جامعة الأميرة
نورة بنت عبدالرحمن
كلية اللغات

English-Arabic Specialized Translation Master's Program

Faculty Handbook

المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة نورة بنت عبدالرحمن
وكالة الكلية للبحث والابتكار والأعمال
إدارة الدراسات العليا - كلية اللغات

كنا مسؤول

2024/1446

جامعة الأميرة
نورة بنت عبدالرحمن
كلية اللغات

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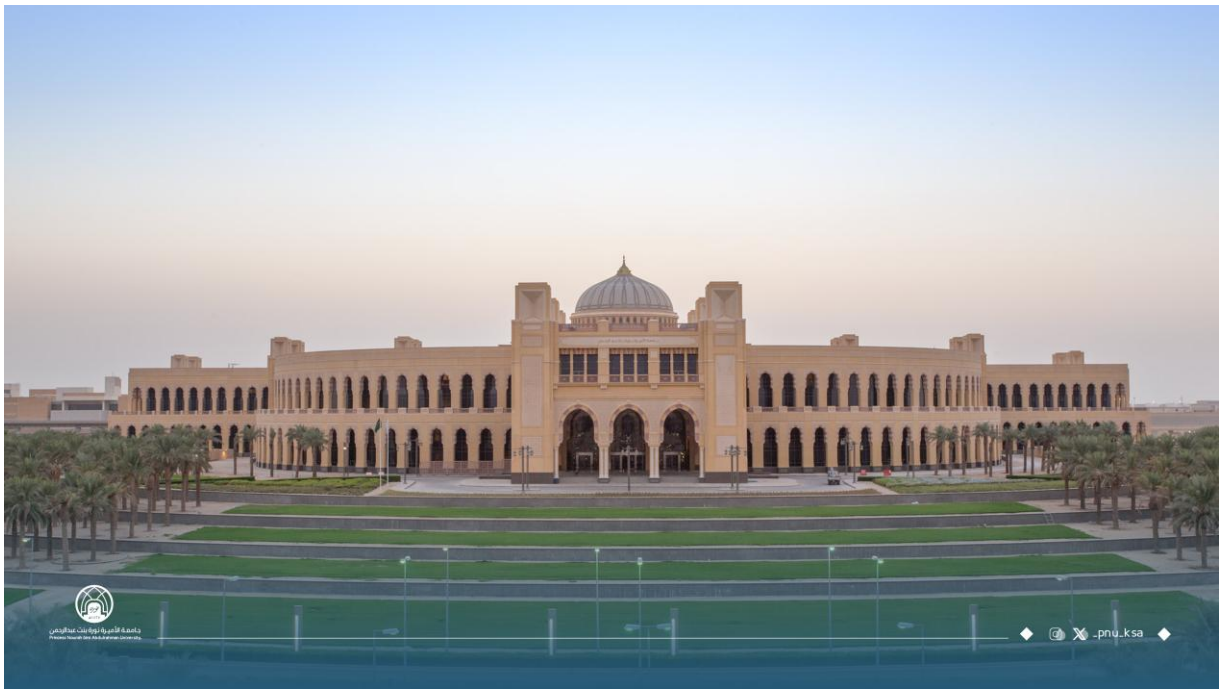
This handbook includes all the information, policies, and procedures relevant to faculty, taken from different PNU sources and compiled in one source for your convenience. For more detailed information, you can always consult the original sources on the relevant websites. You are provided with links to these documents in this handbook under the relevant sections.

1. Introduction to PNU

The story of PNU began when the first College of Education for Women was established back in 1970 in Riyadh. Similar and affiliated colleges were established gradually in 72 Saudi cities over more than 30 years, with 6 colleges in Riyadh alone: College of Education (Arts Sections), College of Education (Science Sections), College of Teacher Education, College of Social Work, College of Home Economics, and College of Arts. In 2006, a royal decree was issued that established the first university for women in Riyadh, with the name "Riyadh University for Women". The six existing colleges in the city were restructured and several new colleges were established, and the university began operating in 2007 with the appointment of Dr. Al Jawhara bint Fahad Al Saud as its first rector. On October 29, 2008, the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz changed the university's name to Princess Nourah bint Abdulrahman University, in tribute to the late sister of the founder of the Kingdom of Saudi Arabia, King Abdul Aziz bin Abdul Rahman. Ever since then, PNU has made huge progress toward achieving its goals with an ambitious strategic plan.



1.1 PNU vision

Princess Nourah bint Abdulrahman University aspires to be a beacon of knowledge and values for women.

1.2 PNU mission

Princess Nourah bint Abdulrahman University is a comprehensive university for women, distinguished by its leadership in education and scientific research. It contributes to establishing a knowledge-based economy with societal and global partnerships.

1.3 Values

- Growth: continuous learning, innovation
- Awareness: belonging, sympathy
- Pioneering: initiation, excellence
- Agility: flexibility, responsiveness

1.4 Strategic orientations:

PNU strives to achieve its goals guided by the following strategic orientations:

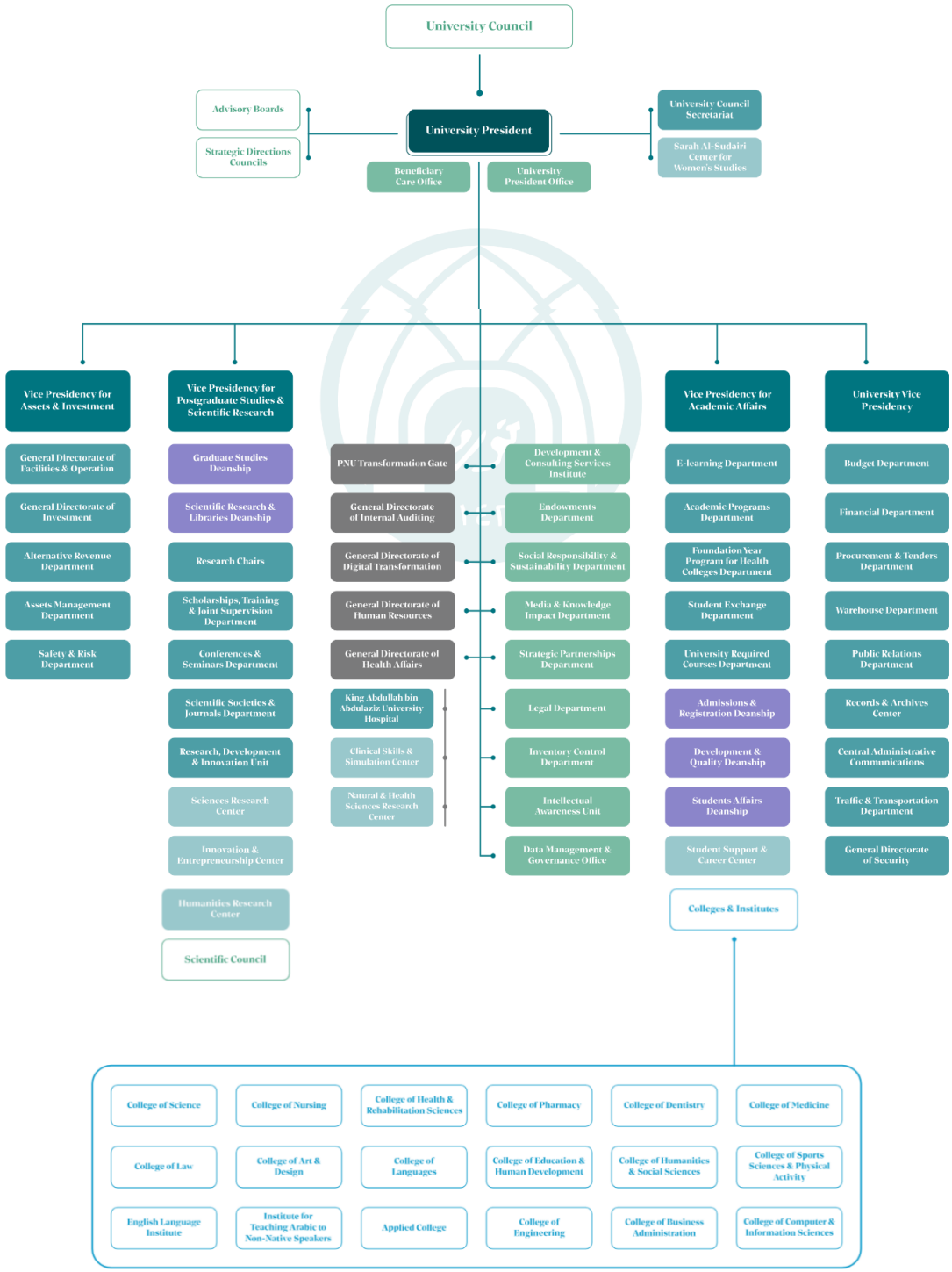
- Competitive graduates
- Empowered women
- A healthy community
- Innovative technologies.

