

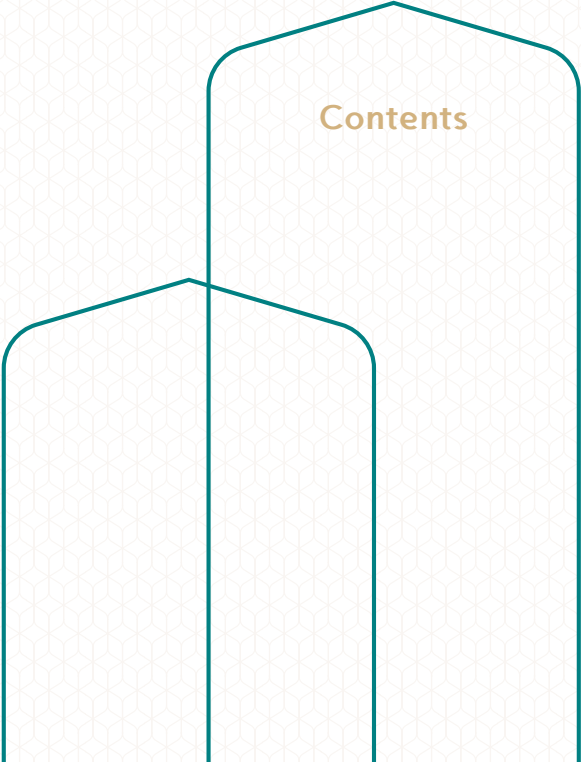
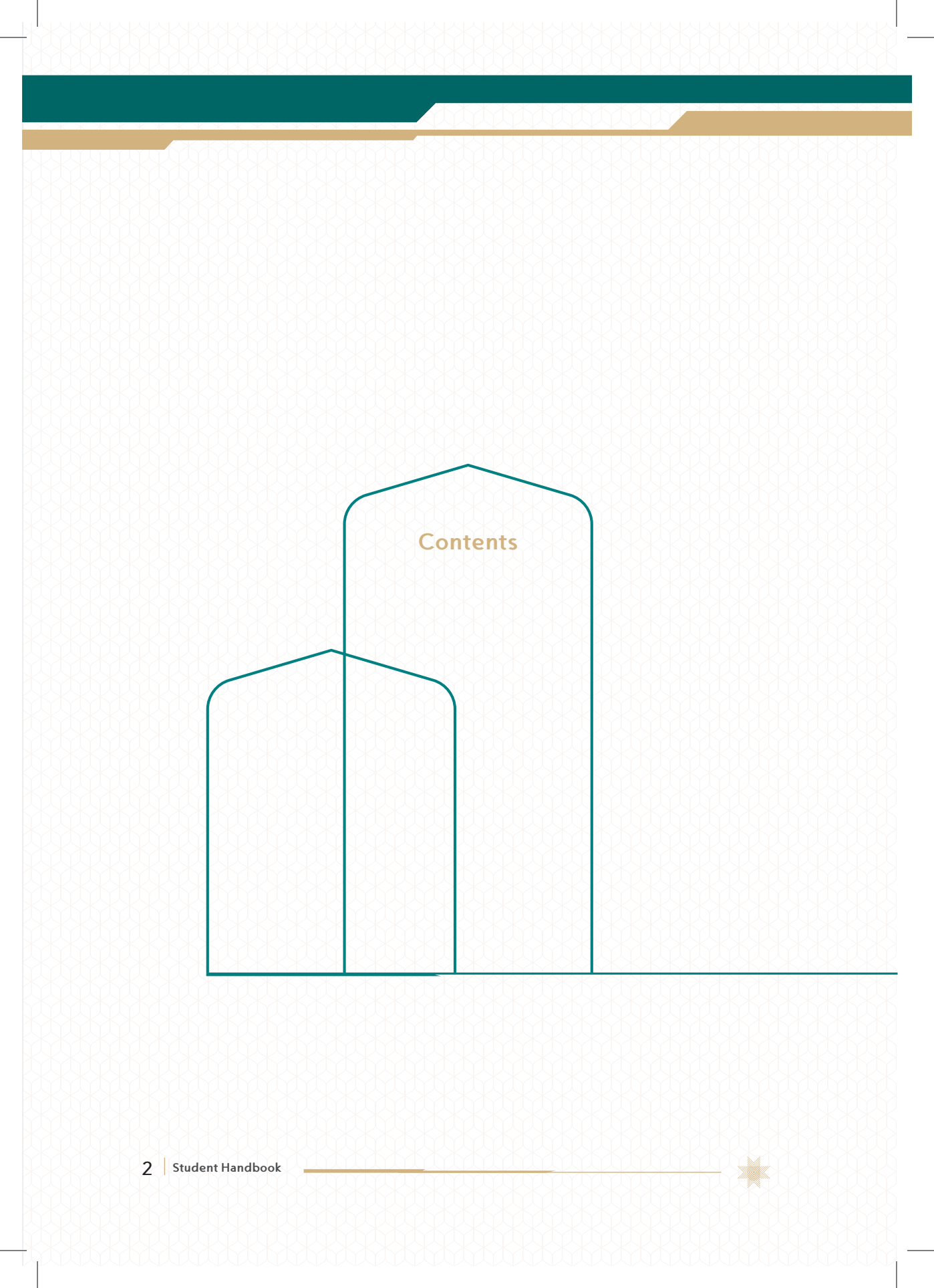


جامعة نايف العربية
للعلوم الأمنية
NAIF ARAB UNIVERSITY
FOR SECURITY SCIENCES
تأسست ١٩٧٨ Est. 1978

Student Handbook

1447 A.H.

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Contents



■ Introduction.....	07
■ Overview.....	08
■ Colleges, Departments, and Academic Programs.....	10
■ Academic Rules and Regulations.....	12
■ Academic Terminology.....	13
■ Study and Examination System.....	15
■ Student Rights and Responsibilities.....	32
■ Graduation Projects.....	40
■ Student Guidance and Advising.....	45
■ Scientific Integrity.....	46
■ Student Advisory Council.....	47
■ Student Club.....	50
■ University Services.....	52
■ Educational Facilities.....	57
■ Contact Directory.....	59
■ University Map.....	60





Message from the University President

Dear students,

It is my pleasure to welcome you to Naif Arab University for Security Sciences. I wish you every success in your academic journey and congratulate you on joining this prestigious University, which today stands as one of the leading institutions of higher education in the field of security education, not only in the region but also worldwide.

At the University, we are committed to providing distinguished security education that is aligned with the needs of the security labor market and responsive to your future aspirations. This is achieved through academic programs designed in accordance with the highest international standards. We also strive to provide outstanding student services that foster an integrated and stimulating learning environment, enriched by scientific and practical activities, training workshops, scientific visits, and international student exchange programs.

This Handbook contains important and essential information to support your academic journey at the University. We therefore encourage you to take the time to familiarize yourself with the academic regulations, policies, and other essential information contained herein, thereby ensuring the rights of all parties involved in the educational process.

Once again, I extend to you my warmest welcome. I am confident that you will devote your utmost effort and commitment to making the most of this distinguished academic institution specializing in security sciences. I sincerely wish you continued success and excellence throughout your studies.

