Program Handbook

Masters of Science in Data Sciences

Faculty of Computer and information Systems

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Message from the Dean

Welcome to the Faculty of Computer and Information Systems at the Islamic University of Madinah. Our faculty and staff are determined to create and foster an engaging environment of teaching and learning, where every student matters.

The FCIS was established in 2011 G./ 1431 H. and launched in the 2013–2014 G. / 1434–1435 H. academic year. With its three departments, Computer Science, Information Technology, and Information Systems—the FCIS aims, on the behalf of the mission of the university, to graduate outstanding individuals into the industry and market who can contribute their competencies to the rapid development of the field of technology and informatics.

With the keen vision of the rector and the vice rectors of the university, the FCIS seeks to attract outstanding academic professionals with high competence in scientific research and modern teaching methods. Currently in the age of technological and cognitive development, FCIS strives to keep abreast of the latest developments in the field and to transfer them to students via up-to-date course materials and modern teaching methods.

Dr. Turki Alghamdi, PhD.

Dean, Faculty of Computer and Information Systems

Introduction

The Program Manual of the Master of Science in Data Science should be used as a guide and a reference point by students looking for information on administrative rules and regulations for the Post Graduate Data Science program at the Faculty of Computer and Information System (FCIS) . It is each student's responsibility to become familiar with and understand the contents of this manual to comprehend the policies that govern their program of study in order to be able to abide by these policies. The manual also contains information related to admissions, curriculum, graduation requirements, and departments in the FCIS.

The information contained in this document is updated as required and is considered official policy of the faculty. Additional information can be found in the Student Handbook, Faculty Handbook, Facilities and Resources Handbook, and on the faculty website.

Knowledge and understanding of this manual are important in assuring that each of the students of the faculty of the Data Science program become passionate learners who are prepared for success in the faculty and beyond.

ABOUT THE FACULTY

The Islamic University of Madinah welcomes you to the Faculty of Computer and Information Systems (FCIS). The faculty was established in 2011 G. / 1431 H. and launched in the 2013–2014 G. / 1434–1435 H. academic year. With its three departments— Computer Science, Information Technology, and Information Systems—the FCIS aims to graduate outstanding technical professionals who can actively participate in disseminating e-culture in society. Graduates play an important role in the economic development of the Kingdom of Saudi Arabia in both the government and private sector through their involvement in major information technology projects.

The Faculty of Computer and Information Systems provides modern laboratories, smart classrooms, and other facilities. Students and faculty are encouraged to check the FCIS Safety Guide, the FCIS Labs and Facilities Guide for their campus. Students are exposed to a variety of activities, both academic and extra-curricular. The FCIS works to attract talented staff both national and international to participate in advancing education and research for the growth of the faculty

FCIS Strategy

Vision

To become a world-class knowledge base in the field of computing and to be distinguished in providing the communities with technical and professional workforces of the highest academic excellence.

Mission

The mission of Faculty of Computer and Information Systems (FCIS) is to provide education of high standards that empowers students with the required state-of-the-art knowledge and skills in the field of computing and enables them to pursue higher studies, cutting-edge research, and impactful industrial leadership.

PROGRAM ADMINISTRATION

Dean of the Faculty: Dr. Turki Alghamdi

Vice Dean of Academic Affairs: Dr. Abdulaziz Almuzaini

Vice Dean of Quality Assurance: Dr. Hani Almoamari

Coordinator of Graduate Studies: Prof. Safiullah

Head of Computer Science Department: Prof. Adnan Nadeem

MS-DS Program Committee: Prof. Adnan Nadeem

Curriculum and Planning Committee: Dr. Waqas Nawaz

Assessment and Statistical Analysis Committee: Prof. Arshad Ali

Community Service & Student Affairs Committee: Prof. Ahmad Alkhodre

Quality Assurance & Accreditation Committee: Prof. Muhammad Shoaib Siddiqui

Academic Advising & Guidance Committee: Dr. Waqas Nawaz

Thesis Supervision and Ethics Committee: Prof. Fazal Noor

Head of IT Unit: Dr. Sami Albouq

Research Unit: Prof. Toqeer Ali Syed

Examination Committee: Dr. Emad Nabil

Administrative Manager: Mr. Ashraf Hassan Fairaq

ADMINISTRATIVE STRUCTURE

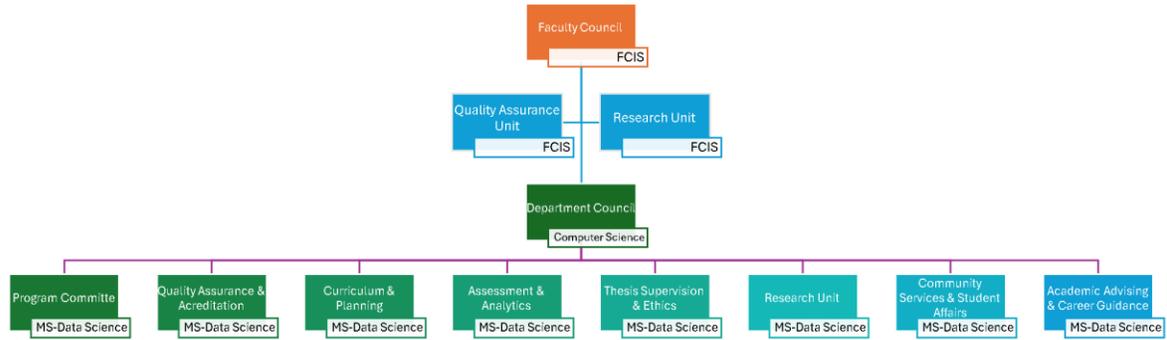**Figure 1 illustrates the program administration structure.**

Figure 1: Program Administration.

MASTER OF SCIENCE IN DATA SCIENCE

The Faculty of Computer and Information Systems (FCIS), Islamic University of Madinah (IUM) has established a graduate program for the faculty including Master Program in Data Science. IUM's Master program in Data Science, rather than just adapting to the advent of Big Data, is an analytical degree program designed from the ground up to focus on the latest systems, tools, and algorithms to store, retrieve, process, analyze, visualize, and synthesize large data. A central goal of the program is to build systems that integrate in a coherent manner the full data cycle: from data gathering to data visualization and data synthesis aided by computer-human interaction. Every student is required to complete before graduation a competitive Research Thesis in the area and take many fundamental courses covering the various dimensions of Data Science.

Program Mission:

The mission of the data science program is to ensure the graduation of qualified data scientists who have a high academic competence with proven research and entrepreneurship skills to deal effectively with data centric complex problems in real-life. This will allow our graduates to pursue careers in private and public sectors for the betterment of the local and global community.

Program Goals:

The program goals of Master of Science in Data Science are to produce quality graduates who are able:

- To provide effective and innovative computing solutions to data centric real-world problems, both local and global, by employing data science principles, tools and theories.
- To recognize the need for, as well as to have the ability to engage in, continuing professional development.
- To understand a whole range of professional, ethical, legal, security and social issues and responsibilities; and able to function effectively as team members, leaders, or entrepreneurs.