1.5 Strategic goals:

- Competitive graduates in national economy
- Leading, advanced and futuristic academic programs
- Pioneering women in national development process
- Research, innovation and entrepreneurship ecosystem
- Leading knowledge and social impact
- Institutional enablers supporting excellence, sustainability and financial stability
- A University life that supports health and well being

1.6 PNU ranking in international Ranking Systems:

1.7 The organizational structure of PNU:



PNU website: https://pnu.edu.sa/en/Pages/home.aspx

2. College of languages

The college of Languages was established in 2007 and develpoed over the years. Currently it has four academic departments: Department of Translation, Department of Applied Linguistics, Department of English Literature and Cultural Studies, Department of Asian Languages.

2.1 College vision:

Excellence in the fields of foreign languages, linguistics, literature, and translation.

2.2 College mission:

To prepare academically and professionally well-qualified women, empower them with the necessary skills to compete in the job market, enhance academic research, innovation, entrepreneurship, and community service in the fields of linguistics, literature, and translation by offering high-quality academic programs that meet the best national and international quality standards.

2.3 College values:

Integrity, excellence, confidence, professionalism, commitment, perfection, pioneering, identity.

2.4 College goals:

- Distinguished graduates
- Quality scholarly output
- Knowledge and Cultural communication
- Sustainable resources

College website: https://pnu.edu.sa/en/Faculties/LN/Pages/speech.aspx

3. Department of Translation

The Translation Department is considered one of the leading departments not only at the College of Languages but also at Princess Nourah bint Abdulrahman University. It offers a comprehensive academic curriculum in translation that combines inclusiveness and depth of knowledge in all translation skills, aiming to enhance both the oral and written translation skills of students. This is achieved through a focus on current local and international issues, legal and economic matters, literature, and technical subjects. The faculty of the Translation Department endeavors to continuously develop its program to meet the needs of society, enhance students' academic skills, and provide practical experience in a professional environment. We are confident in our ability to provide an educational environment capable of preparing and equipping capable graduates to face the challenges in the professional field. The department offers five programs:

- Bachelor's Program in Translation (English Language),
- Bachelor's Program in Translation (French Language),
- Master's Program in Specialized Translation (from English into Arabic and vice versa),
- Master's Program in Specialized Translation (from French into Arabic and vice versa),
- Higher Diploma Program in Tourism (in the French Language).

Department website: https://pnu.edu.sa/en/Faculties/LN/Pages/Sections.aspx?SecCode=TRAN

4. Master's Program in Specialized Translation (from English into Arabic and vice versa)

The program prepares world-class graduates academically and professionally in various specialized fields of translation between the Arabic and English languages by integrating high-quality education, advanced scientific research, and participation in social responsibility as well as preparing for leadership.

The overall goal of this program is to participate in building up the Saudi knowledge-based economy. The program's specific goals are to:

1) Equip the next generation of world-class female translators with the fundamental theoretical knowledge and practical skills necessary for high-quality specialized translation in the fields needed in the current job market,
2) Integrate sophisticated information management, corpora, online technology and computer-aided translation skills as part of the translation process,
3) Promote the role of critical analysis and reflection in conducting advanced research and developing a fuller understanding of specialized translation within diverse cultural and linguistic contexts, and

Combine professional behaviors and leadership skills with sensitive awareness and effective participation in social responsibility.

5. Studying in the program:

Taught over two years, the program provides a comprehensive theoretical base in translation by offering several core and elective courses that are vital in the field of specialization. The program also includes intensive translation and editing activities for different types of texts in fields related to the current Saudi labor market. The program also enables students to use modern technology translation tools and offers courses that aim at refining students' critical thinking and research skills.

5.1 Program learning outcomes

Thesis track:

Knowledge and Understanding:	
K1	To thoroughly discuss translation theories, models and research methods.
K2	To elaborate on the linguistic and extra-linguistic issues of translation.
Skills:	
S1	To produce specialized translations that meet professional standards.
S2	To justify translation choices, highlighting decision-making processes
S3	To effectively utilize appropriate translation resources and advanced technological tools.
S4	To conduct high level translation-related research.
Values, Autonomy, and Responsibility:	
V1	To comply with professional standards and translation ethics.
V2	To collaborate with peers in work teams to complete tasks related to research and social responsibility.

Translation project track:

Knowledge and Understanding:	
K1	To thoroughly discuss translation theories, models and research methods.
K2	To elaborate on the linguistic and extra-linguistic issues of translation.
Skills:	
S1	To produce specialized translations that meet professional standards.
S2	To justify translation choices, highlighting decision-making processes
S3	To effectively utilize appropriate translation resources and advanced technological tools.
S4	To perform advanced translation editing tasks.
Values, Autonomy, and Responsibility:	
V1	To comply with professional standards and translation ethics.
V2	To collaborate with peers in work teams to complete tasks related to research and social responsibility.

