

Kingdom of Saudi Arabia
Ministry of Education
Taif University
College of Sciences
Department of Biology
General Biology Program



المملكة العربية السعودية
وزارة التعليم
جامعة الطائف
كلية العلوم
قسم الأحياء
برنامج الأحياء العامة



Comprehensive Guide of General Biology Program

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Introduction

Taif University serves one of the largest geographical regions in Saudi Arabia, whereas one of its branches is away from the center by about 350 km, nearly 60,000 students from the Taif province and its cities and from the neighboring provinces benefit from its educational programs. This serves the largest diversity in the personal, social and cultural characteristics of students. The role of the university is to consolidate all these cultural differences. In fact, students represent the basic element upon which the educational process at Taif University is built. It prepares them scientifically, intellectually and culturally to cope with the great changes in the work market. The university also provides them with services and activities that accompany and help them to integrate into their university environment and satisfy their desires and practice, leisure and develop their aptitudes and involves them in the decision-making process. Among Taif University faculties with high reputation, the College of Sciences which includes several departments, as Department of Chemistry, Physics, Biology, Food Science and Nutrition, Biotechnology, and Mathematics. Compared to the other departments in the same faculties or/and the other university faculties, the Department of Biology occupies a great scientific quality position. The department includes a distinguished staff of national and international faculty members, rarely exist in another department at the university. The staff members are characterized by great teaching and research capabilities that positioned them for several times at the first place for the award of scientific publishing at the university. The Department of Biology comprises many different sections, such as zoology, flora, microbiology and general biology. Among those sections is the general Biology, which focuses on the guide and providing scientific material related to the study and joining theme and the laboratories they serve, system of acceptance in the program, brief description of scientific courses, and the staff members of the department as well as their achievements to be this guide in the hands of the student. The Department's interest in students is not limited to the time they spend between the classrooms and the lab, but also extends after graduation.

Objectives and importance of the guide

This guide aims to provide students with the following:

1. A brief review of the Biology Department and General Biology Program.
2. Mission, Goals and graduate attributes of the General Biology Program.
3. The study plan and courses of the General Biology Program.
4. Structural organization of the General Biology Program.
5. Executive and academic committees of the General Biology Program.
6. Executive bylaws of the study system of the General Biology Program.
7. Study and exams' procedures and conditions.
8. Students' rights and obligations.
9. Student activities and community services.
10. Career opportunities for graduates of the General Biology Program.
11. Students' advisory committee of the General Biology Program.
12. Scientific and research centers of the General Biology Program.
13. Academic and scientific achievements of the Biology Department.
14. Services and facilities that serve the General Biology Program.
15. Contact details of staff members of the Biology Department.



Word by the Head of Biology Department

I would like to begin this brief message by thanking Prof. Dr. Saad bin Salem Al-Zahrani (Director of university) and Dr. Adel bin Abdullah Qabouri (Dean of Science College) for their confidence in a decision to assign me the head of the Department of Biology and I ask God to be able to serve our students and department members. The Department of Biology is one of the important and vital departments of the College of Science at the University, and biology occupies a distinctive and leading position among other sciences, as biology has a close relationship with other sciences such as chemistry, physics, geology and other sciences. It also plays an essential role in people's lives and affairs. It allows humankind to better understand their body, resources and potential threats in the environment.

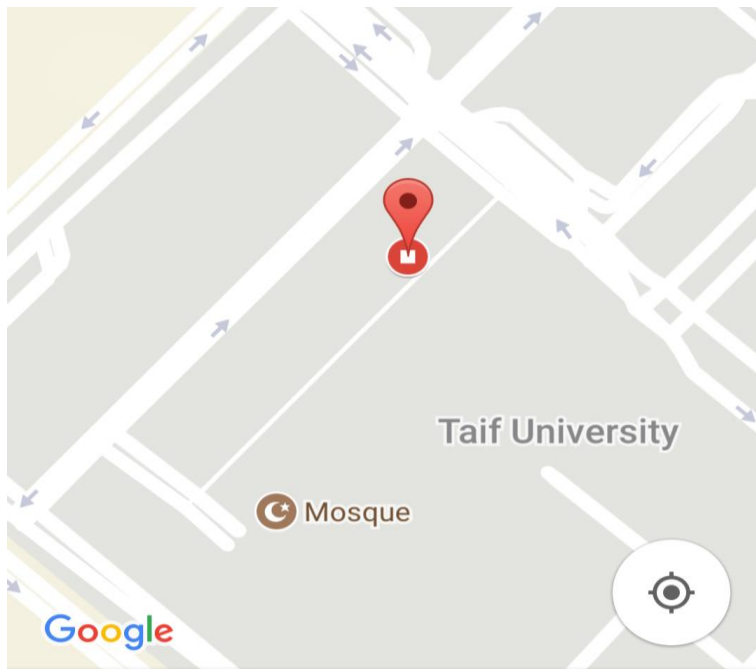
The teaching staff of the department consists of a group of qualified and experienced faculty members that undertake the tasks of teaching courses of students in addition to conducting scientific research published in refereed journals. The department offers outstanding opportunities to study biology in various disciplines (Botany, Zoology, Microbiology and General biology). The efforts in the department are based on establishing students with the required scientific knowledge and basic skills according to distinct academic standards that will contribute after God's will enable the student after graduation from competing competently in the labour market for career opportunities in related fields , or complete his graduate studies in any branch of biology Different .

The department looks forward to achieving the Kingdom's vision of national (2030), which is based on its priorities to / over education, scientific research and community service. The department also seeks to develop some qualitative study programs such as professional masters, which will contribute, God willing, to support our Dear home-qualified graduates with high efficiency in order to keep pace of the requirements of the labor market scientifically and technically in order to contribute to the advancement of this nation.

Best regards

Sincerely

Geographical location of the Biology department within the main campus of Taif University



General Biology Program



Biology is one of the important sciences in our lives due to its various applications in various aspects of life. Nowadays, scientists have been able to make the most of this science.

In the study plans of the general biology program, the vocabulary of the curriculum should be in accordance with the latest scientific information derived from modern references. The emphasis was on gender, not quantity. The general biology program includes 51 courses divided over 8 levels within 139 credit hours, during which the student studies 13

general courses as university requirements such as courses of Islamic culture and languages, and 6 courses as requirements of the College of Sciences and 30 courses as the General Biology Program, in addition to a field studies course and a graduation research course. Several cohorts of the General Biology program have been graduated.

Conditions of admission to the program

[\(لائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف\)](#)

According to the conditions of admission to the university, the most important of which are:

- 1- The student should obtain a high school diploma (scientific).
- 2 - Pass the capacity test.
- 3- Pass the achievement test.

Graduate Certificate: Bachelor in General Biology.

Mission of the General Biology Program

Prepare qualified graduates in the field of general biology capable of competition in labor market and exploitation of scientific research in community development.

