculum, shall participate in preparing their questions under the supervision of a committee under a presidency of a coordinator from the faculty members specified by the scientific department that the curriculum follows.

### Students Services

#	Services	Description	Link to the Services
1	Academic advising	Academic advising is the task assigned to faculty members to help	<a href="#">Academic Advising</a>

		students with their academic achievement in the best possible way through guidance and introduction to the rules and regulations. Academic advising also helps students choose the appropriate major that matches their interests, as well as helping students to overcome any problems, whether social or academic, that may impact their learning progress.	<a href="http://seu.edu.sa">seu.edu.sa</a>
2	Study and Exam and rules and regulations	Clarification of all regulations and procedures implemented at the university, including but not limited to: <ul style="list-style-type: none"> <li>• Academic procedures guide for a university student.</li> <li>• Disciplinary Regulations at Saudi Electronic University.</li> <li>• Course Equivalency in Saudi Electronic University.</li> <li>• Rules for providing absence excuses from lectures and exams.</li> </ul>	<a href="http://seu.edu.sa">Rules and Regulations (seu.edu.sa)</a>
3	Student Care Center	The Student Care Center has been established to provide a supportive and stimulating university environment for adhering to values and for the scientific and psychological growth of university students, in an effort to prepare generations capable of contributing to the nation's development.	<a href="http://seu.edu.sa">Student Care Center (seu.edu.sa)</a>
4	Student Fund Department	Student Fund Department is an independent financial and administrative department which is directly linked to His Excellency the	<a href="http://seu.edu.sa">Student Fund Department (seu.edu.sa)</a>

		President of the University through the Student Fund Department Council, which is chaired by the Dean of Admission and Student Affairs at the University and aimed at contribution to supporting student trips and parties with a social, cultural, and educational goal. As well as fund student projects with a social, cultural, and educational goal.	
5	Student Clubs	Student clubs invest in the youthful aspirations to propel them towards a promising future and foster their social, cultural, and academic development through four clubs: <ul style="list-style-type: none"> <li>• Entrepreneurship Business Club</li> <li>• Nazaha Clubs</li> <li>• Ataa Volunteer Club</li> <li>• Women Empowerment Club</li> </ul>	<a href="http://seu.edu.sa">Student Clubs (seu.edu.sa)</a>
6	Academic Assistant	This service is designed to provide assistance with college-related inquiries, including registration, technical issues, and e-exams. It can be accessed through electronic services.	<a href="#">Electronic Services Login</a>

### Contact Us

Department / Unit	Email
Admission Department	<a href="mailto:admissions@seu.edu.sa">admissions@seu.edu.sa</a>
Registration Department	<a href="mailto:registration@seu.edu.sa">registration@seu.edu.sa</a>
Academic Advising	<a href="mailto:cafaa@seu.edu.sa">cafaa@seu.edu.sa</a>
Alumni Affairs Department	<a href="mailto:graduation@seu.edu.sa">graduation@seu.edu.sa</a>
Psychological Advising Unit	<a href="mailto:pscu@seu.edu.sa">pscu@seu.edu.sa</a>
Social Advising Unit	<a href="mailto:scu@seu.edu.sa">scu@seu.edu.sa</a>
Scholarship Unit	<a href="mailto:student.scholarship@seu.edu.sa">student.scholarship@seu.edu.sa</a>
Talented and Innovative Unit	<a href="mailto:tis@seu.edu.sa">tis@seu.edu.sa</a>
CAF Student Affairs	<a href="mailto:mba-caf@seu.edu.sa">mba-caf@seu.edu.sa</a>
CAF Student Clubs and Activities	<a href="mailto:caf.activities.clubs@seu.edu.sa">caf.activities.clubs@seu.edu.sa</a>

CAF Alumni Affairs	<a href="mailto:caf.alumni@seu.edu.sa">caf.alumni@seu.edu.sa</a>
Access problems to Student Services and beneficiary support	<a href="mailto:lamsupport@seu.edu.sa">lamsupport@seu.edu.sa</a>