



Alfaisal University  
Enrichment  
Programs

# Alfaisal University Enrichment Programs

## Student Handbook

Program Director: Dr. Dana Bakheet



Alfaisal University  
Enrichment  
Programs

## Alfaisal University Enrichment Programs

Alfaisal University  
P.O. Box 50927, Riyadh, 11533,  
Kingdom of Saudi Arabia  
920 000570 — (Local)  
+966 11 215 7777 (International)  
+966 11 215 7611

### **Contact details:**

Email: [Auep@alfaisal.edu](mailto:Auep@alfaisal.edu)  
Website: [www.auep.alfaisal.edu.sa](http://www.auep.alfaisal.edu.sa)



**COVID-19 Notice:** Your health is crucial. Alfaisal University is dedicated to the protection and well-being of its visitors and community members. Alfaisal University is unable to guarantee a COVID-19 free environment. COVID-19 exposure is unfortunately possible in every public place where people are present. Reducing the risk of COVID-19 infections at Alfaisal University is a joint responsibility. Every member of our community – including you – must do their part.

Alfaisal University has taken significant precautions to create a campus environment that greatly reduces the risk of spreading COVID-19 including abiding by the following precautionary measures set forth by the Ministry of Health:

1. Your temperature will be checked at the gates of the university.
2. You will be required to present your Tawakkalna health condition.
3. Wear your mask all the time.
4. Avoid shaking hands, hugging and kissing.
5. Maintain social distancing of at least 1.5 meters between colleagues on campus & in classes.
6. Keep distance in the elevators and use the stairs when possible.
7. Wash your hands consistently and thoroughly.
8. Avoid touching your eyes, nose & mouth.
9. Avoid touching surfaces that are usually touched by a lot of people.
10. Use alcoholic sterilizers with a concentration of at least 60%.
11. Cover your nose and mouth with your elbow or a tissue when coughing or sneezing.
12. Food & drinks are prohibited in the classroom.

Your safety is in your hands.

**Note:** It is your responsibility to inform the Alfaisal University Summer Enrichment Programs Administration, regarding a positive COVID-19 test result, exposure to a COVID-19 positive case, or whether you are symptomatic.



## Table of Contents

1. Welcome Letter
2. General Information
  - a. Mission
  - b. Vision
  - c. Achievements
3. Campus location
4. IT Services
5. Library
6. Student Enrollment
7. Student Application
  - a. Expected Learning Outcomes
  - b. Student Orientation
8. Program Policies
  - a. Refund Policy
  - b. Responsible Use
  - c. Academic Policy
    - A. Class and Schoolwork
    - B. Communication
    - C. Intervention
    - D. Emails
    - E. Assessment
    - F. Absences
    - G. Science Laboratories
    - H. Integrity
    - I. Laptop/Devices
    - J. Parent Complaint Policy
  - d. Special Education/Special Needs policies
  - e. Field Trips and Other Sponsored Activities
  - f. Visitors, Parent's policy
  - g. Records
9. Student Conduct Code
  - a. Philosophy
  - b. Plan for Teaching Appropriate Conduct
  - c. Program rules
  - d. Student Behavior and Discipline
  - e. Harassment Policy
10. Student Rights & Responsibilities



## 1. Welcome Letter:

Dear Future Leaders,

We are delighted that you chose to enrich your knowledge by enrolling at **Alfaisal University Enrichment Programs**. We believe the educational and team-based knowledge and skills that you will receive will be worth the time you invest in this student-centered world-class university.

This program has been well designed to make sure the time you spend here ends with a rewarding experience that will enrich your future. We are committed to empowering you reach your full potentials and we have fostered a healthy learning environment in which you can explore yourself and grow your knowledge and skills.

During the program, both administrators and staff are available to support you at all times, we will facilitate your success in every possible way.

Each student has been given this handbook, which outlines our policies, regulations, and address many of your questions. We appreciate your cooperation and look forward to a great program.