- Enable students to engage in cutting-edge research and/or to pursue higher studies in the field of data science.

Master's Program in Data Science has a two-year study plan that is illustrated in Table 1.

Table 1: Master's Program in Data Science

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	CSD 5102	Data Science Fundamentals	Required		3	Program
	CSD 5112	Probability and Statistical Inference	Required		3	Program
	CSG 5102	Essential Research Skills for Graduate Students	Required		2	College
	CSD 5113	Big Data Mining	Required		3	Program
Level 2	CSD 5106	Research Seminar	Required		1	College
	CSD 5115	Systems Development for Data Science	Required	CSD 5102	3	Program
	CSD 5114	Statistical Learning and Predictive Analytics	Required	CSD 5112	3	Program
	CSD 5110	Elective I – Machine Learning	Elective		3	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 3	CSD 5111	Elective II – Deep Learning	Elective		3	Program
	CSD 5201	Thesis Proposal	Required		2	College
	CSD 5150	Elective III - Business Intelligence with Visual Analytics	Elective		3	Program
Level 4	CSD 5300	Research Thesis	Required	CSD 5201	8	College

The Program Learning Outcomes of the Masters of Science in Data Science program are listed below:

3. Program Learning Outcomes: *
Knowledge and Understanding:

K1	Acquire in depth and specialized body of knowledge and understanding that covers theories, principles, and concepts in the field of data science
K2	Acquire critical knowledge and understanding of processes, materials, techniques, practices, conventions and/or terminology relevant to data science.
K3	Acquire advanced knowledge and understanding of recent developments in one or more disciplines or areas of data science;
K4	Acquire advanced knowledge and understanding of a range of established and specialized techniques of research and/or inquiry in data science.

Skills:	
S1	Apply specialized theories, principles, and concepts in advanced contexts of data science;
S2	Assess, critically review and reflect on the main concepts, principles, and theories;
S3	Solve problems in complex and advanced contexts in the field of data science;
S4	Carry out advanced research or professional project using specialized techniques of research and enquiry in data science;
S5	Use processes, techniques, tools, instruments, and/or materials that are advanced and specialized to deal with complex and advanced practical activities;
S6	Carry out complex and advanced practical tasks and procedures in specialized areas related to the field of data science;
S7	Communicate in various forms to disseminate knowledge, skills, research results, and innovations related to data science to specialist and non-specialist audiences;
S8	Use quantitative and/or qualitative methods to process data and information in complex and advanced contexts, related to data science;
S9	Select, use and adapt advanced digital technology and ICT tools and applications to process and analyze a variety of data and information forms to support and enhance leading research and/or projects related to data science.
Values, Autonomy, and Responsibility:	
V1	Commit to integrity, ethics, and academic practices, participate in constructive solutions to societal issues, and commit to responsible citizenship.
V2	Initiate professional planning for continuous learning and specialized work, and independently take decisions that result in a fundamental change or progress.

V3	Participate effectively in research or professional projects or groups and take full responsibility of the work and decisions and participate in developing knowledge and finding new practices and ways of thinking that contribute to fostering quality life for the community.

Program Graduation Requirements

This degree requires students to complete courses totalling to 37 credit hours. Students are expected to complete the M.Sc. Data Science degree in four semesters. Degree requirements are divided into four sections:

- **Core Courses (6 Courses, 17 Credit Hours):** This portion of the degree program is designed to provide a student with the background needed to establish a solid foundation in the discipline over and above undergraduate studies. Core courses are mainly divided in two sub-categories:
  1. General Courses (2 Courses, 5 Credit Hours): These courses are concerned with General foundations of the discipline. These are compulsory courses.
  2. Specialized Courses (4 Courses, 12 Credit Hours): These courses are also compulsory courses, but they are related to the foundations of the specialized discipline of Computer Science.
- **Elective Courses (3 Courses, 9 Credit Hours):** The degree program is designed to allow each student to tailor his educational experience to meet individual research and educational objectives by selecting a total of 3 elective courses.
- **Thesis-Preparation Courses (2 Courses, 3 Credit Hours):** These are two courses, namely the Research Seminar and Thesis Proposal, which is a pre-requisite to Research Thesis.
1. Attend 75% of research seminars presented in the semester.
2. Present a seminar on an approved topic by the MS Graduate Committee to satisfy this requirement.
3. Additionally, students will work with a Graduate Faculty member on a research topic in the 3rd semester. The thesis proposal at the end of the semester will be forwarded to the MS Graduate Program Committee for approval.
- **Research Thesis (8 Credit Hours):** Students are required to write, present, and defend a Research Thesis to complete the degree requirements. The details of this part of the degree program include a combination of research and development experience based on knowledge gained from the curriculum, most of which is determined by the student and his supervisor.
- **At least 37 credits hours must be completed in core and elective courses, and research thesis.** These courses should be 500-level or above and must be approved by the program head/coordinator.

Admission Requirements

The minimum requirements for admitting prospective full-time graduate student in this Master's program include the fulfillment of both the general and English language requirements as stated below.

General Requirements

1. The general requirements that prospective students have must include the following:

2. A bachelor's degree (full-time) from a Saudi Academic Institution or a university recognized by the Ministry of Education in a related field of study related to (not limited to) Computer Science, such as, Computer Science, Data Science, Information Technology, Information Systems, etc.

3. A Grade-Point Average (GPA) of at least 3.5 on a scale of 5.0 (2.50 on a scale of 4.0) or equivalent. For final admission, the degree certificate and official transcripts within sealed envelopes are required.

4. The applicant must successfully pass the interview conducted by the program management.

5. Applicants must obtain a minimum score of 60 on the Qiyas exam (External students are exempted from this condition).

6. Adhering to other general admission requirements specified by the Islamic University of Madinah based on the Article 7, Paragraph 2 of the Regulations of Post Graduate Studies.

7. At least three recommendation letters from the teaching staff who directly taught the applicant during his undergraduate courses. The recommendation letters must be sent directly by the teaching staff or signed within sealed envelopes.

English Language Requirements

- The English language proficiency requirements for prospective students must be demonstrated by one of the following:

- TOEFL – Test of English as a Foreign Language

- A minimum score of 450 (PBT-TOEFL), 45 (IBT-TOEFL), or 60 (STEP). The TOEFL result should be sent by the TOEFL center directly to the Faculty of Computer and Information Systems.

- IELTS – International English Language Testing System

- A minimum overall score of 4.0. The IELTS result should be sent by the IELTS center directly to the Faculty of Computer and Information Systems.

- Test results should not be more than two years old at the time of application.

- Prospective students whose primary language is not English are required to provide proof of English proficiency scores prior to admission to this master program.

Selection Criteria

The Faculty of Computer and Information System at Islamic University takes in consideration world standard criteria in selecting their prospective students, which includes, but not limited to, the following:

- Prospective students must have good academic standing in their undergraduate degree program.

- Prospective students must have shown exemplary behavior and code of conduct in their previous university level studies.

- Prospective students should be able to demonstrate excellent research skills.

- Fulfilling the minimum admission requirements does not guarantee admission into this program. The final admission is subject to an assessment of the entire application and the capacity of the program.