Goals of the General Biology Program

1. Provide students with efficient cognitive and professional skills in the biology related fields.
2. Prepare students for a wide variety of career paths, including scientific research and professional levels of employment.
3. Motivate social responsibilities of students in an ethical framework for sustainable environmental and community development.
4. Develop competency of lifelong learning and interpersonal traits in the field of specialty.
5. Encourage investigation, problem-solving and scientific reasoning capabilities.

Graduate Attributes of the General Biology Program

- A. Able to adapt to different assigned roles and tasks in social and professional practices.
- B. Able to apply problem-solving and critical thinking skills in biological and environmental subjects.
- C. Able to utilize information technology effectively to handle key work functions.
- D. To be self-motivated with the ability to set personal goals and priorities.
- E. Able to demonstrate efficient interpersonal and communication skills in various life situations.

Curriculum Structure of the General Biology Program

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	12	24	17.3%
	Elective	1	2	1.4%
College Requirements	Required	6	22	15.8%
	Elective	-	-	-
Program Requirements	Required	30	85	61.1%
	Elective	-	-	-
Capstone Course/Project		1	3	2.2%
Field Experience/ Internship		1	3	2.2%
Others		-	-	-
Total		51	139	100%

Study Plan of the General Biology Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	105115-2	History of the kingdom	Required	-	2	Institution
	201104-4	General Biology	Required	-	4	College
	202112-3	Introduction to Mathematics	Required	-	3	College
	204101-4	General Chemistry (1)	Required	-	4	College
	999801-2	English for Academic Purposes (1)	Required	-	2	Institution
Level 2	2021204-4	Calculus (1)	Required	202112-3	4	College
	2031204-4	General Physics (1)	Required	-	4	College
	2051204-3	Introduction to Biotechnology	Required	-	3	College
	990211-2	Arabic Language Skills	Required	-	2	Institution
	990311-2	University Study Skills	Required	-	2	Institution
	999802-2	English for Academic Purposes (2)	Required	999801-2	2	Institution
Level 3	2004111-2	Fundamentals of Islamic Culture	Required	-	2	Institution
	2012101-3	General Ecology	Required	201104-4	3	Program
	2012102-3	Cytology	Required	201104-4	3	Program
	2012103-3	General Botany	Required	201104-4	3	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	2012104-3	General Zoology	Required	201104-4	3	Program
	2022110-2	Biostatistics	Required	2021204-4	2	Program
	999803-2	English for Academic Purposes (3)	Required	999802-2	2	Institution
Level 4	2004112-2	Islamic Culture (Morals and Values)	Required	2004111-2	2	Institution
	2012201-2	Genetics	Required	2012102-3	2	Program
	2012202-2	Biodiversity	Required	2012101-3	2	Program
	2012203-3	General Microbiology	Required	2012103-3	3	Program
	2012205-3	Plant Kingdom	Required	2012103-3	3	Program
	2043106-3	Biochemistry	Required	204101-4	3	Program
	999804-2	English for Academic Purposes (4)	Required	999803-2	2	Institution
Level 5	2012204-3	Invertebrates	Required	2012104-3	3	Program
	2013103-2	Pollution and Environmental Impact Assessment	Required	2012101-3	2	Program
	2013105-3	Animal Physiology	Required	2012104-3	3	Program
	2013106-3	Plant Physiology (1)	Required	2012103-3	3	Program
	2013109-3	Plant Anatomy	Required	2012103-3	3	Program
	999807-2	English for Specific Purposes (1)	Required	-	2	Institution
Level 6	2004313-2	Islamic Culture (3)	Required	2004112-2	2	Institution
	2013102-3	Entomology	Required	2012204-3	3	Program
	2013108-3	Mycology	Required	2012203-3	3	Program
	2013204-3	Vertebrates	Required	2012104-3	3	Program
	2013207-3	Phycology	Required	2012205-3	3	Program
	2013208-3	Economic Botany	Required	2013109-3	3	Program
Level 7	2004414-2	Islamic Culture (4)	Required	2004313-2	2	Institution
	2014101-3	Parasitology	Required	2012204-3	3	Program
	2014104-3	Molecular Biology	Required	2012201-2	3	Program
	2014106-3	Field Studies	Required	-	3	Program
	2014108-3	Taxonomy of Flowering Plants	Required	2012205-3	3	Program
	2014110-3	Plant Pathology	Required	2013108-3	3	Program
	2014116-3	Applied Microbiology	Required	2013108-3	3	Program
	999809-2	English Course (1)	Elective	-	2	Institution
Level 8	2014103-3	Embryology	Required	2013204-3	3	Program
	2014203-3	Graduation Project	Required	-	3	Program
	2014205-3	Animals of the Kingdom of Saudi Arabia	Required	2013204-3	3	Program
	2014210-3	Flora of Saudi Arabia	Required	2014108-3	3	Program
	2014213-3	Plant Tissue Culture	Required	2014104-3	3	Program
	2014219-2	Desert Ecology	Required	2012202-2	2	Program

Brief Description of General Biology Program Courses

Course Code	Course Title	Course Description
2012101-3	General Ecology	An introductory course to different ecology branches, general ecological mechanisms and main components of different ecosystems. It discusses characteristics of different habitats and different ecosystem components.
2012102-3	Cytology	This course deals with studying the basic concepts of Cytology, cellular organization and cell division, cytogenetics and cytological techniques.
2012103-3	General Botany	General Botany provides an introduction to study plants with special attention to morphological structure of plants, basic functions of plant parts, and reproduction of plants.
2012104-3	General Zoology	This course deals with studying fields of Zoology, ultra-structure of animal cell, animal tissues, introduction to animal physiology, animal reproduction, embryology as well as principles of animal ecology.
2022110-2	Biostatistics	An introductory course to some important topics in statistics such as types of variables, sampling techniques, descriptive statistics, normal distribution, point estimation, interval estimation, testing hypothesis as well as correlation and regression.
2012201-2	Genetics	This course introduces students to the principles of traditional and modern genetics, Mendelian genetics, pedigree analysis and its applications, mutations and chromosome number variations, the molecular bases of heredity, transposable elements, cytoplasmic genetics, population genetics and epigenetics.
2012202-2	Biodiversity	This course discusses characteristics of living organisms in relation to their habitats, the main components of ecosystem, biodiversity of living organisms and characteristics of different habitats and different biodiversity components.
2012203-3	General Microbiology	This course deals with studying principles of Microbiology, historical review of the pioneer microbiologists, classification of microorganisms (Bacteria, Fungi, Microalgae, Parasites, in addition to Viruses), structure and chemistry of microbial cell, microbial genetics, nutrition, metabolism, growth and reproduction as well as role of microorganisms in medicine, industry, agriculture, environment and biotechnology.
2012205-3	Plant Kingdom	The course includes the characteristics of living organisms, systems of classifying living organisms, kingdom Prokaryote including bacteria and cyanobacteria, kingdom Mycota (fungi), kingdom Protista (algae) and kingdom Planta

