



Jeddah International College

INTERIOR DESIGN PROGRAM HANDBOOK

Contents

.....	I
INTERIOR DESIGN PROGRAM HANDBOOK.....	I
CHAPTER 1: About Jeddah International College (JIC)	4
PROGRAM GRADUATES` ATTRIBUTES.....	6
Profiles and contact information of faculty members	9
Psychological & Social Counseling Unit.....	10
“I AM STILL LEARNING.”	12
—MICHELANGELO	12
“CREATIVITY TAKES COURAGE.”	17
Regulations for Registration, Deletion, Addition and Withdrawal	18
“DESIGN IS THINKING MADE VISUAL.”	19
SAUL BASS	19
COOP TRAINING.....	29
CHAPTER 6: STUDENT ASSESSMENT	31
Chapter 7: Student Rights, Responsibilities, Grievance and Appeal.....	36
Student Advisory Council – Goals	49
PLAGIARISM	50
Chapter 8:.....	52
Student Support Services: Academic Advising	52
Career Planning and Development Procedure.....	56
Discount on First Semester Fees for Outstanding High School Graduates.....	60
Siblings Discount	60
Early Registration Scholarship	60
Chapter 11: Alumni Success Stories	61
Ghadeer’s inspirational journey.....	61
Scholarships and Discounts	61
Chapter 10: Student Surveys.....	61

Welcome Message from the Head of the Design Department

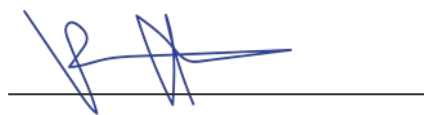
“Designing with Purpose, Living with Impact” is more than a motto—it reflects the guiding philosophy of the Design Department at Jeddah International College. It defines how we teach, how students learn, and how we pursue excellence. Our vision is to lead within JIC and to stand out among interior design programs across Jeddah and the Kingdom of Saudi Arabia.

The department offers a comprehensive undergraduate program in Interior Design, carefully developed to foster technical expertise, creative confidence, and critical thinking. Our curriculum ensures that graduates are prepared to meet industry demands and contribute meaningfully to the profession.

As Saudi Arabia continues its transformation under Vision 2030, the creative industries are expanding, generating new opportunities for skilled and visionary designers. Our program responds to this national momentum by preparing students to be adaptable, ethical, and innovative contributors to the built environment.

We are committed to a hands-on, student-centered approach to learning, anchored in professional standards and academic integrity. Our faculty members are qualified educators and practicing designers who engage in ongoing professional development through research and specialized training—ensuring that the learning experience remains relevant and forward-thinking.

On behalf of the Interior Design faculty, I welcome you to our department. We invite you to join us in shaping a future where design serves purpose and creates lasting impact.



Dr. Karima Hemida
Head of the Design Department

CHAPTER 1: About Jeddah International College (JIC)

About JIC

Jeddah International College, as a non-profit institution, was established in 2015, and it operates under the supervision of the Saudi Arabia Education Ministry in all its departments and programs, both at the undergraduate and postgraduate levels. Since its inception, the college has been committed to providing new educational opportunities that enhance the educational environment in Jeddah. This is achieved through the adoption of contemporary academic curricula that support leadership spirit and entrepreneurship.

Jeddah International College offers diverse educational programs in vital fields related to the economy and society. These programs include:

Computer Science & Information Technology: Encompassing tracks in Artificial Intelligence, Software Engineering, Cybersecurity, Networking	Business: Offering programs in Accounting & Finance, Marketing & International Business
Design: Providing programs in Graphic Design, Interior Design, Digital Media Design	Industrial Engineering
Master of Business Administration	Law: Encompassing tracks in Public Law, Commercial Law, Cybercrime Law
	Tourism and Hospitality: Offering programs in Event Management & Travel and Tourism

Based on these various specializations, Jeddah International College aims to achieve an ambitious vision. It strives to qualify and graduate students who can integrate into the job market and occupy leadership positions in their chosen fields. Additionally, the college aims to motivate and encourage students to start their own business ventures, enabling them to make a positive impact in line with the ambitious vision of the Kingdom for the year 2030

JIC VISION

Nationally competitive academic institution providing accredited, distinguished, multidisciplinary programs.

JIC VALUES

1. Affiliation
2. Transparency
3. Fairness
4. Excellence
5. Integrity

INSTITUTIONAL GRADUATES` ATTRIBUTES

1. Extensive knowledge in the field of Specialization
2. Effective communication skills
3. Positivity and commitment to work ethics
4. Digital, IT and language skills
5. Teamwork, leadership, and decision-making skills
6. Social responsibility (Citizenship and community service)

JIC Institutional Learning Outcomes (ILOs)

1. Acquire depth of knowledge that supports critical analysis within the field of specialization.
2. Apply numerical and mathematical principles efficiently in academic and professional life.
3. Demonstrate the ability to apply critical thinking skills.
4. Acquire effective communication skills.
5. Express ideas through multiple media and modes of communication.
6. Demonstrate work ethics through the commitment to academic integrity and professional ethics for which they qualify.
7. Acquire the skills for the effective, responsible, and safe use of technologies.
8. Exhibit leadership skills.
9. Demonstrate the ability to solve problems and search for multiple and innovative solutions.
10. Contribute to the development of the college through active participation in community and social activities.

JIC MISSION

Developing an attractive educational environment that offers distinguished academic programs, promotes impactful scientific research, effective community partnership, and evolves human competencies.

JIC GOALS

- Providing pioneering and distinguished educational programs.
- Supporting the culture of innovation in the institutional work environment
- Developing institutional resources and maintaining sustainability.
- Strengthening scientific research and postgraduate programs.
- Building distinguished community partnerships

CHAPTER 2: ABOUT THE INTERIOR PROGRAM

Program Description

The Bachelor of Interior Design is a full time, 134 Credit Hours, Four Year undergraduate degree program. Interior Design is the ideal major for students interested in careers in creating functional and aesthetically pleasing spaces. This field appeals to those passionate about space planning, residential and commercial design, furniture and lighting design, color theory, materials and finishes, sustainability in design, project management, CAD (computer-aided design) drafting, interior architecture, exhibition design, and more. Interior design students are also prepared for roles in real estate staging, retail design, hospitality design, and other areas where creativity meets functionality. Interior design can be described as the intermediary function between architectural planning and the final aesthetic touches, ensuring that spaces are both practical and visually harmonious.

An interior design degree prepares graduates to excel in creating functional, beautiful spaces in both residential and commercial environments. While interior design teaches students the principles of design, space planning, and aesthetics, it also covers practical skills such as project management, building codes, and sustainable design. Both creative and technical skills are developed, enabling graduates to succeed in an evolving, design-focused industry. Additionally, coursework includes a broad focus on materials and finishes, lighting design, color theory, CAD (computer-aided design), history of design, furniture design, and business practices to enhance graduates' understanding of all aspects of the interior design profession

PROGRAM GRADUATES' ATTRIBUTES

Specialization knowledge
Communication Skills
Ethics and equity
Digital capabilities
Teamwork
Professional skills

Program Mission

To foster creativity and equip the interior design students with theoretical knowledge as well as practical, technical and research skills in meeting the design market requirements and serving the community.

Program Goals

1. Offer a comprehensive educational experience that integrates both theoretical knowledge and practical skills in cutting-edge solutions.
2. Strengthen graduates' ability to pursue ongoing professional development, graduate studies and research to face evolving challenges.
3. Fostering valuable community partnership within the interior design field.

Program Objectives

1. Provide students with a comprehensive understanding of key interior design concepts and practices, including the impact of cultural, environmental, and technological variables on design decisions.
2. Develop students' analytical and problem-solving skills to effectively assess design challenges, spatial requirements, and user needs, and to create innovative design solutions.
3. Ensure students can practically apply theoretical knowledge through the design and implementation of creative, functional, and sustainable interior environments.
4. Enhance students' communication skills and professional conduct, while developing teamwork, project management, and client relations abilities.
5. Instill a strong sense of ethical responsibility and integrity, and promote sustainable design practices that respect environmental, social, and economic factors.
6. Cultivate global awareness and cultural competence, enabling students to adapt their design strategies to different cultural, regulatory, and environmental contexts.
7. Develop leadership and management skills necessary for leading design projects, managing teams, and overseeing design processes from concept to completion.
8. Equip students with proficiency in using design software, technology, and analytical tools, ensuring they stay current with advancements in interior design and related fields. Culture and social awareness

PROGRAM LEARNING OUTCOME	
Knowledge	K1: Identify elements, principles, and theories of Design
	K2 Explain the context of various cultural dimensions, human factors, standards, and codes impacting design research and practice.
Skills	S1: Use research-based knowledge and methods to generate appropriate design solutions
	S2: Apply concepts in fostering creative interior design projects
	S3: Create professional interior design drawings, models and renderings
	S4: Communicate digitally, verbally, and written to a wide variety of audiences
Values	V1: Display professional and academic ethics in the design practice.
	V2: Demonstrate autonomy, teamwork, and commitment to quality in executing design process.

Career Opportunities for Interior Graduates

The Interior Design Program opens unique career opportunities for its graduates, given its comprehensive design approach. For instance:

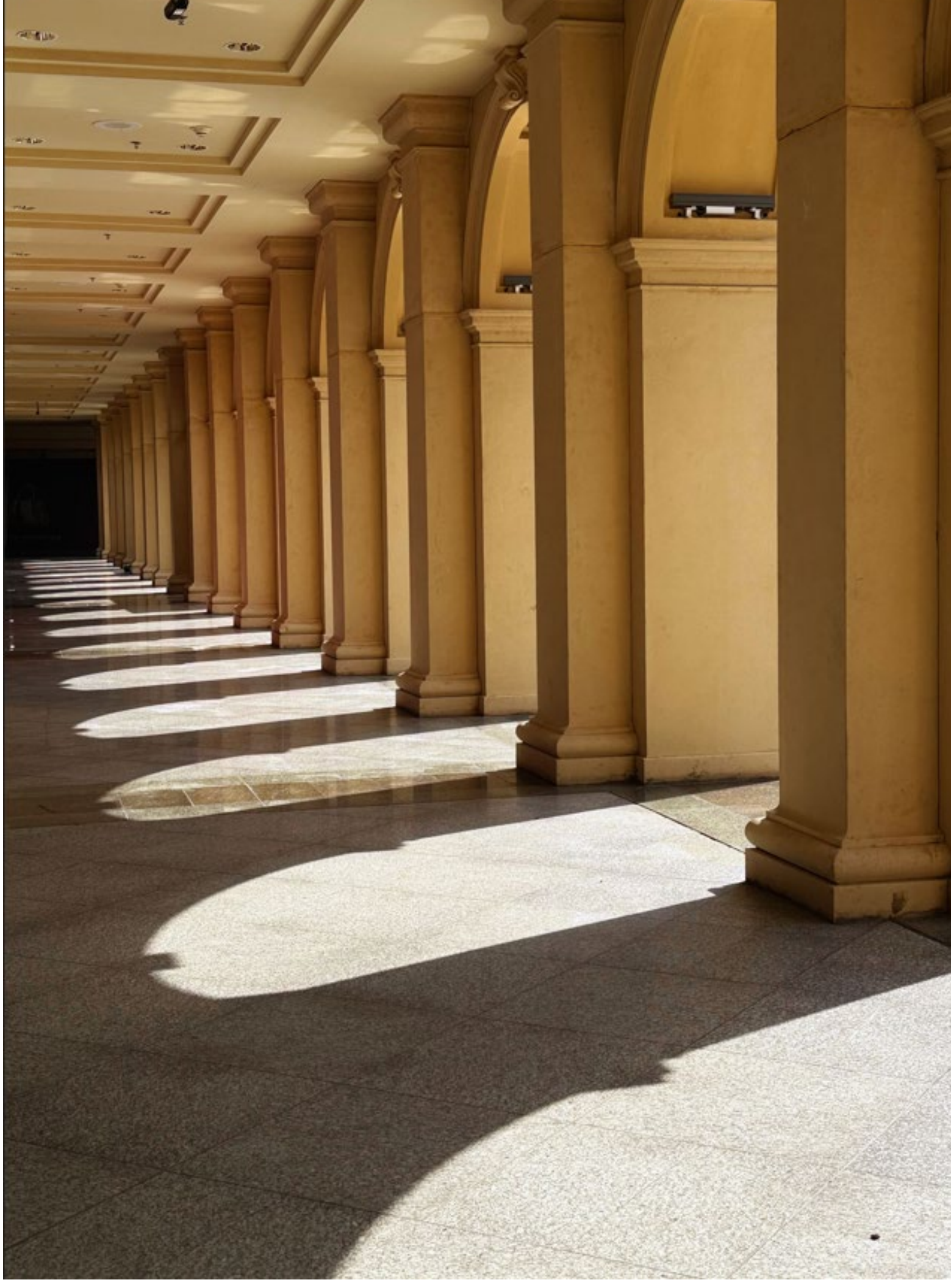
- Interior Designer
- Interior Architect
- 2D/3D Drafter/Modeling
- Furniture Designer
- Product Designer
- Exhibition designer
- Visual Merchandising

Relevant occupation:

- Interior decorator
- Kitchen and bath designers
- Technical designer
- Industrial designer

Professional sectors:

- Hospitality
- Restaurants (F&B)
- Retail Workplace
- Education
- Marine and Aviation



Directory

Psychological & Social Counseling Unit
pscu@JlCollege.edu.sa

Advising Unit
Ac-Advising@JlCollege.edu.sa

Finance and Accounting Department
razan@jicollge.edu.sa

Admission and Registration
+966558872901
e.abulhamayel@jicollge.edu.sa

Student Academic Follow up Committee
Ea@jicollge.edu.sa

IT
it@jicollge.edu.sa

E-Gate System
doha.nsour@jicollge.edu.sa

Support Service
ameen@jicollge.edu.sa

Alumni Unit
a.faqih@jicollge.edu.sa

Student affairs
f.alshamiri@jicollge.edu.sa

Community service
o.aldossari@jicollge.edu.sa

CHAPTER 3: FACULTY AND STAFF DIRECTORY

Profiles and contact information of faculty members

Duties of Faculty member

The primary areas of responsibility to which Jeddah International College's faculty member will devote their efforts is teaching, including, but not limited to, instruction in the classroom, laboratory or other college settings, performing tasks auxiliary to teaching, advising students (for faculty members participating in the college's Academic Advising), and maintaining office hours in accordance with college guidelines.