University President





Introduction

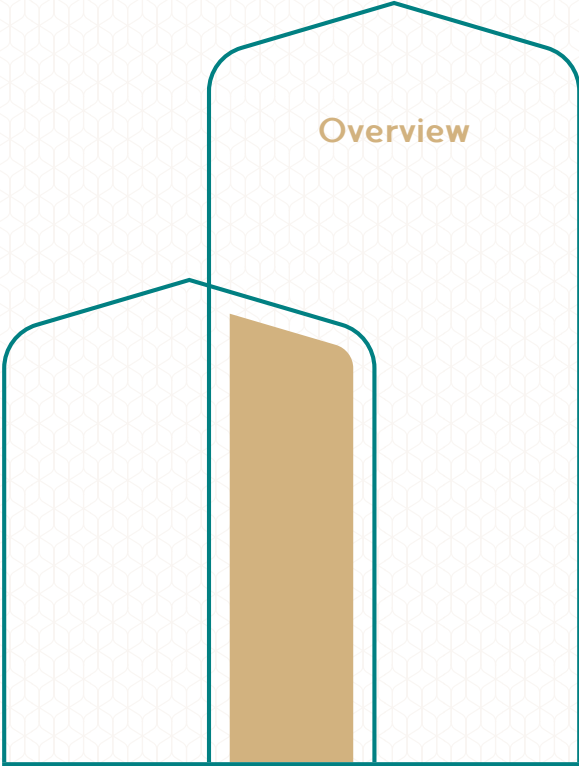
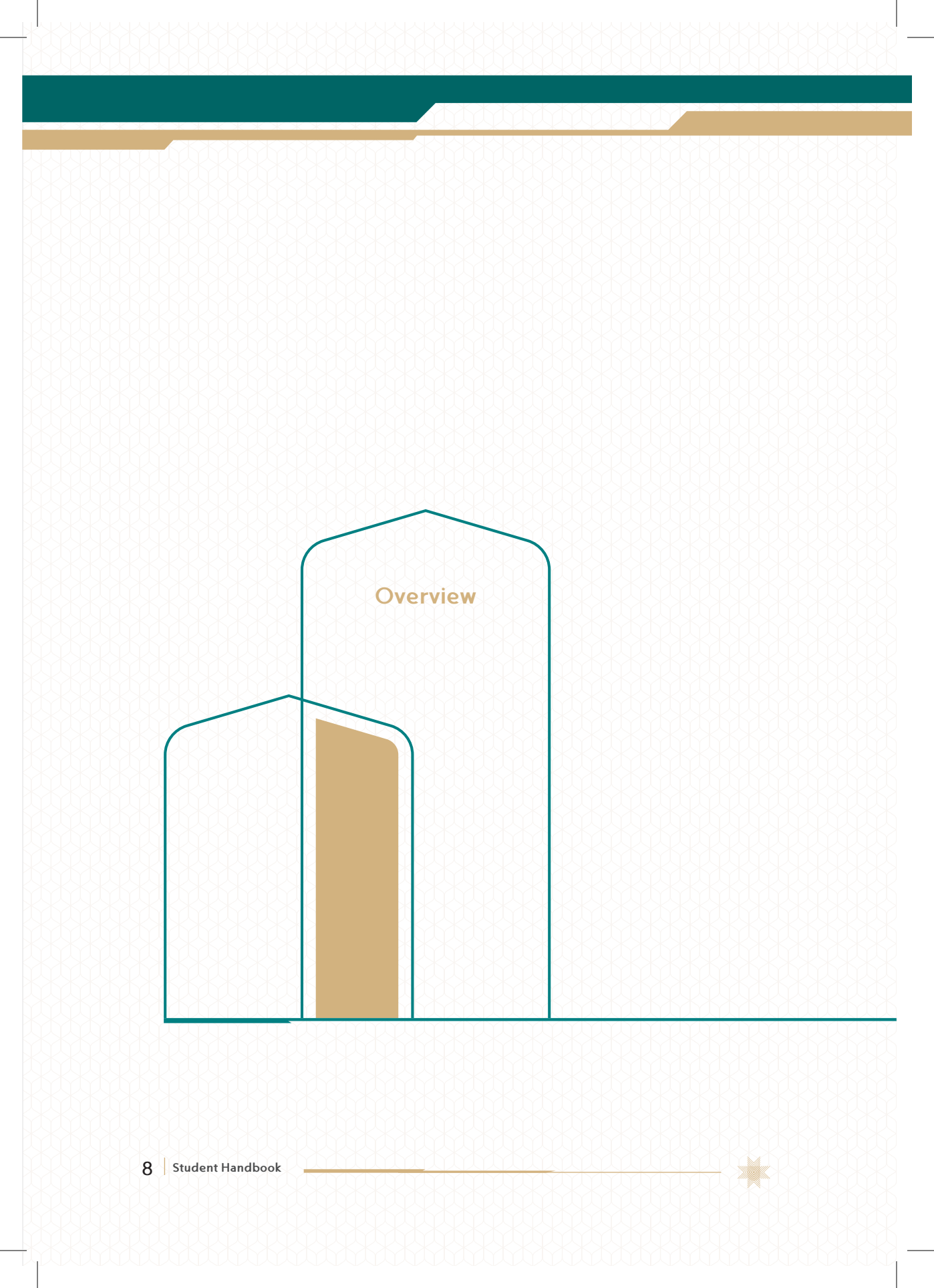
This Handbook serves as the official Student Handbook of Naif Arab University for Security Sciences. It provides students with the information and guidance they need throughout their studies at the University. Students are encouraged to read the Handbook carefully, familiarize themselves with its contents, and keep a copy for future reference, as it contains the academic regulations, policies, and procedures that support their academic progress.

A revised edition of this Handbook is published annually to incorporate all updates and amendments.

The Handbook includes the relevant provisions of the Scientific Regulations, together with the corresponding Implementing Rules, which are intended to guide students, familiarize them with their rights and responsibilities, and clarify the regulations governing their academic studies at the University. All students admitted to the University are deemed to have accepted and agreed to comply with the provisions of this Handbook upon receiving a copy of it, as well as with any subsequent amendments after they have been duly notified.

Additional and regularly updated information on the University's regulations, bylaws, handbooks, and orientation guides, as well as information on the University's colleges, academic departments, service units, and academic programs, is available on the University's official website.





Overview



About the University

Naif Arab University for Security Sciences (NAUSS) is an independent scientific institution with legal personality. It serves as the scientific body of the Arab Interior Ministers Council (AIMC) and is headquartered in Riyadh, Kingdom of Saudi Arabia.

The University's vision is to become the leading institution in preparing Arab leaders and experts in the security fields through distinguished graduate education, training, and scientific research programs. This vision is founded on the University's core values, which emphasize Arab identity, commitment to meeting the needs and expectations of its beneficiaries, and the pursuit of innovation through the application of advanced educational, training, and research approaches that uphold the highest standards of commitment, competence, and quality.

The University seeks to achieve its strategic objectives by providing distinguished higher education in security sciences, leading the development and delivery of security training programs, and serving as the principal reference for Arab security research. These objectives are pursued through sound institutional practices and the implementation of a robust governance system that fosters an environment conducive to creativity and excellence.

NAUSS's Leadership in Security Sciences

As part of its commitment to the continuous development and modernization of its academic programs, and in pursuit of leadership in offering specialized graduate programs in the security sciences, NAUSS has introduced and enhanced a range of doctoral, master's, and higher diploma programs closely aligned with the evolving needs of the security sector. These initiatives have been implemented through distinguished strategic initiatives and effective partnerships with leading international universities and relevant international organizations.



NAUSS delivers its academic programs through smart learning technologies integrated into its classrooms to promote a high level of student engagement. The learning experience is further enriched through case-based workshops focusing on real-world scenarios, as well as practical training in specialized laboratories equipped with state-of-the-art technologies to support applied academic programs.