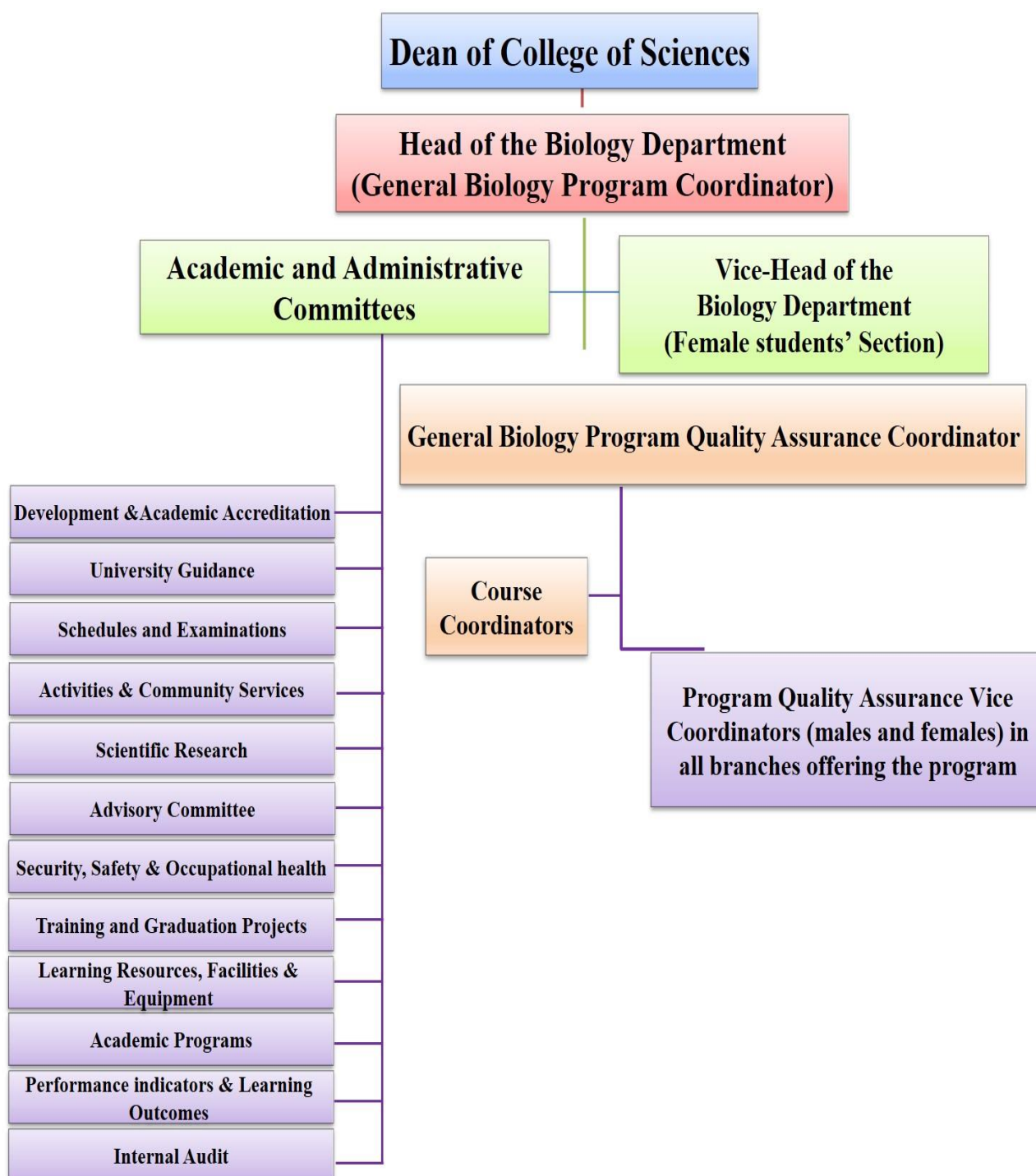
Course Code	Course Title	Course Description
		including bryophyte, pteridophyte, gymnospermae and angiospermae. It focuses on some examples for each kingdom including the general description, reproduction methods and life cycles.
2043106-3	Biochemistry	This course deals with studying the active constituents in plant and animal cells as well as explaining the biological importance of carbohydrates, proteins, fats, amino acids and nucleic acids for living organisms.
2012204-3	Invertebrates	This course deals with studying introduction and some terms of animal kingdom especially invertebrates, principals differentiations between the invertebrates and vertebrates, classification of invertebrates starting from Protozoa to Echinodermata as well as general features, taxonomy and examples of each phylum.
2013103-2	Pollution and Environmental Impact Assessment	This course provides general description about the various types and sources of pollutants, the different types of pollution and its effects on the environment as well as methods to protect the environment from these pollutants.
2013105-3	Animal Physiology	This course deals with studying structure and function of the animal body and each of its major organs and systems.
2013106-3	Plant Physiology (1)	This course deals with studying introduction to plant physiology, water absorption and sap uptake, transpiration, osmosis, plasmolysis, deplasmolysis, permeability of membrane, and phloem translocation.
2013109-3	Plant Anatomy	This course provides general description about the structure of plant cell and plant tissue types, young and old stems, leaves and roots in monocotyledons and di-cotyledons with comparisons, secondary growth in di-cotyledons (stems, roots and leaves) and the environmental effects on the anatomical structure of plants.
2013102-3	Entomology	This course deals with studying identification of insects and its distribution, the insect orders and families, the external and internal structures, the function of different insect organs and the environmental effects on insect behavior.
2013108-3	Mycology	This course deals with studying the cellular structures of fungus, asexual and sexual spores produced by fungi, different life methods between fungi, basics of classification of fungi, life cycles, methods of reproduction of all fungi sections, economic importance and selected models of some diseases caused by fungi in each section.
2013204-3	Vertebrates	This course deals with studying general characteristics, classification, external features and internal systems of