Faculty members and their equivalent perform thirty hours of work per week. It may be raised to thirty-five hours of work per week by a decision from College Council. The work hours are allocated to teaching, research, academic advising, office hours, scientific committees, and other work they are assigned to from the relevant authorities in the college.

Duties of Faculty member Towards their Student

1. To provide students with the highest standard of teaching, and to convey to their students the latest scientific progress in their field of specialization.
2. To write, conduct, and grade exams and measurement tools for their students according to the college's relevant policy and procedures, and according to the department council and/or head of the department instructions.
3. To inform students about their grades regularly, and to log students' grades into Moodle, e-gate, and/or any other system the college uses.
4. To supervise students undergoing field experience according to the COOP manual requirements.
5. To refer suggestions for curriculum updates and improvements to the department council.
6. To participate in department council and/or program committee meetings and in implementing improvement plans.
7. To prepare course files correctly and submit them in a timely manner according to the department's policies and/or the head of the department's instructions.

**“I AM STILL LEARNING.”
—MICHELANGELO**

Obligations to Comply with According to the College's Regulations and Standards for Teaching:

1. To adopt professional conduct when dealing with students.
2. To provide lectures on time as indicated in the faculty member's schedule.
3. To follow the contents of course specifications when teaching a course.
4. To provide students with a syllabus at the beginning of each semester.
5. To provide students with materials relevant to their courses.
6. To ensure grades of students' assessments are readily available to students on the e-gate.
7. To register attendees and absentees in the e-gate after each lecture according to the policies and procedures of the college
8. To maintain open communication channels with students.
9. To cooperate effectively with other academic units (i.e. the Academic Affairs Department, the Academic Advising Unit, the COOP Unit, etc.).
10. To abide by the College's rules for exams and examinations when writing, administering, grading, and invigilating exams.

CHAPTER 4: ADMISSION AND REGISTRATION

Admission Requirements for New Students

The Board of Trustees determines the number of students that can be accepted annually based on the proposal of the College Council and the relevant authorities in the College, according to the capabilities available in each department. To accept a new student, the following is required:

1. To have a high school diploma or its equivalent from within the Kingdom, with a rate of no less than 65% for applicants in the Business Administration and Design departments. If the applicant holds a high school diploma or its equivalent - from outside the Kingdom, he must submit a letter of equivalency for the certificate from the Ministry of Education.
2. The applicant should succeed in the English placement tests in general subjects, in addition to any tests or personal interviews determined by the College Council as one of the requirements for enrollment in one of the departments of the College. The new applicant who previously obtained a secondary school certificate from an international school or who obtained an IELTS band score of (5) and more or (500) in the TOEFL PBT test or (61) in the TOEFL IBT test can waive studying the English levels in the English Language Center before studying the English language course in the preparatory year, provided that these tests must not have passed more than two years, and the student submits the original documents for TOEFL and IELTS scores to the department, and it reserves the right to request a placement test.
3. The applicant must be medically and physically fit for study in the departments of the College, according to medical examination reports submitted by the authorities accredited by the College.

4. The applicant should study full-time during the enrolment period due to the practical nature of the department. The applicant to join the theoretical departments may study part-time if he submits written approval from his reference to allow him to study if he works for any employer.
5. The applicant should not be registered at a university or other governmental or private College.
6. The applicant should have good behavior and not have been dismissed for disciplinary reasons from any other university or College.
7. The applicant shall fulfill any other conditions the College Council determines, announced in advance.
8. The student must present a valid national ID (for Saudis) or a valid resident ID (for non- Saudis).
9. The applicant is responsible for the accuracy of all the data he provides in the registration forms and all papers and documents submitted.
10. The applicant shall abide by the College's instructions, rules, and regulations.
11. Preference shall be made among applicants who meet all conditions according to their grades in high school or its equivalent, as well as the results of admission tests and personal interviews.
12. The student's admission is canceled unless he attends classes within a maximum period of (15) days from the start of the semester without an excuse accepted by the College Council.
13. The College Council determines the regulations and criteria for assigning students to the College's departments, considering their wishes.
14. The last day for accepting new students is the end of the course registration period for the semester.

Rules & Regulations for Accepting Transfers & Equalized Courses

- The College Council sets the rules and procedures for transferring students from institutions inside or outside the Kingdom.

- Transfers are accepted only from institutions recognized by the Ministry of Education or the Technical and Vocational Training Corporation. For international transfers, transcripts must be authenticated by the cultural attaché, the Saudi Ministry of Foreign Affairs, and approved by the Ministry of Education.
 - Students dismissed for ethical or academic misconduct are not eligible; any transfer found to violate this will be annulled retroactively.
 - Transfers are accepted only from credit-hour-based programs and must not exceed 50% of the program's graduation credit hours.
 - Students must meet all admission requirements and submit transfer requests to the College Vice President or designee.
 - A College committee, based on departmental recommendations, will evaluate and equate courses completed externally. Only courses with at least 75% content match are eligible for equivalency.
 - Equivalent courses must have a minimum grade of 75% (C+ or equivalent) to be considered. Departments will identify required and exempted courses.
 - At least 50% of the required graduation credit hours must be completed at Jeddah International College.
 - Students with intermediate diplomas may transfer to bachelor programs if their GPA is at least 4.00 ("Very Good") or, in some majors, 3.5 ("Good") with department and dean approval.
 - Transferred courses will appear in the student's academic record but will not count toward the CGPA.
 - Students may change programs within the College before the end of their second semester, with academic advisor and dean approval.

Rules & Regulations for Transferring from One Major to Another

The student has the right to transfer from one of the majors in the College to another, according to the following terms and conditions:

- Taking the academic advisor's opinion.
- The College Council shall form a committee to review and decide on transfer requests, ensuring compliance with department-specific transfer conditions.
- All previously completed courses, along with semester and cumulative GPAs, will remain on the student's academic record and be included in GPA and CGPA calculations.
- Transfers require the approval of the department head and the college dean, in accordance with College Council regulations.
- Transfers between tracks within the same program are allowed with academic advisor input and department head approval, and are subject to the same rules as major-to-major transfers.

Requirements for Graduation and Obtaining a bachelor's degree

Studying in various departments of the College is based on applying the credit hours system. The student chooses the courses to study each semester with the help of the academic advisor. To grant the student a university degree (Bachelor's), it is required to successfully complete the study of the credit hours required in the academic program



- The duration of studying is (8) semesters. The student's enrollment will be cancelled if they do not complete the graduation requirements within a maximum period of (12) semesters. The College Council may give an exceptional opportunity for the student to complete the graduation requirements within a maximum period that does not exceed twice the original period of the program prescribed for graduation, which is calculated for him upon re- enrolment for two-thirds of the credit hours required to obtain the degree.
- The minimum academic load for each of the fall and spring semesters is (12) credit hours, and the College Council may consider and decide what is necessary to exclude from that each case separately.
- The maximum study load for each of the fall and spring semesters is (18) credit hours. It may be increased to (21) credit hours for a student who achieves a cumulative average of no less than 4.5 or for graduation cases.
- The College Council may approve teaching courses in the summer according to the rules set by the College Council. A student can register for up to (9) credit hours. A student who passes courses in the summer may complete the graduation requirements one semester before that date as a maximum.
- The College Council, based on the proposal of the councils of the relevant scientific departments, determines a system for COOP training for students for at least one semester during the period of study in one of the workplaces related to the design field after the student has passed (6) semesters at least. This evaluation is done during the coop period (3) credit hours, and this is counted as part of the compulsory graduation requirements.
- The scientific departments determine what they deem appropriate procedures to follow up with the commitment of the students during their COOP period under the supervision of a teaching staff.
- It is not permissible to issue any academic documents or transcripts to the student until they have attended the College for at least one semester.

The grades obtained by the student in each course are calculated as follows:

GPA	Grade	Performance Level	Percentage
5.0	+A	Exceptional	95-100
4.75	A	Excellent	90-94
4.5	B+	Superior	85-89
4.0	B	Very Good	80-84
3.5	C+	Above Average	75-79
3.0	C	Good	70-74
2.5	D+	High-Pass	65-69
2.0	D	Pass	60-64
1.0	F	Fail	0-59
1.0	DN	Denial	-
-	NP	No Grade-Pass	60 and higher
-	NF	No Grade-Fail	59 and lower
-	IP	In-Progress	-
-	IC	Incomplete	-
-	W	Withdrawal	-
-	TR	Transferred Credit	-

Incomplete (IC): An Incomplete (IC) grade is assigned when a student misses the final exam or part of the course requirements due to compelling reasons approved by both the Department and College Councils. To qualify, the student must have; Attended at least **75%** of the course. Achieved a minimum of **60%** in semester work. The student must complete the missed exam or requirements no later than the second week of the following semester. Failure to do so will result in an "F" (Fail). The IC is excluded from GPA calculations until replaced with the final grade.

(IC), (IP), and (W): The courses in which the student obtains an estimate of (IC), (IP), and (W) are not counted as credit hours or points and are not included in the cumulative grade point average.

Withdrawal (W): denotes the student's withdrawal from a course during a semester, and his withdrawal takes place after the first six weeks of the semester and according to the period announced in the academic calendar.

Denial (DN): if a student is warned twice for exceeding the number of times absent from the permitted percentage course and denied entry to the end-of- semester exam. the new grade weight is used in calculating the cumulative average automatically.

No Grade-Pass (NP) and No Grade-Fail (NF):

NP and NF are grades assigned to courses where performance is assessed based on achievement and comprehension rather than credit hours (e.g., non-credit courses). These grades do not affect the cumulative GPA.

(D) Grade: A student may repeat any of the courses he has previously succeeded in and obtain a grade twice at most to improve his cumulative average. In all cases, the highest points he obtained in each attempt are calculated for the student when calculating the cumulative average.

Course Re-enrollment and Attendance Policy

- Students enrolling to improve grades follow the same rules as first-time enrollment.
- To repeat a course a second time, a formal request must be submitted to the Academic Affairs Committee, with input from the academic advisor and department council.
- A maximum of 12 credit hours may be repeated for GPA improvement.
- Courses with grades (F) or (DN) must be repeated, and the new grade is recorded.
- Students with 25% unexcused absence in any course receive an official warning, regardless of whether it is acknowledged.
- If absence exceeds 25%, the student is marked (DN) and considered failed unless an accepted excuse is submitted to the Grievance Committee.

General Grade: The general grade of the GPA is as follows:

Excellent: if GPA is not less than 4.50 out of 5.00

Very good: if GPA is from 3.75 to less than 4.50 out of 5.00

Good: if GPA from 2.75 to less than 3.75 out of 5.00

Acceptable: if GPA is 2.00 to less than 2.75 out of 5.00

Honors:

- a. First Honors are awarded to students with a cumulative GPA of 4.75 to 5.00 upon graduation.
- b. Second honors are awarded to students with a cumulative GPA of 4.25 to less than 4.75 out of 5.00 at graduation.
- c. To obtain a first or second honors degree, the following is required:
 - The student should not have obtained a grade of failure (F) or deprived (DN) in any course studied at the College.
 - The student must have completed the graduation requirements within a maximum period of the average period between the minimum and maximum stay in his department.
 - The student must have completed at least 60% of the credit hours in the study plan at Jeddah International College.

**“CREATIVITY TAKES
COURAGE.”
—HENRI MATISSE**

Regulations for Registration, Deletion, Addition and Withdrawal

Student Academic Number, it is a number assigned to each new student starting (from the left) with two digits indicating the Gregorian academic year in which the student begins the study, followed by a number indicating the semester in which the student began studying, whether (1) for the first semester or (2) for the second semester, followed by a four-digit serial number. For example, the 57th student registering in the Fall of 2024 would be assigned the student number 2410057.