5.2 Program structure and courses:

Thesis track:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	TRAN 801	Translation Technology	Required	None	3 (2T+2P)	Program
	TRAN 811	Specialized translation	Required	None	3	Program
	TRAN 833	Translation Theories	Required	None	3	Program
	Elective	Elective course	Elective	None	3	Program
Total			12			
Level 2	TRAN 821	Research methods & seminar	Required	None	3	Program
	TRAN 812	Islamic Translation	Required	TRAN 811	3	Program
	TRAN 813	Translation in the fields of media	Required	TRAN 811	3	Program
	Elective	Elective course	Elective	None	3	Program
Total			12			
Level 3	TRAN 814	Translation in the field of economics	Required	TRAN 811	3	Program
	TRAN 823	MA Thesis	Required	All the courses of Level 1 & 2	3	Program
Total			6			
Level 4	TRAN 823	MA Thesis	Required	All the courses of Level 1 & 2	9	Program
Total			39			

List of elective courses:

Course Code	Course Title	Credit Hours
TRAN 832	Translation Pedagogy	3
TRAN 803	Translation Localization	3
LING 802	Lexicology	3
TRAN 831	Translating Cultures	3
LING 821	Corpus Linguistics	3
LING 822	Applications of Corpus Linguistics	3

Translation Project track:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements
Level 1	TRAN 801	Translation Technology	Required	None	3 (2T+2P)	Program
	TRAN 811	Specialized translation	Required	None	3	Program
	TRAN 833	Translation Theories	Required	None	3	Program
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Level 2	TRAN 821	Research methods & seminar	Required	None	3	Program
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	TRAN 813	Translation in the fields of media	Required	TRAN 811	3	Program
	Elective	Elective course	Elective	None	3	Program
Total	12					
Level 3	TRAN 814	Translation in the field of economics	Required	TRAN 811	3	Program
	TRAN 831	Translating Cultures	Required	None	3	Program
	TRAN 803	Translation localization	Required	TRAN 801	3	Program
	Elective	Elective course	Elective	None	3	Program
Total	6					
Level 4	TRAN 822	Graduation project	Required	All the courses of Level 1, 2 & 3	3	Program
	TRAN 841	Internship	Required	All the courses of Level 1, 2 & 3	3	Program
Total	42					

List of elective courses:

Course Code	Course Title	Credit Hours
TRAN 832	Translation Pedagogy	3
LING 802	Lexicology	3
LING 821	Corpus Linguistics	3
LING 822	Applications of Corpus Linguistics	3
LING 831	Computational Linguistics	3

6. Faculty duties and responsibilities:

The workload of a faculty member as stipulated in the Higher Education Regulations is up to 40 hours per week that should be used to perform their functions and duties. The primary functions of a faculty member are teaching, research, and community service. Our expectations regarding the undertaking of each function can be summarized as follows:

6.1 Teaching:

PNU is a comprehensive university where teaching takes precedence over other duties, and the faculty should devote the majority of their time, effort, and energy to their instructional duties. Every faculty member is expected to accept their maximum teaching load as per applicable regulations based on their academic rank: 10 hours for professors, 12 hours for associate professors, and 14 hours for assistant professors. The duties of supervising theses, graduation projects, and co-op training or internship students are included within the teaching load. The workload may be reduced by the department in certain circumstances such as undertaking assigned administrative responsibilities, or any other reasons accepted by the academic affairs office. In performing your teaching duties, we expect you to:

1) Be professional in every aspect of your duty as instructors and comply with the PNU code of conduct which emphasizes ethical standards, professionalism, commitment, honesty, social responsibility, and academic integrity.
2) Handle your teaching duties with professional skills, showing commitment to both your teaching duties and your students.
3) Devote the necessary time and effort to undertake your duties and responsibilities as expected, dedicating the majority of your energy to teaching, research, service, student counseling, and related activities at the University.
4) Maintain a high quality of instruction by implementing various up-to-date teaching strategies such as problem-based learning, flipped learning, active learning, etc. Diversifying assessment methods to include more formative assessment methods is highly recommended. Take-home exams, projects, portfolios, probing questions, strategic questioning (how and why), journals and reflections, concept mapping, and one-minute papers are only examples of assessment methods that could be applied to gauge students' understanding of the course material and foster their higher-order thinking skills. Providing timely constructive feedback at every stage of their work and learning and allowing for a second submission for every assignment can enhance students' learning and have a positive impact on their performance.
5) Provide students with all the information they need at the beginning of the semester, posting the course syllabus, assessment methods, the required textbook, and the office hours on Blackboard.
6) Make sure that the students attending the class are listed officially in your section and on the Banner system. If not, the Academic Affairs Office should be notified to take the necessary procedures.
7) Ask students to sign the "Student Charter" (ميثاق الطالبة) at the beginning of the semester.

8) Be committed to giving your classes as scheduled. If you are unable to attend a class or need to change the timings of a lecture, you have to notify the program director in advance. You also need to notify the students using different means: email, BlackBorad announcements, and WhatsApp (if it is an established means of communication), to make sure that everyone is aware of any change before they come to class. The same applies to meetings between supervisors and thesis students.
9) Hold class for the entire period for which the class is scheduled. If you need additional class time, students' consent must be obtained. You also need to make sure this arrangement does not create any time conflict with other classes.
10) Be present with your students in the final exam hall.
11) Be committed to office hours in person or online. You should be accessible whenever your students need any kind of advising, guidance, support, or individualized feedback.
12) Undertake academic advising for graduate students, providing them with guidance on academic requirements, including thesis topic selection, project planning, and academic procedures (study postponement or suspension, time extension requests, withdrawal, etc.).
13) Comply with the timeline agreed upon with the student writing her research proposal or thesis under your supervision.
14) Update your knowledge of your specialization by integrating the latest advancements into your courses.
15) Foster ethical values in students, including academic integrity. Activate the SafeAssign option when students submit their work and encourage them to check their reports.
16) Provide students with rubrics that specify the elements of assessment.
17) Provide students with their grades on time.
18) Provide all the support and encouragement the students need to succeed and perform well.
19) Direct students who need special help, academic or non-academic, to the appropriate specialized services such as the writing studio, counseling services, special needs support, etc.
20) Retain students' work during the semester such as midterm exam papers, quizzes, projects, or research papers for one semester after the completion of the course, then destroy them. Final exam sheets should be submitted to the department once corrected and the grades entered in the Academic System (Banner).
21) Activate and make effective use of all Blackboard features such as the discussion board, and virtual classes.
22) Submit all the Quality Unit requirements on time at the end of the semester including final grades reports, statistical reports, and CLOs assessment report, in addition to Jadeer requirements.
23) Be involved in the "Collegial Feedback / Teaching Exchange / Peer Observation / Instructional Feedback / Educational Shadowing / Professional Practice Exchange / Peer Learning Visits/ Collaborative Teaching Sessions / Instructional Sharing" (peer review) process.
24) Share best practices with colleagues in your regular meetings.

25) Attend the newly appointed staff orientation meetings organized by the Deanship of Development and Quality for newcomers, where you get to learn about everything you need to know relating to your academic life at PNU (promotions, research funding opportunities and procedures, scholarships, sabbatical leave, etc.). All your questions and queries will be answered by the representatives of the relevant offices and departments attending the same meeting.

6.2 Research:

A faculty member is expected to engage in research activities to enrich human knowledge and contribute to the advancement of their field of scholarship. Collaborating with colleagues and students in research projects is highly recommended through research groups. Engaging faculty members from other departments or colleges can have a very positive impact on research. It enhances interdisciplinarity and can increase your chances of publishing in ISI-indexed journals. It may also lead to innovative research and patents.

PNU offers many funding opportunities through diverse programs such as the Research Funding Program for Small and Medium Projects, Post-indexed Publication Research Funding Program, Future Pioneers Program, Research Groups Program, Junior Researchers Program, etc. Details about these programs can be accessed here.