Course Code	Course Title	Course Description
		chordates as well as relations between vertebrates and invertebrates.
2013207-3	Phycology	This course discusses algae in various habitats, algal cells, algal division's, factors influencing algal reproduction and the type of algal thalli as well as economic importance of algae.
2013208-3	Economic Botany	This course deals with studying economics of plants as well as uses of economic plants including fiber, wood, pigment, rubber, resin plants, aromatic plants, oil and wax plants, sugar, starch and cellulose plants as well as fodder plants for animals and human.
2014101-3	Parasitology	This course deals with studying the relationships between living organisms, parasitism and adaptation of parasites to their mode of life as well as parasitic Protozoa, Platyhelminthes, Nematoda and their harmful effects on the host.
2014104-3	Molecular Biology	This course deals with studying the composition and structure of nucleic acids, emphasizes the concept of the central dogma of molecular biology, by which, DNA replicates to form another molecules of DNA, and is transcribed to produce RNA. In turn, RNA is translated to form proteins. Then, proteins exert the cellular functions stored in DNA.
2014106-3	Field Studies	Students conduct this course on practical and professional bases at one of the accredited governmental bodies in accordance with certain criteria and standards, through the submission of a final report and final presentation of all gained experiences.
2014108-3	Taxonomy of Flowering Plants	This course provides students with basic knowledge on taxonomy, skills necessary to identify different flower constituents, the importance of inflorescence, fruits and pollen grains in taxonomy, the applications of modern molecular and genetics in taxonomy and applications used for classification of angiosperms.
2014110-3	Plant Pathology and Biological Control	This course deals with studying plant diseases and their causes (biotic and abiotic agents), direct and indirect losses from plant diseases, symptoms of plant infections, inoculums of microbial infection, environmental conditions that cause spread of microbial infectious, disease cycles and methods used in diagnosis and controlling plant diseases.
2014116-3	Applied Microbiology	This course provides an overview of the diversity of microorganisms and their metabolic activities, as well as the key microbial products of social, economic and environmental importance. Also testing effects of microbial

Course Code	Course Title	Course Description
		compounds on pathogens, water and analytical uses.
2014103-3	Embryology	This course deals with studying fields, branches and history of embryology, gametogenesis and its physiology, fertilization and its mechanism, cleavage, gastrulation and differentiation in descriptive and molecular terms, regeneration mechanisms, embryonic development of chordates, embryonic induction and morphogens, genetic bylaws and molecular analysis of development, stem cells and their application as well as embryonic malformation and technology of reproduction.
2014203-3	Graduation Project	This course deals with studying methods and steps of scientific research, methods used in scientific thinking, problem solving and data analysis as well as preparation and discussion of scientific essays.
2014205-3	Animals of the Kingdom of Saudi Arabia	This course deals with studying the characteristics of biomes as well as ecological and geographical regions of KSA, the main ecosystem components of KSA, also the invertebrate and vertebrate fauna of KSA (distribution, abundance and characteristics).
2014210-3	Flora of Saudi Arabia	This course deals with studying Flora of Saudi Arabia, different forms of habitats and its distinctive plants, factors affecting plant distribution and different forms of plant life in KSA.
2014213-3	Plant Tissue Culture	The course includes introduction, terminology, stages of plant tissue culture, factors affecting plant tissue culture, role of hormones in tissue culture, the general application of plant tissue culture, tissue culture for vegetable crops, tissue culture for fruit crops and in vitro improvement in plant tissue culture through protoplast fusion.
2014219-2	Desert Ecology	This course deals with studying different types and distribution of deserts in the world generally and in Saudi Arabia specially, the main components of desert ecosystem, desertification, sand dunes, as well as desert plants and animals and their adaptations

Structural Organization of the General Biology Program

General Biology program is one of the distinguished academic programs offered by the Biology Department, College of Sciences, Taif University. The program is offered in the Main Campus, Hawaiyah, Taif as well as Turabah branch and Al-Khurmah branch. Any decisions which have been approved by the College of Sciences council and/or the Biology Department council regarding academic and regulatory processes are also obligatory to be executed in the branches.



Executive and academic committees of the General Biology Program

• Development and Academic Accreditation Committee

Development and Academic Accreditation Committee is under the chairmanship of the Head of the Department. The Vice-Chairman is the Vice-Head of the Department and the membership of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program. The committee is under supervision of the Academic Development unit of the College of Sciences and its responsibilities are:

1. Introduce employees to good practices of the National Center for standards Assessment and Accreditation.
2. Providing evidence and documents related to the criteria for academic accreditation.
3. Preparing, documenting, classifying and arranging the files related to the standard academic accreditation according to the included practices.
4. Use of validation and measurement tools for program academic standard accreditation.
5. Ensure that the program and course descriptions are prepared in accordance with the NCAAA forms.
6. Ensure the preparation of reports of the decisions and updated according to the forms of the National Center for Assessment and Accreditation.
7. Writing the annual report of the program according to the National Center for Assessment and Accreditation.
8. Completing and applying the self-evaluation measures of the academic standard accreditation.
9. Identify and propose performance indicators for standard program accreditation.
10. Plan and conduct the self-study of the program in cooperation with the Standards Committees.
11. Writing a self-study report for the program.
12. Preparing reference comparisons for indicators.
13. Submitting recommendations to the department council in the light of the reports and its results.
14. Ensure implementation of recommendations and develop and implement improvement and development plans.
15. Prepare and participate in internal and external audit visits.
16. Prepare the executive plan for the program.
17. Consider the effectiveness of the program and follow-up and prepare the annual follow-up report, which is submitted through the Department's Quality Assurance Committee of the

College, and includes performance indicators that give accurate details about the activities carried out during the year and their effectiveness in enhancing the quality of the program and the extent of its compliance with the National Authority standards.

18. Study and audit the program based on the results and reports of decisions and field experience and make recommendations for major amendments in the decisions and then submitted through the Council of the Department to the College Council to take the necessary action.
19. Consider and approve the minor amendments to the program and its decisions and write reports thereon in the light of reviewing the results and examining the reports of the courses and field experience and delivering the recommendations after the approval of the department council to the college council, which in turn submits them to the quality assurance committee of the college for study and benefit and then for affairs. Educational briefing.

- **University Guidance Committee**

The committee consists of the chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program. The committee is under supervision of the Academic Guidance unit of the College of Sciences and its responsibilities are:

1. Follow-up the process of academic guidance.
2. Follow up the progress of undergraduate students.
3. Review schedules for undergraduate students.
4. Following up the registration of study schedules for students.
5. Quarterly update of the lists of regular, disconnected, dismissed and graduates.
6. Follow up the implementation of academic movements

The duties of the Academic guide are:

- Knowledge of the procedures of registration, deletion and addition of the announced schedules.
- Strict follow-up of the student's scientific achievement in the subjects recorded in it and write periodic reports.
- Identify the performance of students and encourage them to more diligence and motivate outstanding students.
- Discussing difficulties and helping students through the office hours allocated to them.
- Helping students to benefit from e-university services and encouraging them to participate in academic and extra-curricular activities.
- Adherence to the forms and reports approved by the University Guidance Department.
- Know the study plan of the program and the graduation requirements of students and study the status of the student schedule.

- **Schedules and Examinations Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program. The committee is under supervision of the Examinations' unit of the College of Sciences and the Deanship of admission and registration. The responsibilities of the committee are:

1. Prepare studies and exams schedules for undergraduate and master students.
2. Preparation of schedules of faculty members.
3. Preparation of schedules of technicians and researchers.
4. Housing the school tuition in the halls and laboratories.
5. Supervise the conduct of exams and evaluation.
6. Report on exam results in all courses.
7. Prepare exam rooms and make sure they are ready.
8. Inventory of pathological cases.
9. Coordinate the date of practical and theoretical exam based on the suggestions of the department and students and in coordination with the Deanship of Admission and Registration.
10. Prepare the schedule of observations for the exams.
11. Receive and save answer sheets for two academic years after the announcement of the result.
12. Follow-up the delivery of results on time and monitoring and dependence on the university system, within a period not exceeding 48 hours from the end of the exam.