Students are registered at least one week before the beginning of each semester and during the registration period determined by the College Council and announced by the Admission and Registration Department after fulfilling the registration conditions and paying the prescribed fees. The councils of the scientific departments determine the basic and elective courses they will offer before the beginning of the next semester for each program, with a period of at least a month to allow students to choose the courses they wish to register for. The student chooses courses under the supervision of the academic advisor, who must approve the academic load before registration.

The prescribed tuition fees for the courses the student registers are collected at the beginning of each semester. The student's registration is only considered final after paying the expenses that are not refundable or transferable to another party.

The beginning of each semester and the dates of application and enrollment for each academic year are determined annually according to what is decided by the College Council. Enrollment takes place within two weeks before the start of the semester, after fulfilling the conditions of enrollment and paying the expenses.

60-65% of the total courses in the specialization tracks are from the courses of the relevant scientific department. At most, 35-40% of the courses are from outside the specialization tracks, considering that the specialization courses in any track should be at least 30% of the total number of credit hours.

The study does not start with any of the specialization tracks unless the following factors are present:

- Availability of a minimum number of students wishing to enroll in the specialization track as determined by the College Council.
- Students meet the requirements determined by the College Council based on the proposals of the competent departments.
- The availability of several faculty members in the College who are specialists in the specialization track allows for teaching at least 60% of the specialization subjects.

**“DESIGN IS THINKING
MADE VISUAL.”
SAUL BASS**

The study begins with elective courses if there is a minimum number of students wishing to register for the elective course as determined by the College Council, with the availability of faculty members who are specialists in the course field.

Registration is allowed for students late for the date announced by the Scientific Department Council during the first week of study, subject to the approval of the academic advisor and the head of the department.

The student may add or drop one or more courses within a period not exceeding two weeks from the beginning of the semester, provided that the academic load remains within the permissible limits following the academic rules and calendar set by the College Council and subject to the approval of the academic advisor and the head of the competent scientific department council.

The student will recover part of the course fees in case of deletion or withdrawal, and it will be added to his balance as follows:

Academic Period	Applicable Weeks	Refund Percentage
Deletion and addition	Weeks 1–2	100% refund
First deletion	Weeks 3–4	75% refund
Second deletion	Weeks 5–6	50% refund
First withdrawal	Weeks 7–8	25% refund
Second withdrawal	Week 9 onward	0% (No refund)

- Students may only register for courses with prerequisites after successfully completing the required prerequisite.
- Academic advisors monitor student performance. If a student’s cumulative GPA falls below 2.00, they are placed under academic observation and issued a warning.

- If the student fails to raise the GPA to at least 2.00 after two semesters of academic probation, a third and final warning is issued for one semester. Failure to meet the GPA requirement in this period results in permanent dismissal from the College. The student may not transfer to another department.
 - If the student raises the GPA to at least 2.00, the academic probation is lifted. However, if it drops below 2.00 again in the following semester, the student will receive a new academic warning.
 - A student meeting the minimum attendance requirement may withdraw from all courses in a semester with the department head's approval. A "W" grade will be recorded.
 - A student who has already submitted a Withdrawal Request (DN) is not eligible to submit another withdrawal request.
 - Final exams may be postponed under compelling circumstances if; A valid excuse is accepted by the College Grievance Committee and approved by the Dean. The student has met the 75% minimum attendance requirement. The student has completed the required semester work. In such cases, the grade will be recorded as Incomplete (IC). Once the exam is completed, the IC is replaced with the earned grade. If not completed by the second week of the following semester, the student receives an F.
 - A student who fulfills graduation requirements but has a GPA below 2.75 may, in consultation with the academic advisor, retake previously completed courses (up to 12 credit hours) to improve the cumulative GPA.
-
- Students must attend all lectures on time and comply with the attendance and absence regulations.
 - Being late twice for less than 10 minutes each will count as one full absence.
 - Being more than 10 minutes late for a lecture is recorded as absent, even if the student attends the remainder of the lecture.
 - Students are responsible for tracking their absence rate via the electronic portal and must contact the Grievance Committee with valid documentation to justify any absence.
 - Warning System for Absenteeism:
 - First Warning is issued at 10% absence of total credit hours.
 - Second Warning is issued at 20% absence of total credit hours.
 - If a student's absence exceeds 25% of the total credit hours for a course, the student will receive a Deprivation Grade (DN) in that course, indicating failure due to excessive absence.
-
- Medical excuses:**
- The Grievance Committee reviews all excuses or sick notices submitted by male and female students, and the following is required:
 - The original medical report is accepted and is not otherwise accepted
 - The medical reports submitted must be stamped by the hospital or through the Sehaty app.
 - The medical report submitted must cover the period of absence and be on the same days of absence.
 - Consider not repeating the medical excuse in previous semesters.
- Leave of death of relatives:**
- The student has the right to be absent for 3 days in the event of the death of one of the immediate relatives of his ascendants or descendants (God forbid), such as the father or mother or one of his brothers or sisters, grandfather, grandmother or wife, and the College may request to submit proof of the death of one of the relatives upon his return to the College.

Maternity leave:

A pregnant student who gives birth during the semester is granted an excused absence for a period of two weeks from the date of birth and is counted as part of the burden of absence, the student must submit a birth notification upon her return to the College.





Bachelor of Interior Design

Y	Course Code	Course Title	Pre-requisites	Credit Hours	Course Code	Course Title	Pre-requisites	Credit Hours
FIRST YEAR	First Level				Second Level			
	ARAB 101	Arabic I		3	ARAB 102	Arabic II	ARAB 101	3
	ISLS 101	Islamic Studies I		3	ISLS 102	Islamic Studies II	ISLS 101	3
	ENG 101	English I		3	ENG 103	Public Speaking	ENG 101	3
	DES 111	Fundamentals of Design		3	DES 114	Creative Concepts	DES 111	2
	DES 112	Fundamentals of Drawing		2	DES 115	Design Communications	DES 111	3
	DES 113	Fundamentals of Color		2	DES 116	Art Appreciation		2
	Total Credit Hours			16	Total Credit Hours			16
SECOND YEAR	Third Level				Fourth Level			
	COMP 271	Computer for Interiors I: CAD 2D		2	DES 201	Research Methods for Design		3
	ID 271	Interior Design Studio I	DES 111	4	COMP 272	Computer for Interiors II: 3D MAX	COMP 271	2
	ID 273	Architectural Drawing		2	ID 272	Interior Design Studio II	ID 271	4
	ID 274	Design Theories		3	ID 276	Art and Architecture History II	ID 275	3
	ID 275	Art and Architecture History I		3	ID 278	Construction Technology		3
	ID 277	Building and Finishing Materials		2	ID 279	Human Factors for Interiors		3
	Total Credit Hours			16	Total Credit Hours			18
THIRD YEAR	Fifth Level				Sixth Level			
	COMP 371	Computer Presentation Techniques	COMP 272	2	ID 372	Interior Design Studio IV	ID 371	4
	ID 371	Interior Design Studio III	ID 272	4	ID 374	Production Drawings for Interiors II	ID 373	3
	ID 373	Production Drawings for Interiors I		3	ID 376	Environmental Control Systems		3
	ID 375	Lighting and Acoustics for Interiors		3	ID 377	Furniture Design		3
	IDE XXX	Major Elective		3	ID 378	Accessories for Interiors		2
	GEE XXX	General Education Elective		3	IDE XXX	Major Elective		3
	Total Credit Hours			18	Total Credit Hours			18
FOURTH YEAR	Seventh Level				Eight Level			
	ID 471	Interior Design Studio V	ID 372	5	ID 472	Interior Design Studio VI: Graduation Project	ID 471 ID 474	6
	ID 473	Design Communication Models		3	ID 475	Professional Practice and Portfolio		3
	ID 474	Graduation Project Thesis	DES 201 ENG 103	3	IDE XXX	Major Elective		3
	IDE XXX	Major Elective		3	GEE XXX	General Education Elective		3
	COOP 301	Co-op Training		3	Total Credit Hours			15
	Total Credit Hours			17	Total Credit Hours			15

Major Electives		
Course Code	Course Title	Credit Hours
IDE 371	Architectural Photography	3
IDE 372	Advanced Color Applications in Interior	3
IDE 373	Environmental Design	3
IDE 374	Special Topics in Interior Design I	3
IDE 375	Special Topics in Interior Design II	3
IDE 471	Special Studies in Furniture	3
IDE 472	Advanced Design Studio	3
IDE 473	Specialized Design Studio Studies	3
GD 088	Islamic Art	3
GD 286	Photography I	3
GD 387	Exhibition Design	3
GFID 106	Digital Communications	3
MKT 231	Introduction to Marketing	3

General Education Electives (Free Electives)		
Course Code	Course Title	Credit Hours
PSY 101	Introduction to Psychology	3
SCO 101	Introduction to Sociology	3
EI 101	Emotional Intelligence	3
ENG 204	Critical Thinking	3
ETH 101	Social Ethics	3
MKT 333	Public Relations	3
NPS 101	Negotiation and Problem Solving	3
SPD 101	Soft Skills and Personality Development	3
MAN 121	Fundamentals of Management	3
ISLS 105	Islamic History	3
HPY 101	Health and Physical Education	3
HPY 102	Public Health	3
BUS 101	Essentials of Business	3
BUS 425	Entrepreneurship	3
IE 201	Introduction to Engineering Design I	3
LAW -101	Principles of Law	3
TEM -121	Introduction to Tourism and Hospitality	3
CSIT 101	Digital Citizenship	3
CSIT 102	Foundations of Computers and Technology Information	3

Total Credit Hours:	134
General Requirements:	18
Major Requirements:	98
Major Electives Requirements:	12
General Education Electives Requirements:	6

PLAN OF STUDY COURSES' DESCRIPTION

Courses Type	Courses Titles	Credit Hours	Description
Level one	Fundamentals of Design	3	Fundamentals of Design is an introductory course that explores the essential principles and elements that form the foundation of all design disciplines. This course is centered on the foundational principles of both two- and three-dimensional design. Design elements and principles are explored to design visually compelling compositions through hands-on projects and visual analysis.
	Fundamentals of Drawing	2	This course introduces the fundamental principles of drawing, focusing on key elements such as line, shape, form, light, and shadow. Students will explore a range of subjects, including still life, portraiture, and perspective, with an emphasis on drawing from observation. The course also highlights the importance of proportion and composition, while developing skills through various drawing techniques. Graphite and charcoal will be the primary media used throughout the course.
	Fundamentals of Color	2	This course offers a comprehensive study of color, the principles of color theory, including the color wheel, harmony, contrast, temperature, and spatial effects. Students will explore the properties of color, its scientific basis, psychological impact, and symbolic meanings. Through hands on practice, students will apply their knowledge by creating designed compositions using acrylic paint and mixed media.
Level Two	Creative Concepts	2	This course introduces students to the role of creative thinking in the design process. The course examines common barriers to creativity and explores strategies to overcome them, students will engage with key theories, processes, and elements of creativity while applying design thinking to practical challenges. Through interactive exercises, brainstorming techniques, and reflective practice, students will enhance problem-solving skills, and develop the ability to translate abstract thoughts into tangible concepts.
	Design Communications	3	This course introduces design communication tools and presentation techniques, focusing on the fundamentals of digital graphics and illustration. It emphasizes computer-based art and aims to develop technical skills using raster-based digital software through a series of practical exercises and projects.
	Art Appreciation	2	Art Appreciation introduces students to the world of visual arts by exploring artistic elements, principles, media, and historical contexts. The course emphasizes developing a foundational understanding of art terminology, major movements, and cultural significance across time periods. Students will engage in the analysis and interpretation of artworks through collaborative activities, discussions, and critical reflections, students will develop a deeper appreciation for artistic expression, trends, and styles.

Level three	Computer for Interiors I: CAD 2D	2	This course introduces the essential principles of computer-aided design (CAD) through hands-on exploration of 2D AutoCAD software. The course covers a diverse range of topics, providing a comprehensive understanding of the software's tools, commands, and functionalities that form the backbone of effective CAD design.
	Interior Design Studio I	4	This course introduces students to the fundamental processes of designing residential interior spaces, integrating research, conceptual development, and technical documentation. The course emphasizes the application of design standards, codes, and specifications. Students will explore user needs, spatial organization, and functional layout through the development of a residential design project translating their research and conceptual ideas into schematic drawings.
	Architectural Drawing	2	This course provides students with the foundational skills and knowledge necessary to produce accurate and professional technical drawings and perspectives for interior and architectural design. This course introduces students to the proper way of presenting their design ideas by drawing, while, students will be able to read architectural and contract drawings. Using orthographic projection, isometric projection and sectional drawings.
	Design Theories	3	Design Theories introduces students to foundational and contemporary theories in design, with a focus on understanding how design thinking is used to solve complex problems. The course explores the role of the designer, the design process, and the ethical responsibilities within the profession. Through analysis, and case studies, students will critically examine how design theories influence the development of concepts and decision-making. Emphasis is placed on applying design thinking, enhancing critical evaluation skills, and effectively communicating design ideas through written format.
	Art and Architecture History I		This course provides an overview of the development of art, architecture, interior spaces, furniture, and decorative arts from prehistoric times through the 15th century. It examines key historical periods with a focus on their visual language, stylistic characteristics, and cultural significance. Emphasis is placed on the major art movements, styles, and design traditions that shaped the visual and built environments of both European and Islamic civilizations.
	Building and Finishing Materials	2	This course introduces students to the wide range of materials used in the construction and finishing of interior spaces. The course explores the properties, functions, and aesthetic qualities, impacts of various materials, including their roles in shaping spatial experiences. Emphasis is placed on material selection criteria such as durability, texture, color, and sustainability. It comprehensively covers the selection, application, specification, and cost estimation of materials for floors, walls, and ceilings.