On behalf of Alfaisal University Enrichment Programs, I welcome you once again.

Dr. Dana Bakheet – Program Director

## 2. General Information

### a. Mission

To equip high school students with the necessary tools to explore different career paths and guide them to define their career purpose through career planning and exploration.

### b. Vision

To bridge the gap between high school and university, to widen students' horizons about different university majors, and to raise a knowledgeable young generation equipped with the relevant labor market skills to enable them to make sound career choices.

### c. Achievements

Alfaisal University Enrichment Programs have conducted 4 programs of varying lengths over the year 2020, and 1 program in Jan 2021. A total of 260 students have successfully completed the programs, of those students, >10 students have joined Alfaisal University. Moreover, all our students are welcome to join us as volunteers in consecutive cycles and around 7-9 volunteers have continued to join multiple programs.

## 3. Campus Location

Alfaisal University is located in the middle of the Capital of Saudi Arabia, Riyadh city. The campus buildings surround the late King Faisal's palace and can be entered through the main gate. When you arrive at Takhassusi Street you will find King Faisal Specialist Hospital on your right facing the first traffic light just right next to the main gate of entering the hospital, go straight ahead after the traffic light until you find Siyahiah Mall on your right. Take the first right after Siyahiah mall and you will find the University in front of you at the end of the road.

Google Maps: <https://g.page/alfaisaluniv?share>



#### 4. IT Services (ITS)

ITS is the central facility responsible for providing IT services to support students, faculties, staff and business areas for quality learning, teaching and research activities. To contact IT support, send an email to [www.itsupport@alfaisal.edu](mailto:www.itsupport@alfaisal.edu)

#### 5. Library

The Alfaisal University Hassan Abbas Sharbatly e-Library is accessed using highly developed computer labs furnished with the latest technological materials. The growth of electronic resources in the library will continue to support the library with up-to-date references from the most professional societies & publishers.

The myriad of resources available in the Hassan Abbas Sharbatly e-Library have been made possible by the generous support of the Sharbatly family and the Hassan Abbas Sharbatly Foundation. Their generous contributions are very much appreciated and will assist Alfaisal University in taking its place as one of the pre-eminent institutions of its kind in the country, the region, and internationally.

The University Library currently holds a solid collection of books and journals (primarily in electronic format) with both the print and electronic collections growing steadily. There are over 370,368 books and journals available in the Library.

#### 6. Student Enrollment

Male and female school students in grades 9-12 located in any part of the Kingdom of Saudi Arabia or outside the Kingdom may apply. A student and parent/guardian (if under 18) must complete the online registration and make the necessary payments in advance to be enrolled. Students may enroll in one track/program at a time.

We request emergency information as part of the application form. Names and contacts of two emergency contacts are needed. Moreover, any information that the program admin needs to be aware of must be included. In case of an emergency, the program will normally try to contact the parent first, and then other contacts listed. However, if none of the contacts are successful, it may be necessary to call the emergency hotline. The family will be responsible for any costs incurred.

Students who would like to join one of Alfaisal University Enrichment Programs academic programs can only apply through the online application <https://admissions.alfaisal.edu/en/summer-enrichment-programs>

An applicant will start the process of filling out the online application form and completing all required elements. \*Enrollment is not guaranteed until the student pays his/her tuition. This tuition amount is NOT refundable.

#### 7. Student Application

Students must apply through the online application form and register for the track/program of interest.