- **Activities and Community Services Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program. The committee is under supervision of the Students' activity unit of the College of Sciences and its responsibilities are:

1. Prepare the plan of scientific and community activities.
2. Coordinate the participation of students and employees in the university activities.
3. Prepare the plan of student activities in light of the program's mission and goals.
4. Supervise the implementation of all activities in the department.
5. Coordination of workshops and scientific and cultural lectures in cooperation with relevant parties of Taif University.
6. Coordination of training workshops to improve students' skills.
7. Coordination of various contests and participation in internal and external meetings.
8. Coordination of various scientific and social trips and exchange of knowledge.

- **Scientific Research Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program. The committee is under supervision of the Scientific Research committee of the College of Sciences and its responsibilities are:

1. Follow-up research activity.
2. Follow up the scientific publication.
3. Supervise research and scientific cooperation.
4. Establish reference libraries for published research projects.
5. Follow-up the scholarships of the department.
6. Follow-up the progress of students to master.
7. Follow-up procedures for the registration of scientific theses.
8. Follow-up procedures for the formation of discussion committees.
9. Follow up the procedures of granting grades and graduation.

- **Advisory Committee**

Communication and cooperation between the College and stakeholders is one of the required standards for academic accreditation, because of its importance for the formation of qualified cadres for production in the labor market. One of the most important forms of this cooperation is the formation of an Advisory committee, which includes representatives of academics and stakeholders. This committee plays an important role in guiding, promoting and improving the General Biology program.

The committee is under the chairmanship of the Head of the Department. Members of the committee are the Vice-Head of the Department (Female section) professional employers, students, graduates and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program. The committee's responsibilities are:

1. Providing professional advice, assistance and guidance to the General Biology Program.
2. Identify the attributes and skills required for graduates of the General Biology Program to fit in the labor market.
3. Providing Proposals to improve and develop the General Biology Program.
4. Indicate the needed specifications in the labor market.
5. Indicate the needed career of graduates expected in the near future.
6. Indicate the skills needed for graduates to participate in labor market.
7. Evaluate the program from the professional point of view.

8. Review the academic content of the program.
9. Provide suggestions to improve and modify courses according to the needs of the labor market.
10. Provide trainers and supervisors to train students.
11. Promote the graduates of the academic program in the labor market through communication with different companies and business sectors, and organize advertising in its various forms.

The dean of the college assigns the supervisory committee to supervise and follow-up the program's advisory committee and provide recommendations. The supervisory committee is chaired by the Dean of the college and consists of the Vice-dean of the college (in male and female sections), the head of academic development unit, as well as heads of the scientific departments. The responsibilities of the supervisory committee are:

1. Supervise all development and academic accreditation in the college and its departments and academic programs.
2. Recommendation to raise the names of programs that meet the criteria for program accreditation to apply to program accreditation.
3. Discuss the quality management and its work in the college.
4. Providing the necessary consultations and recommendations to raise the quality and development of the college and its departments.
5. Propose the necessary policies to ensure quality and achieve accreditation standards in the college and its programs.
6. Discuss the reports of the review of advanced programs for academic accreditation.
7. Discuss strategic plans and executive reports.
8. Provide opinion and consultation in all work that follows the scope of the work of the Committee.

- **Security, Safety and Occupational health Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program and its responsibilities are:

1. Follow up the fulfillment of security and safety requirements.
2. Prepare maintenance, security and safety orders.
3. Supervision of warehouses and inventory control.
4. Establish an occupational safety and health policy.
5. Awareness of the necessity to follow safety and Occupational health conditions.

- **Training and Graduation Projects Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program and its responsibilities are:

1. Prepare and implement training programs.
2. Preparation and implementation of student training programs.
3. Supervise the implementation of graduation research

- **Learning Resources, Facilities and Equipment Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program and its responsibilities are:

1. Create libraries of theses, graduation research, books and references.
2. Establishing electronic libraries.
3. Preparation of question banks and electronic exams.
4. Activate and follow the use of the Black Board learning platform.
5. Prepare orders for educational and laboratory needs.
6. Follow up the operation of scientific and research equipment.
7. Follow-up the operation of educational methods.
8. Follow up the maintenance of offices, halls and laboratories.

- **Academic Programs Committee**

The Department Council establishes the Academic Programs Committee headed by the Head of the Department, or by competent and experienced member nominated by the Department Council. The committee includes representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program and its responsibilities are:

1. Following up the academic programs and study plans in the department and write the necessary reports.
2. Studying the development proposals submitted by faculty members, the program advisory committee, students and graduates, and following up developments in the field and the labor market, and prepare reports thereon.
3. Periodically evaluating and auditing the programs of the department.
4. In case the academic programs are developed, the committee will undertake a comprehensive study on the reasons for the development, including the identification of causes, conducting referential comparisons, and other processes.

5. Designing and developing academic programs in the department following all the stages mentioned in the guide of designing and developing academic programs at Taif University.
6. Coordinating with the Executive Office for Program Transformation at the Deanship of University Development in all the stages of designing and developing academic programs.

- **Performance indicators and Learning Outcomes Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program and its responsibilities are:

1. Assessment of key performance indicators of the program and preparing a report on them.
2. Assessment of program learning outcomes and preparing a report on them

- **Internal Audit Committee**

The committee consists of a chairman, coordinator and representatives of staff members of the department taking into consideration that members of the committee should be from both male and female sections as well as branches of the program. The committee is under supervision of the Internal Audit unit of the Deanship of University Development and its responsibilities are:

1. Review the program accreditation requirements.
2. Review the works of the program's executive committees.

Exacutive bylaws of the study system of the General Biology Program

(دليل الطالب بجامعة الطائف - الدليل الارشادي لطلاب المنح الدراسية باللغة العربية)

Important Definitions:

1. **Academic year:** two main semesters and one summer semester, if applicable.
2. **Semester:** a period of at least 15 weeks does not include registration periods and final exams.
3. **Summer semester:** a period not exceeding eight weeks and not including the registration and final examination periods.
4. **Study level:** indicates the stage of study in accordance with the approved study plans.
5. **Study plan:** is a set of compulsory, optional and free courses, whose total units are the graduation requirements that a student must successfully pass to obtain the degree in the selected discipline.
6. **Course:** A course within the study plan adopted in each discipline (program), each course has a symbol, name and detailed description of its terms, which distinguishes it in terms of content and level from other courses. A special file is maintained by the Section for the purpose of

follow-up, evaluation and development. Some decisions may have a prior or simultaneous requirement.