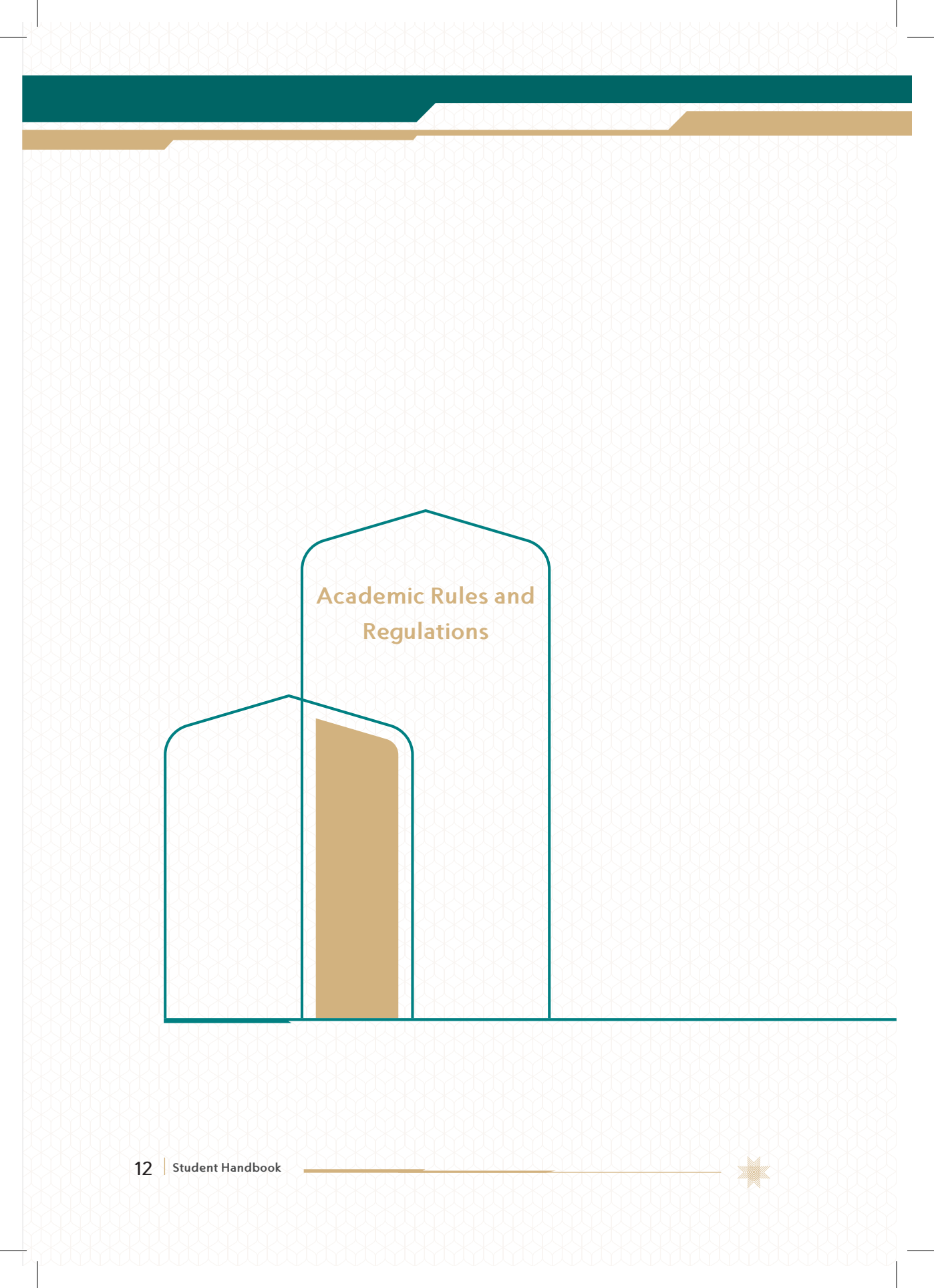
Colleges, Departments, and Academic Programs

College	Department	Academic Program
College of Criminal Justice and Criminology	Criminology	Master of Arts in Criminology
		Higher Diploma in Drug Control Strategies
	Law	Ph.D. in Criminal Law
		Master of Arts in Criminal Law and Criminal Sciences
		Master of Arts in Law Enforcement
		Master in Economic Crime
		Higher Diploma in Human Rights and Criminal Justice
	National Security	Master in National Security
		Higher Diploma in National Security
		Higher Diploma in Border Governance and Security
		Higher Diploma in Counterterrorism



College	Department	Academic Program
College of Forensic Sciences and Criminal Investigations	Forensic Science	Master of Science in Forensic Sciences
	Cybersecurity and Digital Forensics	Master of Science in Security Artificial Intelligence
		Master of Science in Cybercrime and Digital Forensics
		Higher Diploma in Cybercrime and Digital Forensics





Academic Rules and Regulations



First: Academic Terminology

Academic Year: Two academic semesters, each consisting of no fewer than fifteen (15) weeks.

Academic Level: The stage of study within the approved study plan.

Academic Program: A set of required and, where applicable, elective courses that must be successfully completed.

Course: A subject included in the approved study plan of an academic program in a particular specialization. Each course consists of a specified number of credit hours.

Credit Hour: A weekly theoretical lecture of not less than fifty (50) minutes, or a weekly practical or field session of not less than one hundred (100) minutes. A credit unit extends throughout one academic semester.

Academic Warning: A notice issued to a student whose cumulative GPA falls below 3.75 out of 5.00 in the Master's or Doctoral programs, or below 3.00 out of 5.00 in the Higher Diploma program.

Coursework Grade: The grade earned by a student during an academic semester for examinations, research assignments, and other learning activities related to a course.

Final Examination: An examination administered once at the end of the academic semester for a particular course.



Final Examination Grade: The grade awarded to a student in a course based on the final examination for that academic semester.

Final Grade: The total of the coursework grade and the final examination grade for each course. The final grade is calculated out of one hundred (100).

Grade: A description of the percentage or letter grade awarded to a student for the final grade earned in a course.

Incomplete Grade: A temporary grade assigned for a course when a student is unable to complete its requirements by the specified deadline. It is recorded in the academic record with the symbol (IC).

In Progress Grade: A temporary grade assigned to a course whose nature requires more than one academic semester to complete. It is recorded in the academic record with the symbol (IP).

Semester GPA: The quotient obtained by dividing the total grade points earned by the student by the total credit hours assigned to all courses completed during a given academic semester. Grade points are calculated by multiplying the number of credit hours for each course by the grade-point value earned for that course.

Cumulative GPA (Grade Point Average): The quotient obtained by dividing the total grade points earned by the student in all courses taken since enrollment in the program by the total credit hours assigned to those courses.

Overall Grade: A description of the student's overall academic performance throughout the period of study at the University.



Second: Study and Examination System

Study System

The University follows the credit-hour system. Each academic program has an approved study plan consisting of a number of courses. Each course has a title, number, code, and a detailed course description prepared in accordance with quality assurance and accreditation standards.

Grade Distribution

The total grade for each course is 100 points, of which 50 to 60 points are allocated to coursework, as determined by the Department Council offering the course and approved by the relevant College Council.

Supplementary Semester

The relevant academic department may require applicants to the Master's or Doctoral programs to successfully complete a number of supplementary courses distributed over one or more academic semesters, subject to the following:

- 1 - The student's semester GPA in the supplementary courses shall not be less than 3.75 out of 5.00 for the Doctoral program and 3.50 out of 5.00 for the Master's program.
- 2 - The duration of the supplementary semester shall not be counted toward the maximum period prescribed for completion of the academic degree.
- 3 - Supplementary courses shall not be included in the calculation of the cumulative GPA.



Additional Study Periods

If a student is unable to complete the requirements for the academic degree within the maximum period specified for the program in accordance with the approved study plan:

- 1 - The student may be granted one additional academic semester, upon the recommendation of the Department Council and the approval of the College Council, to enable the student to complete the requirements for the award of the academic degree.
- 2 - The Deanship of Admission and Registration Council may grant the student an exceptional extension of up to two academic semesters to enable the student to complete the degree requirements, based on the recommendation of both the Department Council and the College Council.
- 3 - The duration of both the additional and exceptional extensions shall be counted as part of the maximum period allowed for completion of the academic degree.
- 4 - The student, or the student's sponsoring organization, shall be responsible for paying any additional tuition fees resulting from the extension period¹.

¹ The tuition fee for an additional or exceptional extension shall be SAR 5,000 for each additional academic semester granted to a student who exceeds the maximum period prescribed for the program in accordance with the approved study plan.



Study Deferral

- 1 - A student shall submit a request for deferral before the end of the first week of the academic semester.
- 2 - A student may be permitted to defer their study for one academic semester or two consecutive academic semesters during the program of study, upon the recommendation of the Department Council and the approval of the College Council.
- 3 - The student shall complete the courses of the deferred semester in the immediately following semester, provided that such courses are offered by the academic department. If the courses are not offered in the following semester, the student's study shall be deferred until the semester in which the courses of the deferred semester are offered.
- 4 - The period of deferral shall not be counted toward the maximum period allowed for completion of the academic degree.

Withdrawal from Studies

A student may withdraw from their studies for one academic semester or two consecutive academic semesters during the program of study, subject to the following:

- 1 - The student shall submit a request to withdraw from studies to the Head of the relevant academic department at least two weeks before the commencement of the final examinations.
- 2 - The request shall be subject to the recommendation of the Department Council and the approval of the College Council.



3 - The student shall complete the courses of the semester from which they withdrew in the immediately following semester, provided that such courses are offered by the academic department. If the courses are not offered in the following semester, the student's studies shall be deferred until the semester in which those courses are offered.