##### Expected Learning Outcomes

Students will exhibit the following qualities:

- **Widespread knowledge of academic content**
  - Apply content knowledge and critical thinking skills to adapt to a rapidly changing environment
  - Develop knowledge and presentation skills, including 21<sup>st</sup>-century skills



- Demonstrate proficiency in basic English, medical, engineering, technologic, business, pharmacy, and science programs
- **Adaptable information manager**
  - Able to locate, access, organize, evaluate, and apply information for a complex and technological world
- **Valuable and responsible member of society**
  - Able to demonstrate healthy responsible behavior and work collaboratively and respectfully in a diverse global community
- **Effective communicator**
  - Able to read, write, speak, and listen for a variety of purposes
- **Self-directed learner**
  - Exhibit good study and work habits that include effective time management and goal setting strategies to determine priorities and meet educational and personal goals and standards

### Student Orientation

Alfaisal University Enrichment Programs will offer a welcome/introductory session either virtually or on-campus for all incoming high school students and parents who have registered into the program. Students will be introduced to their administrators, instructors, and support staff. Details of the program, program policies, and procedures will be discussed in depth. Ideally, students should have already applied before the orientation date so we can show students how to activate their Moodle accounts and access the platforms used. We will provide certificates at the end of the track/program.

## 8. Program Policies

### a. Refund Policy

Registration fees are non-refundable.

### b. Responsible Use Policy

All students at Alfaisal University Enrichment Programs are expected to embrace the following principles as they utilize technology to provide an individualized learning experience, collaborate, and communicate with program community members:

- Be smart and be safe. Make good choices. Protect yourself and others.
- Be careful and be courteous. Foster a community that is respectful, helpful, and kind. Act with integrity.

As a student at Alfaisal University Enrichment Programs, the student agrees to the following principles:

- **Respect and Protect Myself:** I will make school-appropriate judgments about the information and images that I view and share online. I will be careful with what personal information and images I share about myself. I will protect passwords, accounts, and resources. I will not use program resources for inappropriate and/or unlawful activities. I will report (to the admin of the program) any attacks or inappropriate behavior directed at me.
- **Respect and Protect Others:** Everything in #1 also applies to my treatment of others. I will not use any medium to bully, harass, or stalk other people. I will not share information and images about others without permission, and I will not tag them on social media without their consent. I will show respect for other people by not using/altering their passwords/accounts.



- **Respect and Protect Intellectual and Physical Property:** I will not plagiarize the work of others, and I will abide by copyright laws. I will only use resources for school-appropriate activities and encourage others to do the same. If applicable, I will treat the program’s digital equipment with care. I will follow testing protocols. I will not share or photograph academic content.

**Plagiarism**

Plagiarism applies to all printed materials, video/audio materials, or web pages. All work will be the student’s own original work. All quotes, statistics, facts and sources shall be appropriately cited, and any ideas or materials taken from another source for either written or oral use must be fully acknowledged whenever:

- Directly quoting another person’s actual words, whether oral or written.
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written.
- Borrowing facts, statistics, or illustrative material

**c. Academic Policies:**

We are committed to help all our students be successful along their educational journey. We require students to work diligently and make course progress in order to meet the requirements of their programs.

Policy Name	Policy Text
Class and Schoolwork Policy	Successful completion of any course which is provided either online or in-person requires a student to meet the requirements of the course as outlined in the course syllabus. Students must actively engage in their programs excluding holidays and commit to completing required work.
Communication Policy	Regular communication is an integral part of a student’s success. Students are required to communicate with their instructor as often as needed via email, office visits, Zoom, other platforms, if needed.
Email Policy	All students are required to provide an individual email account upon registration. Email addresses need to have a full name in the email address. Students are required to use this email address to communicate with their instructors.
Intervention	If a student is not making the required progress, the student’s instructor will intervene. The interventions may include, but are not limited to: <ul style="list-style-type: none"> <li>• Contacting student via email</li> <li>• Creating and implementing Student Individualized Intervention Plan</li> <li>• Mentoring</li> </ul>