7. **Study unit:** Weekly theoretical lecture of at least 50 minutes or practical or field lesson of at least 100 minutes.
8. **Academic warning:** Notification to the student due to a decrease in the cumulative rate below the minimum set out in this bylaw.
9. **Semester work points:** The degree granted to the work that shows the student's achievement during a semester of exams, research and educational activities related to the course.
10. **Final Exam:** A course exam held once at the end of the class.
11. **Final exam score:** the degree obtained by the student in each course in the final exam for the semester.
12. **Total points:** The sum of the quarterly grades, in addition to the final exam score for each course, and the score is calculated from one hundred.
13. **Grade:** A description of the percentage or alphabetical symbol of the final grade obtained by the student in any course.
14. **Incomplete grade:** A grade that is temporarily monitored for each course that the student is unable to complete his / her requirements on the specified date and is indicated in the academic record with the letter (L).
15. **Continuous assessment:** An assessment that is temporarily monitored for each course required by the nature of the study by more than one semester completed, and is symbolized by the symbol (m).
16. **Semester average:** The sum of the points earned by the student by the total units for all the courses studied in any semester, and the points are calculated by multiplying by the unit assessed by the estimate weight obtained in each student's course.
17. **Cummulative rate:** The sum of the points earned by the student in all the courses that she has studied since joining the university is divided by the total units assessed for those courses.
18. **General Assessment:** Description of the level of educational attainment of the student during the period of study at the University.
19. **Study load:** The total number of units in which a student is allowed to register in a semester.
The maximum and minimum academic load is determined by the University's bylaws.
20. **Overburden:** it is exceeded the number of study hours allowed for the student.
21. **Lower burden:** Student registration is less than the number of hours allowed.
22. **Prerequisite:** A preliminary course to be studied before the next course.
23. **Elective course:** is the study of an elective course from outside the department or college.
24. **Free course:** is the study of an optional course from within the department.

25. Section's withholding: Freezing the effectiveness of the section and not ready for registration until it is needed or canceled.

26. College Coordinator: A staff member nominated by the college to coordinate and follow up its academic schedules with the Admission and Registration Deanship.

Bachelor in General Biology

The executive bylaws of the department (according to the list of the College of Sciences) depends on the unified list of studies and exams for the university stage in the college that emanates from the executive bylaws of the Saudi universities and its most prominent features are:

Study and exams' procedures and conditions

(دليل الطالب بجامعة الطائف - لائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف - الدليل الإرشادي لطلاب المنح الدراسية باللغة العربية)

- a. The study is proceeding according to university level system, consisting of at least eight levels, and the duration of each level is one semester.
- b. The distribution of courses for each discipline at the levels, and the number of units per level is determined as required by the planned study plans.
- c. The number of teaching hours in each level between 15-18 hours.
- d. The Department allows its expected students to graduate a summer class with a maximum of 10 hours of study.
- e. The Department provide its students with laboratory teaching hours.
- f. The department provides students with field training.
- g. The department offers students the courses of graduation projects designed and implemented by students under the supervision of staff members.
- h. Students who have not failed due to failure in the courses are enrolled in the level courses gradually starting from the lower levels, according to the approved study plans.
- i. Students who are failed are enrolled in the courses so as to ensure that they have the minimum study load in each semester provided that the following points are taken into consideration:
 1. Do not conflict in the study schedule.
 2. Meet the previous requirements of the course (s) to be registered.
 3. Not allowed to take courses from the following levels only to complete the minimum study load.

Registration

The schedules are recorded automatically before the beginning of each semester for all students of the college according to the student's level and the cumulative average. In case of any needed change in the study schedule, students can proceed the process electronically or through the academic guide and before the start of study.

Apology for study for a semester

The student may apologize for continuing to study a class without being considered as a gain if he gives an acceptable excuse to his college, where the student applies for an electronic apology through the student's page on the university site and then is electronically decided upon by the college by accepting or rejecting it according to the bylaws. This is at least five weeks prior to the start of the final tests, the student is given an excuse rating (P) in all the course of the class if his application is accepted, and this semester is calculated from the regular period of completion of the graduation requirements. The period of the apology does not exceed two consecutive or three non-consecutive classes, and the student is then re-enrolled immediately after the completion of the undergraduate class.

Postpone of study

The student may apply for postponement of the study for an excuse accepted by the University Council provided that the duration of the postponement does not exceed a maximum of two consecutive semesters or three non-consecutive semesters during his stay in the university and then folds his enrollment thereafter. The period of postponement does not shall be calculated as part of the period required for the completion of the graduation requirements.

Hold student's enrollment

If the student is suspended from studying for a semester without requesting a postponement, the university council has to hold the student's registration if the student has dropped out of study for a shorter period, and the student is not considered to be suspended from studying for classes taught by a visitor at another university.

Measures of re-enrollment

- To apply for reinstatement within four classes from the date of receipt.
- He must not have been dismissed from the university for educational or disciplinary reasons or from another university for disciplinary reasons. If it becomes clear after his re-entry, his enrollment shall be deemed canceled from the date of re-entry.
- The student may not be re-enrolled if he is an academic.
- The student is not entitled to re-enroll more than once.

Re-enrollment

The student can apply for his or her re-education and pre-break status according to the following bylaws:

- a. To apply for re-enrollment within four semesters of the date of accession.
- b. The relevant College Board and relevant parties agree to reinstate the student's enrollment.
- c. If the student has been enrolled for four semesters or more, he / she can apply to the University for a new student without reference to his / her previous academic record, and all of the conditions for admission declared at the time apply.
- d. The student may not be re-enrolled more than once.
- e. A student whose registration has been folded may not be re-enrolled if he has been warned.
- f. The student shall be informed of the decision electronically.

Dismissal from the University

The student shall be dismissed from the university in the following cases:

- a. If he obtains at most three consecutive warnings of a cumulative decrease of 1.0 from of 4, and the University Council, based on the recommendation of the College Council, he or she will be given a fourth opportunity to raise his cumulative rate by studying the available courses.
- b. If he does not complete the graduation requirements within a maximum period of half of the prescribed period of graduation in addition to the duration of the program.
- c. The University Council may, in exceptional cases, address the conditions of the students to whom the provisions of the two preceding paragraphs apply, by giving them an exceptional opportunity not exceeding two semesters at most.
- d. The student shall be deprived of the reward in the case of receiving an academic warning.

Visiting student

[\(الدليل الإرشادي لطلاب المنح الدراسية باللغة العربية\)](#)

The visiting student is the one who studies some courses at another university or in a branch of the university to which he belongs without converting it, and draws the materials he studied according to the following bylaws:

- Consent of the college in which he or she is studying in advance.
- The study should be in a recognized college or university.
- The course taught by the student outside the university should be equivalent in its vocabulary to course contained in the graduation requirements.
- If the visiting student is studying in a branch of the university to which the student belongs, the transaction will be made in accordance with Article (47).