4 - The period of withdrawal from studies shall not be counted as part of the additional or exceptional extension periods².

5 - The period of withdrawal shall be counted toward the maximum period allowed for completion of the academic degree.

6 - A student who withdraws from studies shall not be entitled to a refund of the tuition fees already paid.

² The academic semester from which the student has withdrawn shall not be counted as part of the additional or exceptional extension periods. A student who withdraws from studies shall be required to pay the applicable tuition fees for the replacement semester, without being charged the fees prescribed for an additional or exceptional extension.



Withdrawal from the University

First: A student may submit a request to withdraw from the academic program to the Deanship of Admission and Registration before the commencement of the final examinations, in accordance with the approved academic calendar. The relevant academic department shall be notified of this action. The student shall not be entitled to a refund of the tuition fees already paid; however, the student may be refunded the tuition fees paid for semesters not yet commenced, provided that the withdrawal request is submitted before the start of the academic semester.

Second: A student who withdraws from the University and subsequently wishes to resume their studies shall be subject to the admission requirements and procedures applicable to new applicants.

Transfer to Another Academic Program

A student may transfer from one academic program to another within the University upon the recommendation of the relevant academic department and the approval of both the College from which the student is transferring and the College to which the student is transferring, subject to the following:

- 1 - The student must satisfy the admission requirements of the program to which they wish to transfer, as well as any additional requirements established by the Department Council and approved by the College Council.
- 2 - Credit hours previously completed by the student at the University may be counted toward the new program if the relevant academic department determines that they are equivalent to the requirements of the program to which the student is transferring. Such credit hours shall be included in the calculation of the student's cumulative GPA.



3 - The student's enrollment must not have been terminated for any of the reasons specified in these Regulations.

4 - The period spent by the student in the program from which they are transferring shall be counted as part of the maximum period allowed for completion of the academic degree.

5 - A student may transfer from one academic program to another only once during the maximum period prescribed for completion of the academic degree.

Transfer of Academic Credit³

Academic credit may be transferred for courses previously completed by a student, subject to the following:

1 - No more than six academic semesters shall have elapsed since the completion of the courses for which transfer of credit is sought. The courses must have been completed at a university recommended by the Ministry of Education in the headquarters state.

2 - The content of the course intended for credit transfer must correspond to at least seventy percent (70%) of the content of the course previously completed by the student, provided that the number of credit hours of the course to be transferred is not less than that of the corresponding course previously completed.

3 - The total number of transferred courses shall not exceed thirty percent (30%) of the courses required for the program to which the student is applying. As an exception, the Deanship of Admission and Registration Council may approve the transfer of up to fifty percent (50%) of the program courses for University graduates.

³ Tuition fees shall be calculated based on the actual academic semesters the student is required to complete following the approval of the transfer of academic credit.



4 - The student must have obtained a grade of Very Good or higher in the courses for which transfer of credit is requested.

5 - Transferred courses shall not be included in the calculation of the cumulative GPA.

6 - Credit transfer shall be approved upon the recommendation of the Department Council responsible for the course and the approval of the College Council.

Termination of Enrollment

A student's enrollment shall be terminated in any of the following cases:

1 - If the student fails to commence their studies within four consecutive weeks of being admitted to the program.

2 - If the student fails to successfully complete the supplementary courses in accordance with the provisions of Article (13).

3 - If the student discontinues their studies for one academic semester without an acceptable excuse.

4 - If a Master's student fails to submit the thesis proposal by the end of the third academic semester, or if a Doctoral student fails to submit the dissertation proposal by the end of the fifth academic semester, at the latest.

5 - If the student receives two consecutive academic warnings.

6 - If the student fails the Comprehensive Examination for the second time in the Doctoral program.

7 - If the thesis/dissertation is not accepted by the Examination Committee.



8 - If the student fails to complete the requirements for the academic degree within the period prescribed under the approved study plan for the program.

9 - If the student fails more than two courses in the same academic semester.

10 - If the student fails to submit the thesis/dissertation after making the required revisions within the time limits specified in Article (52).

Reinstatement of Enrollment

A student whose enrollment has been terminated may apply for reinstatement of enrollment, subject to the following conditions:

1 - The student shall submit an application for reinstatement to the relevant academic department within four academic semesters from the date of termination of enrollment.

2 - The student's reinstatement shall be subject to the recommendation of the Department Council and the College Council, and the approval of the Deanship of Admission and Registration Council.

3 - A student may not be reinstated more than once. However, in exceptional circumstances, the University Council may approve a second reinstatement upon a justified recommendation from the Department Council, the College Council, and the Deanship of Admission and Registration Council.



Passing a Course

The minimum passing grade for a course shall be 70 at the end of the academic semester.

Examinations

First: A student may sit for a maximum of two examinations in two courses on the same day, in accordance with the examination schedule approved by the College.

Second: The duration of the final examination shall be determined according to the number of credit hours assigned to each course.

Third: A student who arrives late may be admitted to the examination room, provided that no more than thirty (30) minutes have elapsed since the start of the examination. The student shall not be permitted to leave the examination room until thirty (30) minutes have elapsed from the commencement of the examination.

Assignments and Coursework

If a student fails to complete the activities, tasks, or assignments required as part of the coursework and submits an excuse that is accepted by the course instructor and approved by the relevant Department Council, the student shall be assigned an Incomplete (IC) grade for the coursework. The student must complete the outstanding requirements before the end of the following academic semester; otherwise, the student shall be deemed to have failed the course.



Failure in a Course

If a student fails a course, they must retake it in the semester in which it is offered. Upon the recommendation of the Department Council and the approval of the College Council, the course may be offered in the following academic semester.

Debarment from the Final Examination

1 - A student shall be debarred from taking the final examination if their attendance is less than 75% of the lectures and practical sessions prescribed for the course during the academic semester. A student who is debarred from the final examination due to absenteeism shall be deemed to have failed the course and shall be assigned the grade Debarred (DN) for that course.

2 - As an exception, the Deanship of Admission and Registration Council may lift the debarment and permit the student to sit for the final examination, provided that the student submits an excuse accepted by both the Department Council and the College Council, and that their attendance is not less than 50% of the lectures and practical sessions prescribed for the course.



Absence from the Final Examination

If a student is absent from the final examination and their excuse is accepted by both the Department Council and the College Council, they shall be permitted to take a make-up examination before the end of the following academic semester.

Grading System

Grade	Grade Points	Letter Grade	Classification
95 - 100	5.00	A+	Exceptional
90 - less than 95	4.75	A	Excellent
85- less than 90	4.50	B+	Superior
80 - less than 85	4.00	B	Very Good
75 - less than 80	3.50	C+	Above Average
70 - less than 75	3.00	C	Good
65 - less than 70	2.00	D+	Fail
60 - less than 65	1.50	D	
Less than 60	1.00	F	
Pass	-	NP	-
Fail	-	NF	-
Incomplete	-	IC	-
In Progress	-	IP	-
Withdraw	-	W	-
Debarred	0.00	DN	Denied
Transferred	-	TR	Transferred



The overall grade based on the cumulative GPA shall be determined as follows:

Cumulative G.P.A	Classification
4.50 - 5.00	Excellent
3.75 - less than 4.50	Very Good
3.00 - less than 3.75	Good

Honors

A student who graduates with a cumulative GPA of 4.75 out of 5.00 or above shall be awarded First Honors.

A student who graduates with a cumulative GPA of 4.50 out of 5.00 or above, but below 4.75 out of 5.00, shall be awarded Second Honors.

To qualify for First Honors or Second Honors, a student must satisfy the following conditions:

- 1 - The student must not have failed any course taken at the University.
- 2 - No disciplinary sanction must have been imposed on the student.
- 3 - The student's enrollment must not have been terminated previously.
- 4 - The student must have completed all graduation requirements within a period not exceeding the average of the minimum and maximum periods prescribed for completion of the academic degree, in accordance with Article (10).



Appeal of the Final Examination Grade

A Doctoral or Master's student may appeal the final examination grade awarded in a course up to three (3) times during the period of study, while a Higher Diploma student may appeal up to two (2) times, provided that each appeal relates to only one course. Such appeals shall be considered by the relevant College in accordance with the approved procedures.