Regarding research activities, we expect you to:

1. Uphold the highest academic and ethical standards.
2. Acknowledge the intellectual contributions of colleagues, students, or any other party.
3. Obtain IRB approvals before undertaking any research activities. You only need to send them an email explaining your project and aims. They will ask you to provide a few documents (a proposal, CV) and sign some forms. They normally respond within 24 hours. Their email is: IRB@pnu.edu.sa. You can learn more about their requirements on their website: (https://pnu.edu.sa/en/SR/Pages/SREthics_.aspx).
4. Send your paper, before it is published, to the College Research Center to conduct a similarity detection check for your work to confirm its originality and ensure your academic integrity using iThenticate.

Instructions for Researchers Seeking Ethical Approval:

- All studies and research conducted at Princess Nourah bint Abdulrahman University must undergo ethical review by the Institutional Review Board (IRB) and receive approval.
- Non-compliance with the instructions and regulations related to the IRB subjects the research project to suspension and the research team to accountability.
- Commencement of research activity is not allowed before the issuance of IRB approval.
- The exemption review forms apply to research with minimal risk, such as surveys and interviews, where the level of risk is below the minimum threshold.

- The main researcher is must maintain the confidentiality and privacy of participants' information.

Violating academic integrity by plagiarizing or fabricating data, for example, is an act that constitutes a breach of duty that warrants both penalty and punishment. The Institutional Disciplinary Committee reviews any reported incident and conducts the necessary investigations to determine the appropriate penalties and punishments as per Articles 82-91 of the Unified Regulations for Saudi Universities.

6.3 Community service:

The faculty member is expected to engage in different activities that serve the program, department, college, university, and the large community outside the university. Every member of the MA program should be part of at least one of the program committees which are:

1. The Program Committee
2. Exam and Assessment Committee
3. Surveys and Performance Indicators Committee
4. Quality Assurance Standard (and Accreditation) Committee
5. PLO Assessment Committee

Faculty members are also expected to serve the external community by engaging in some volunteer work such as translation, teaching, or consultation tasks.

6.4 General guidelines:

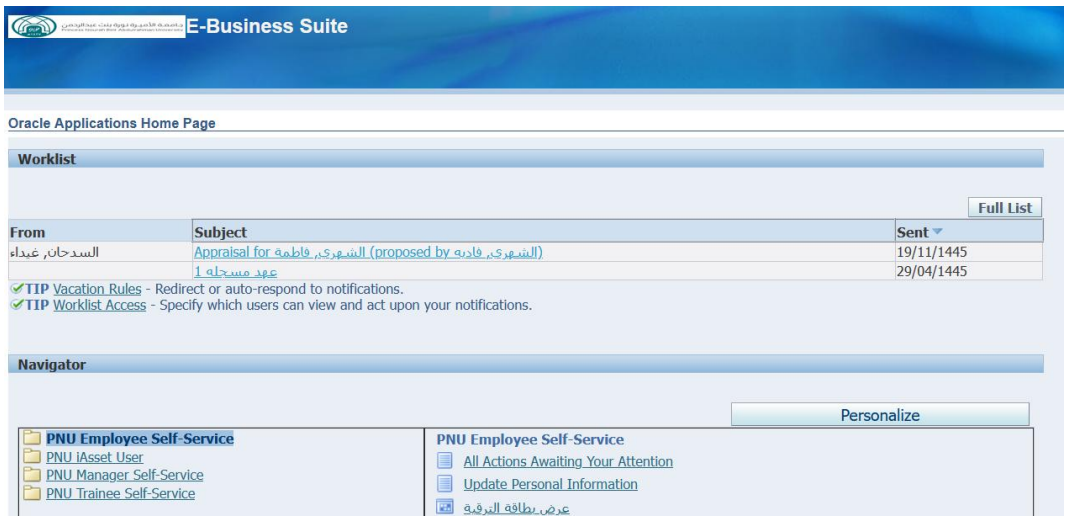
Faculty members are generally expected to:

1. Perform all their assigned duties professionally in such a manner as to achieve the program and departmental missions.
2. Treat their colleagues and students respectfully and with dignity.
3. Respect the intellectual property rights of others.
4. Use PNU facilities and equipment responsibly.
5. Refrain from exploiting, harassing, or discriminating against students, colleagues, or any employees.
6. Refrain from acts that may harm people or damage PNU resources.
7. Offer help to students or colleagues when needed and maintain a positive atmosphere in the department.
8. Comply with all the relevant Saudi and PNU regulations, laws, and policies.
9. Uphold academic integrity and honesty standards.

7. Annual performance evaluation:

Faculty members' performance is evaluated annually by the Department Chair based on the objectives they formulate in their Performance Charter. These objectives should be articulated based on the members' essential responsibilities and assigned duties: teaching, supervision, publishing, administrative work, and community service. At the beginning of the year, every

faculty member should fill in their Performance Charter with their objectives, in consultation with the Department Chair and Program Director. After all the parties agree on the content of the Charter, the member and the Chair sign the document which is then sent to the department. The member can have access to their annual evaluation via Tayseer system.



If you are not satisfied with your evaluation, you can initiate a grievance and submit it to the Directorate of Human Resources who forwards it to the Grievances Committee. But before you take this step, you are advised to solve this issue informally by discussing the evaluation with the Department Chair and College Dean (See Section 8 below).

8. Grievances, complaints, and disciplinary action

8.1 Grievances and complaints

The translation Department makes every effort to create a positive working environment for the faculty and students based on the values of mutual respect, understanding, empathy, and inclusiveness. However, if a faculty member believes that they have been treated unfairly, or improperly, or that a decision made unjustly or in violation of PNU regulations affected them adversely, they can file a grievance or complaint. A grievance is a formal complaint filed when

the member is dissatisfied with a formal decision made by the administration such as promotional denial, or dissatisfaction with the annual performance evaluation. A complaint is an informal expression of dissatisfaction, which is sometimes expressed in writing, but it is usually filed when disputes occur between colleagues or when a member is dissatisfied with a certain service provided by any office at the department or college.

If the complaint concerns a problem at the program level, the member contacts the program director first who attempts to resolve the issue informally. If the problem needs to be solved at the department level, the member contacts the Department Chair who also makes attempts to resolve the issue informally. If informal mediation is not successful, the Chair forms a committee at the department level to investigate the different aspects, circumstances, and arguments related to the problem to reach a rational conclusion. All the steps taken by the committee should be explained in a report with the final decision.

If a faculty member is not satisfied with her annual performance evaluation, she is advised to discuss the matter informally with the Department Chair and the College Dean, if needed. If the problem is not solved informally, a grievance may be initiated and formally filed to the Director of Human Resources, who will forward the case to a Grievance Committee to investigate the issue and resolve it.

Grievances related to promotions are filed to the Scientific Council Chair who in turn refers the problem to the relevant Grievance Committee.

8.2 Discipline and disciplinary actions

Faculty members are always expected to uphold ethical and professional standards and refrain from any action that violates any applicable regulations or policies or is not consistent with Islamic values. However, if a member is accused of violating well-established regulations, policies, or the commonly accepted norms of professional conduct, they may be subjected to disciplinary actions if the accusations are found to be true.