Assessment Policy	Pre and post assessments will be conducted, in addition to any individual feedback through projects or assessment.
Absences	Students with a history of more than 20% of absences are still welcome to attend class but will not be eligible for a certificate of attendance. Attendance is defined as presence in class during an on-campus program or having camera on during an online program. In the event that attendance is not possible because of illness, family emergency, or personal necessity, instructors/admin must be notified by email and proof should be provided.
Science Laboratory Policy	Students enrolled in science courses that have a lab component are required to adhere to the Alfaisal University Enrichment Programs Student Code of Conduct and all Laboratory Safety Procedures as outlined in the course syllabus provided at the beginning of the course. Failure to do so may result in the loss of laboratory access privileges.
Integrity Policy	<p>Alfaisal University Enrichment Programs promotes three basic principles: respect, responsibility and integrity. Each student is expected to demonstrate these principles during the program. Misconduct is a denial of these three principles: lack of respect for self and others, lack of individual responsibility, and lack of personal integrity. Misconduct of any type will not be tolerated, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating: copying work or homework, or lending the same to another student to be copied, knowingly or intentionally helping another student to perform any act of misconduct</li> <li>• Communicating in any way with other students during assessments</li> <li>• Unauthorized use of electronics or any technology to assist in taking tests or quizzes in the classroom</li> </ul> <p>A breach in integrity may result in suspension from program and/or being denied a Certificate of Completion.</p>
Parent Complaints	Complaints addressed to the team must be emailed from address on file by the parent and



	<p>presented to the Program Director. No person shall present orally or discuss at any meeting against individual employees until after such charge(s) or complaint(s) have been presented through email by the person or persons making the charge or complaint.</p> <p>The individual employee shall be advised of the nature of the complaint at the earliest practical date, and shall be given the opportunity for explanation, comment, and presentation of the facts as he/she sees them.</p>
--	--

**d. Field Trips and Other Sponsored Activities**

Students attending a field trip must have submitted a completed permission slip (signed by the parent/guardian) on file. Only Alfaisal University Enrichment Programs students are allowed to attend field trips. Chaperones may be requested to attend field trips on an as needed basis. All students are expected to adhere to Student Conduct before, during and after the program-sponsored field trip.

**e. Visitors, Parents**

Parents are welcome to visit the program location and/or contact instructors/program admin for any inquiries or concerns.

**f. Records**

Alfaisal University Enrichment Programs maintain record of student numbers and demographic data, test scores and anonymous feedback obtained through closing surveys for the sole purpose of tracking progress and reporting statistics to higher admin.

**9. Student Conduct Code**

The goal of our program is to provide a program climate and atmosphere that encourages and provides for achievement, independence, responsibility, and physical and emotional well-being for all of our students. An orderly and non-threatening atmosphere is essential if learning is to take place.

**a. Philosophy**

Students will be treated with dignity and respect. The program environment will be positive and supportive of the students allowing them to attend the program without experiencing fear and undue anxiety. It is the goal of Alfaisal University Enrichment Programs is to provide an atmosphere where each student can develop the academic and social skills necessary for independence in a changing society. An appreciation for the value of learning and development of self-discipline and a positive self-image will be encouraged. All members of our program's community have a responsibility to ensure a positive learning environment.

Trust, acceptance, and concern for each individual must be fostered and demonstrated in order to achieve and maintain a positive program climate. These basic rights are the joint responsibility for guidance and discipline on the part of parents, school staff, and students.



Instructors - The instructors have the primary responsibility for providing a teaching/learning environment, which contributes to an atmosphere of trust and respect. The instructor is responsible for modeling and teaching their students the behavioral standards that exist in the classroom and throughout the school as a whole. The instructor enforces the rules in the program and supports the Administration in carrying out program policy.

Parents/Guardians - Parents/Guardians are responsible for enforcing their son's/ daughter's behavior consistent with the Student Handbook, Conduct Code and program policy.

Students - Students are responsible for following program rules and procedures established in the Student Conduct Code, and elsewhere. Respecting the rights of others and demonstrating self-discipline are primary requirements for a positive program climate.

**b. Plan for Teaching Appropriate Conduct**

The instructor will teach and review the Conduct Code and program rules. The necessity and purpose of the rules will be emphasized.

The Student Handbook will be available electronically on our program website. Students will be required to sign, acknowledging that they have read and understand the Student Handbook.