Where a student appeals the final grade awarded in a course, the appeal shall be considered by the relevant College in accordance with the following procedures:

- 1 - The student shall submit the appeal to the Deanship of Admission and Registration within three (3) days from the date the results are announced, together with the semester grade report. Appeals submitted after this period shall not be considered.
- 2 - The Deanship of Admission and Registration shall immediately refer the appeal to the relevant College. Each appeal shall count toward the maximum number of appeals available to the student during their period of study.
- 3 - Within three (3) days from the date of referral, the Dean of the College shall refer the appeal to the Head of the relevant Academic Department for review by the course instructor.
- 4 - The course instructor shall verify the accuracy of the marking and the calculation of the final examination grade, prepare a report on the findings, and submit it to the Head of the relevant Academic Department for the purpose of informing the student of the outcome. The report shall be accompanied by the model answer. If the student accepts the outcome, they shall confirm their acceptance in writing, whereupon the Dean of the College shall notify the Deanship of Admission and Registration to close the appeal.



5 - If the student fails to respond within two (2) days of being notified of the outcome, the appeal shall be closed.

6 - If the student is not satisfied with the course instructor's report, they may formally request a remarking of the examination by submitting an application to the Dean of the College within two (2) days of being notified of the outcome. The Dean shall then appoint a committee of three (3) faculty members specializing in the relevant field.

7 - The committee shall submit its report to the Dean of the College within three (3) days from the date of its appointment. The committee's decision shall be final and may result in the grade being reduced, maintained, or increased.

8 - The Dean of the College shall notify the Deanship of Admission and Registration of the committee's decision for implementation and closure of the appeal.

9 - If the Dean of the College is the course instructor, the Vice-Dean of the College shall carry out the above procedures.

Academic Advising and Research Supervision

An academic advisor shall be assigned to each student by a decision of the Department Council, in accordance with the following:

1 - The Academic Department Councils shall assign academic advising responsibilities for newly admitted students to faculty members of the department within a period not exceeding four weeks from the commencement of the academic semester.

2 - The academic advisor shall monitor the student's academic progress and submit a semester report on the student's academic standing using the prescribed form. The academic advisor shall also assist the student in selecting a Master's thesis or Doctoral dissertation topic, or a graduation project, as applicable.



Research Supervision

- 1 - A research supervisor shall be assigned to each student undertaking a Master's thesis or Doctoral dissertation, upon the recommendation of the Department Council and the approval of the College Council. For Doctoral students, the supervisor shall be appointed within two weeks from the commencement of the fifth academic level, and for students enrolled in Master's programs with coursework and a thesis, within two weeks from the commencement of the third academic level.
- 2 - Students enrolled in Master's programs comprising coursework and a thesis shall submit their research proposals during the third academic semester, provided that such proposals are approved by the competent councils before the end of that semester. Research proposals submitted by Doctoral students shall not be approved until the student has successfully passed the Comprehensive Examination.
- 3 - The Department Council shall appoint two faculty members whose specializations are most closely related to the thesis topic, in addition to the research supervisor, to examine the Master's thesis proposal. For Doctoral dissertation proposals, the Council shall appoint three faculty members, in addition to the research supervisor. The proposal defense shall be held within two weeks from the date of appointment of the committee members.
- 4 - The student shall make the revisions recommended by the Research Proposal Examination Committee, using the prescribed form, within two weeks from the date of the proposal defense.
- 5 - After confirming that the student has completed the required revisions, the research supervisor shall submit the final version of the research proposal to the Head of the Academic Department to complete the approval procedures.



6 - The Deanship of Admission and Registration Council shall establish the rules governing the approval of Master's thesis and Doctoral dissertation proposals, as well as graduation project proposals.

Thesis and Dissertation Defense

- A Master's thesis or Doctoral dissertation may not be defended until at least one academic semester has elapsed from the date on which the research proposal was approved by the College Council, the student has successfully completed the prescribed coursework, and all tuition fees have been paid.
- The Examination Committee shall prepare a report, signed by all its members, and submit it to the Head of the Academic Department, including one of the following recommendations:
 - Acceptance of the thesis/dissertation and recommendation for the award of the degree, subject to the completion of minor revisions, without the need for a further defense.
 - Acceptance of the thesis/dissertation subject to the completion of revisions without a further defense, with one member of the Examination Committee being authorized to recommend the award of the degree after verifying that the required revisions have been satisfactorily completed within a period not exceeding three months from the date of the defense. The Deanship of Admission and Registration Council may grant an exception to this requirement.



- Non-acceptance of the thesis/dissertation, while permitting the student to address the identified deficiencies and resubmit it for a second defense within the period determined by the College Council upon the recommendation of the Department Council, provided that such period does not exceed one year from the date of the original defense, subject to the provisions of Article (14) of the Scientific Regulations.
- Non-acceptance of the thesis/dissertation and termination of the student's enrollment.

Award of the Academic Degree

Upon completion of the thesis or dissertation defense procedures, incorporation of the required revisions, and signature of the final report by all members of the Examination Committee approving the Master's thesis or Doctoral dissertation, the Department Council and the College Council shall recommend the award of the academic degree. The Deanship of Admission and Registration Council shall then submit a memorandum to the University Council recommending that the academic degree be conferred.

Graduation Requirements

- 1 - A student shall not graduate unless all requirements for the academic degree have been fulfilled and the student has achieved a cumulative GPA of not less than 3.75 out of 5.00, with a minimum grade of Very Good, in the Master's and Doctoral programs, or a cumulative GPA of not less than 3.00 out of 5.00, with a minimum grade of Good, in the Higher Diploma program.



2 - Upon the recommendation of the Department Council, the College Council may approve appropriate courses for a student to take in order to improve their cumulative GPA, provided that such courses are different from those previously completed by the student. This shall apply where the student has successfully completed all prescribed courses but has not achieved the minimum cumulative GPA required for the award of the academic degree, subject to the provisions of Article (14) of the Scientific Regulations.

Student Rights and Responsibilities

First: Student Rights

Students shall have the following rights:

- 1 - To be treated with respect by the University's academic and administrative units, and to be provided with a psychologically safe environment in all their dealings with the University.
- 2 - To have the information contained in their academic records kept strictly confidential. Such information, or any part thereof, shall not be disclosed except with the authorization of the competent University authority and in accordance with the applicable regulations and bylaws.
- 3 - To appeal the final examination grade in accordance with the provisions of the Scientific Regulations.
- 4 - To submit a complaint or grievance regarding any harm suffered in relation to faculty members or their equivalents, the academic department, the College, any University administrative unit, or fellow students.



5 - To be protected against any form of retaliation or discrimination resulting from submitting a complaint against the University or any of its employees.

6 - Not to be subjected to any disciplinary sanction unless they have first been given the opportunity to present their case and defend themselves before a University investigation committee. Students shall also have the right to appeal the committee's decisions in accordance with the University's approved regulations and procedures.

7 - To be provided with guides on students' rights and responsibilities, the Study and Examination Regulations, the Student Disciplinary Regulations, the University's appeal procedures, and orientation programs covering the University's regulations, facilities, services, and student activities.

8 - To benefit from an effective academic advising system and a supportive learning and academic environment that enables students to maximize their abilities and potential and to achieve the highest possible level of academic learning and achievement.

9 - To have the University academic calendar and class schedules announced at the beginning of each academic year, with no changes being made except where necessary.

10 - To be informed of the course specification, its objectives, topics, principal references, required assignments, methods and schedule of assessment, and the distribution of grades for each assessment component.

11 - To receive course content that is presented in a clear and well-organized manner, using appropriate educational technologies, learning activities, and teaching strategies.



12 - To be notified of any decision debarring them from the final examination before the examination date, in accordance with the applicable regulations and instructions.

13 - To have examination questions prepared on the basis of the course content, ensuring clarity and a balanced and logical distribution of grades across the questions, so as to provide a fair assessment of the knowledge and skills acquired by students.

14 - To review the results of their research, assignments, semester examinations, final examinations, and all other assessed work within a period not exceeding two weeks from the date of submission.

15 - To benefit from the University's services and facilities, including the Security Library, electronic databases, Internet services, sports facilities, restaurants, and student parking areas.