Level four	Research Methodology	3	This course introduces students to fundamental research principles, methodologies, and strategies relevant to the fields of design and architecture. It aims to develop students' abilities to formulate research questions, select appropriate frameworks, and apply research methods to investigate design-related issues. Emphasis is placed on building a structured research proposal and understanding the ethical standards required in scholarly work as a foundation for future graduation projects thesis and professional research.
	Computer for Interiors II: 3D MAX	2	Computer for Interiors II advances students' digital design skills through focusing on 3D modeling, visualization, and rendering techniques for interior spaces. Students will learn how to construct architectural models from 2D plans, apply realistic materials and lighting, and explore camera settings to create compelling interior visualizations. The course prepares students to produce professional-quality presentations for interior scenes.
	Interior Design Studio II	4	This course introduces students to the planning and designing of commercial interior spaces, with a primary focus on office environments. The course emphasizes the functional and technical requirements of workplace design, including material and furniture selection. Students will apply space planning and problem-solving to develop comprehensive design solutions. Projects will include 2D technical drawings, and 3D visual presentations while adhering to industry standards are essential to the studio's process.
	Art and Architecture History II	3	This course continues the chronological study of art, architecture, interiors, furniture, and decorative arts introduced in Art and Architecture History I, focusing on developments from the 16th to the 21st century. The course examines the evolution of design across major movements such as Renaissance, Baroque, Neoclassicism, Modernism, and Postmodernism through to contemporary trends. Students will analyze historical interior spaces and reflect critically on how history shapes artistic and architectural production.
	Construction Technology	3	Construction Technology introduces students to the fundamentals of building construction systems and their application within interior design. The course covers structural systems, construction methods, materials, and the interpretation of construction drawings. Students learn how these elements interact to support function, and space within interior environments.
	Human Factors for Interiors	3	This course explores the relationship between people and the built environment, focusing on how human behavior, needs, and physical dimensions influence interior design. The course covers essential concepts of ergonomics, anthropometrics, and user-centered design, examining how these elements enhance comfort, safety, accessibility, and functionality in interior spaces. Students will learn to apply human factors to design decisions and communicate their ideas through different formats.

Level Five	Computer Presentation Techniques	2	Computer Presentation Techniques introduces students to a range of manual and digital tools used to effectively present design concepts and projects. Emphasizing both aesthetic quality and technical accuracy, the course covers presentation methods including layout composition, rendering techniques, and advanced digital visualization of 3D models. Students will gain hands-on experience with presentation software and develop the ability to communicate their design ideas clearly and professionally.
	Interior Design Studio III	4	This course focuses on the design of retail environments, challenging students to integrate creative concepts with functional and technical requirements. Emphasis is placed on the application of building codes, standards, and equipment specifications relevant to commercial interior spaces. Students will develop schematic designs, architectural drawings, and 3D visualizations. The course also covers furniture, lighting, material selection, finishes, and equipment integration to ensure cohesive and practical design solutions.
	Production Drawings for Interiors I	3	Production Drawing for Interiors I introduce students to the fundamentals of wood-based construction and detailing within interior environments. The course focuses on the properties of wood, methods of joinery, and installation techniques used in the fabrication of interior elements in floors, ceiling, walls, cabinets and openings. Students will learn to produce precise, scaled technical drawings that communicate design and construction details effectively.
	Lighting and Acoustics for Interiors		Lighting and Acoustics for Interiors introduces students to the fundamental principles of lighting and acoustics in interior environments. The course explores the technical, functional, and aesthetic aspects of lighting design, as well as the acoustic requirements necessary to enhance user comfort and spatial performance. Students will learn to analyze, plan, and document lighting and acoustic solutions for various interior project types.
Level six	Interior Design Studio IV	4	The studio based course focuses on the design of institutional and educational spaces, addressing the specific functional, and technical needs of learning environments. The course emphasizes safety and accessibility standards, guiding students through a comprehensive design process that includes research, concept development, schematic design, working drawings, and professional presentation. The course also covers furniture, lighting, material selection, finishes, and equipment integration to ensure cohesive and practical design solutions.
	Production Drawings for Interiors II		Production Drawing for Interiors II builds upon foundational technical drawing skills to focus on comprehensive working drawings and construction documentation. The course emphasizes the use of industry-standard symbols and drafting for interior design projects. Students will develop detailed drawings for floors, ceilings, elevations, sections, staircases, and furniture, and will learn how to present complete drawing sets with technical specifications.

	Environmental Control Systems	3	In this course students explore the strategies and technologies used to create healthy, efficient, and comfortable indoor environments. The course examines both natural and mechanical systems that regulate air quality, lighting, temperature, and humidity, with emphasis on sustainability and well-being. Students will study system components, technical specifications, distribution methods, connections, and safety standards. Topics include air conditioning, heating, ventilation, water supply, electrical systems, and fire protection. The course also introduces principles of thermal comfort, solar energy systems, and airflow, highlighting their impact on building design.
	Furniture Design	3	This course provides students with a comprehensive understanding of furniture construction techniques, material selection, and the ergonomic principles that influence design and functionality. It explores both historical and contemporary furniture styles, encouraging students to incorporate these influences into their own design work. Students will focus on integrating manufacturing methods and construction details into their projects, producing detailed drawings and functional prototypes that meet specified design criteria.
	Accessories for Interiors	2	Accessories for Interiors explores the critical role that accessories play in completing and enhancing interior spaces. The course examines how accessories such as furniture accents, lighting, art, textiles, and decorative elements contribute to space identity, functionality, and aesthetic balance. Students will analyze various interior spaces to determine the appropriate accessories and create their own pieces that add visual interest and practical value.
Level seven	Interior Design Studio V	5	Interior Design Studio V is a specialized studio course that focuses on the design of complex hospitality spaces, such as hotels, resorts, restaurants, and lounges. The course emphasizes the unique design requirements of hospitality environments, including guest comfort, operational efficiency, and aesthetic appeal. Students will develop design concepts and programming solutions that meet the functional and regulatory needs of hospitality spaces, while also considering the psychological and experiential factors of the space. The course includes the creation of schematic designs, architectural drawing documentation, and the application of relevant standards, codes, and material selection. Emphasis is placed on professional practice and the effective management of design projects
	Design Communication Models	3	The course focuses on the creation and use of physical and digital models to communicate interior design concepts effectively. The course introduces students to various media, materials, techniques, and practices used in model making, emphasizing their application in the interior design process. Students will explore how different types of models such as conceptual, scale, and prototype models can be used to develop design solutions.

	Graduation Project Thesis	3	This course provides students with the opportunity to conduct independent research in a formal thesis. The course guides students through the process of identifying a research topic, conducting thorough data collection, analyzing precedent studies, and generating a comprehensive design program. Students will explore various methodologies, and the presentation of findings. Throughout the process, students will apply both verbal and written communication skills to draft a formal thesis document, adhering to ethical research standards and academic integrity.
	Co-op Training	3	The Co-op Training course provides students with hands-on industry experience, bridging academic learning with real-world practice.
Level eight	Interior Design Studio VI: Graduation Project		Interior Design Studio VI: Graduation Project is a culminating studio course where students apply the knowledge and skills, they have developed throughout their academic journey to create an independent, comprehensive design project. Building on the research and findings from the Graduation Project Thesis, students will translate their design concepts into fully realized projects. Students will produce high-quality design documentation, and renderings that convey their design intent. The course also fosters the development of professional project management skills, including planning, presenting, and executing a final design project that meets industry standards.
	Professional Practice and Portfolio	3	This course is designed to prepare students for the transition from academia to the professional field of interior design. The course focuses on developing essential business, communication, and managerial skills needed for a successful career in the design industry. Students will learn to create a professional portfolio that effectively presents their work in alignment with current market trends and industry expectations. The course also covers key aspects of professional practice, including client relations, project management, and business operations. Additionally, students will gain the skills necessary to prepare a business plan, equipping them to navigate the business side of interior design as future entrepreneurs.

COOP TRAINING



COOP Training Program Overview

The COOP training is a mandatory 6-credit hour course for all JIC programs. It aims to provide students with professional experience aligned with their academic specialization. Students represent themselves and the college professionally and must complete at least one semester at JIC (for transfer students) before starting COOP.

Key Rules:

- COOP training must be the only course taken in the semester unless the department head grants an exception.
- Students are responsible for securing a suitable company or seeking help from the COOP Unit.
- All forms must be filled out and submitted correctly by students and company coaches.
- Each student is assigned an Academic Supervisor for training oversight.

Academic Advisor Role:

- Ensure student eligibility and approve training placements.
- Coordinate with the COOP Unit for letters and documentation

Academic Supervisor Responsibilities:

- Distribute COOP manual and logbook.
- Verify job description aligns with course outcomes.
- Monitor student progress, performance, and attendance.
- Conduct follow-up meetings and collect weekly reports.
- Form a jury (min. 2 instructors) to evaluate final presentations.
- Grade final reports per COOP manual rubrics and maintain documentation.

COOP Unit Responsibilities:

- Guide students in finding companies.
- Issue COOP request letters and register students.
- Facilitate company agreements and official training approvals.

Student Responsibilities:

- Submit initial information form and weekly reports.
- Submit final evaluation and presentation.
- Ensure all forms are approved and submitted properly.

Company Coach Responsibilities:

- Provide a training job description for academic approval.
- Submit weekly attendance and performance reports.
- Complete final evaluations and provide feedback.
- Review, sign, and submit student reports to the academic supervisor.

- **“Design creates culture. Culture shapes values. Values determine the future.”**
- **Robert L. Peters**

CHAPTER 6: STUDENT ASSESSMENT

JIC Examination Policy

To ensure fair and efficient exam procedures, students must comply with the following rules:

General Conduct

- No books, notes, mobile phones, or smartwatches are allowed in the exam hall.
- Personal items must be placed as directed by the invigilator.
- Students must check in 5 minutes before the exam and sit in their assigned seats.
- No talking or exchanging items during the exam.
- Entry is not allowed after 30 minutes from exam start time.
- Student ID is required for entry.
- Students must sign the attendance sheet before starting the exam.
- Only non-programmable calculators are allowed.
- Phones must remain off; violations lead to disciplinary action.
- Movement or requests must be approved by the invigilator.
- The invigilator may change a student's seat at any time.
- DN (Deprived) students are not allowed to take the exam.
- Students may leave only after half the exam duration and after full attendance is taken.

Answer Sheet Guidelines

For MCQs:

- Use an ink pen to fill bubbles completely.
- Cancel unwanted answers fully.
- Only one bubble per question is allowed.
- Descriptive answers must be written on the exam paper directly.

Cheating Policy

- Any form of cheating (verbal, copying, using devices, hidden notes, etc.) must be reported by the invigilator. Cheating may lead to exam cancellation and course repetition.

Complaints & Excuses

- Complaints must be submitted via the Exam Complaint Form to the academic follow-up committee. A response is provided within two weeks.
- Absences require submitting an excuse to the follow-up committee for approval.
- Medical excuses must be submitted on the same day as the exam.
- IC (Incomplete) exams must be taken within the first two weeks of the next semester.
- If the IC exam is missed, the grade becomes F (Fail).

Grades & Results

- Final grades appear on E-Gate after course evaluation is submitted.
- COOP training cannot start unless 75% courses are passed.
- All failed grades remain on the official transcript.

“Design is the intermediary between information and understanding.”
- Hans Hofmann



Procedure	Responsible Person
Student Cheating: <ul style="list-style-type: none"> If a student is caught looking at another student's paper, cheating verbally or cheating by using material, the exam paper will be marked by the invigilator for further investigation. The invigilator will fill out an Exam Cheating Form and sign it. Exam Cheating Form will be submitted to academic affairs department for a decision in exam committee. 	Exam Invigilator
<ul style="list-style-type: none"> Academic affairs department will discuss the misconduct with invigilator and course instructor. Final decision will be varied as per the case, and it may lead to exam cancellation for the student depending on circumstances. The final decision will be taken by the exam committee. The decision shall be sent to the student and department Head concerned. 	Academic Affairs
Student complaint: <ul style="list-style-type: none"> Students can fill in the Students Complaint Form, available with the academic follow-up committee coordinator. 	Students
<ul style="list-style-type: none"> The student will seek a written response from the academic follow up committee coordinator through email. 	Academic following up committee coordinator
Student absence (incomplete (IC) application <ul style="list-style-type: none"> Fill out the IC form and ease the excuses signed by faculty member of the course and department head 	Students
<ul style="list-style-type: none"> Review student's IC form and give the final decision within two weeks as maximum Inform the student through student's academic email 	Academic following up committee coordinator

The essence of interior design will always be about people and how they live. It is about the realities of what makes for an attractive, meaningful environment, not about fashion or what's in or what's out. This is not an easy job."