Examples of misconduct include neglect of duty, refusal to comply with administrative instructions, immoral or indecent conduct, abusive or threatening treatment of others, and intentional destruction or misuse of university facilities, equipment, property, or resources.

These issues are reported to the Human Resources Director who forwards any related case to the Institutional Disciplinary Committee who conducts careful investigation and documentation of facts. The Committee investigates the matter and calls for a hearing session with the concerned member(s), and when necessary, with witnesses. The Committee then discusses the result of the investigation and reaches a conclusion based on voting. Their report and recommendation of the applicable penalties are sent to the University President to make the final decision. According to the Unified Saudi University Regulations, Article 89, a penalty may be: (i) an official warning, (ii) a written reprimand, (iii) deducting no more than 30% of the member's salary, (iv) merit increment elimination for one year, (v) one-year promotion delay or (vi) dismissal from the University.

The faculty member reserves the right to appeal against the Disciplinary Committee's decision by initiating a formal request to the President. If the committee upholds its decision as final, the complete case is forwarded to the University Council for a final unappealable decision.

9. Promotion:

Faculty members are entitled to a rank promotion based on their scholarly research, teaching, and community service, as follows:

- 60 points to the scientific production.
- 25 points to teaching.
- 15 points to the university and social service.

The requirements for the promotion to associate professor and professor are:

- A minimum of four years of service in the present rank at a recognized Saudi or non-Saudi university, and a minimum of one year of service at PNU.
- A minimum of scholarly output, published while in the present rank, that includes the following:
    a. For the promotion to associate professor, four units of published research or accepted for publication in refereed journals.
    b. For the promotion to professor, six units of published research or accepted for publication in a refereed journal.
    c. 50% of this output should be published in indexed journals. Units may be a paper presented at a conference, a translated book, an authored book.

The regulations governing promotions can be found here.

9.1 Promotion Procedures:

1. The faculty member submits the application for promotion to the department council secretary, including all the documents required by the Scientific Council (usually uploaded on a drive).

2. The Department Council reviews the application and recommends the approval of promotion if the applicant meets all the requirements and forwards the recommendations to the College Council. A list of potential reviewers is also suggested by the Department Council and attached to the application.

3. The College Council reviews the application upon the recommendation of the Department Council and chooses the reviewers. Then the College submits the application to the Scientific Council.

4. The Scientific Council sends the research output to 3 reviewers for assessment.

5. The Scientific Council decides to promote the applicant based on the reports of the reviewers. A unit or two may be excluded because they do not meet the required standards, and in this case, the member will be asked to provide further units, which will be sent to reviewers as well.

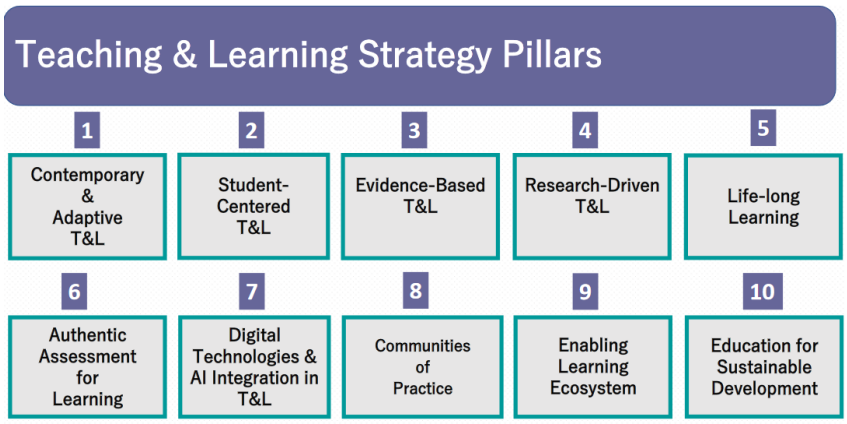
The Scientific Council has recently launched an electronic portal to apply for promotion. The portal can be reached at:

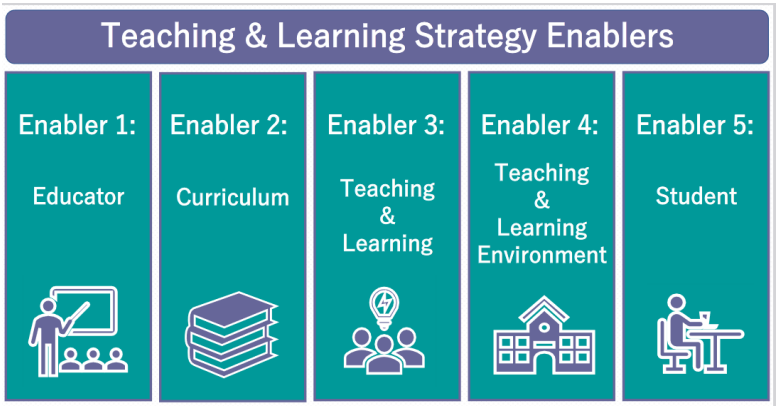
https://eservice.pnu.edu.sa/apps/wfe/scientific-research/promotion/manage/personal-information

The portal offers a user manual that explains how to complete the application process.

10. PNU Teaching and Learning Strategy

The Program for Excellence in Teaching and Learning (PETL) has developed a strategy for teaching and learning, which outlines a set of general rules and broad guidelines related to teaching and learning. It is designed to underpin PNU faculty professional excellence. Specifically, it aims to promote excellence in Teaching and Learning through inclusive, innovative, and adaptive learning environments for students to contribute to their culture and economy. It comprises 10 pillars and 5 enablers which are summarized in the following slides (taken from the official document issued by PETL):





Enabler 1: Educator – Key Attributes

Enabler 1: Educator

- Professionalism Preserver
- Outstanding Presenter
- Learning Facilitator
- Pedagogical Expert
- Subject-Matter Expert
- Feedback Provider
- Effective Instructional Designer
- Subject Mentor
- CPD Pursuer
- Continual Assessor
- Empathetic Coach
- Intrinsic Motivator
- Excellent Communicator
- Digital Technology User