- The University Council determines the maximum percentage of units of study that can be calculated from outside the University for the visiting student.
- The courses that are equivalent to the visiting student from the other university shall not be counted in his cumulative average, and the courses shall be recorded in his academic record.
- Any other conditions set by the University Council.

Study consistency and attendance

- A regular student must attend lectures and practical lessons, and is prohibited from entering the final exam if the attendance rate is less than the rate determined by the University Council, but not less than 75% of the lectures and practical lessons specified for each course during the semester (i.e., not more than three weeks), A student who has been deprived of taking the exam because of his absence is considered a failure in the course, and a deprived grade (H) is set.
- The college council or its delegate may - Exception – may lift the disadvantage and allow the student to enter the exam provided that the student provides an accepted excuse by the Board. The University Council determines the attendance rate, but not less than 50% of the lectures and practical lessons specified for the course.

Final exam procedures

The student is not allowed to enter the final exam 30 minutes after the beginning of the exam, and is not allowed to leave the exam 30 minutes before. Fraud in the exam or attempted on its, or the contration of instructions and the rules of exam conducting is punishable by the student in accordance with the disciplinary bylaws issued by the University Council. If the student is unable to attend the final exam in any of the compulsory excuses for the semester, the faculty board may, in extreme cases, accept his excuse and allow him to take an alternative exam within a period not later than the end of the next semester. The estimate obtained after performing the alternative exam is given.

Grades:

The student's grades in each course are calculated as follows:

Percentile grade	Grade	Recognition index	Estimate weight
95 – 100	Excellent +	A+	4.0
90 to less than 95	Excellent	A	3.75
85 to less than 90	very good ++	B+	3.5
80 to less than 85	Very good +	B	3.0
75 to less than 80	Very good	C+	2.5
70 to less than 75	Good	C	2.0
65 to less than 70	Pass +	D+	1.5
60 to less than 65	Pass	D	1.0
less than 65	Fail	F	0

How to calculate grade:

The overall estimate of the cumulative rate at the student's graduation based on its cumulative rate is as follows:

- * (excellent): If the cumulative rate is at least 3.5 from 4.0.
- * (very good): If the cumulative rate is 2.75 to less than 3.5 from 4.0.
- * (good): If the cumulative rate is 1.75 to less than 2.75 from 4.0.
- * (acceptable) if the cumulative rate is 1.0 to less than 1.75 of 4.0.

Honor rank

The first honors are awarded to a student with a cumulative rate of 3.75 to 4.0 from 4.0 upon graduation, and the second honors are awarded to a student with a cumulative rate of 3.25 to less than 3.75 from 4.0 at graduation.

Transfer from one college to another within the university

The student may be transferred from one college to another within the University in accordance with the rules approved by the University Council.

Transfer from one specialty to another within the college

- The student may, after the approval of the Dean of the College transfer from one specialty to another within the College in accordance with the rules set by the University Council.
- The department determines its conversion controls and the number of remittances.
- The transfer conditions specified by the transfer department shall apply to the student.
- The remaining period of his university should be sufficient to complete the graduation requirements in the new department.
- The transfer must be the end of each semester.
- The transfer file must be requested during the first four semesters since the student joined the university.
- The student may transfer from one specialty to another within the college only once, and the University Council or his representative may, in case of necessity, the exception in that.
- All the subjects that have been studied shall be recorded in the academic record of the student transferred from one major to another.
- All the subjects that have been studied shall be recorded in the academic record of the student transferred from one major to another, in accordance with Article 49 of the Bylaws for the Study and Examinations for Undergraduate Students.

Academic file

It is a statement indicating the student's course of study. It includes the courses he teaches in each semester with its symbols and numbers, the unit's number, the grades obtained, and the

symbols of the general appreciation, in addition to the courses from which the transferred student was exempted.

Example of calculating the average and cumulative average:

Courses	Number of units	Percentile grade	Recognition index	Estimate weight	Points
101101-2	2	85	B ⁺	3.5	7
203101-3	3	70	C	2.0	6
204101-3	3	92	A	3.75	11.25
206201-4	4	80	B	3.0	12
Total	12	-	-	-	36.25

- Average of the first semester = total points (36.25) ÷ total units (12) = 3.02

Guide of orientation and services of the General Biology Program

(الدليل الشامل للإرشاد الجامعي بجامعة الطائف)

Academic Advising is an important pillar of university education, as it aims to guide students towards achieving the best results and adaptation to the university environment, in addition to helping them to solve their academic problems and overcome the difficulties that may face them, and to give students the skills and necessary knowledge to raise their level of achievement and develop their abilities and invest their energies for their own benefit and achieve common goals between them and the university. Academic Advising is a professional service that activates the student's abilities in his specialization, identifying the problems that hinder him in educational achievement, helping him to solve them, increasing the student's awareness of his academic responsibility, and encouraging him to exert more effort in overcoming academic and personal problems that prevent him from achieving educational goals. According to the Department of Academic Guidance at the Deanship of Admission and Registration, to achieve this all students are distributed to the college by a member for each number of students to be a mentor, facilitator, catalyst and reference to solve their academic, social, psychological, and adaptive problems, and thus integrates the ideal role of the teacher and achieve the process of university education with ease and achievement.

The concept of academic guidance

Academic guidance is an essential pillar of the educational system, as it is an objective response to face social, economic and human variables at the heart of the system and its educational philosophy, in addition to responding to the needs of the student to communicate with university education, which is a national development necessary to achieve the requirements of the human self in creativity and excellence. Academic counseling is at the center of the mentoring process: the institution and the student. The academic counseling process is integrated with the awareness and understanding of all parties of the advisory process; This goal is achieved by providing students

with a variety of academic skills that increase their academic achievement and discuss their scientific ambitions. It also includes raising students' awareness of the university's rules and bylaws, all through various guiding services such as individual academic guidance, counseling programs and various consultations. In addition, academic counseling helps students shape their goals and make appropriate decisions about their academic and professional future by making the most of all the possibilities and alternatives available. Academic Advising continuously simplifies and facilitates the administrative procedures in order to provide the best and best services to the student in record time according to the comprehensive quality standards that the college seeks in light of the increasing means of investment in educational, intellectual and scientific research projects.

Themes of academic guidance

The themes of academic guidance are as follows:

A. Student:

The student is considered the pillar of the academic process. As a result of individual differences between students, there are those who know the systems and bylaws and work to adapt itself, and in contrast there are other that ignorant of many of these systems and bylaws, which is caused in many academic problems such as low rate and repetition and separation etc. of the problems which is responsible for ignorance of the systems and for the ineffectiveness of the academic guidance system.