GPA Calculations

The Final Grade is the sum of the mark of the comprehensive work plus the final exam grade of every course. The grade is out of 100. The Evaluation: Students receive a final grade in the form of a percentage or an alphabetical letter. An Incomplete Grade: A temporary assigned grade of incomplete (IC) in the transcript for courses not completed on time by students. A Continuous Evaluation: A grade of (IP) is temporarily assigned for

every course whose study requires more than one semester to be completed. Semester Average: The result of the division of total points that the student acquired over the total number of enrolled units for all courses studied in a semester.

Points are calculated by multiplying the number of units completed by the scale that the student acquired on every course they studied. Examples are given in Table 16 and Table 17.

Table 2: Points calculation

First Semester					
Course	**Unit**	**Final Mark**	**Scale**	**Symbol**	**Points**
Course 1	2	85	4.5	B +	9
Course 2	3	70	3.0	C	9
Course 3	3	92	4.75	A	14.25
Course 4	4	80	4.0	B	16
Total	**12**				**48.25**

A student's Semester Average is determined by dividing the cumulative point value of all courses attempted by the number of units or hours in the student's semester schedule.

First Semestral Average = Total number of points/ Total number of units/ hours

= 48.25 / 12

= 4.02

Table 3: Points calculation

Second Semester					
Course	**Unit**	**Final Mark**	**Scale**	**Symbol**	**Points**
Course 5	2	96	5.0	A +	10
Course 6	3	83	4.0	B	12
Course 7	4	71	3.0	C	12
Course 8	3	81	4.0	B	12
Total	**12**				**46**

Second **Semester Average** = Total number of points/ Total number of units

$$= \quad 46 \quad / \: 12$$

$$= \quad 3.83$$

Accumulative = Total number of points/ Total number of units

$$= \quad (48.25 + 46) \quad / \quad (12 + 12)$$

$$= \quad 3.92$$

The accumulative point value (out of 5) is translated into grade. See Table 18.

Table 4: Accumulative point value equivalence to grade.

Accumulative Points	Accumulative Grade
4.50 upwards	Excellent
3.75 - 4.50	Good
2.75 - 3.75	Pass

Student Academic Status is interpreted as: active, withdrawn, suspended, discontinued, dismissed, terminated, disciplinary dismissed, deceased, admission suspended and graduate.

ACADEMIC ADVISING ACTIVITIES, ROLES AND RESPONSIBILITIES

What is academic advising?

- Advising is a shared responsibility between an advisor and the student.
- The advisor serves as a facilitator of communication and a coordinator of learning experiences through course, career planning and academic progress reviews.
- Academic advisors are committed to providing every student with high-quality assistance.

Academic Advising Activities:

- Assistance to students in planning their class schedule each semester, as well as their overall programs of study.
- Availability to advisees during office hours and appointment times.
- Counselling of students regarding career planning and graduate education.
- Assistance to students with professional/graduate study or transition to work.

Roles and responsibilities

Students will be assigned an Academic Adviser at the beginning of each semester to:

- Provide full support at key stages in each year to establish an ongoing relationship
- Review overall academic progress and reflect on development of skills and attributes.
- Refer students to appropriate departments.
- Discuss and explain the requirements of the programs offered by the department.
- Explain the academic requirements for university programs.
- Interpret academic policies and procedures.
- Discuss various program options that are offered by the faculty.
- Help students improve their study skills.
- Students are encouraged to meet with an academic advisor on a regular basis to ensure that they are on the right way.

- Advisors are available to discuss long-term course planning, changes to major or minor plans.

Student File

Each advisor must prepare a file for each student which contains detailed records of the student during his studies at the university.

The most important contents of the file are:

- Keep the student's personal data.
- Keep the student timetable for the semester.
- Keep the student academic transcript.
- Keep student midterms marks.
- Keep the student's follow up courses.
- Keep the Drop/Add courses for the students.
- Keep the attendance and absence sheet for students and their excuses.
- Keep any decision taken against the student.
- Keep the record of any student complains.

Some of the essential forms are depicted in Table 19.

Table 5: Various Forms related to the student.

#	Form Type	Description
1	Add/Drop Form (ADF)	Add/drop of courses are approved by the Academic Advisor and the Head of the Department.
2	Absence Excuse Form (AEF)	Absent excuses are approved by the Academic Advisor and Academic Advising Unit
3	Makeup Exam Form (MEF)	Exam Committee and the concerning Faculty member decide on the suitable date for the make-up exam to be held.

4	Special Case Add/Drop Form (Special ADF)	Add/drop of courses are approved by the Academic Advisor and the Head of the Department.
5	Student's Personal Information (SPI)	This form should be filled by the student in the first meeting with the academic advisor. It contains the student's detailed information and contacts.
6	Mid-Semester Progress Report (MPR)	The academic advisor has access to the student academic report and is responsible to prepare a mid-semester progress report for all his advisees.
7	Student Academic Report & Proposed Courses Form (RPF)	The academic advisor is responsible to prepare end of semester report for each student. This report contains the grades of the student and a recommendation for next semester courses.
8	Complaint/Appeal Form (CAF)	For example, a student can complaint on exam grades and the Exam Committee decides on whether an exam needs rechecking based on his complaint.

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TRANSFER POLICIES

Following are the general terms and conditions to consider an application for transfer to a master's program at the Faculty of Computer and Information Systems, Islamic University of Madinah.

- The current university or college of the student must be recognized by the Ministry of Education.

- The student should not be dismissed from the university from which he transfers for disciplinary reasons.

- The student must have achieved the required average on which the admission to the specialization he wishes to transfer to is based.

- The student should pass at least 9 credit hours in the specialization at the university from which he transfers by regular attendance.

- The student should provide an acceptable reason for the transfer request.

- Approval of the dean of the college to which the student wishes to transfer under the terms of transfer that are approved by the College Board and exists in the Deanship of Admissions and Registration.

- The number of credit units that a transferred student is required to study at Islamic University may not be less than 60% (i.e. 21 Cr. Hrs.) of the total number of the required credit units for obtaining the master's degree from the university.

- Please note that submitting the transfer application to the University does not mean the request is approved unless the approval of the transfer committee is issued.

Required Documents

1. Three copies of the high school certificate and bachelor's degree.
2. Three copies of the transcript ratified and stamped by the university from which he has been transferred.
3. Two copies of the state ID.

4. Reasons for transferring and the cause of discontinuing study if the student has discontinued study.

5. A copy of the Measurement Center exams.

6. The student may not withdraw his file from the university at which he studies until he receives the approval of his transfer application from the Deanship of Admissions.

7. The student should keep a copy of the documents that he submits to the university.

8. The student whose transfer is approved should deliver the original documents during the specified period before the start of the semester, otherwise his transfer approval shall be annulled from outside the university.

9. The student may not claim the documents submitted as they are only copies.

10. Identification letter from the student's guardian's employer

The application along with the rest of the documents referred to above should be submitted to the Deanship of Admissions and Registration after completing the external transfer form (the form specially designed for transfer).