Enabler 2: Curriculum – Key Attributes

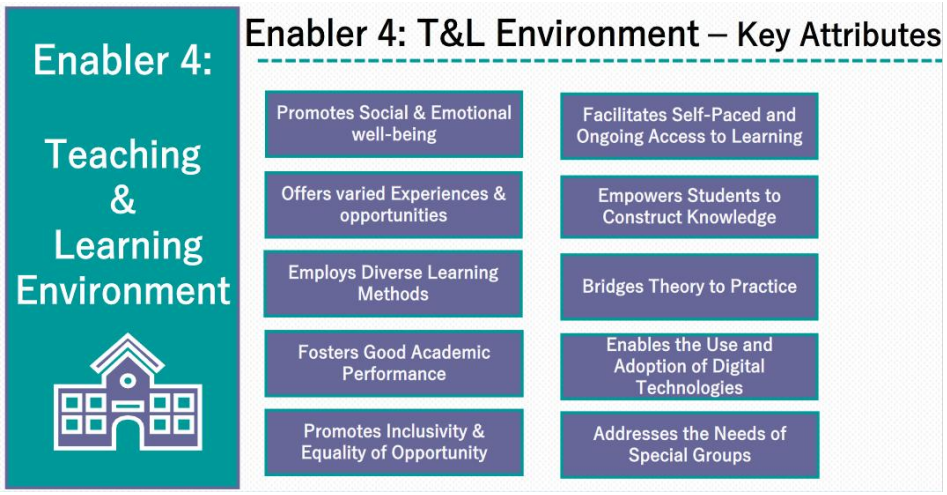
Enabler 2: Curriculum

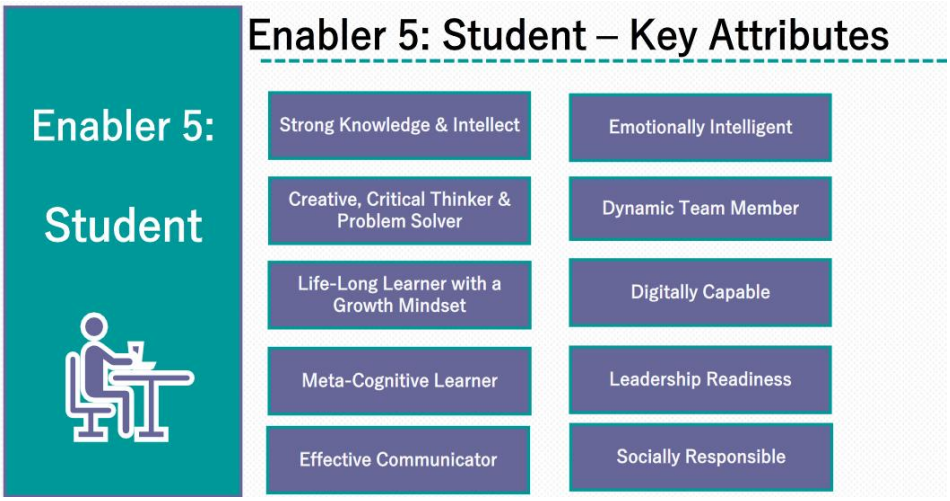
- Interdisciplinary
- Real-Life & Experiential-Based
- Dynamic
- Industry- Relevant
- Skills-Based
- Embeds Sustainable Development
- Inclusive
- Value-Based

Enabler 3: T&L – Key Attributes

Enabler 3: Teaching & Learning

- Personalized Learning
- Pedagogically-Informed
- Constructive Alignment
- Student-Centered
- Engaging & Interactive
- Project-Based Learning
- Respectful & Inclusive
- Blended Learning
- Inquiry-Based Learning
- Constructive & Authentic Feedback
- Asynchronous Learning
- Technology & Artificial Intelligence-Infused
- Evidence-Based
- Assessment *for* Learning
- Promotes Speech, Discussion & Attentive Listening
- Research-Oriented
- Self-Directed Learning





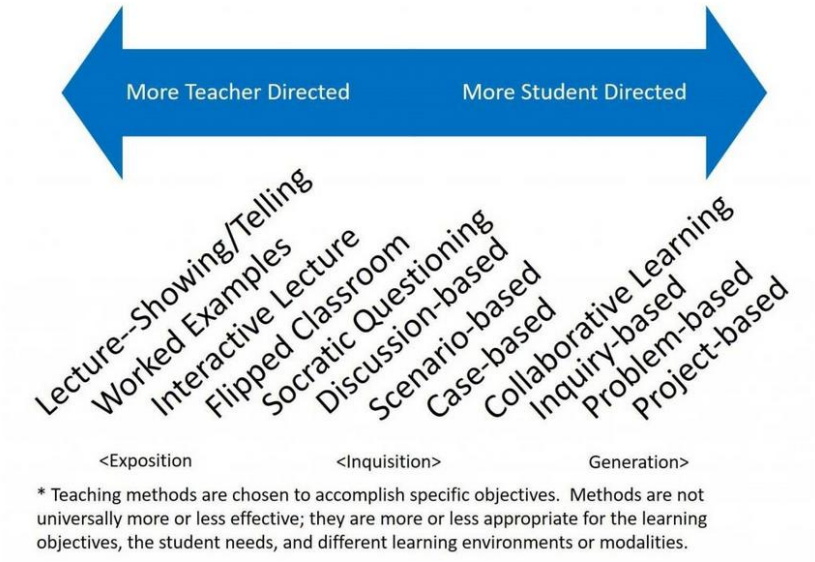
You are highly advised to consult the original document which elaborates on each one of these components and can be accessed here.

As for teaching and assessing graduate students, teachers are advised to:

1) Minimize traditional lecturing style and integrate active learning as much as possible.
2) Use teaching strategies that enable you to utilize class time wisely where students employ course content in a meaningful way.
3) Assess students' learning regularly and adjust your course accordingly.
4) Cultivate a meaningful relationship with your students.
5) Encourage thesis-track students to develop a research interest right from the beginning of their enrollment in the program. Regular personal meetings and discussions can help them determine their areas of interest.
6) Encourage them to create study groups and "a community of support" in the class.
7) In courses where information retention is essential, use short, weekly, ungraded quizzes to make sure students understand course content.

8) Use assessment methods that rely on critical thinking, content exploration, and application. For example, assign a project where students have to analyze a real-world theoretical problem or issue related to translation and propose solutions.
9) Encourage them to value professional and personal growth during their journey in the program more than grades.

Examples of teaching strategies that can help implement active learning:



Source: University of Central Florida (https://fctl.ucf.edu/teaching-resources/teaching-strategies/teaching-methods-overview/)

Source: University of Minnesota (https://cei.umn.edu/teaching-resources/active-learning)

These some useful websites that explain these strategies:

https://poorvucenter.yale.edu/FacultyResources/Teaching-Strategies

https://poorvucenter.yale.edu/ActiveLearning

https://www.graduateprogram.org/2019/08/teaching-strategies-used-in-todays-classroom/

GH IMPACT TEACHING STRATEGIES - Education | vic.gov.au

Quick Tips for Teaching - UNL Graduate Studies

https://onlinedegrees.sandiego.edu/complete-list-teaching-methods/

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10.1 Feedback on learning and assessment:

Feedback is an essential part of the learning process as a form of communication between students and teachers. It helps students identify their strengths and weaknesses and implement strategies to improve their performance. It is a tool for advancing students' learning. You can provide feedback on classroom activities, home assignments, quizzes, exams, and research projects. Giving your students the chance to resubmit after revising their work based on your feedback can have a positive impact on their performance and grades.

10.2 Policy on the use of AI tools:

Use of AI tools may be permitted by course instructors as a supporting tool for learning. Many universities have now acknowledged the importance of helping their students become AI-literate. However, they must be directed to use AI tools responsibly and ethically so as to avoid academic misconduct or dishonesty. They must be provided with guidelines such as:

1) Texts or any work produced by AI applications are not 100% reliable. You need to revise them to ensure authenticity.
2) Use of AI should be acknowledged.
3) You can brainstorm with any AI application to produce ideas for research papers, assignments or answer questions.