16 - To receive appropriate services and accommodations for persons with disabilities.

17 - To participate in the University's training programs, cultural activities, and social events, provided that such participation does not conflict with their academic obligations and complies with the University's regulations and bylaws.

Second: Student Key Responsibilities

Students shall be responsible for the following:

1 - Complying with the University's regulations, bylaws, policies, decisions, and instructions.

2 - Complying with the instructions governing the use of the University's facilities and equipment for their intended purposes and obtaining prior authorization from the competent authority before using such facilities or equipment.



3 - Safeguarding official academic documents and refraining from tampering with, altering, or unlawfully possessing them.

4 - Complying with the rules governing attendance at lectures, attending them regularly, and refraining from being absent except for an acceptable excuse.

5 - Adhering to the academic calendar and the deadlines prescribed by the University's regulations.

6 - Using computer identifiers and personal user accounts only for their intended purposes.

7 - Making proper use of the University's physical and electronic resources and refraining from any misuse thereof.

8 - Completing all academic requirements in accordance with the applicable regulations and governing rules.

9 - Upholding scientific integrity, respecting the intellectual property rights of others, and using proper scholarly methods of citation and attribution.

10 - Complying with the rules governing examination procedures.

11 - Complying with the University's Code of Conduct both on and off campus in a manner that does not harm the University's reputation or bring it into disrepute.

12 - Adhering to appropriate dress and standards of conduct consistent with academic norms while on campus or when officially representing the University.

13 - Refraining from publishing, posting, or reposting any news, statements, or content that may harm the reputation of the University, its employees, or any of its affiliated entities, or that may disparage the University, its facilities, colleges, or the services it provides, including through social media or other Internet platforms.



Third: Student Violations and Disciplinary Sanctions

A student violation shall mean any act or omission by a student that contravenes the University's regulations, bylaws, or instructions, or otherwise disrupts public order or violates public morals. Such violations include, but are not limited to, the following:

- 1 - Any statement or act by a student that undermines the principles of Islam, good conduct, morality, honor, or the dignity of others, or that violates public order or incites disorder.
- 2 - Disrupting the order required for lectures or other educational activities.
- 3 - Disrupting the academic process, or inciting others to refrain from attending lectures or any other University activities for which attendance is required under the applicable regulations.
- 4 - Violating examination regulations, failing to comply with the instructions of examination invigilators, cheating by any means, attempting to cheat, participating in or attempting to obtain examination questions through unauthorized means, causing disorder or disturbance during examinations, or using electronic devices or modern technological means during an examination without official authorization.
- 5 - Violating academic integrity, including plagiarism, citation practices inconsistent with the Student Guide to Scientific Integrity, cheating, or falsification in reports, graduation projects, training assignments, or scientific research.
- 6 - Calling for or promoting membership in organizations, particularly those advocating extremist ideologies, or promoting political or regional ideologies that contravene the laws and regulations of the Arab States, whether within the University or otherwise.



7 - Organizing, conducting, participating in, or promoting any activity or event within the University without authorization from the competent authority, whether by electronic means or otherwise; issuing or distributing publications, leaflets, or posters; or collecting funds, donations, or signatures without the approval of the relevant authorities.

8 - Engaging in blackmail, verbal abuse, or physical assault against any person within the University campus or its associated facilities, including workers, employees, students, faculty members, or visitors.

9 - Refusing to present identification or supporting documents when requested by the competent authorities.

10 - Impersonating another person in any matter related to the University or its affairs; providing University documents for unlawful use; or representing or speaking on behalf of the University without official authority or prior authorization from the competent authority.

11 - Forging or using forged documents, records, or certificates relating to the student's relationship with the University or their academic procedures.

12 - Driving recklessly on campus, parking improperly, or otherwise endangering the safety of others.

13 - Accessing confidential University information, or confidential information relating to any of its personnel, without authorization; disclosing such information; or assisting others in obtaining it unlawfully.

14 - Infringing the intellectual property rights associated with all intellectual and educational resources, whether in electronic or printed form.



15 - Misusing, damaging, vandalizing, or intentionally destroying University facilities or property, attempting to do so, or altering or relocating them without the approval of the competent authorities.

16 - Using the University's computer systems or website for purposes other than those for which they were intended.

17 - Making audio or video recordings on the University campus without prior authorization.

18 - Photographing or recording individuals without their knowledge or consent.

19 - Carrying firearms, even if lawfully licensed, carrying bladed weapons, possessing flammable or explosive materials, bringing onto campus any materials that may be used for unlawful purposes, or threatening to use any such items.

20 - Smoking anywhere on the University campus other than in designated smoking areas.

The following disciplinary sanctions may be imposed on a student who commits a violation:

1 - Verbal warning.

2 - Written warning accompanied by a written undertaking not to repeat the violation.

3 - Deprivation of certain University privileges available to students.

4 - Requiring the student to perform community or service work, or to attend training courses inside or outside the University, for a period not exceeding one month.



5 - Cancellation of the student's examination in the course in which the violation occurred, and the student shall be deemed to have failed the course.

6 - Debarment from the final examination in one or more courses during one or more academic semesters.

7 - Adjustment of the student's grade in one or more courses.

8 - Temporary suspension from the University for a period not exceeding two academic semesters.

9 - Deferral of the student's graduation for one academic semester.

10 - Withholding the graduation certificate, or revoking it after issuance, if fraud or deception in the procedures for obtaining it is established.

11 - Permanent dismissal from the University.



Graduation Projects

Introduction

The Graduation Project is one of the academic requirements for certain Master's programs and some Higher Diploma programs offered by the University, in accordance with Article (10) of the Scientific Regulations. A Graduation Project is a scholarly work undertaken either individually or collaboratively by a group of no more than three students. It shall be completed within a specified timeframe and prepared in accordance with the methodologies for preparing peer-reviewed scholarly papers, while adhering to the University's standards of research ethics and intellectual property rights.

The topic of the Graduation Project shall be selected in line with the University's research priorities and the research plan of the relevant academic program. It shall also contribute to the achievement of the program's graduate attributes and learning outcomes. The project shall be supervised by a faculty member or an adjunct faculty member and shall be evaluated by a committee constituted by a decision of the Department Council after all requirements for the project defense have been fulfilled.

In line with the University's commitment to enhancing the quality of educational outcomes in accordance with best practices, and to ensuring the achievement of the intended learning outcomes of the Graduation Project, the University has prepared and made available to students the Graduation Project Guide. The Guide sets out the objectives, procedures, and guidelines governing Graduation Projects and regulates the requirements for selecting a project topic, as well as the requirements for its preparation, implementation, and evaluation.



Objectives

The Graduation Project, when carried out in accordance with the provisions set forth in this Handbook, aims to:

- 1 - Apply the knowledge, skills, and values acquired by students throughout their studies by preparing a Graduation Project in accordance with the academic standards and technical requirements specified in this Handbook and any additional requirements prescribed by the relevant academic department.
- 2 - Enhance students' research skills.
- 3 - Foster creativity and innovation and develop students' teamwork skills.
- 4 - Produce Graduation Projects that contribute to the advancement of security practice and support efforts to address and respond to security threats.
- 5 - Develop students' scholarly writing skills and enable them to publish their work in indexed peer-reviewed journals.

Regulations and Procedures Governing Graduation Projects

To achieve the intended objectives of Graduation Projects, the following regulations and procedures shall be observed throughout the various stages of their implementation:

- 1 - Submission of the Graduation Project topic and approval procedures, as follows:
 - 1.1 The student shall select the Graduation Project topic in consultation with the research supervisor. In selecting the topic, consideration shall be given to originality, contribution to knowledge, and innovation. The student shall prepare the Graduation Project Proposal in accordance with Form (1) of the Graduation Project Guide.



1.2 The Graduation Project topic shall fall within the field of specialization of the relevant academic department and shall support the University's research priorities.

1.3 The Graduation Project Proposal shall be approved before the end of the third academic semester for Master's students and before the end of the first academic semester for Higher Diploma students.

1.4 The Department Council shall approve the Graduation Project Proposal. If the proposal is not approved, a revised proposal shall be submitted after addressing the comments received.

