



المنصة البيضاء للترجمة  
نصادق على صحة الترجمة دون  
أدنى مسؤولية عن محتوى الوثيقة  
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جامعة الأميرة نورة بنت عبدالرحمن  
Princess Nourah bint Abdulrahman University

## Foundation Year Unit Guide

### College of Engineering

تقدم هذه الوثيقة الدليل الاجرائي لاستخدام البانر لمنسوبي الكلية من أعضاء الهيئة التعليمية والادارية في كلية الهندسة في جامعة الأميرة نورة بنت عبد الرحمن.



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## Introduction

The Foundation Year Program is dedicated to preparing new students at the College of Engineering. The program includes thirty-five credit units divided over two semesters. During this period, the student studies the fundamentals of engineering through a set of courses designed by a select group of specialists in the field.

To facilitate the educational process in a manner that aligns with the university's vision and aspirations, the unit has developed a clear plan that includes all tasks and procedures assigned to it, serving as a reference for faculty members, administrative staff, and other concerned university personnel. Within these pages lies a summary of the unit's work and the tasks assigned to it.





## Tasks of the Foundation Year and Common Courses Unit:

### **First: Organizing the Study Schedules**

#### **1- Schedules Organizing:**

The tasks are divided into two sections:

- A.** Identifying the program's needs for Foundation Year and Common Courses, then submitting these needs to the relevant college. This includes specifying the course to be taught and the number of credit hours assigned to the course.
- B.** The unit coordinates with the colleges to obtain the names of the course instructors, in order to communicate with them regarding all matters related to the smooth operation of the unit's tasks.





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## 2- Foundation Year and Common Courses to be Scheduled:

### A. Foundation Year Courses:

#### First Level

المتطلب السابق Prerequisite	عدد الوحدات المعتمدة CR	عدد ساعات الاتصال			Code/No	الرمز/ الرقم	اسم المقرر Course Title	م
		تدريب TR	تمارين / عملي LB	نظري LT				
-	3	-	15		ENG 101-1	انج 101-1	اللغة الإنجليزية (1) English language (1)	1
-	3	-	2	2	MATH 101	رياض 101	حساب التفاضل والتكامل (1) Calculus (1)	2
-	4	-	2	3	PHYS 102	فيز 102	فيزياء عامة للهندسة (1) General Physics for Engineering (1)	3
-	4	-	2	3	CS110	عال 110	لغة برمجة (1) Programming Language (1)	4
-	2	-	-	-	-	-	*متطلب جامعة إجباري (1) University Mandatory (1)	5
-	2	-	-	-	-	-	**متطلب جامعة اختياري (1) University Elective (1)	6
18 CR					Total			





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## Second Level

المنتظب السابق Prerequisite	عدد الوحدات المعتمدة CR	عدد ساعات الاتصال			Code/No	الرمز / الرقم	اسم المقرر Course Title	م
		تدريب TR	تمارين / عملي LB	نظري LT				
انج 101-1 ENG 101-1	3	-	15		ENG 102-2	انج 2-102	اللغة الإنجليزية (2) English language (2)	1
فيز 102 PHYS102	4	-	2	3	PHYS 103	فيز 103	فيزياء عامة للهندسة (2) General Physics for Engineering (2)	2
-	4	-	2	3	CHEM 103	كيم 103	الكيمياء العامة للهندسة General Chemistry for Engineering	3
رياض 101 MATH 101	4	-	2	3	MATH 103	رياض 103	II(التفاضل والتكامل ) Calculus (II)	4
-	2	-	-	-	-	-	*منتظب جامعة اجباري (2) University Mandatory (2)	5
17 CR					Total			