– Albert Hadley

General Rules of Final Examinations - (Students)

All students must follow the following instructions:

1. Students are strictly prohibited from bringing books, notes, or any unauthorized materials into the examination room.
2. All non-exam-related items must be placed in the designated area as instructed by the invigilator.
3. Students must arrive at the exam room at least five minutes before the start time and must sit in their assigned seats. Talking is not allowed inside the exam room at any time.
4. Students arriving more than 30 minutes after the exam starts will not be allowed to take the exam.
5. Students must present their college ID upon request by the invigilator.
6. Only non-programmable electronic calculators are permitted.
7. All students must sign the attendance sheet provided by the invigilator before beginning the exam in the performance of the examination, nor may he/she offer or attempt to help any student.
8. Students must not seek or offer help to or from other students during the exam, whether directly or indirectly.
9. Any student found cheating, attempting to cheat, or helping others to cheat will have a report submitted by the invigilator to the JIC Exam Committee for disciplinary action.
10. Mobile phones and smartwatches are strictly prohibited in the exam room. Phones must be switched off. Any violation will result in disciplinary action.
11. During the Exam: Students must obtain permission from the invigilator for any movement, requests, or needs during the exam. No object exchanges or seat leaving are allowed without approval.
12. Seat Changes: The invigilator has the right to reassign a student's seat at any time during the exam. The student must comply respectfully.

Assessment of Student Learning Outcomes

JIC has a standard Grade Distribution system in which students can find out the Grading System and the grading percentage weight of quizzes, assignments and exams of each course distributed as (40% Final Exam, 20% Midterm Exam and 40% Annual Works). The assessment methods are as the following:

Quizzes: All courses have not less than two quizzes per semester. The dates of the quizzes are stated clearly in the Course Syllabi which is uploaded on the Moodle for the students prior to the beginning of the semester. The methodology of the quizzes may differ from MCQs (Multiple Choice Questions) according to the instructor. Quizzes are conducted for 30 minutes and are incorporated into a lecture

period. The quiz results are announced to the students in a timely manner. Students have the right to approach the faculty, academic advisor, or program head with any concerns regarding the quizzes. The Academic Advisor provides feedback to the students regarding the quiz results.

Assignments: Assignments are given throughout the semester in various forms like written assignments, group projects, research, or oral presentations. Avoiding plagiarism and ensuring the assignment is the student's own work and proper documentation of others' work. The guidelines are set by the faculty and a time allocation for completion is given. Late assignments without a valid excuse may result in the reduction of points based on the assignment

acknowledgment letter signed by student. The objective assessment of assignments (including rubrics) is completed promptly with feedback given to students.

Midterm and Final Examinations: Midterm exams are given on week eight of the semester. Final examinations are given at the end of each course. They may be theoretical, practical, Coop or summer training exams.

Grades:

GPA	Grade	Performance Level	Percentage
5.0	+A	Exceptional	95-100
4.75	A	Excellent	90-94
4.5	B+	Superior	85-89
4.0	B	Very Good	80-84
3.5	C+	Above Average	75-79
3.0	C	Good	70-74
2.5	D+	High-Pass	65-69
2.0	D	Pass	60-64
1.0	F	Fail	0-59
1.0	DN	Denial	-
-	NP	No Grade-Pass	60 and higher
-	NF	No Grade-Fail	59 and lower
-	IP	In-Progress	-
-	IC	Incomplete	-
-	W	Withdrawal	-
-	TR	Transferred Credit	-

Chapter 7: Student Rights, Responsibilities, Grievance and Appeal

Student Rights and Duties Regulation

The student is considered one of the most important pillars in building the future and thus laying the foundations for intellectual, scientific, cultural, and economic renaissance and sustainable development. Proceeding from achieving the highest levels of transparency and clarity within Jeddah International College, a list of university student rights and duties has been drawn up as a translation of our rational government policy and a desire from the college to ensure the student's rights and awareness of his duties on the college campus and to show him the best Islamic and university behaviors, and work to develop his sense of belonging to his community and country.

We hope that Jeddah International College will be a beacon in instilling the spirit of love, mutual respect and justice among its students and employees, in addition to being an educational edifice and a stronghold of science.

Community services

JIC is committed to improve the health status and the life style of the people in KSA, so students and faculty are encouraged to take part in the events and activities planned by the college to provide community services internally by inviting people from different sectors to attend workshops and scientific events in the college and externally by participate in external events and visit different sectors to provide scientific information and improve health awareness of the community.

Student ID

1. The students must have an ID from the admission and Registration Department.
2. The student must have a JIC email from the IT department.
3. College email for students is the official way of communicating with students.
4. The students must bring their ID during the exams.

Disabled Students

For JIC to provide for students with disabilities or special learning needs with reasonable classroom accommodations, it is required that an official request for services be submitted to Academic Affairs and Student Affairs so that accommodations may be made.

Student Research

Students at JIC are encouraged to participate in research projects under teaching staff supervision. Research guidance is provided to students through the academic affairs department, and the research proposal is submitted to faculty for review and to get program head approval. JIC provides most practical tools and educational books and journey to facilitate student's research. All teaching staff are working to develop critical thinking, analytical skills, teamwork, leadership, and communication skills for students.

Students' Academic Rights

Jeddah International College (JIC) affirms that all students are entitled to the following academic rights to ensure a fair, supportive, and high-quality learning environment:

- **Access to the Student Guide:** Students have the right to receive a comprehensive guide detailing college systems, facilities, academic regulations, rights, and responsibilities—accessible through the college website, the Student Affairs Office, or the Admission and Registration Department.
- **Orientation for New Students:** An orientation program is organized at the beginning of each academic year to familiarize new students with the college's academic systems and policies.
- **Course Overview at the Start of Term:** During the first lecture, instructors must explain the course description, objectives, intended learning outcomes, assessment methods (theoretical/practical), and grading criteria.
- **Clear Study Plan:** Students must follow an officially approved study plan that outlines credit hours, levels, course requirements, and graduation criteria. A copy (paper or electronic) of this plan must be provided by the relevant academic department upon admission.
- **Course Registration Rights:** Students have the right to review study schedules and register for courses through the approved system, in line with registration rules and procedures.
- **Participation in Course Evaluation:** Students are entitled to evaluate their courses and instructors through the official electronic portal. Feedback is used to enhance the quality of teaching and learning.
- **Conducive Learning Environment:** The college must provide a supportive academic setting and adequate educational resources to facilitate information acquisition and skill development.
- **Communication with Faculty:** Students may freely discuss academic matters with faculty members during lectures or scheduled office hours without fear of reprisal.
- **Right to Attend Exams:** Students are entitled to take all scheduled exams for their courses unless prohibited by official regulations (e.g., due to deprivation or academic misconduct).

Respect and Fair Treatment: All college faculty, staff, and employees are required to treat students with respect and uphold their academic and moral rights.

Notification of Deprivation (DN): The college must announce the names of deprived (DN) students at least two weeks before exams. Students have five working days to file an appeal from the date of announcement.

Commitment to Academic Schedules: Faculty must adhere to scheduled lecture and exam times. Any cancellation or rescheduling must be clearly announced, and make-up sessions must be arranged in coordination with the students and the department.

Flexible Course Selection: Students may register for courses at times that suit their study plans, with guidance from the Academic Advising Unit.

Right to Administrative and Academic Services: Students are entitled to receive all administrative and academic services in accordance with college policies.

Fair Exam Content and Grading: Exams must align with the course's educational objectives and covered content. Grading should be balanced and structured to fairly assess student performance.

Request to Review Exam Papers: Students may submit a formal request to review their answer sheets for theoretical or practical exams within two weeks of the final grade announcement, as per examination regulations.

Transparency of Assessment Results: Students must be informed of their grades in quizzes, assignments, and midterms once results are finalized. Full semester grades must be communicated before the final exam.

Course Add/Drop and Semester Postponement: Students may add or drop courses or postpone their semester in accordance with college regulations and registration policies.

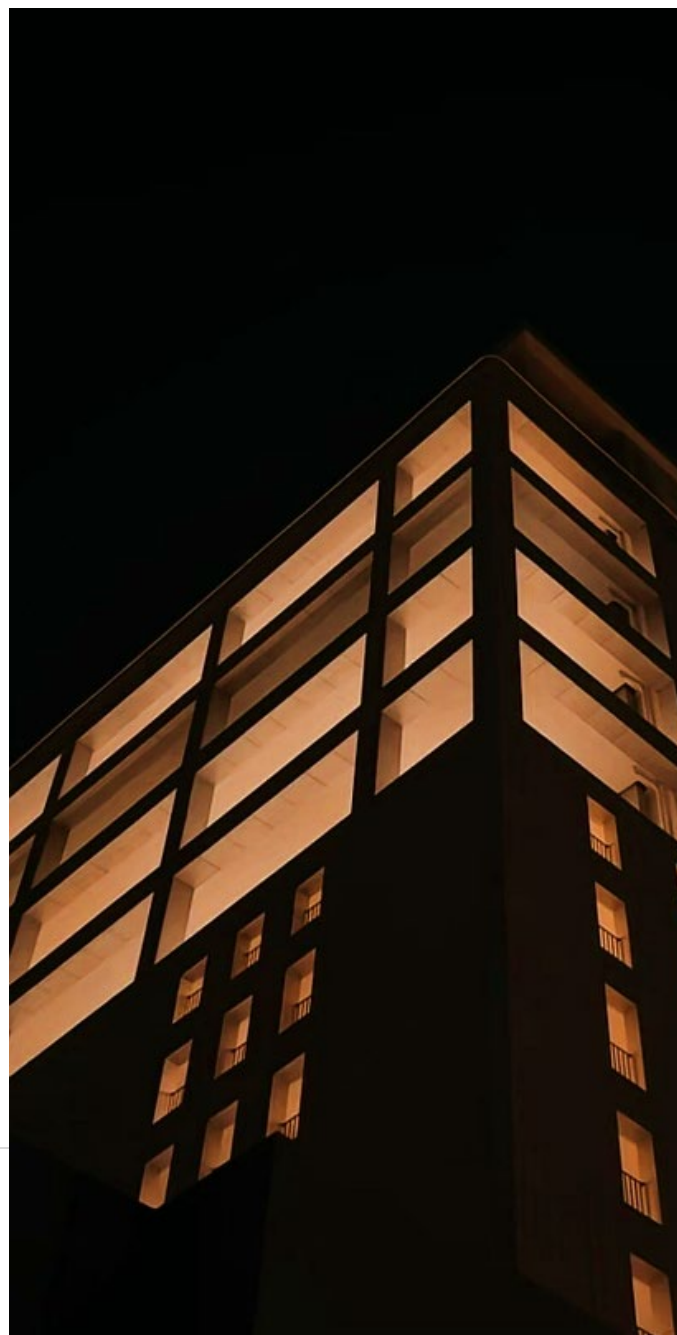
Academic Department Transfer: Students may request to transfer from one academic department to another based on the college's internal procedures and regulations.

Students' Non-Academic Rights

1. Students are entitled to a secure environment that preserves their dignity and respects their personality. They must be treated with fairness and without exposure to threats, insults, discrimination, or any form of abuse.
2. Students have the right to receive a university ID card and to utilize college services and facilities in accordance with established rules and regulations.
3. Students may participate in college-organized events and activities in line with the governing rules and procedures of the institution.
4. Students are entitled to receive financial incentives and rewards as prescribed by applicable laws and college policies.
5. Students have the right to apply for training courses, internal and external programs, field trips, cultural and community engagement activities, and voluntary service opportunities, subject to eligibility and available slots.
6. Students may submit grievances or complaints related to interactions with faculty, departments, or college units. Submissions must follow official procedures, and students must be informed of the outcome and decisions of the concerned authority.
7. In disciplinary matters as outlined in Clause Five of the student code, students have the right to present their defense before any college authority. If the student fails to attend the scheduled interview or hearing without a valid excuse, a decision may be issued in absentia.
8. Students may appeal disciplinary actions taken against them, following the procedures and provisions specified
9. The college is responsible for preserving the confidentiality of each student's academic records and personal information. These records shall only be disclosed to the student, their legal guardian, or a government authority legally authorized to access such information. No contents of the student's file may be published or disclosed

without consent, except in cases where disclosure is mandated due to disciplinary action.

10. Students with special needs shall be provided with the necessary accommodations to ensure accessible, smooth mobility within all college facilities. They are also entitled to receive appropriate academic and support services in accordance with the college's rules and relevant regulations.