2 - The Department Council shall appoint a research supervisor from among the faculty members of the department or program at the beginning of the third academic semester for Master's students and the first academic semester for Higher Diploma students. A research supervisor from outside the department or program may be appointed in accordance with the University's applicable regulations.

3 - Under the supervision of the research supervisor, the student shall prepare a timetable for the implementation of the Graduation Project in accordance with Form (2) of the Graduation Project Guide.

4 - The student shall adhere to the principles and ethics of scientific research and the Intellectual Property Guide (QR code provided for access to the Intellectual Property Guide) throughout the preparation of the Graduation Project.

5 - When publishing the Graduation Project at a later date, the student shall acknowledge Naif Arab University for Security Sciences as the institutional affiliation and shall sign the Publishing Rights Undertaking Form (Form 9) contained in the Graduation Project Guide.



6 - The Graduation Project shall be assessed out of 100 points: 60 points shall be awarded by the research supervisor based on the student's performance during the implementation of the project, in accordance with Form (4-A), and 40 points shall be awarded by the Examination Committee in accordance with the criteria set out in the Graduation Project Assessment Rubric (Form 4-B) contained in the Graduation Project Guide.

Guidelines for Preparing the Graduation Project

Students shall prepare their Graduation Projects in the format of a scholarly paper, while adhering to the principles, values, and ethics of scientific research, as well as the requirements for proper scholarly citation in accordance with the provisions of the Student Guide to Scientific Integrity.

The Graduation Project shall contain no fewer than 4,000 words and no more than 10,000 words, and shall include the following elements, subject to variations depending on the nature of the project and the requirements of the relevant academic department (see the paper templates in Forms 5-A, 5-B, and 5-C of the Graduation Project Guide):

- 1 - Title.
- 2 - Abstract in both Arabic and English.
- 3 - Introduction, including the background to the study, the research problem, research questions or hypotheses, objectives, and significance, in accordance with the subject area and the scholarly writing methodology of the relevant discipline.
- 4 - Methodology.
- 5 - Sections and Subsections, for legal studies.



6 - Theoretical Framework and Literature Review (where applicable).

7 - Practical/Applied Component (where applicable).

8 - Findings and Discussion.

9 - Conclusion and Recommendations.

10 - References prepared in accordance with the citation style adopted by the relevant academic department (e.g., APA).

The Arabic text shall be prepared using Simplified Arabic, 14-point font, and the English text using Times New Roman, 14-point font. Line spacing shall be 1.5, with 2.5 cm margins on all sides.

Assessment of Graduation Projects

The Graduation Project shall be assessed out of 100 points, allocated in accordance with the distribution approved by the Department Council, pursuant to Article (12) of the Scientific Regulations, as follows:

- 60 points shall be awarded by the research supervisor in accordance with Form (4-A).
- 40 points shall be awarded by the Examination Committee in accordance with the criteria set out in Form (4-B) of the Graduation Project Guide.



Student Guidance and Advising

The University implements an academic advising system across its academic departments, whereby each student enrolled at the University is assigned an academic advisor at the beginning of their program of study until graduation or until a research supervisor is appointed for their Master's thesis or Doctoral dissertation. Academic advising encompasses a range of responsibilities relating to students' academic development, including monitoring their academic performance and providing guidance throughout their studies.

In its commitment to institutionalizing academic advising and ensuring its effective implementation, the University has incorporated academic advising into its regulations and established the necessary organizational framework to achieve its intended objectives. Furthermore, in its pursuit of excellence and to broaden the scope of student support beyond academic advising, the University has established a dedicated department known as the Student Guidance and Advising Department, which operates under the Student Affairs Administration.

The establishment of this Department aims to contribute to the development of students' knowledge and skills and to support the achievement of the University's academic objectives through academic, psychological, behavioral, and social guidance and advising programs. The Department is responsible for advising, guiding, and supporting students throughout the various stages of their studies. It also seeks to provide a supportive environment that fosters students' personal development, enriches their knowledge, assists them in adapting to university life, and enables them to make the best possible use of the educational opportunities available, in accordance with international quality standards.



Scientific Integrity

The University has developed a dedicated Student Guide to Scientific Integrity to provide its students with the fundamental concepts of scientific integrity in research, the mechanisms for upholding it, and the means of avoiding violations through the use of appropriate scholarly tools and practices. The Guide also sets out the disciplinary sanctions and penalties applicable to violations of scientific integrity.

Scientific integrity is regarded as one of the fundamental principles of scholarly research and one of the essential qualities that every student is expected to uphold. Students are required to adhere to the principles of sound research methodology, give proper attribution to original sources, and demonstrate honesty and integrity throughout all stages of their research and academic assignments. They are also expected to avoid any conduct that may compromise scientific integrity. Accordingly, scientific integrity violations are defined as any conduct that fails to comply with the principles and standards of scientific integrity, including, but not limited to, the falsification or fabrication of results or ideas, the misappropriation of authorship for the purpose of deception or plagiarism, and the irresponsible use of artificial intelligence-based tools and technologies.

The Guide also explains the measures that should be followed to uphold scientific integrity and avoid violations by adhering to a set of principles, discussed in detail throughout the Guide. These include transparency, credibility, objectivity, accurate attribution, and proper scholarly citation. In addition, the Guide identifies the most common mistakes made by researchers and students in the preparation of scholarly research and academic assignments and links them to the Student Disciplinary Regulations in force at the University.



Student Advisory Council

The Student Advisory Council is established to strengthen communication between the University administration and its students by representing the student body and conveying their views and proposals. It aims to promote meaningful student participation in supporting academic decision-making and fostering an outstanding learning environment that contributes to enhancing the educational process and its enrichment activities, in accordance with the University's applicable regulations and bylaws.

The Council shall be established by a decision of the University President at the beginning of each academic year for a term of one academic year.

Rules Governing the Student Advisory Council

First: Objectives of the Council

- Foster an outstanding and stimulating learning environment through the enhancement of educational services and enrichment activities.
- Promote a collaborative relationship between students and the University administration in the decision-making process.
- Represent the University's students and communicate their views and proposals.



Second: Composition of the Council

A Student Advisory Council shall be established at the beginning of each academic year by a decision of the University President for a term of one academic year. The Council shall consist of:

Vice-President of the University	Chair
Two students from each academic department	Members
Head of the Student Affairs Administration	Secretary of the Council

Third: Meetings and Decision-Making

The Council shall meet upon the invitation of its Chair at least once each academic semester, provided that at least two-thirds of its members, including the Chair, are present. The Chair may invite any person deemed appropriate to attend Council meetings. The Council's recommendations shall be submitted to the University President by a majority vote of the members present. In the event of a tie, the Chair of the meeting shall have the casting vote.

Fourth: Criteria for the Selection of Student Members

Student members of the Council shall be selected upon the recommendation of the Heads of the Academic Departments and the College Deans, in a manner that ensures appropriate student representation, provided that they satisfy the following criteria:

- 1 - Be enrolled as a regular student.
- 2 - Demonstrate academic excellence.
- 3 - Possess leadership skills and maintain good conduct and character.



Fifth: Termination of Student Membership

A student's membership of the Student Advisory Council shall terminate in any of the following cases:

- Failure to attend two consecutive Council meetings without an acceptable excuse.
- Submission of a written resignation from Council membership.
- The imposition of a disciplinary sanction.
- Termination of enrollment.

Sixth: General Provisions

- These Rules shall enter into force on the date of their approval by the University Council.
- The Council's recommendations shall be made within the scope of its objectives and responsibilities and shall not conflict with the University's regulations and bylaws.
- The University President may invite one or more members of the Council to attend certain meetings of the University Council. Likewise, College Deans and Heads of Academic Departments may invite one or more Council members to attend certain meetings of the College Council or the Department Council.
- No member of the Council may disclose any of the Council's proceedings or deliberations to any person or entity without the prior approval of the Chair.



Student Club

In line with the University's commitment to strengthening students' role in enriching the educational process by creating an interactive learning environment that fosters creativity and innovation, in which students play an active part, through specialized, professional, cultural, and volunteer extracurricular activities that develop and enhance their skills, the Student Club has been established at Naif Arab University for Security Sciences to achieve these objectives.

The Student Club serves as a platform for developing students' knowledge and skills, encouraging creativity and innovation, and identifying and nurturing students' academic, cultural, social, athletic, and personal talents. It also provides opportunities for students to communicate and engage with one another.