- The Deanship of Admissions and Registration receives transfer applications from outside the university and sends them to the colleges concerned. Applicants for transfer shall take the exams that may be required by some specialties.

- The student who obtains the approval of the transfer committee shall be notified to deliver the originals of the required documents during the specified period to complete the procedures for his transfer and grant him a student number at Islamic University.

- The student whose transfer is approved shall apply to his college for course equivalency according to applicable procedures.

- After issuing his student number, the student shall access the academic system portal for registration and check with his college in case of any problem in registration.

- The student should take out the university card from the Deanship of Admissions and Registration.

Course Equivalency

Courses considered for equivalency must fulfil the following criteria:

1. Number of credit hours for the course under consideration must have at least the same number of credit hours of Islamic University equivalent course.
2. The course considered for equivalency must have a minimum grade of C.
3. The contents of the course(s) under consideration must cover at least 80% of the contents of the equivalent Islamic University course.
4. The last course passed on the submitted transcript should not be older than 5 years.
5. The equivalent Islamic University pre-requisite(s) by course content for any course considered for transfer should be also taken and successfully passed by the student from the previous institution.
6. If previous condition is not met, the student must take the pre-requisite(s) and retake the course under consideration at Islamic University.
7. All transfer students are required to complete Islamic University core courses, regardless of the level at which he enters the university.
8. Transfer students must also complete the university's assessment thesis courses.
9. The number of transfer credits should not exceed a maximum of 70% of the graduation requirements of credits. At least 30% of the degree course requirements must be completed in residence at Islamic University.

The Course Equivalency Committee (CEC) will recommend credit transfers for final approval.

THESIS SUPERVISOR

A thesis supervisor is a faculty member who guides and supports a student throughout their research and writing of a thesis. They provide mentorship, feedback, and expertise to help the students achieve their research goals and successfully complete their thesis. In essence, a thesis supervisor plays a crucial role in the student's success by providing intellectual guidance, practical support, and mentorship throughout the thesis process.

Key responsibilities of a thesis supervisor include:

- Providing guidance: Offering advice on research methodology, literature review, and the overall structure of the thesis.
- Facilitating regular meetings: Scheduling regular meetings to discuss progress, address challenges, and provide feedback.
- Ensuring research quality: Helping the student ensure their research is rigorous, well-supported, and adheres to academic standards.
- Offering advice on publication: If applicable, guiding the student on how to prepare their work for publication.
- Supporting the student's academic and professional development: Helping the student develop research skills and preparing for future endeavors.

The Thesis Committee is responsible for selection of the scientific supervisor based on some criteria such as his consent to supervise, area of research, and relevant expertise. Supervisors reserve a fixed timeslot (e.g., at least 2 hours) weekly for each student supervisee. The supervisor shall decide the modus operandi for achieving the goals of the study based on the nature of the problem and his expertise. They submit a monthly report (according to the follow-up report form) to the Thesis Committee showing student progress.

THESIS SUPERVISION

One of the major requirements of graduating for the Master of Science in Data Sciences program is to defend a Research Thesis. There are three types of entities involved in a thesis. Student, Supervisor(s), and Evaluator(s). For Research Thesis, a student must work as an individual, while he can have two supervisors: Academic Supervisor and a Co-supervisor (not mandatory). To just the quality of the research thesis, evaluators are required, which are an Internal Evaluator and an external Evaluator.

Role of an Academic Supervisor

A thesis can have two supervisors, Primacy and Co-Supervisor. The primary supervisor is there to provide academic advice and practical support. He is the main point of contact for the students and the administration. The primary supervisor will take responsibility for meeting all the responsibilities listed below and will convene meetings with co-supervisors and advisers. The primary supervisor should also ensure that the Head of committee is informed where disagreements between supervisors and/or advisers may be compromising the progress of the project.

A co-supervisor provides academic advice and practical support, as well as taking part in review meetings and providing input for reports and recommendations. The role of co-supervisors will vary from thesis to thesis. The precise responsibilities of co-supervisors should be determined in each case in consultation with the candidate and the primary supervisor. These may also be formalized in a written agreement, if this is felt to be appropriate.

Responsibilities of an Academic Supervisor

The supervisor of a thesis candidate is required to provide academic guidance and practical support from the inception of the thesis to the submission of the thesis.

The supervision of the thesis candidates is a specialized and demanding activity. In order to undertake supervision, the staff should have at least an equivalent qualification.

Where this is not the case, the staff members will need to demonstrate to the Thesis Committee that they have recent research experience and a publication record of a suitable standard. It is expected that the more experienced colleague will provide mentoring support for the new supervisor.

New supervisors are required to attend training sessions. All supervisors are encouraged to participate in seminars dealing with Masters/PhD matters.

Responsibilities of the Student

The specific responsibilities of Masters/PhD candidates are as follows:

- o   to commit adequate time and effort to the thesis

- o   to display initiative in identifying and resolving problems relating to the research

- o   to manage their work efficiently so as not to place unreasonable demands on supervisors

- o   to be well organized and capable of setting and meeting deadlines for various phases of the research

- o   to acquire any new skills required as part of the project.

- o   to maintain frequent and regular contact with the supervisors

- o   to seek and accept in good faith advice from supervisors and advisory panels.

- o   to fulfil tasks required by the supervisors as part of the thesis

- o   to produce self-review documents as part of the reporting process

- o   to meet the normal scholarly and professional standards required by their discipline

- o   to start writing their thesis as early as is practicable.

- o   to ensure that all written work is of a high standard of expression and organization.

- o   to present seminars where appropriate

o   to attend and present papers at conferences.

THESIS SUPERVISION PROCESS

The course of Research Thesis (CSD-5300) is offered in the fourth semester of the program, which is the second term of the second year. However, a student can only take the course of Thesis if he has successfully defended his Proposal at the end of the course of Thesis Proposal (CSD-5201).

Ideally, the Thesis Supervision Process starts at the end of the second semester of the first year, during the course of Research Seminar (CSD-5106), in which students attend seminars from various faculty members. Each faculty member discusses his research areas, challenges, issues and potential problems that can be adopted as the thesis topic. By the end of the course, students are recommended to select a supervisor and a thesis topic. The details of which are discussed in the next section.

1. Selecting a Supervisor and Thesis Topic

During the course of Research Seminar (CSD-5106), students are recommended to select a supervisor and a thesis topic. After attending seminars from various faculty members during the second semester, the students have a good idea about various research problems and domains. They also know the research domains of the faculty members. This knowledge gives them enough information to select a supervisor for their thesis.

Students are encouraged to have discussions with various faculty members about their research domains and research problems. After an agreement between a faculty member and a student, the student is required to fill an "MS Thesis commitment Form" which is signed by the student and the selected supervisor. This starts the relationship between the supervisor and the supervisee.

However, many students failed to select a supervisor and/or a thesis topic during the second semester. These students are required to complete the process until the fourth week of the third semester during the course of Thesis Proposal.