Students' Academic Duties

1. Students must show respect to faculty members, administrative staff, and all employees of the college across all departments and units.
2. Students are required to attend classes regularly, adhere to class schedules, and fulfill all academic requirements as specified in the course syllabus and institutional policies.
3. Students must comply with all examination regulations, including attendance, conduct, and submission guidelines.
4. Students must respect the privacy and personal space of others within the college environment.
5. Students are expected to uphold academic integrity in all academic work, including research, projects, and assignments. This includes proper citation practices, avoidance of plagiarism, and adherence to international standards of intellectual property rights.
6. Students must follow the instructions issued by authorized personnel in classrooms, examination halls, laboratories, and all other college facilities.
7. Students are responsible for staying informed about their academic status, including course announcements, grades, and decisions, through the college's electronic systems (e.g., Moodle or student portal).
8. Students should consult with their assigned academic advisor whenever they face academic difficulties or require guidance. Advisors are listed in the student portal.
9. Students are fully responsible for the accuracy of their personal and academic data recorded in the college's electronic system and must promptly report or correct any changes through the Admissions and Registration Department.

Students' Non-Academic Duties

1. The student's commitment to the college's regulations, bylaws, instructions, and decisions issued by it.
2. The student's obligation to maintain and make effective use of the college's property and not to damage it, tamper with it, or disrupt it from work.
3. The student's commitment to public morals within the college campus.
4. Refrain from smoking in the college facilities and adhere to the places designated for this.
5. The student's obligation to hold the university card while on the college campus.
6. The student's commitment to the appropriate attire, which is approved by the college in its bylaws and regulations.
7. The student's obligation to respond to any summons by the disciplinary committee or other college committees to hear his statements on any subject the committee deems appropriate.
8. The student's compliance with the penalty imposed on him when violating the college's rules and regulations.

"The most certain way to succeed is always to try just one more time." — Thomas Edison

Student Responsibilities Attendance

Student responsibilities during classes:

1. Students must attend all lectures, practical/laboratory sessions, and clinical practice. Attendance will be monitored according to a strict JIC Attendance Policy.
 2. Students are required to attend regularly and punctually the on-site classes, tutorials, and assessments for which they have registered and to which they have been assigned, and they shall conform to the directions of the staff member responsible.
 3. Students should attend class on time. If a student is ten minutes late or more, the student is to be counted as "Late." Two times late equals one "absent."
 4. If a student's absenteeism rate exceeds 10% of the total number of lectures, she will be given the FIRST written warning.
 5. If a student's absenteeism rate exceeds 20% of the total number of lectures, she will be given the SECOND written warning.
 6. Copies of First and Second warnings will be kept in Student Affairs Department files.
 7. If a student exceeds 25% of absence, whether with or without an excuse, she will be given a DENIED grade and deprived of the final exam.
 8. Not more than two weeks of a continuous absence or a total of three weeks of separate absences will be accepted under extreme emergencies with the approval of the Excuse Review Committee.
 9. Excuses for absences other than extreme emergencies will not be accepted.
 10. Instructors need to be diligent in maintaining accurate and up to date attendance records.
 11. Students must follow their attendance status on E-gate regularly.
1. Bringing to class all necessary materials (book, notebook, pen, pencil, calculator, etc.).
 2. Participating in class discussion, group discussions, class demonstrations etc....
 3. Reading the assigned material prior to class.
 4. Reviewing her course contents and being prepared to discuss the topics.
 5. Asking for clarification if anything is unclear to her during the lecture.
 6. Seeking out an instructor during office hours for assistance.
 7. Evaluating her course through Course Evaluation Survey.

Student responsibilities for each assignment & project:

1. Completing all assignments and projects according to the guidelines set by the instructor.
2. Finish all assignments and projects within the time allocated by the instructor.
3. Doing fair share with other students of any group project.
4. Failure to do so may result in a reduced grade or zero.
5. In case of illness or an emergency, the instructor must be presented with valid proof to accept a late assignment.

Policies and procedures of equivalency courses for students from another university:

Policies

The following categories are eligible to apply for credits transfer:

1. Applicants to Jeddah International College (JIC) who have previously studied at other colleges or universities inside or outside the Kingdom of Saudi Arabia.
2. Applicants to JIC who have obtained academic diplomas from institutes affiliated with colleges or universities.
3. Applicants to JIC who have obtained diplomas from institutes affiliated with the Technical and Vocational Training Corporation (TVTC) and passed the Comprehensive Test.
4. JIC students who visit other colleges or universities during their years of study.

The College Council has the right to allow the following JIC former students to transfer credits from their previous records upon re-admission on a case-by-case basis:

1. Students whose record has been deactivated.
2. Students who have been academically dismissed.

Applicants for credits transfer must submit the following requirements to the Admission and Registration Department:

- An official transcript.
- An official specification or syllabus of the courses taken.
- An attested diploma certificate (if applicable).

JIC students who wish to visit other colleges or universities during their years of study must complete the Course Equivalency Form before applying to other colleges or universities. Credits transfer is accepted if the following conditions are met:

1. Applicants must be transferred from colleges or universities recognized by the Ministry of Education or licensed by the competent authority in the country of study.
2. Applicants must not have been dismissed from the previous college or university for

3. disciplinary reasons. The College can cancel the application if the applicant has been identified as receiving a disciplinary dismissal.

Credits are transferred according to the following rules:

1. The credit hours of the course taken must be at least equal to the credit hours of the JIC course.
2. The course content must match at least 70% of the JIC course content. Two or more courses can be used to transfer credits to a JIC course if their total content matches the content of the JIC course by 70%.
3. The course taken must have been taught in the same language at JIC according to the scientific departments.
4. The minimum grade earned in the course must be "Good" (C), equivalent to 70%.
5. The course taken is used for credits transfer purposes only once.
6. The total credits that have been transferred should not exceed 50% of the study plan.
7. Credits are transferred for applicants who have obtained diplomas from institutes affiliated with the TVTC and passed the Comprehensive Exam. For those who have not passed the TVTC Comprehensive Exam, only the credits of the Arabic and Islamic courses are transferred.
8. The courses to which the credit hours have been transferred are recorded in the transcript with the grade of "Transferred Credits" (TR), which is not included in the calculation of the Grade Point Average.
9. The Admission and Registration Department needs 10 working days to process any credit transfer.

Credit Transfer Procedures (Incoming Transfer Students)

1. Submission of Required Documents

The student must submit the official transcript, detailed course specifications or syllabi, and the attested diploma certificate (if applicable) to the Admission and Registration Department.

2. Document Verification

The Admission and Registration Department verifies the authenticity of the documents and the accreditation status of the institution from which the student is transferring.

3. Referral to Department

The verified documents are forwarded to the Head of the relevant Scientific Department for academic evaluation.

4. Academic Evaluation

The Scientific Department reviews and compares the content of the submitted courses with the college's curriculum.

5. Completion of Course Equivalency Form

Upon evaluation, the department completes the Course Equivalency Form and forwards it, along with supporting documents, to the Head of the Academic Affairs Department.

6. Academic Affairs Review

The Academic Affairs Department reviews and endorses the Course Equivalency Form, then submits it to the Dean's Office.

7. Dean's Approval

The Dean reviews and approves the Course Equivalency Form.

8. Final Processing

The approved form is sent back to the Admission and Registration Department.

9. Student Notification

The student is officially informed of the credit transfer decision.

10. System Update

The credits are recorded in the student information system accordingly.

REQUIRED DOCUMENTS:

- **A copy of the transcript (original) ratified by the university**
- **A copy of the course specification or syllabus ratified by the university**
- **JIC Equivalency Courses form (Equivalency Courses Form)**

Grievance committee

Duties of Grievance committee

1. Striving to establish the principle of justice and equality; Because it is the mainstay in building the ideal community within the college.
2. Seeking to create a harmonious college community in which the spirit of cooperation prevails exchanged between its members
3. Ensuring the support of the student's rights based on organization with the general regulations applied in the college.
4. Educate students about their rights, and to indicate ways to obtain them through the regular channels within the college within the framework of the applicable rules and regulations
5. Receiving student complaints and grievances directly from all academic departments in the college.
6. Taking care of student complaints and grievances, investigating, and deciding on them, and working to establish the right.
7. Studying the complaints and grievances referred to by the various academic departments and others in the college and deciding on them within the legal period.
8. Resolve academic or related differences concerning academic fairness which may arise between a student and a faculty member within a particular course during a single semester/term.
9. Providing the highest standard of organizational and regulatory compliance management and support for:
 - Complaint Procedure for Students
 - Student Disciplinary Procedures
 - Student Excused Absents
 - Requests for DN: Denial
 - Requests for IC: Incomplete
 - Academic Appeals
10. Take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
11. Draft and review relevant policies and guidelines
12. Work proactively with academic and professional staff in the development of innovative, evidence-based improvements to case management procedures

Provide students with sufficient and timely information, in writing, on the standards they are expected to meet and the procedures used to evaluate their achievements in their academic program, including (if relevant) an attendance policy, and related matter.

Grievance Rules

1. All grievance submissions are confidential.
2. Students may submit grade-related grievances to the Dean or their delegate; the request proceeds through the department to the relevant committee for review and final approval.
3. Grievances must be submitted within 15 days of the incident; late submissions are not accepted.
4. A copy of the academic record must be attached to the request.

Grievances are accepted when:

5. Valid academic concerns are justified.
6. Over 51% of course students file similar complaints, following proper procedures.
7. Invalid or repeated unsubstantiated grievances may be rejected with justification.
8. Applicants are informed of decisions by the committee.
9. All cases are reviewed according to the JIC study and assessment regulations.
10. If accepted, the department of the course instructor is notified to re-evaluate the grades.
11. Instructors must respond within 5 working days of receiving a grievance.

12. The department council may assign three faculty members to reassess grades in cases of:

- Conflict of interest.
- Delayed or unjustified non-response by the course instructor.
- Inability to reach the instructor.

13. Students may submit complaints regarding academic or non-academic rights violations.
14. Malicious complaints are subject to disciplinary action.
15. Students must be notified of grievance outcomes within 15 working days of the final decision.
16. Students may appeal committee decisions to the Dean within 15 working days of notification.
17. Appeals submitted after the deadline will not be considered.
18. Submitting an appeal suspends the committee decision until a final ruling is made.
19. Official holidays are excluded from all stated timeframes.
20. Individuals subject to complaints cannot participate in committee discussions or decisions related to the grievance.

Grievance Procedures

1. Students may submit grievances to the relevant authority (e.g., College Dean, Academic Department Head, or designated committee).
2. If the grievance involves the head of the receiving authority, the request must be directed to that individual's immediate supervisor.
3. Grievances must be submitted via email to ea@jiccollege.edu.sa, with all supporting evidence attached.
4. Each grievance is registered and documented with the submission date and the notification deadline for the decision.
5. The receiving authority forwards the grievance to the appropriate body for investigation and resolution.
6. Students may request a review of exam grades within two weeks of result announcements and are responsible for any related financial fees.
 - Appeals must be submitted within 15 days of final exam completion.
 - Appeals are to be submitted to the Grievances Committee, Academic Affairs using the designated form.
 - Responses are issued via email within one week of submission.
7. Official grievance forms must be used for all academic or administrative grievance cases.

**“LEARNING NEVER
EXHAUSTS THE
MIND.”**

Leonardo da Vinci

8. Students are notified of the outcome in writing via their university email or the phone number registered with the College.

Absence from Lectures

1. In case of excused absence, the student must provide a valid excuse to prove within 10 days of the absence; any excuse after the period is not acceptable
2. After the committee accepts the excuse, the absence will be counted for in the system.
3. All excused should be submitted via email: ea@jiccollege.edu.sa
4. Medical excuses
5. All medical reports provided will be reviewed by the Exceptions Committee. The following is required:
6. Submit the original medical report ONLY
7. Medical reports submitted must be approved and stamped by the hospital
8. The medical report submitted must cover the absence period
9. Old and repeated medical reports are not acceptable.

NOTE:

- The excuse period is calculated from the number of classes in which the student can postpone, which are two or three consecutive semesters.
- The period in which the student is allowed to submit their excuse electronically or through the committee is the period specified in the academic calendar for each semester.
- If the student wishes to excuse the study after the end of the period specified in the academic calendar, they must bring an excuse accepted by the Appealing Committee.
- The student has the right to withdraw a maximum of one or two courses during the semester
- In case underload (below 12 hours) the student must bring an excuse accepted by the appealing committee. After withdrawing the course, the student cannot retract the request to enter for the final exam

Denial (DN)

Denial Lifting Measures:

1. A student may apply for DN removal (due to exceeding 25% absence) by submitting a

Withdrawal (W)

1. The student's withdrawal from a course during a semester should be within the first eight weeks of the semester.
2. Withdrawal Phases:
3. First Phase (75% refund)
4. Second Phase (50% refund)
5. First withdrawal period (refund of 25% of fee)
6. Second withdrawal period (no import for amount)

Incomplete (IC) Procedures

An IC grade is assigned when a student misses the final exam or key course requirements due to valid reasons. The following process applies:

1. Submit the IC form signed by the instructor and department head.

formal request to the Appeals Committee, provided the following conditions are met:

2. The absence rate does not exceed 50%.
 3. DN form must be completed and signed by the course instructor and department head.
 4. Valid excuses (e.g., medical reports) must be provided within one week of the absence.
 5. The DN lifting request is allowed once per course only.
 6. Requests must be submitted no later than two weeks before final exams.
 7. The student's academic record and performance are considered during review.
 8. All documents must be submitted via email: ea@jiccollege.edu.sa.
2. Medical or official excuses must correspond to the final exam period.
 3. Requests must be submitted via email: ea@jiccollege.edu.sa.
 4. Students will receive a response via their academic email within one week.
 5. The IC exam must be taken within the first two weeks of the following semester.
 6. Failure to attend the IC exam results in an automatic F grade.
 7. For COOP/project-based courses, final deliverables must be submitted within 3 weeks of the end of the course period. Failure to submit will result in a Fail.
 8. After IC exams, instructors must submit the corrected exam along with the Insert Grade Form to Academic Affairs for grade updates in the e-gate.