The Club is administratively affiliated with the Student Affairs Administration, which oversees all of its activities.

The Student Club aims to:

- 1 - Enhance students' skills and experience in various fields.
 - 2 - Promote community engagement and student volunteerism.
 - 3 - Foster cooperation and teamwork among students.
 - 4 - Provide students with opportunities to showcase their talents and creativity.
- Contribute to preparing students for the labor market.



Club Membership

Membership in the Student Club shall be granted in accordance with the following procedures:

- 1 - Announcing the opening of applications for Student Club membership.
- 2 - Applicants shall complete the membership application form prescribed for this purpose.
- 3 - Verifying that applicants satisfy the following eligibility requirements:
 - The applicant must be enrolled as a regular student.
 - The applicant must be of good conduct and character.

The Club Administration (Club President, Vice-President, and Committee Chairs) shall be selected in accordance with the following procedures:

- 1 - Announcing the opening of applications for Student Club membership.
- 2 - Applicants shall complete the membership application form prescribed for this purpose.
- 3 - Verifying that applicants satisfy the following eligibility requirements:
 - The applicant must be enrolled as a regular student.
 - The applicant must be of good conduct and character.
- 4 - Successfully completing a personal interview.
- 5 - Approval of the proposed list of Club officers by the competent authority.



University Services

First: Student Services

Deanship of Admission and Registration

The Deanship of Admission and Registration provides students with information about the University, its colleges, and its academic programs. It is responsible for announcing the University's admission requirements and overseeing the implementation of its admission policies. The Deanship also administers the University's academic regulations and bylaws, oversees and documents students' academic procedures from the time of application for admission until graduation, facilitates students' academic processes, responds to inquiries relating to their academic progress, and maintains the confidentiality and integrity of students' records and information.

Student Affairs Administration

The Student Affairs Administration seeks to foster a supportive educational and social environment that enhances students' university experience beyond the classroom. It provides a range of services, including student guidance and advising, student skills development programs, and extracurricular activities encompassing cultural and sporting events, educational visits, and recreational trips. The Administration also offers various non-academic services that support students throughout their university studies.

Moreover, the Administration strives to meet the needs of scholarship students from outside the headquarters state throughout their studies. These services include visa-related assistance and procedures, airport reception, on-campus accommodation in the University's hostel, a dedicated orientation program, and the completion of residency permit procedures in accordance with the University's applicable regulations.





In addition, the Administration organizes a comprehensive orientation program for newly admitted students at the beginning of each academic year. The program introduces students to the University, its activities, regulations, and bylaws, provides an overview of the electronic services and systems available to students, and includes an academic meeting with the Program Director and the program's faculty members.

Language Center

The Language Center offers distinguished language programs and training courses in English delivered by highly qualified and experienced native English-speaking instructors. The Center provides English for Academic Purposes (EAP) courses for University students to strengthen their academic reading and writing skills. It also offers English for Security Purposes (ESP) training programs for personnel of security sector organizations at both the national and Arab regional levels, helping to enhance their English language proficiency and communication skills. The Center delivers its services in alignment with the University's vision, objectives, and strategic plan.

Security Library

The Security Library is committed to providing high-quality library services and a wide range of learning resources to faculty members, students, University employees, and members of the community with an interest in security sciences.

The University places great emphasis on the Security Library and has worked to provide a supportive environment that enables students to conduct scholarly research and fosters creativity and innovation. The Library offers access to a wide range of information resources and facilitates engagement with the global knowledge community through



access to Arabic and international databases. In addition, the University has comprehensively modernized the Library by renovating its facilities in line with the University's vision and mission and by enhancing its library services, the most prominent of which include:

- Borrowing services.
- Access to scientific journals and international databases.
- Book reservations.
- Private study rooms.
- Remote support and assistance.
- Research and statistical consultation services.

Translation Unit

The Translation Unit provides Arabic-English translation services for students' project abstracts submitted through the "Daem" system by the academic supervisor. The Unit also edits and reviews the translated content of students' research papers, graduation projects, and theses/dissertations in accordance with the University's approved procedures.

Information Technology Administration

To provide comprehensive technical support for University students and maintain a digital learning environment that supports the educational process, the Information Technology Administration offers a range of services, including:

- Creating official University email accounts for students.
- Providing access to the full suite of Microsoft 365 applications.
- Delivering technical training courses and orientation sessions.



Hospitality Services

The Hospitality and Housing Administration provides a range of services for students, including hotel-style accommodation, dining services through the main restaurant, and other support services such as a convenience store, a barber shop, and laundry facilities.

Support Services and the Medical Clinic

The Support Services Administration provides all services necessary for the operation and maintenance of the University's buildings and facilities through its various divisions. It is committed to maintaining a healthy and supportive environment conducive to learning.

The Administration also provides primary and emergency healthcare services to the University's male and female students and its guests through the Medical Clinic. These services may be accessed by visiting the Clinic or by contacting it directly via extensions 4000 and 4008, reflecting the University's commitment to the health and well-being of all members of its community.

Alumni Association

The Alumni Association serves as a platform for ongoing communication between the University and its graduates, as well as among the graduates themselves. It seeks to strengthen academic, cultural, and social ties and to sustain an academic community in which alumni can share their professional experiences, knowledge, opinions, and information in support of the Association's mission, vision, and objectives.



Sports Club

The Sports Club contributes to promoting students' well-being, positive conduct, and an engaging campus environment by providing a variety of sports services and encouraging participation in athletic activities. It also seeks to strengthen communication among students, foster their sense of belonging to the University, enhance their physical fitness and athletic skills, and encourage the constructive use of leisure time through participation in a wide range of sporting activities.

Safety and Security

The Safety and Security Administration is committed to maintaining a safe learning environment free from hazards and to protecting lives and property across the University's academic and administrative facilities. It also seeks to promote students' sense of responsibility and raise awareness of safety and security principles.

Its services include:

- Regulating access to and from the University campus.
- Managing traffic flow and parking within the University.
- Providing directions and guidance to students regarding the University's facilities.
- Emergency telephone numbers: 911 and 999.



Second: Educational Facilities

Classrooms

The University adopts a smart classroom approach. It is equipped with a range of classrooms featuring state-of-the-art educational technologies that utilize multimedia and modern instructional technologies to enrich and enhance the teaching and learning process.

Laboratories

A. Forensic Chemistry and Toxicology Laboratories

- 1 - Sample Preparation Laboratory
- 2 - Atomic Spectroscopy Laboratory
- 3 - Spectroscopy Laboratory
- 4 - Chromatography Laboratory

B. Forensic Chemistry Trace Evidence Laboratories

- 1 - Arson Analysis Laboratory
- 2 - Explosives Analysis Laboratory
- 3 - Scanning Electron Microscopy Laboratory
- 4 - Trace Evidence Analysis Laboratory
- 5 - Forensic Microscopy Laboratory

C. Latent Fingerprint Laboratory



D. Forensic Genetics Laboratories

- 1 - PCR Laboratory
- 2 - Automation Laboratory
- 3 - Forensic Biology Laboratory

E. Digital Forensics Laboratories

- 1 - Computer Forensics Laboratory
- 2 - Network Forensics Laboratory
- 3 - Digital Media Forensics Laboratory
- 4 - Mobile Device Forensics Laboratory

F Criminology Laboratory



Contact Directory

Office of the Vice-President	vipaa@nauss.edu.sa
Deanship of Admission and Registration	admission@nauss.edu.sa
College of Criminal Justice and Criminology	criminal.justice@nauss.edu.sa
College of Forensic Sciences and Criminal Investigations	fsc@nauss.edu.sa
Student Affairs Administration	saffairs@nauss.edu.sa
Student Guidance and Advising Department	gcu@nauss.edu.sa
E-Learning Department	eu@nauss.edu.sa
Language Center	nlc@nauss.edu.sa
Security Library	library@nauss.edu.sa
Finance Administration	fm@nauss.edu.sa
Information Technology Administration	itc@nauss.edu.sa
Medical Clinic	medical@nauss.edu.sa
Support Services Administration	ssd@nauss.edu.sa
Safety and Security Administration	ssn@nauss.edu.sa



University Map