**B. Common Courses for Engineering College Programs:**

Industrial and Systems Engineering	Electrical Engineering	Biomedical Engineering
<b>Level 3</b>		
Calculus III (Math 205)		
Principles of Linear Algebra (MATH 242)		
Probability and Statistics for Engineering (MATH 265-1)		
Academic Writing for Engineering (ENG 104)		
Elective (2)	Biology for Engineers (BIO 206)	
<b>Level 4</b>		
Differential Equations (MATH 221)		
Statistics and Probability for Engineering (MATH 265-2)		
Elective (3)	Physiology and Anatomy (CHEM 240)	
	Elective (4)	
<b>Level 5</b>		
Entrepreneurship (BUS 353)		Biochemistry and Molecular Biology (CHEM 352)
		Physiology and Anatomy (MPHYS240)
<b>Level 6</b>		
Introduction to Numerical Analysis (MATH 353)	Entrepreneurship (BUS 353)	Introduction to Numerical Analysis (MATH 353)
		Biomaterials for Engineering (MPHYS 275)
		Biomechanics for Engineering (MPHYS 212)
<b>Level 7</b>		
		Elective (2)
		Elective (3)
<b>Level 8</b>		
	Introduction to Numerical Analysis (MATH 353)	







## Second: Organizing Exam Schedules and Related Tasks:

After the Deanship of Admission and Registration completes scheduling the general and common courses exams across the university and the related correspondence is received by the unit, the unit begins its tasks according to the following steps:

### 1. Collecting the Number of Students and Organizing Exam Rooms:

**A.** The unit adds the college-specific courses to its schedules, ensuring they match the dates approved by the Deanship of Admission and Registration.

**B.** After organizing the schedules, the unit communicates with the Registration and Schedules Unit to provide the following:

- Number of students.
- Attendance sheets.

**C.** Determine the required number of rooms based on the number of students in each attendance list, then include them in the exam schedules.

### 2. Sending Exam Schedules and Related Information to Common Course Colleges, Faculty Members, and Students:

**A.** The unit organizes and clarifies the following points in the schedules:

- Division of rooms, their numbers, and the number of students.
- Exam paper photocopying schedules.
- Instructions and conditions for submitting exam question envelopes to the unit.
- Contact information of the responsible staff for receiving and delivering.

**B.** Send a copy of the points mentioned in section "A" to the Vice Dean of Academic Affairs via email, to be forwarded to the relevant colleges.

**C.** Send a copy of the points mentioned in section "A" to all course instructors.

**D.** Distribute the exam schedule to all Foundation Year students.

### 3. Monitoring the Conduct of Midterm and Final Exams:

After announcing the exam dates and publishing the schedules, the unit's role is to supervise the exam procedures according to organized and systematic tasks, aiming to achieve the highest standards of quality and create an appropriate environment for students, faculty, administrative staff, and all participants involved in the exam process.

**A.** Ensure the readiness of the unit's photocopying center, which includes:







- Checking the photocopiers and automatic correction machines, ensuring they are functional.
- Maintaining equipment in case of malfunctions.
- Providing the necessary number of papers, pens, envelopes, and other supplies.

**B.** Receiving exam papers from faculty members according to the regulations and instructions:

- **A.** The unit receives the exam papers from faculty members in a sealed envelope, signed by the course instructor, ensuring the completeness and accuracy of the information, at least 48 hours before the exam.
- **B.** The course instructor signs the receipt and delivery form after submitting the exam papers.

#### 4. Preparing the College and Exam Rooms:

- A.** The unit ensures that the exam rooms are prepared and ready for the exams and reports any necessary observations to the relevant administration.
- B.** The unit prints copies of the student attendance sheets and posts them as samples on the room entrances.
- C.** The unit posts the exam instructions and schedules in the college hallways.

#### 5. Supervising All Tasks Assigned to the Unit on the Day of the Exam:

- Prepare the invigilators according to the preparation forms 15 minutes before the exam time.
- Distribute the exam papers to the invigilators, reminding them of the related instructions.
- Ensure the exam starts at the scheduled time.
- Ensure all students are present before half of the exam time has passed and take the necessary action if a student is absent or late.
- Ensure students adhere to the rules and instructions.
- Communicate with the course instructor if necessary.
- Collect the names of absent students in scheduled forms and forward them to the responsible authority.





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Receive and deliver the answer sheets according to the following steps:

- A. Receive the answer sheets from the invigilators, ensure they are complete, and sign the prepared form.
- B. Deliver the answer sheets to the course instructor, sign the prepared forms after reviewing the answer sheets, and ensure the correct number of sheets.

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[Forms](#)

## Contacts

Extension	E-mail	Foundation Year Unit
22257	Cen-e-jcu@pnu.edu.sa	