- Crimes involving moral turpitude, or those resulting in criminal conviction.

B. Behavioral and Academic Misconduct

- Defamation or damage to the college's reputation, verbally or otherwise.

- Disruption during lectures, incitement to non-attendance, or excessive absences.
- Disturbing educational settings or obstructing faculty duties.
- Violations during examinations (e.g., cheating, impersonation, unauthorized materials).
- Plagiarism or academic dishonesty in reports, projects, or research.
- Forgery or submission of falsified documents related to academic or administrative matters.
- Impersonating others or misrepresenting oneself as a college representative.
- Failing to cooperate or showing misconduct during disciplinary investigations.

C. Institutional and Facility Misuse

- Vandalism, misuse, or unauthorized movement of college property.
- Creating disorder or disrupting college activities (e.g., lectures, exams, events).
- Unauthorized assemblies, distributions, or fundraising without college approval.
- Unauthorized access to or disclosure of confidential college information.



Sanctions for Violations

Disciplinary actions are imposed based on the severity, frequency, and context of the violation. Multiple sanctions may apply if the offense is repeated or involves multiple breaches. Sanctions include:

A. Warnings and Restrictions

- **Oral Warning** – Documented in the student's file.
- **Written Warning** – Delivered electronically or in writing, with a

Dismissal

- **Final Expulsion** – Permanent dismissal from the college. The decision may be reported to other academic institutions, rendering the student ineligible to study or sit for exams at other universities in Saudi Arabia.

F. Combined Sanctions

- **Multiple Violations** – The committee may combine penalties where necessary, ensuring proportionality based on the violation's nature, circumstances, and history.

pledge from the student not to repeat the violation.

- **Denial of Privileges** – Temporary or permanent loss of student benefits or services.

B. Disciplinary Measures

- **Confiscation of Devices** – Any equipment used in the violation may be permanently withheld by the college.
- **Mandatory Service or Courses** – Up to one month of community service or compulsory training.
- **Exam Ban** – Prohibition from sitting exams in one or more courses for a semester.
- **Activity Suspension** – Temporary ban (up to two semesters) from participating in student activities.
- **Suspension of Financial Rewards** – For a period determined by the committee.
- **Academic Suspension** – Up to two semesters of enrollment suspension.

C. Financial and Administrative Penalties

- **Financial Liability** – Fines equivalent to the value of damaged property, including repair costs. Clearance will not be granted until payment is settled.
- **Graduation Certificate Denial** – If fraud is discovered in the certification process.
- **Graduation Delay** – Postponement of graduation by one semester.

D. Academic Integrity Violations

- **Exam Cheating** – Student fails the course upon first offense; upon repetition, fails all courses for the semester.
- **Plagiarism or Forgery** – Failure in the course; repeat offenses lead to failure in all semester courses.



Student Advisory Council – Goals

The Student Advisory Council aims to strengthen student engagement and institutional development by achieving the following goals:

1. Achieving effective direct communication between students and the college's various departments to provide a stimulating learning environment.
2. Giving students the opportunity to assume the responsibilities of planning, implementing, and evaluating all student activities and services under the supervision of the College's Activities Department, and within the framework of the general plan of the Student Affairs Department.
3. Gaining experiences and skills that help students to form a balanced and integrated personality.
4. Organizing activities and events and the participation of students in them inside and outside the college.
5. Develop students' leadership and decision-making skills.
6. Develop a spirit of cooperation, affection and friendship among college students based on the tolerant Islamic faith.
7. Benefiting from youth energies and building a promising generation for the country.
8. Educating students about their rights and duties in accordance with the college's bylaws and regulations, maintaining order, and contributing to the development of student services within the college.
9. Defending the students' statutory rights in accordance with the college's bylaws and regulations.
10. Knowing the students' opinions about the activities and services held in the college and transferring them to the officials, identifying and solving their academic and social problems, and supporting them in achieving their ambitions.
11. Preparing reports and results of council meetings and submitting them to the college's dean regularly.



PLAGIARISM

Plagiarism is a form of cheating forbidden in JIC. All academic work must be the student's own and will be assessed by the academic staff upon submission.

Students may be asked to discuss the sources of their work and ideas and must be prepared to give an oral and written defense if suspected of plagiarism.

Students who have misrepresented the work of others as their own will receive a **zero** on the assignment and may be subject to further disciplinary action.

Students should understand research assignments are opportunities for genuine and rigorous inquiry and learning.

Academic integrity for plagiarism policies and procedure

Following is the policy to avoid plagiarism from published sources such as books, reports, or journal articles.

3. Plagiarism is the use of part(s) of another person's work, whether verbatim or paraphrasing the parts used, without attributing them in a scientifically sound and complete manner.
4. Plagiarism may include the following:
 - Use of another's exact words without use of quotation marks and acknowledgement of that use in a footnote.
 - Copying and pasting part/parts from multiple sources without attributing them scientifically properly by putting quotation marks or Use of another's organizational scheme without acknowledgement of that use in a footnote.

- Either close paraphrasing of the work of another without attribution or submission of a work which is a paraphrasing of another's work without attribution.
2. The punishment for the new student who commits plagiarism (Gradually):
 - 1st time, the student gets a warning recorded in his academic advisory file (and provided with complete instructions about avoiding plagiarism and rephrasing)
 - In case of plagiarism repetition:
 - a. 2nd time, the student will receive a zero in the project/assignment.
 - b. 3rd time, the student is considered to have failed the course.
 - c. 4th time, the student is considered to have failed in all courses of the semester, in accordance with the regulations of the college.

Plagiarism Penalties

4. Penalties for Plagiarism – Returning Students (Escalating)

Plagiarism is a serious academic offense. The following penalties shall apply progressively for returning students who commit plagiarism in academic projects or research:

- **First Offense:**
The student will receive a zero grade for the project or research.
- **Second Offense:**
The student will be considered to have failed the entire course in which the plagiarism occurred.
- **Third Offense:**
The student will be considered to have failed all courses for the semester



Chapter 8:

Student Support Services: Academic Advising

JIC implements the credit hour system, a globally recognized education model that emphasizes student flexibility and individualized learning paths. This system acknowledges individual differences by allowing students to select their courses, instructors, and schedules based on their personal readiness, abilities, and academic goals. Academic advising plays a crucial role in guiding students through this system, promoting self-reliance and informed decision-making throughout their academic journey.

Philosophy and Key Principles

The academic advising system at JIC is founded on the following principles:

1. **Recognition of Individuality:** Each student has unique needs, interests, and circumstances that shape their educational goals.
2. **Goal Identification:** Advising helps students define their aspirations and academic capabilities to plan an appropriate study path.
3. **Student Empowerment:** Students are encouraged to select from available academic options that align with their abilities and preferences.
4. **Overcoming Academic Challenges:** Advisors assist students in addressing issues such as academic failure, withdrawal, or inter-college transfers.
5. **Holistic Development:** The advising process supports academic, psychological, social, and behavioral development.

- **Career Readiness:** Advisors help students prepare effectively for the labor market based on their academic background and competencies.
- **Faculty Involvement:** Academic advising is an integral part of a faculty member's responsibilities, complementing teaching and research roles.

Objectives of Academic Advising

- Acclimating new students to college life through orientation programs and ongoing advising.
- Assisting students in selecting appropriate majors based on their academic potential and labor market needs.
- Supporting talented students by motivating and guiding them toward advanced opportunities.
- Monitoring academically struggling students and helping them enhance their performance.
- Supporting students with special needs in achieving academic and personal success.
- Raising awareness of academic regulations and procedures.

Academic Advising Unit – Roles and Responsibilities

- **Implementation Oversight:** Monitor the execution of the advising system across departments.
- **Awareness Campaigns:** Conduct advising workshops and seminars for faculty and students.
- **Supervision of Advisors:** Review cases referred by department advisors and ensure effective support.
- **Student Monitoring:** Identify and follow up with both high-achieving and underperforming students.
- **Registration Coordination:** Work with the Admissions and Registration Department to oversee new student enrollment.

Implementation of the Academic Advising System

At the beginning of each semester, the college receives two categories of students:

The first category is the new students, and the second category is the old students. The academic advising system varies for each of the two categories, according to the following:

New students

- In conjunction with the college, the Admission and Registration Unit organizes a particular program for new students to explain the study system, calendar, and study plans, which represents collective advising.
- Students meet with the Dean at the end of the first week to welcome and introduce students to their duties, rights, behaviors required of them, rejected behaviors, and aspects of reward and punishment.
- Students meet with their academic advisors to complete the data for the academic advising files.
- After two weeks of study, the Student Council holds an introductory ceremony for the new students, in which they meet with the college officials.

Old student

Old students meet with their academic advisors at the start of early registration (two weeks before the start of the study), according to previously specified times during the study. Each advisor studies each student's case through the forms and reports included in his/her advising file and directs him in line with his/her inclinations, abilities, and aptitudes.

Responsibilities of the Academic Advising Unit

1. Follow up on the implementation of the college's academic advising plan across all educational departments.
2. Supervise the academic advisors and handle cases referred by departmental academic advisors.

3. Enhance awareness of the academic advising system and relevant regulations by organizing advising seminars each semester with faculty and departmental advisors.
4. Guide academic advisors to identify outstanding students for encouragement and support struggling students by identifying the causes of academic issues and proposing solutions.
5. Coordinate and oversee the course registration process for new students in collaboration with the Admission and Registration Unit and the academic advisors.

Responsibilities of the Academic Advisor

The academic advisor performs various tasks before, during, and after the course registration period, summarized as follows:

1. Initial Student Meeting (Beginning of Semester):

- Build rapport between advisor and advisees to reduce anxiety, especially for new students.
- Provide an overview of the curriculum, including general, introductory, and specialization courses.
- Explain registration procedures, deadlines, course additions and withdrawals, and exam schedules.
- Emphasize the importance of regular attendance, office hour engagement, and participation in student activities.
- Assist students in preparing their course registration forms.

2. Academic Advising File for Each Student:

Each file should include:

- Student personal information
- Individual study plan.

- Academic schedule per semester.
- Semester academic results.
- Cumulative GPA and transcript at the beginning of each semester.
- Course registration, add/drop forms.
- Records of disciplinary actions, if any.
- 3. Supporting Academically Underperforming Students:
 - Notify students of poor performance and identify reasons behind it.
 - Discuss with students their views, challenges, and training needs.
 - Collect feedback and present findings to the Academic Advising Unit.
- 4. Supporting Outstanding Students:
 - Contact high-achieving students to commend their performance and motivate continued excellence.
 - Submit a list of distinguished students to the Academic Advising Unit for recognition.
- 5. Handling Students Requiring Special Attention:
 - Compile a confidential list of students needing medical, psychological, or social support.
 - Submit the list to the Academic Advising Unit for proper intervention.
- Preparing an End-of-Semester Report

Mechanisms for Supporting Different Student Categories

A. Mechanisms for Supporting Excellent Students:

- Department heads identify students with a GPA of 4.5 or above.
- The Academic Advising Chair submits names to the Dean for formal recognition.
- Organize a celebration at the start of each semester to honor excellent students.
- Invite high-achieving students to participate in development workshops offered by the Quality and Development Unit.
- Offer invitations to free or subsidized training or field trips.

B. Mechanisms for Supporting Struggling Students

Each advisor prepares a report on students who failed one or more courses, including potential causes.

The unit collaborates with the Dean to organize remedial courses or other interventions.

Academic Advising Procedures

1. Assign advisors to student groups (by level, batch, or quota).
2. Submit the student-advisor list at the beginning of the semester to the department heads.
3. Forward advisor assignments to the IT Department to post on internal academic platforms within the first two weeks of the semester.
4. Organize orientation meetings within the first two weeks to cover:
 - Advisor's role
 - Office hours and meeting times
 - Attendance and exam policies
 - Student rights and responsibilities
 - Curriculum overview and course schedules
5. Conduct one-on-one sessions with academically weak students based on quiz/exam results.
6. Refer serious academic issues to relevant faculty or departments and monitor student progress.
7. Submit a complete advising file and report on advising effectiveness, including suggestions for improvement, to the Academic Advising Unit by the end of the semester.

Students must be informed of any referral made.

Students Counseling

- Students fill Counseling Request Form.
- Student counsellors arrange an appointment for the student.
- Students shall be committed to attending sessions regularly and doing what is required.
- Instructor or Academic Advisor fills Counseling Referral Form.
- Student counsellor fills Counseling Intake

Students can seek counseling by self-referral or through referral by instructors or academic advisors.