11. Electronic services:

Blackboard: is a learning management system that enables you to share course content with your students, communicate with them, plan e-exams and e-quizes, grade and provide feedback on assignments, etc. It can be reached at: https://lms2.pnu.edu.sa/webapps/login/

Banner: is the faculty member's academic system where they enter students' final grades. It can be reached at: Banner

Jadeer: is a quality assurance management system. It can be accessed at: https://jadeer.pnu.edu.sa/

Smart Suitcase: is a cloud service provided by PNU in partnership with Microsoft, which allows communications and information and data sharing between PNU students and employees with maximum effectiveness and efficiency. You can store and share your files and documents with other PNU users. It can be accessed at: https://pnu.edu.sa/ar/smart-suitcase/Pages/index.html

TechCare: a system through which you can report and request technical assistance with the university electronc systems or with your electronic devices.

12. University facilities and services:

Learning resources, facilities, and equipment:

The program provides up-to-date learning resources, facilities, and equipment. Recent references and educational resources are available at the college and central libraries. References can also be obtained using the Saudi Digital Library.

The program has labs and classrooms equipped with e-podiums, projectors, smart-boards, and computers, technology equipment, such as Snakao for Language labs and Trados for other labs. Internet access is available as well.

Regarding students, teaching staff, and employees with special needs, the institution pays special attention to the specific needs of individuals with reduced mobility whether students or employees. The program has facilities, equipment, and services suitable for those individuals with reduced mobility and students with special needs.

Housing services

The University provides on-campus housing to all faculty members and their families.

Medical care

The university provides free medical care to all its employees and their families in KAAUH. You can request a medical file online at the following link: https://kaauh.edu.sa/patients-visitor/registration-and-appointments.

You can also make appointments through the PNU

Recreation and sports centers

The university has two sports centers for faculty members, one for women and the other one for men. The two facilities offer an array of subscription options.

IT center

If you encounter any technical problem with your electronic devices whether at home or in your office, the IT department can offer assistance. Also, when you encounter any technical

issues with any of the university systems such as BlackBoard or Banner, they also can help you with that. They can be reached at 555. To get their services you need to use the TechCare system at the following link: https://techcare.pnu.edu.sa/

Maintenance center

If you live on campus and your house needs any kind of maintenance, you can call the center at 666.

Emergency:

In case of emergency, please call 8220999.

13. Academic calendar:

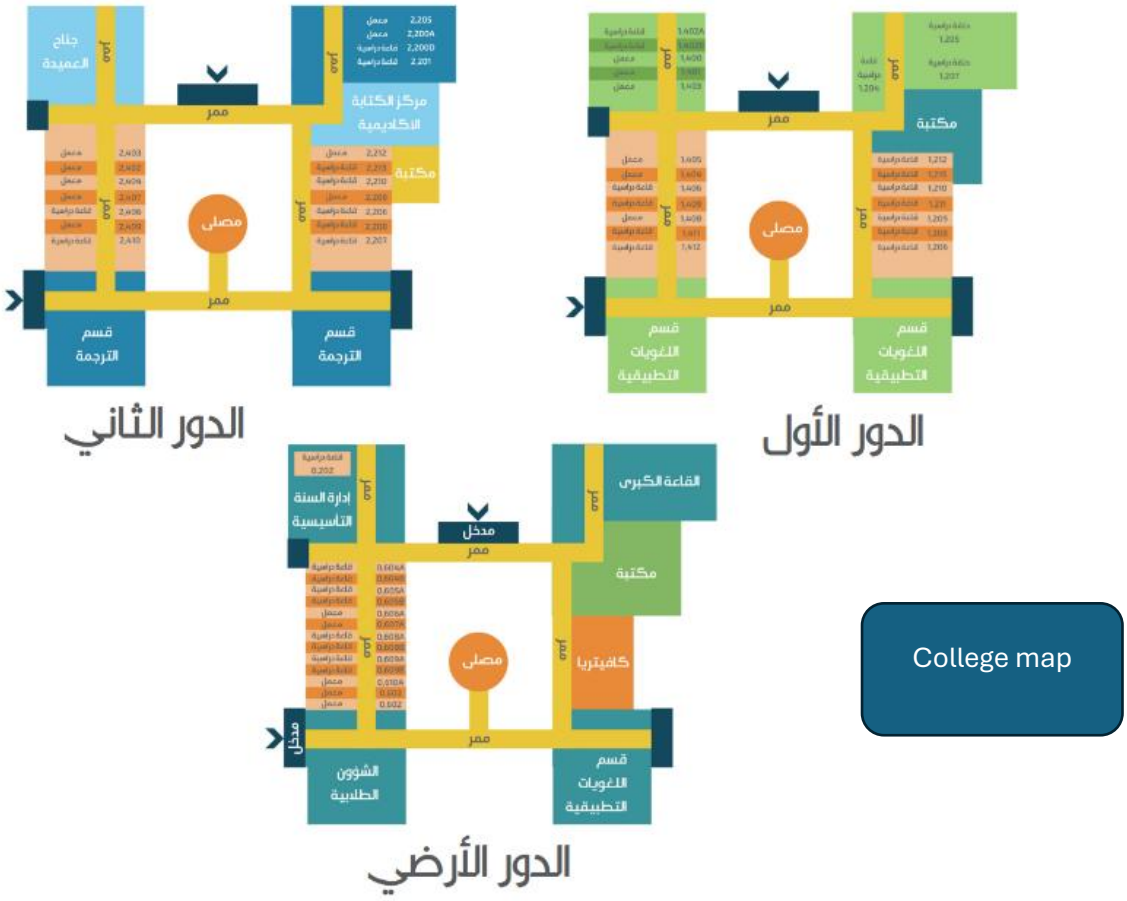
تقويم الإجراءات الأكاديمية لعمادة الدراسات العليا
العام الجامعي ١٤٤٦هـ - الفصل الدراسي الأول