2. Thesis Proposal

The primary goal of this Thesis Proposal is to equip students with the necessary skills to develop comprehensive research proposals within their chosen field of research. Upon completion, students will be proficient in applying research and communication skills to:

- Clearly define a research problem and articulate specific objectives for addressing it.
- Outline appropriate research methodologies to be employed in their investigation.
- Conduct a thorough review of relevant literature and identify gaps in existing knowledge to formulate research questions.
- Critically analyze and bridge the identified gaps through their proposed research solutions.
- Effectively present their research proposals in a clear and persuasive manner

During the Thesis Registration phase in the course of Thesis Proposal, students select a research problem within the program domain and a candidate supervisor with expertise in the problem domain. They may choose a co-supervisor also. The students get approval for the supervisor and co-supervisor from the Thesis Committee.

Throughout the course of Theis Proposal, the students approach their supervisors for the thesis proposal advice.

The supervisors and students work together towards finalizing the thesis proposal by the end of the third semester. The thesis proposal's life cycle is explained in Figure 1.
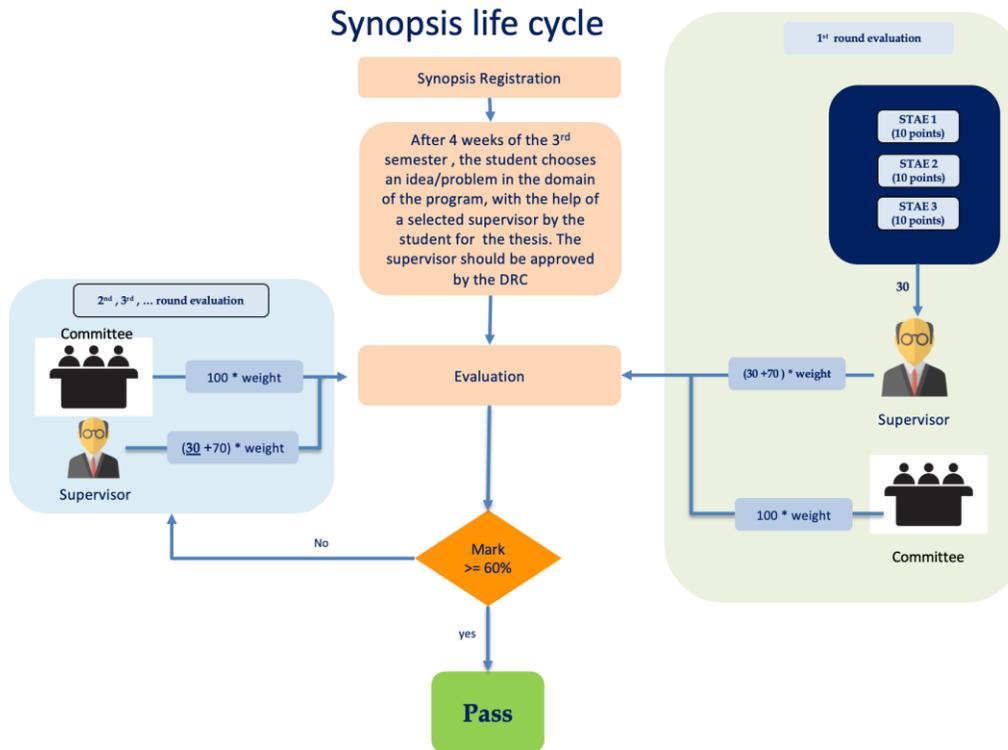
Figure 1: Life cycle of the Thesis Proposal

The student submits the required registration forms with the research problem and the potential supervisors. All thesis registration forms are approved by the Thesis Committee including all the department heads, the course coordinator, and the dean of the faculty.

The student is required to draft and submit a Research Proposal in the third semester of the program and must receive subsequent approval from the Thesis Committee. The proposal must be evaluated by a group of faculty members including the supervisors and an evaluator. After the successful defense of the thesis proposal, the student is declared "pass" in the course of Thesis Proposal and is allowed to take the course of Research Thesis in the next semester.

3. Progress Review

Progress of research must be monitored during the Thesis Proposal and Research Thesis courses. During the course of Proposal, student's progress is monitored through monthly

reports (evaluated by the supervisors), midterm evaluation (evaluated by the supervisors), and a final evaluation (evaluated by the supervisors and an evaluator).

During the course of Thesis, the progress of student is monitored by the Supervisor and reported to the Thesis Committee. Midterm progress is evaluated by the supervisor and an internal evaluator, while the final thesis is evaluated by the supervisors, internal evaluator and external evaluator.

A progress review plan should be agreed between the students and supervisors at the start of the proposal and thesis and should be followed during the entire lifetime of the thesis.

4. Thesis Defense/Examination:

The thesis defense committee includes a supervisor, one senior faculty member from the program, and one senior faculty member from outside the university, preferably with relevant research expertise as of the thesis. The preliminary list of the members of the defense committee is provided by the supervisor and the student. The supervisor should forward the list to the Thesis Committee and then to the dean for final selection of the committee.

The defense committee shall grade the defense based on the significance of the problem addressed by the work, depth, and breadth of the solution(s) proposed rigorous and vigorous evaluation of the results, and conclusions drawn from the study. Peer-reviewed publication of the work shall certainly be appreciated and acknowledged in grading but shall not be among the mandatory requirements. After the defense committee is approved by the Dean, the supervisor shall approve the distribution of soft/hard copies of the thesis to the defense committee. Also, a soft copy of the thesis shall be made available to all individuals of the faculty interested in attending the defense. The defense committee shall provide a date and time slot for the final defense, which shall be approved by the dean. The required logistics for the defense (reservation of seminar hall, refreshments, and so on) shall be provided by the office.

The supervisor shall perform the role of moderator during the defense. He shall preside over the proceedings, familiarize the audience with the area of research, and ensure that all participants adhere to the moral and professional code of ethics during the defense. The

supervisor assigns the student a score of 100, with 20 points awarded based on midterm evaluations by the supervisor and an internal evaluator, and 60 points awarded at the thesis defense; 20 by the supervisors, and 40 by the evaluators. Each of the evaluators scores the student out of 40. The final defense score is calculated by summing these four scores, each weighted according to a predefined factor, resulting in a final mark out of 100.

ATTENDANCE POLICIES:

- Absence exceeding 25% of a course bars the student from accessing the final examination in the course and awards the grade of "Denied" (DN) in the course. Any student denied access to the examination due to absences is considered to have failed the course. Students with absence in the range of 25–50% may submit a request for pardon to the Faculty Council supported by proper documentation.
- In extreme cases, the Faculty Council may issue a pardon and allow the student to be administered an alternative examination, provided that the student submits a reason for having failed to attend the original examination before the end of the second week after the examination. In such cases, the student will receive marks earned after the evaluation and approval of the alternative examination.

TEACHING STRATEGIES

The Faculty of Computer Science and Information Systems stresses on the student-centered learning should which facilitates the learner in doing, thinking, manipulating, constructing, testing, analyzing and reflecting.