1. Self-Referral Options

- **Drop-in:** For urgent matters or quick questions (up to 20 minutes). If further support is needed, an appointment is scheduled.
- **Scheduled Appointments:** Students may submit the *Student Counseling Request Form* via the JIC website, or contact the Counseling Office directly by phone or email. Sessions are up to 50 minutes.

2. Faculty Referrals

- Instructors and advisors should support students and refer only if psychological or behavioral issues persist after initial intervention.
- Referrals can be made by:
 - Advising students to visit the Counseling Office.
 - Completing the Referral Form and emailing it to the counselor (for psychological/behavioral concerns).

3. Confidentiality and Records

- All counseling services are confidential. No information is shared without the student's written consent (or verbal consent in minor cases agreed upon by both parties).
- Records are stored securely—soft copies are password-protected, and hard copies are locked in the counselor's office.

4. Informed Consent

- Confidentiality policies are explained during the intake session.
- Students have the right to withdraw from counseling at any time.

5. Termination of Services

Counseling may be discontinued by the counselor in the following cases:

- Goals are met
- Counseling is deemed no longer beneficial
- The student misses three sessions or cancels repeatedly without excuse
- The student withdraws from the college
Students will be notified in advance to ensure a smooth transition.

6. External Referrals

- Students may be referred outside the college if required services are unavailable at JIC.
- External referrals will only proceed with student consent and formal information release.

7. Emergency Support

- For emergencies, students should contact **997** (emergency services).

Student Career Planning and Development

- The Alumni Unit engages with labor market sectors to identify job opportunities relevant to JIC graduates' fields.
- It builds partnerships with employers and organizes an annual Career Day to connect final-year students and alumni with recruiters.
- The unit coordinates with companies and HR departments to share lists of expected graduates and unemployed alumni, inviting them to Career Day.
- A graduate database is maintained and updated annually to support MOE, NCAAA, and JIC undergraduate needs.

In collaboration with the Student Affairs Department, the Alumni Unit organizes annual workshops for final-year students.

- Internal and External applicants aiming to join ELC take a placement test to determine their level. The first placement test is to determine whether the student is level 1 or 2. If the student's level is higher than level 2, they join the major directly. Applicants who have proof of language proficiency do not have to take the placement test. Proofs of language proficiency include, for example: IELTS (5 or above in all four skills) or TOEFL IBT (35 or above).
- Students receive a certificate of completion at the end of each level. In addition to the certificate, Level 1 & 2 students receive a report from Oxford English Testing

- Alumni are followed up six months post-graduation to assess employment status and update the alumni database.

Career Planning and Development Procedure

1. Training Needs Assessment

- The Alumni Unit Supervisor prepares a needs assessment form for graduates and final-year students.
- Based on feedback, a workshop plan is drafted and submitted to the Student Affairs Manager.

2. Plan Review and Approval

- The Student Affairs Manager reviews the plan, adds recommendations, estimates the budget, and forwards it to the Dean and General Manager.
- The Dean and General Manager give final approval.

Simplicity, carried to an extreme, becomes elegance.
- John Franklin

Chapter 9: Campus Facilities and Resources

- JIC maintains a library that provides materials and services to meet the instructional, research and extension needs of the various constituents of the college. The library serves the students, faculty, researchers, administrators, and employees both in their reading activities and research ventures.
- The college library also offers its services to outside-college researchers such as teachers and students from other schools, alumni, government officials/workers and those from other colleges of the country subject to the rules and regulations of the college library. An open-shelf system is used for greater access to the collection.

Procedures for Borrow Library Material

To borrow, locate its card in the card catalogue. Fill out a call slip which can be found on the card catalogue table. Copy the author's name, short title, and call number. Locate the books in the stacks. The books are open on shelves and are arranged according to the Dewey Decimal Classification System. When the book you want is not on the shelves, inquire at the Control Desk, because the book may be out now.

Reference books are for room use only. They are arranged according to type i.e., dictionaries, encyclopedias, yearbooks, almanacs, directories, bibliographies, maps, and atlases.

Theses and Dissertations the index to the graduate and undergraduate thesis manuscripts is arranged alphabetically by the author within each subject. Theses and dissertations are strictly for room use only.

Audio-Visual Materials they are on closed shelves and are for room use only by students. However, faculty members may borrow and bring audio-visual material for use as an instructional aide.

Teaching & Learning facilities (classrooms, computer labs, software, and technical support)

JIC Building Structure

The centrally air-conditioned campus of Jeddah International College is designed and built to accommodate over 1,000 students at a time. There are designated indoor and outdoor sports spaces to support the physical and mental well-being of students and staff. There is also a large parking area for staff and students. The college is highly committed to its social responsibilities by establishing green zones that support an environmentally friendly culture.

JIC's Auditorium

The campus includes a large auditorium covering an area of 792 m², which can accommodate more than 386 people. It has a large stage and state-of-the-art audiovisual systems, along with six cameras to record events from different angles. This auditorium is specifically designed for conferences, seminars, and stage events.

Lecture Halls

There are 15 lecture halls, each designed to accommodate approximately 50 students and equipped with smart screens, computers, and advanced audiovisual systems. Each hall features fixed furniture arranged to provide maximum visibility for students.

Lecture Rooms

There are 19 lecture rooms, each designed to accommodate approximately 25 students and equipped with smart screens, whiteboards, projectors, and computers. Comfortable furniture is provided with student comfort in mind.

JIC's Lounge Rooms

The college has created six lounge rooms to provide students and staff with relaxation spaces:

Staff Lounges: One for men in Building No. 3 (42 m²), one for women in Building No. 1 (20 m²), and a shared lounge in Building No. 1 (63 m²).

Student Lounges: One for men in Building No. 1 (217 m²) and two for women, one in Building No. 3 (200 m²) and another in Building No. 2 (100 m²).

JIC's Reading Rooms, Study Areas, and Library

The college provides quiet spaces for students to read, study, and access academic resources. These include:

- A room of 184 m² in Building No. 1 that accommodates 53 students at a time, with an adjoining 71 m² room for 12 people dedicated to accessing academic references.
- Another room of 100 m² in Building No. 3 with a capacity for 17 students, designated exclusively for female students.

JIC's Clinic

To ensure the health and safety of all members, the college has a 33 m² clinic equipped to provide healthcare services and first aid.



Laboratories

The campus has a total of 28 laboratories used by all academic departments, including:

1 Physics Laboratory, 1 Chemistry Laboratory
16 Computer Laboratories, 1 English Language Laboratory, 9 Design Studios

The laboratories are centrally located for shared access by students from various departments. They are equipped with the latest technology and tools, with qualified instructors providing training as per curriculum requirements.

JIC's Praying Areas

The college provides separate prayer areas for men and women in their respective sections. A mosque for men covers an area of 120 m² in Building No. 3 and accommodates 80 people at a time, while a women's prayer room of 50 m² in Building No. 1 accommodates 33 people. Additionally, there is a shared prayer room in Building No. 2 with an area of 92 m², accommodating 61 people.

JIC's Food Courts

Building No. 1 includes a 25 m² dining area for meal preparation, serving all members of the college.

JIC's Students Gym

In recognition of the importance of physical health, the college has established two gyms. One gym for male students in Building No. 3 covers 180 m², and another for female students in Building No. 1 spans 150 m². Each gym has at least 30 pieces of exercise equipment. Additionally, there are two basketball courts, one for men in Building No. 3 (682 m²) and one for women in Building No. 1 (640 m²). A 150 m² recreational hall for leisure activities is also available in Building No. 1.

Extracurricular Activities

Student clubs

The ID program is taking a proactive approach to enriching the student experience by establishing a dedicated student club. This initiative aims to foster a sense of community, provide opportunities for professional development, and enhance the overall learning journey. The club will offer a platform for students to connect with peers, engage in thought-provoking discussions, and participate in activities that align with the ID program's curriculum. By creating this supportive environment, JIC hopes to empower students to thrive academically, professionally, and personally, contributing to a more fulfilling and enriching experience.

Student Competitions

1. The unit's services and efforts will be centered on the student-athletes and will assist them in developing their full athletic, academic, and social potential.
2. Students can be part of the college team in the desired sport by filling out the online form or contacting the Sports Activities Unit.
3. Students must represent the college in the Interinstitutional and other Federation-authorized tournaments.
4. Students must be committed to attending sessions regularly and doing what is required.
5. Students must be informed regarding JIC rules and regulations for practicing sports activities.
6. Coaches shall be attentive to their student's academic progress and display sportsmanship and respect for institutions, school officials, spectators, fans, opposing teams, and students.
7. All coaches, students, staff, and spectators must show respect and civility to readily support our student-athletes and create a safe and inclusive environment.

Health and Safety Information

Jeddah International College (JIC) maintains an on-campus health clinic located in Building 2, centrally positioned for easy access by students, staff, faculty, and visitors. The clinic is staffed by a licensed and qualified medical practitioner capable of delivering first-line emergency care, including Basic Life Support (BLS) and Cardio-Pulmonary Resuscitation (CPR).

The clinic is fully equipped with:

- **Essential medical tools:** Thermometer, Pulse-Oximeter, Vital Signs Monitor, Glucometer, and surgical instruments.
- **Patient care furniture:** Examination table, stretcher trolley, and wheelchair.
- **Emergency medications:** Stocked with lifesaving drugs for immediate response to minor injuries or health crises.

The clinic handles minor injuries (e.g., cuts) and campus emergencies. For serious conditions, the nurse is authorized to contact 911 Ambulance Services and ensure patient transfer to nearby hospitals for further treatment. The setup ensures swift medical attention and contributes to a safe and responsive campus environment.

Scholarships and Discounts

Jeddah International College (JIC) offers the following scholarships and discounts:

1. Discount on first semester fees for outstanding high school graduates.
2. Academic excellence discount for academically outstanding college students.
3. Brothers and sister's discount.
4. Early registration scholarship.
5. Promotional discount on the first semester fees only.

Discount on First Semester Fees for Outstanding High School Graduates

JIC grants outstanding high school graduates a discount ranging from 5% to 50% for a limited number and for those who do not benefit from any scholarship, or any other discounts and it applies to first semester fees as follows:

High School Certificate Percentage	Discount Rate
100%	50%
98% – 99.99%	25%
95% – 97.99%	15%
90% – 94.99%	10%
85% – 89.99%	5%

JIC offers its academically outstanding students discounts based on the Semester Grade Point Average (SGPA) for those who do not benefit from any scholarship or any other discounts, as follows:

SGPA	Discount Rate
4.9 – 5.0	25%
4.8 – 4.89	20%
4.7 – 4.79	15%

Siblings Discount

JIC grants students a sibling discount for those who do not benefit from any other scholarship or discounts, as follows

Sibling	Discount Rate
First Sibling	10%
Second Sibling	15%

Early Registration Scholarship

JIC offers a promotional discount for early registration for those who registered in the first semester of the academic year (2024-2025 only). The discount continues throughout the student's regular period at the college, for those who do not benefit from any other discount or grant, scholarships are offered in the following programs:

Program	Discount Rate
Industrial Engineering	15%
Accounting and Finance	20%
Marketing and International Business	10%
Graphic Design	20%
Digital Multimedia Design	20%
Travel and Tourism	15%

Chapter 10: Student Surveys

The following surveys are conducted to get input from the students evaluating their courses, program, and their satisfaction with the JIC facilities and services. An equally distributed five-point scale is used in the following surveys to assess the opinions of the students.

- Course Evaluation Survey (CES)
- Program Evaluation Survey (PES)
- Students Satisfaction Survey (SSS)

These surveys are anonymous, the student's identification is not recorded to eliminate the fear of revenge against negative responses. It is mandatory for every student to participate in the surveys and provide the feedback so that the responses be utilized to monitor key performance indicators and quality improvement purposes.



Chapter 11: Alumni Success Stories

Ghadeer's inspirational journey

Ghadeer Abukhashabah, a dedicated and imaginative interior design student, embarked on her academic journey with a vision that reached beyond the classroom. Her passion for meaningful design and her commitment to inclusivity led her to create a project that resonated on both emotional and conceptual levels.

During her time at Jeddah International College, Ghadeer found an environment that nurtured her creativity and pushed her to explore design through a deeper, more human-centered lens. Through collaboration, studio critiques, and immersive design challenges, she refined her skills in spatial planning, conceptual thinking, and storytelling through space. Ghadeer thrived in a learning environment that encouraged conceptual thinking, collaboration, and storytelling through design. These skills helped shape her project into a meaningful and impactful proposal, earning her an **honorable top 4 interior design projects at the Cairo Design Award 2024 / 7th Edition**.

Today, Ghadeer stands as a role model for aspiring designers. Her journey proves that with purpose, empathy, and determination, design can truly make a difference. To all JIC design students: let Ghadeer's journey inspire you. With creativity, empathy, and the support of your education, you too can make your mark in the world of design.

Remember, success in design isn't only about aesthetics, it's about solving problems, telling stories, and daring to dream beyond boundaries.



All images included in this document are the work of Architecture
Photography students