م	الاجراء	الأسبوع	اليوم		التاريخ الهجري	التاريخ الميلادي
١	سداد الرسوم الدراسية للطالبات المقيدات	الأحد			٢٢ محرم ١٤٤٦هـ	٢٨ جولاي ٢٠٢٤م
		الخميس			٤ صفر ١٤٤٦هـ	٨ أغسطس ٢٠٢٤م
٢	تسجيل الجداول الدراسية	الأحد			٧ صفر ١٤٤٦هـ	١١ أغسطس ٢٠٢٤م
		الخميس			١١ صفر ١٤٤٦هـ	١٥ أغسطس ٢٠٢٤م
٣	بداية الدراسة	الأول	الأحد		١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
٤	طلب الفرصة الاستثنائية لرفع المعدل التراكمي *	الأول	الأحد		١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الثاني	الخميس		٢٥ صفر١٤٤٦هـ	٢٩ أغسطس ٢٠٢٤م
٥	طلب الفرصة الاستثنائية لتجاوز المدة المحددة للحصول على الدرجة العلمية (يرفق النموذج المطلوب قبل فصل دراسي على الأقل من انتهاء المدة اللائحية) *	الأول	من	الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الخامس عشر	إلى	الخميس	٤جمادى الآخرة ١٤٤٦هـ	٥ ديسمبر٢٠٢٤م
٦	ربط الطالبات بالمشرفين والمرشدين الأكاديميين	الثالث	من	الأحد	٢٨ صفر ١٤٤٦هـ	١ سبتمبر ٢٠٢٤م
		الرابع	إلى	الخميس	٩ ربيع الأول ١٤٤٦هـ	١٢ سبتمبر ٢٠٢٤م
٧	طلب التحويل من خارج جامعة الأميرة نورة بنت عبد الرحمن (للاطلاع على شروط البرامج عبر الرابط) **	الرابع	من	الأحد	٥ ربيع الأول ١٤٤٦هـ	٨ سبتمبر ٢٠٢٤م
		السادس	إلى	الخميس	٢٣ ربيع الأول ١٤٤٦هـ	٢٦ سبتمبر ٢٠٢٤م
٨	إرسال قائمة المنقطعات والمنسحبات من الكليات	الخامس	الأحد		١٢ ربيع الأول ١٤٤٦هـ	١٥ سبتمبر ٢٠٢٤م
	إجازة اليوم الوطني	السادس	الأحد		١٩ ربيع الأول ١٤٤٦هـ	٢٢ سبتمبر ٢٠٢٤م
			الإثنين		٢٠ ربيع الأول ١٤٤٦هـ	٢٣ سبتمبر ٢٠٢٤م
٩	إرسال الجداول الدراسية وجداول الاختبارات النهائية للفصل الدرامي الثاني وإدخالها على نظام البانر	التاسع	من	الأحد	١٠ ربيع الثاني ١٤٤٦هـ	١٣ أكتوبر ٢٠٢٤م
		العاشر	إلى	الخميس	٢١ ربيع الثاني ١٤٤٦هـ	٢٤ أكتوبر ٢٠٢٤م
	إجازة نهاية أسبوع مطولة	التاسع	الخميس		١٤ ربيع الثاني ١٤٤٦هـ	١٧ أكتوبر ٢٠٢٤م
١٠	تقديم طلبات تأجيل الدراسة للفصل الدرامي الثاني ١٤٤٦هـ (يرفق النموذج المطلوب) *	الأول	من	الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الخامس عشر	إلى	الخميس	٤جمادى الآخرة ١٤٤٦هـ	٥ ديسمبر٢٠٢٤م
١١	تقديم طلبات الاعتذار عن فصل دراسي (يرفق النموذج المطلوب) *	الأول	من	الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الثالث عشر	إلى	الخميس	١٩جمادى الأولى ١٤٤٦هـ	٢١ نوفمبر٢٠٢٤م
١٢	طلب واستلام تقارير المشرفين من الكليات	العاشر	من	الأحد	١٧ ربيع الثاني ١٤٤٦هـ	٢٠ أكتوبر ٢٠٢٤م
		الحادي عشر	إلى	الخميس	٢٨ ربيع الثاني ١٤٤٦هـ	٣١ أكتوبر ٢٠٢٤م

تقويم الإجراءات الأكاديمية لعمادة الدراسات العليا
العام الجامعي ١٤٤٦هـ - الفصل الدراسي الثاني

م	الاجراء	الأسبوع	اليوم		التاريخ الهجري	التاريخ الميلادي
١	سداد الرسوم الدراسية للطالبات المقيدات	الأحد			٢٨ جماد٢ ١٤٤٦هـ	٢٩ ديسمبر ٢٠٢٤م
		الخميس			٢ رجب ١٤٤٦هـ	٢ يناير ٢٠٢٥م
٢	تسجيل الجداول الدراسية	الأحد			٥ رجب ١٤٤٦هـ	٥ يناير ٢٠٢٥م
		الخميس			٩ رجب ١٤٤٦هـ	٩ يناير ٢٠٢٥م
٣	بداية الدراسة	الأول	الأحد		١٢ رجب ١٤٤٦هـ	١٢ يناير ٢٠٢٥م
٤	طلب الفرصة الاستثنائية لرفع المعدل التراكمي *	الأول	من	الأحد	١٢ رجب ١٤٤٦هـ	١٢ يناير ٢٠٢٥م
		الثاني	إلى	الخميس	٢٣ رجب ١٤٤٦هـ	٢٣ يناير ٢٠٢٥م
٥	طلب الفرصة الاستثنائية لتجاوز المدة المحددة للحصول على الدرجة العلمية (يرفق النموذج المطلوب قبل فصل دراسي على الأقل من انتهاء المدة اللائحية) *	الأول	من	الأحد	١٢ رجب ١٤٤٦هـ	١٢ يناير ٢٠٢٥م
		الخامس عشر	إلى	الخميس	١٠ ذوالقعدة ١٤٤٦هـ	٨ مايو ٢٠٢٥م
٦	طلب التحويل من خارج جامعة الأميرة نورة بنت عبد الرحمن (للاطلاع على شروط البرامج عبر الرابط) **	الرابع	من	الأحد	٣ شعبان ١٤٤٦هـ	٢ فبراير ٢٠٢٥م
		السادس	إلى	الخميس	٢١ شعبان ١٤٤٦هـ	٢٠ فبراير ٢٠٢٥م
٧	إرسال قائمة المنقطعات والمنسحبات من الكليات	الخامس	الأحد		١٠ شعبان ١٤٤٦هـ	٩ فبراير ٢٠٢٥م
إجازة يوم التأسيس		السابع	الأحد		٢٤ شعبان ١٤٤٦هـ	٢٣ فبراير ٢٠٢٥م
٨	إرسال الجداول الدراسية وجداول الاختبارات النهائية للفصل الدراسي الأول وإدخالها على نظام البانر	التاسع	من	الأحد	٩ رمضان ١٤٤٦هـ	٩ مارس ٢٠٢٥م
		العاشر	إلى	الخميس	٢٠ رمضان ١٤٤٦هـ	٢٠ مارس ٢٠٢٥م
بداية إجازة عيد الفطر		العاشر	نهاية دوام يوم الخميس		٢٠ رمضان ١٤٤٦هـ	٢٠ مارس ٢٠٢٥م
بداية الدراسة بعد إجازة عيد الفطر		الحادي عشر	الأحد		٨ شوال ١٤٤٦هـ	٦ إبريل ٢٠٢٥م
٩	تقديم طلبات تأجيل الدراسة للفصل الدرامي الأول ١٤٤٧هـ (يرفق النموذج المطلوب) *	الأول	من	الأحد	١٢ رجب ١٤٤٦هـ	١٢ يناير ٢٠٢٥م
		الخامس عشر	إلى	الخميس	١٠ ذوالقعدة ١٤٤٦هـ	٨ مايو ٢٠٢٥م
١٠	تقديم طلبات الاعتذار عن فصل دراسي (يرفق النموذج المطلوب) *	الأول	من	الأحد	١٢ رجب ١٤٤٦هـ	١٢ يناير ٢٠٢٥م
		الثالث عشر	إلى	الخميس	٢٦ شوال ١٤٤٦هـ	٢٤ إبريل ٢٠٢٥م
١١	طلب واستلام تقارير المشرفين من الكليات	العاشر	من	الأحد	١٦ رمضان ١٤٤٦هـ	١٦ مارس ٢٠٢٥م
		الحادي عشر	إلى	الخميس	١٢ شوال ١٤٤٦هـ	١٠ إبريل ٢٠٢٥م
إجازة مطولة		الخامس عشر	من	الأحد	٦ ذوالقعدة ١٤٤٦هـ	٤ مايو ٢٠٢٥م
			إلى	الإثنين	٧ ذوالقعدة ١٤٤٦هـ	٥ مايو ٢٠٢٥م

College map:



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