Important methods of teaching and learning employed at the faculty are:

- Lectures
- Tutorials
- Homework
- Lab works/Exercises/Practices
- Individual and small group projects
- Internet

- Seminars and symposium

STUDENTS RIGHTS

Student rights refer to academic and non-academic rights that are guaranteed by the University regulations to provide a supportive educational environment to ensure a stable university life for students.

Academic Rights:

Students are entitled to the following rights:

- Provision of an appropriate academic environment and an atmosphere for students to benefit from high-quality learning consistent with the University's mission.
- Complete privacy and confidentiality of their personal information, academic records, personal files, and grade sheets; except for authorized personnel.
- Prior notification of any decisions against them and being informed when any violation has occurred and informed in writing of any decisions taken against them. Students also have the right to defend themselves against and contend any decision that conflicts with their academic interest, in accordance with the University's rules and regulations.
- Prior notification of the necessity to attend disciplinary council sessions relating to alleged violations, prior to any decisions being made concerning them.
- Freedom to respectfully express their opinions and discuss academic and educational matters concerning them in accordance with the University's rules and regulations.
- Grievances directed to the appropriate concerned party in the event of failing to obtain their rights outlined in these regulations.
- University faculty members' commitment to the dates and times of lectures, office hours, and breaks between lectures.
- Faculty members are not allowed to cancel lectures, change their times, merge lectures scheduled at different times, merge more than one section at the same time, or cancel a scheduled time throughout the entire semester except in emergency cases. Such changes must be announced in advance to students, and alternative lectures arranged to make up for the

missed or cancelled ones. Alternative lectures must not clash with students' scheduled University timetables or negatively impact their learning.

- Provision of the necessary facilities for students with special needs enabling them to enjoy equal opportunities with their peers.

- Familiarization with the sources for accessing these regulations and implementation rules for them and all university regulations, using the University's website.

- Easy access to a paper or electronic copy of the Student Handbook via the website or through the electronic systems of the parties providing the service.

- The University ID card that proves their identity inside and outside the University.

- Advising/Orientation Day notification and information to introduce the University's colleges and departments to students.

- Provision of student guidance and directions by means of handbooks about the college and academic department the student is enrolled at, study plans and other student services, and electronic access to them via the website or the electronic systems.

- Access to study schedules and other course information, such as the course instructor, its location, and its scheduled time throughout the course commencement.

  - Being able to drop or add any available course according to the regulations of the Deanship of Admission and Registration and study plans, or postpone an entire semester in accordance with the Statute of Undergraduate Study and Testing, its implementation rules, and the approved study plans.

  - Access to the study plans at the start of courses, which include information about the course, the course instructor(s), course objectives and its educational outcomes, the schedule for administering the course, student assessment criteria during the semester (tests, activities related to the subject, practical applications on the subject), grade distribution, item task- types, and the division of grades on the assignments and assessments during the semester in accordance with the University Testing Policy, policies to be adhered to, skills to be acquired, references, and sources of knowledge and learning related to the course.

  - Transfer from one college to another within the University or from one academic department to another, or alternating the study mode from external to regular or

distance learning and vice-versa, according to the rules and regulations for transfer and according to the college capacity.

- A graduation diploma after completing the graduation requirements and clearance from all related parties and fulfillment of all academic and non-academic commitments and obligations in accordance with the University's rules and regulations during the time period determined by the University to deliver the document to concerned students or whomever they authorize through University electronic systems.

- Continuous communication opportunities at appropriate and announced times by the course instructors, academic advisors, departments, colleges and all parties concerned with serving students by various means, such as e-mail, office hours, etc.

- Effective scholarly discussion and freedom to ask questions to faculty members without embarrassment while adhering established protocols of polite discourse.

- Complete confidentiality of any complaint submitted by students against faculty members, provided the complaint is justified, and the student allegation verified.

- Guaranteed physical security so that students are not exposed to physical or health risks, and moral or psychological security so that they do not experience any moral trepidation caused by intimidation or fear of punishment or exposure to insult or ridicule by any members of the academic and administrative bodies.

- Knowledge of their grades in the course and the results of the periodical and semester assessments after grading, as well as review of final exam answers and the answer sheet if necessary, according to the rules and regulations approved by the University.

- Notification of warnings of or being denied entry to the final exam and explanation of the reason for their denial, which has to be done well in advance of the date of the final exam.

- Test items that must be within the framework of the curriculum and its contents, and must, as well, take into account the balanced and logical distribution of grades within this framework.

- The right to know their mistakes on tests for correction purposes if necessary.

- Results of evaluations for the purpose of review and evaluation of performance.

- Enjoyment of all rights within the University, granted by the administrative or academic authorities in accordance with the University's rules and regulations.

Non-academic Rights:

Students are entitled to the following:

- Use of all the social services provided by the University, in accordance with the University's rules and regulations.
- Adequate health care according to the University regulations, such as medical treatment offered by the Medical clinic, or transfer to the University's hospitals or medical centers, if necessary.
- Participation in University activities according to resource availability.
- Use of University services and facilities such as University housing, the Central Library, sports facilities, student activities and educational events, restaurants, parking lots, etc. all in accordance with the University's rules and regulations and resource availability.
- Opportunities to take training courses, programs, trips, and take part in activities and volunteer work, provided that they do not conflict with their academic obligations.
- Evaluation of student services through University surveys.
- Provision of the complete set of regulations, including the Disciplinary Penal Code.

The University has the right to disclose students' information to a third party when required without risking the student's privacy or inflicting any harm on them.

STUDENTS RESPONSIBILITY

Student responsibilities refer to academic and nonacademic responsibilities students are expected to commit themselves to the University in order to improve the quality of academic endeavors, and to strengthen the bonds between the students and faculty and the various University sectors.

Academic Responsibilities:

Students are responsible for the following

1. Familiarizing themselves with the University's rules and regulations and adhering to them at all times. (1), (2), (3)

2. Committing themselves to the highest standards of academic conduct.

3. Attending the University Academic Advising Day to get to know the University's colleges and their academic departments. (2), (4)

4. Attending classes on a regular basis, completing their academic assignments during the academic year, and avoiding absences unless with a valid excuse; according to the provisions stated in the University's rules and regulations.

5. Taking initiatives in proposing ideas and discussing them with others, and conducting assigned academic research appropriately.

6. Showing respect to all faculty members, colleagues, and all employees of the academic and administrative sectors of the University, while respecting each and everyone's privacy in all public events and in electronic communications through the University's electronic systems and social media accounts.

7. Observing the chain of command in communicating complaints or requests starting with the course instructor, academic advisor, department head, vice dean, dean moving forward to concerned parties and the University Administration.

8. Abiding by the University's rules and regulations related to exams, i.e. (not to cheat, not to try to help colleagues to cheat, or to impersonate another student in any way). (2), (3)

9. Observing the ethics of academic research and professional integrity when participating in research. (3)

10. Following instructions and directions given by invigilators or laboratory supervisors and maintaining silence during the exams.

11. Avoiding all forms of conduct that are contrary to religion and ethics or affect the academic and professional status and social responsibilities of students in or outside the University campus, including all public events and electronic communications through the University's electronic systems and social media accounts.