**c. Program Rules**

Rule Name	Rule Text
Student Identification Cards	Students must carry their program-issued ID card at all times and are required to show it to any staff member when requested to do so. Students must present their ID card prior to taking a proctored test.
Dress Code	Students must dress appropriately and conservatively (regardless of instruction medium being face-to-face or virtual) as is entailed by the Alfaisal University dress code.
No Bullying	A safe and respectful environment in the program is necessary for students to learn and achieve high academic standards. Students are expected to conduct themselves in a manner in keeping with their level of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, instructors, volunteers, and visitors.
Cell Phones	All cell phones are to be turned to silent while being in the program. While on campus, the use of cell phones or other electronic messaging devices during class



	or lab is not permitted. Text messaging or e-mailing in class is prohibited.
Lost Items	Alfaisal University Enrichment Programs is not responsible for a student's personal property left, lost or stolen at the location. Items found must be turned in to staff to be placed in the Lost & Found. Students should inform their instructor of personal items lost, misplaced, or stolen. Students must realize that valuable items are brought to the locations at the student's own risk.
University/Program Properties	Any student who defaces, destroys, damages, or loses equipment or instructional materials entrusted to him/her is responsible for those items. This includes, but is not limited to, books, science equipment, physical education equipment, computers, computer software, and camera/video equipment. Legal procedures may be taken for restitution.
Smoking or Tobacco Use	Smoking in all forms is prohibited at the program location or on adjacent areas at any time, as well as at program-sponsored activities.

## 10. Student Rights and Responsibilities

### a. Student Rights

Students at the Alfaisal University Enrichment Programs have the same rights and protections that are included in the constitution of the Kingdom of Saudi Arabia as citizens or non-citizens. In addition, students must adhere to the rules and regulations issued by the Ministry of Education (MoE):

- a. Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion or sex.
- b. The teacher-student relationship within the classroom is confidential, and disclosure of a student's personal or political beliefs expressed in connection with coursework will not be made public without explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance.
- c. Students are free, individually or in association with other individuals, to engage in all campus activities as long as they do not in any way purport to represent the University.
- d. Individual's religious and spiritual beliefs are respected.
- e. Students have freedom of research, of legitimate classroom discussion, and of the advocacy of opinions alternative to those presented in the classroom.
- f. Students' publications are free from any official action controlling editorial policy. Publications shall not bear the name of the University or Alfaisal University Enrichment Programs or purport to issue from it without University approval.



## b. Student Responsibilities

- a. Remaining a member of Alfaisal University Enrichment Programs community requires students to comply continuously with rules and regulations governing student's academic progress, social interactions and personal behavior.
- b. Students must avoid and not get involved in any form of academic misconduct such as: cheating, plagiarism and other misappropriation of the work of another, falsification of data, improperly obtaining or representing laboratory or field data, dishonesty in publication, publication or attempted publication of collaborative work without the permission of the other participants, abuse of confidentiality, misuse of computer facilities, misuse of human subjects, illegally or carelessly obtaining or using dangerous substances or providing such substances to others, falsification or unauthorized modification of an academic record, obstruction of the academic activities of another, aiding or abetting academic misconduct, attempted academic misconduct.
- c. Students must be on a level of courtesy, civility and consideration that prevents them from any form of personal misconduct. They are expected to adhere to ethical standards in a variety of workplaces (e.g. classrooms, laboratories, etc.) within the explicit standards set by the University. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work.
- d. Students must not misuse or damage any of the University facilities and they should behave properly in the public areas inside campus.
- e. Regular and punctual attendance is required of all students for all classes, labs, seminars and/or clinical experiences. A student who is constantly late and/or absent from classes, seminars and/or labs may be unable to meet the course requirements and may not be able to receive a Certificate of Completion.
- f. It is recognized that every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others.
- g. Also, a student or group of students cannot initiate and hold an event/activity outside campus by the name of Alfaisal University Enrichment Programs without having written approval from the administration.