12. Committing to implementing penalties imposed for violation of the University's rules and regulations.

13. Evaluating the performance of faculty members using the forms prepared for this purpose, taking into account the importance of honesty and truthfulness when filling in these forms. (3)

Non-academic Responsibilities:

Students are responsible for the following

1. Fear of Allah both in private and in public when using the University's facilities and properties and preserving them in a way that achieves benefit for the students and all their colleagues, and refraining from damaging University properties by tampering with, or disrupting them in any way, or taking part in any actions that degrade the state of University buildings, equipment, and laboratories.

2. Accessing University facilities during official working hours in a quiet and organized manner; avoiding smoking, making excessive noise or disturbance; and avoiding gatherings in places other than those officially designated for such purposes.

3. Commitment to conduct and general appearance that are befitting to the Islamic and University norms, and avoiding any behavior that violates the Islamic or public values observed within the University.

4. Keeping the university ID card while on campus and presenting it to University staff or faculty members upon request and upon performing any student transactions on campus.

5. Securing the University ID card at all times and preventing others from impersonating them.

6. Observing the rules and regulations of the various University sectors (University Housing, Administration of Security and Safety, Medical center.). (1), (9), (10)

7. Providing correct and accurate personal information to the University and reporting any changes to the personal information provided

8. Preserving the University reputation by avoiding any improper behavior inside or outside the University, including all public events, electronic communication through the University's electronic systems, and social media accounts.

The University reserves the right to take appropriate actions against any student involved in any violation.

COMPLAINT SYSTEM

Possible Complaints

- Poor teaching quality or tutorial services.
- Misleading or withholding of information by tutor or administrative staff.
- Inadequate services and facilities.
- Misconduct by any University staff – administrative or academic.
- Misconduct by any student within university premises.
- Offensive remark by staff or student within the University Premises.

Procedure to Handle Students' Complaints

Complaints are normally categorized in the following classes:

General Complaints:

These types of complaints are made by students and have no specific allegation and are normally related to classroom facilities, difficulties with class schedule, etc. Students should visit their academic advisors to make the complaint and discuss their issues. Academic advisors will pass the students complaints to the Academic Advising Unit coordinator. The coordinator will review the complaint and, if necessary, will pass it to the decision-making authority. The decision-making authority will in turn pass the decision back to the academic advisor via the Academic Advising Unit coordinator. The advisor will then notify the student about his complaint outcomes.

The process for submitting a complaint is illustrated in Figure 4. A student has multiple options to send their complaint, including the faculty complaint box, faculty email, or Tawasol Customer Service. Once the complaint is received, it undergoes a processing stage where it is reviewed and assessed. Subsequently, the complaint is forwarded to the designated person or department responsible for addressing and resolving the issue.
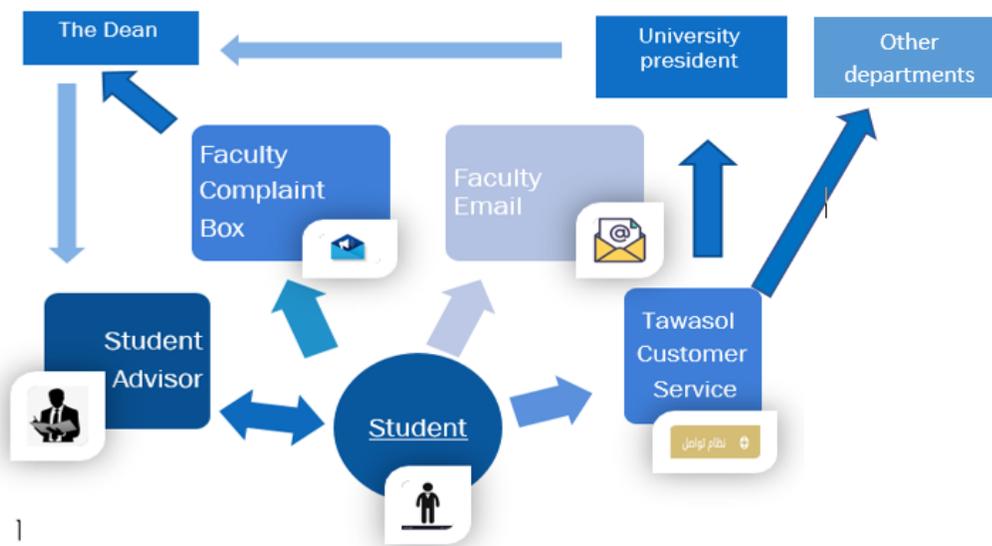
Figure 2: FCIS Student Complaint System

Online/ Blind Box Complaints.

These types of complaints are normally case specific with pointed allegation. They are handled with high confidentiality.

Template/form in faculty website for this type of complaint. Student may fill out this form and submit electronically or students may write down their complaints and/or suggestions using the suggested form and drop them in the box beside the Dean's office, Computer and Information System building, the online and box complaints are handled on the 25th of each month by the Complaint Handling Committee (in presence of at least 3 members). The committee passes the complaints (if any) to the faculty council for further actions. The Complaint Handling Committee consists of the following members:

- The Dean
- The Vice Dean (Academic Affairs)
- The Head (or acting) of the CS Department
- The Head (or acting) of the IT Department

ACADEMIC MISCONDUCT

Most students understand, in a general way, that their academic achievements are premised on academic integrity: honesty, fairness, trust, respect, accountability, and responsibility. Academic misconduct is, fortunately, the exception rather than the norm.

Defining Academic Misconduct

The Faculty defines academic misconduct as "any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community"

Factors that Can Contribute to Academic Misconduct

- Ineffective Study Habits
- Ineffective Time Management Skills or Overload
- Psychological Factors
- Not Knowing the Boundaries

GUIDELINES ADDRESSING CHEATING AND PLAGIARISM

Introduction

Students, employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy and Faculty procedures on Time, Place and Manner of Speech. The Coordinator for Student Affairs and Vice Dean of Academic Affairs or designee are responsible for adherence to the Time, Place and Manner of Speech policy and procedures.

The Faculty of Computer and Information Systems states, "The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that Faculty of Computer and Information Systems students are mature and self-respecting and can be relied upon to act as responsible and ethical members of society."

Although instructors may hope that students will act responsibly and ethically at all times, situations will arise in which it is clear, beyond a reasonable doubt that a student cheated or plagiarized. The following sections provide guidelines for such situations by providing specific definitions of cheating and plagiarizing, and addressing the related instructor responsibilities, student responsibilities , and sanctions.

Definitions

"Cheating" refers to unauthorized help on an assignment, quiz, or examination as follows: (1) a student must not receive from any other student or give to any other student any information, answers, or help during an exam; (2) a student must not use unauthorized sources for answers during an exam, must not take notes or books to the exam when such aids are forbidden, and must not refer to any book or notes while taking the exam unless the instructor indicates it is an "open book" exam; and (3) a student must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

"Plagiarism" means submitting work that is someone else's as one's own. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's, and not one's own, is plagiarism. If a student copies an author's

words exactly, he or she should treat the passage as a direct quotation and supply the appropriate citation. If someone else's ideas are used, even if it is paraphrased, appropriate credit should be given. Lastly, a student commits plagiarism when a term paper is purchased and/or submitted which he or she did not write.

Student Responsibilities

Students are expected to complete assignments to the best of their ability without resorting to cheating or plagiarizing, as defined above.

Sanctions

Among academic sanctions an instructor may choose to utilize are the following:

1. Warn the student if the infraction is not intentional or flagrant, that any future violation will be dealt with in a more severe manner.
2. Assign the student an "F" grade (no credit) on that exam or assignment. Students should also be warned that a more serious sanction will be applied should another violation occur in the future.

The instructor shall report the violation to the Vice Dean of Academic Affairs, whose office maintains such information. The instructor should include the following: 1) name and identification number of the student, 2) the specific nature of the violation, 3) the date of its occurrence, 4) how the violation was determined, and 5) any additional comments that the instructor wishes to include.

The Vice Dean of Academic Affairs will determine the Faculty-level discipline that is appropriate based on the magnitude and severity of other documented reports related to the same student. Note that disciplinary actions are not part of the academic record, and disciplinary actions are not recorded on student transcripts. All disciplinary information is maintained only in the Office of the Vice Dean of Academic Affairs and is confidential in nature.

Nothing in these guidelines shall be construed to restrict a student's right to appeal through the appropriate process described in the student appeals of the faculty catalogue.

CAREER DEVELOPMENT

The Deanship of Students Affairs at Islamic University play a significant role in career counselling. The deanship helps expected to graduate students with their future career. This deanship organizes an annual career day event to achieve the following goals:

- To provide university students with a wide spectrum of industrial companies and employers.
- To provide job opportunities to students.

Moreover, academic advisors also provide some kind of career advising to students. They help students on matters related to searching for a job, preparation for interview, and preparing their CVs. Note that academic advisors provide counseling on career planning for the graduating/higher level students depending on the students" necessities.

MEDICAL FACILITIES

The University offers free services to students through the medical center and provides them and their families medical curative and preventive services.

LOST AND FOUND

When unidentified items are found on campus, they should be turned to the manager admin on the third floor. Items will be logged and stored, and if the owner of the lost item can be identified, someone will contact the individual to retrieve the item. Items will be kept for a minimum of 60 days and then be discarded or donated.

If an individual has lost an item of personal value, he should notify Administer Manager. A description of the item, along with contact information, will be kept on file, and in the event the item is turned in to Administer Manager the owner will be contacted.

EMERGENCY NUMBERS/CONTACT INFORMATION

Manager Admin, on the third floor Tel: 966-546060883

Learning resources:

The Faculty of Computer and Information Systems have fifteen labs with internet access connectivity, which open 8AM - 5PM from Sunday to Thursday. All labs are equipped with the required software. Table 1 illustrates data about the computer resources in the FCIS.

Table 6: Computer Resources

Computing Resources				
item	**Quantity**	**Operating System**	**Internet Facility**	**Timing**
Workstations	344	windows 10	yes	8 AM- 5 PM
Storage	2	-	-	-
Network Equipment	Routers - 12 Switches - 12	-	yes	8 AM- 5 PM
Computer Specifications				
Model	HP or DELL			
Processor	Intel® Core™ i7 Equivalent			
Hard Disk	500GB			
RAM	8GB			
Operating System	Windows 10			

Each classroom is equipped with a projector and a white board. The total capacity of all the classrooms combined is 245 seats.

Table 7: Classrooms

Room	Capacity	LCD Projector (Y/N)	White Bord (Y/N)

CL-102	28	☐	☐
CL-202	28	☐	☐
CL-203	29	☐	☐
CL-207	29	☐	☐
CL-208	27	☐	☐
CL-307	60	☐	☐
CL-308	44	☐	☐

Facilities for Student and Faculty Activities

The following facilities are provided for student and faculty activities. See table3

Table 8: FCISs' facilities

Faculty/Student activities	Facilities Provided
New student opening day	Planning to distribute catalog, bags and USB from next semester
Workshops (Blackboard, NCAAA)	Classes and Labs
Seminars	Classes and Labs
Programming Training	Classes and Labs
Conferences	Conference Rooms
Academic Advising	Advisory Office
Sport activities (Football…)	University stadium, Swimming pool, Playground
National Competitions Preparations	Classes and Labs
Student Workshops	Classes and Labs

Laboratory Resources

Laboratories:

Windows 12 is installed in all PCs of the department. At the beginning of each semester, the lab committee checks all labs and ensures that the required software and tools are available. In total, we have 14 Labs. The total capacity of all labs is 344 PCs.

Figure 3: Computer Lab

Library Resources:

University library services are adequate to serve the program's needs. Textbooks and other references are available to students and faculty. The university has printed books and electronic materials.

Printed books

There are several text and reference books available in library related to computer sciences, information systems, and other library materials.

Library Facilities

There are many computers in the library for students and the university staff inside the library building. Also from the last year, there is a new library in the university.

The library is available for students and faculty members seven days a week. The working hours are as a following: Sunday to Thursday 8 AM - 2 PM and 4 - 9:30 PM. For Saturdays, the library is available from 8 AM to 12 PM.

Library membership Facilities

Staff and students can use their ID card, Staff ID Card to borrow the printed books. To borrow a book, there are a couple of self-service machines. The information needed for a valid university ID. Books should be returned within seven days. Otherwise, the borrower must renew the grace period.

Electronic materials

University shared with Saudi digital library, which let students and staff do full-text searches, copy passages, and in some cases, they can take notes. Most e-books in the collections allow unlimited downloading. The university has provided the faculty members' access to the international databases of journals, papers, and books for updated information, which could be useful to enhance the teaching and research through Saudi digital library. The Saudi Digital Library Project is one of the most prominent forms in supporting these scientific groupings at the national level, where it provides sophisticated information services, as well as providing digital information resources in various forms, and making it accessible to faculty staff, researchers and students.

- The largest gathering of e-books.
- Access to many global publishers such as Elsevier, Springer, Pearson Wiley, Taylor & Francis, McGraw- Hill, Yale University, Oxford University, Harvard University.

Student Access

All students have the option to use a university-wide outlook e-mail account; students who prefer to bring their own laptops to campus can configure their systems so they can connect to an Ethernet port to use the internet or outlook e-mail access. Additionally, throughout campus numerous authenticated wireless access points in the university buildings are available.

Figure 4: Main Library

Other Facilities

The college is equipped with standard safety equipment including:

- Fire extinguishers
- Emergency power shutdown switch
- Automatic alarm system
- Emergency Exits

Faculty of computer and information systems provides facilities and support including lecture halls, staff offices, laboratories, support services and other facilities like sports etc. The following list summarizes salient features

- Dean office
- Vice Dean offices
- Office for every Faculty Member
- Photocopy facility
- Central library (University Library)
- Prayer room (Ground Floor)
- Meeting room (Second and Third Floor)
- Conference room (Third Floor)
- Free water available in refrigerator (Ground and Third Floor)
- Students common room (Ground Floor)
- Students advisory room (Third Floor)
- Faculty refreshment room (Third Floor)