B. The educational institution, which consists of:

- **Academic guide:** The academic guide (faculty members and their assistants) is responsible for the student in all related to the university in the registration, guidance, follow-up, coordination and support and all academic affairs related to the student, and there are many tasks performed by the academic advisor, the most important of which is to explain University life. In addition, his role consists to helping the student to make the right decisions that will help him in his career successfully and effectively.
- **Deanship of Admission and Registration:** Its role consist to register the study courses for the student according to the signature of the academic advisor on the registration forms. Following up the monitoring of grades and the student's academic record. Its role is also implementing the university bylaws related to the university and the college according to the student's specialization.
- **The College:** The College issues the study plans for each discipline, and assigns the academic advisor after counting the number of admitted students and faculty members in the college.

Responsibilities of the academic guide:

The duties of the student's academic guide are as follows:

First: Technical Tasks:

1. Preparation of a special file for each of the students assigned to supervise them. The file contains the following:
 - Student Data Form.
 - List of courses leading to the graduation of the student (from the program).
 - Registration forms.
 - A recent copy of the academic record.
 - Other administrative documents (egg deletion and addition form).
2. Directing the student to those who can answer their questions and discuss them in course registration process.
3. The academic guide will study the student's file and specialization and fill the registration form for each student before the date of registration.
4. Choosing a course: The counselor should use the list of courses of specialization while assisting students in choosing their courses, and must ensure the following:
 - The student's success in grading (d) in all required courses and the previous requirements for studying each course, as the student will not be allowed to register a course that did not succeed in the previous requirement.
 - Knowing the minimum and maximum credit hours that a student is allowed to register in his / her current status (student study loads).
5. Study schedule: The advisor should ensure that students know where and when lectures begin, and that there is no conflict in the student's schedule.
6. Explanation of graduation requirements: The student must pass the number of credit hours required to obtain a bachelor's degree. The academic advisor should assist the student in preparing a table and plan to complete the graduation requirements not exceeding the maximum number of years allowed (six years).
7. Performance Evaluation: The academic guide should assist students to carry their academic burden at their quarterly and cumulative rates so that a student with a cumulative rate under academic observation can raise his or her rate to remove this situation. The academic mentor must explain to the student that academic observation is not punishment or discipline, but rather enables the student to continue studying with the minimum amount of time allowed to record, a system (12) hours approved to help improve his performance, and that ending specialization at an acceptable and reasonable level is more important than the quick termination of the program with low performance.

Second: Administrative Tasks:

- **Changing the specialization:** The student is allowed to change his or her specialization at the end of the semester, provided that the cumulative average of the student is not less than (3.50 and 4 for male and female students, respectively). The student is transferred from one specialization to another after the approval of College Dean in light of the bylaws established by the College Board. It shall be recorded in the academic record of the student transferred from one specialization to the last subjects previously studied, including grades, grades and cumulative rates throughout his university studies. It is common for students who have academic problems to feel intimidated and demand conversion, and sometimes such students only need to be reassured and assisted with their learning skills.
- **Deletion and addition of courses:** The guide should distribute the form for deletion or addition to students who wish to make changes to their original registration during the first week of the class.
- **Withdrawal from a course:** The guide must sign the form for students who wish to withdraw from a course and receive a mark (withdrawn) in their study record during the period from the third week through the end of the eighth week, provided that the number of hours approved is at least (12) hours, and this form of college administration is approved.
- **The student's absence:** The absence is calculated from the first day of the study, as the general policy of the college requires that a student be given a first warning if he or she is absent for 5% of the course's approved instructional hours, a second warning is given to the student when he or she is absent 10% of the course's approved instructional hours, and the student is denied the final exam if he or he/she is absent 25% of the course. A student who was denied access to the examination because of the absence is considered a failed in the course.
- **Postponement and discontinuation of the study:** A temporary withdrawal for a specified period of time (for a maximum of two or three consecutive classes) by which the student may apply for the postponement of the study before the end of the first week of the study, by submitting the deferral form to the Student Affairs Unit at the College.
- **Withdrawal from the University:** The withdrawal means the permanent departure of the College without the possibility of return, except in rare and special cases estimated by the College, and obtain a form of discharge from the College of the Deanship of Admission and Registration.

Third: Regulatory tasks:

- **Problem solving:** The academic guide can help students with difficulties in their specialization by identifying the causes of the problem and suggesting appropriate solutions.

- **Course Management:** Which part of the course requires greater attention? And how to spend time studying the course? And how the teacher assigned them? Do they organize a review of their lessons?
- **Time Management:** Do students realize the time required to study? Are they wasting their time? What are their priorities? How do they distribute equivalent times to their courses?
- **Relationship between scientific staff and students:** Do students have difficulties with the subject or the teacher?
- **Study skills and habits:** Do they revise? How and when? Where? With suggestions to improve their memory.
- **Specific Exam skills:** Do students suffer from exam anxiety? How do they deal with that? Do they have the basic skills to prepare and take exams?
- **The need for an additional level of ability (teaching):** Encourage students to make arrangements to increase their abilities to qualify them to continue in a course, and to recognize this situation, and provide additional assistance.
- **Deleting a particular course:** It is preferable to take steps to delete the decision before the specified final date, if:
 - When increasing the student's academic load and to obtain a passing grade.
 - For better performance in the remaining courses.
 - To relieve some physical and psychological pressures (such as pregnancy for female students) and medical treatment and some special problems.

Goals of the Academic Guiding Committee

The Academic Guidance Committee aims to translate the aspirations of the students of the General Biology Program to help students understand their academic problems and ensure that they are treated with a useful treatment that results in the graduation of a generation of sons and daughters with knowledge, faith, knowledge and self-confidence, and the ability to participate in building development in our beloved country through the following objectives:

- 1- Creating suitable conditions for the proper students' progress, building positive social relations with his colleagues, college and university staff, and building successful responses to the academic problems encountered in various situations throughout the university study period.
- 2- Preparing new students to know the university life through guidance and orientation programs to familiarize the college, its deanship and supporting departments and how the student can obtain their services in cooperation and coordination with the specialized department of the college, as well as introducing students to the variables that they may face in their university life and how to

deal with them through the programs of the unit presented in the introductory paragraphs, and a preparatory week, and specialized courses held for that purpose.

- 3- Awareness of students of academic difficulties and study skills, and how to prepare study plans and schedule of time management, and provide them with skills that increase their academic achievement and achieve personal consensus.
- 4- Encouraging outstanding students to achieve more and direct them to invest their abilities and potential in the fields that are commensurate with their tendencies and scientific interests.
- 5- Follow up the students who are struggling and help them acquire the skills necessary to increase their educational attainment
- 6- Assisting students with special needs during their university life to achieve the highest levels of psychological and social adjustment and academic achievement as allowed by their abilities and study their problems, and work to solve them.
- 7- Assisting international students by offering them a range of activities suitable for them, deepening the idea of belonging to the Islamic community, and highlighting the Kingdom's role in serving the causes of Muslims.
- 8- Raising awareness of academic bylaws among students.
- 9- Any other tasks that contribute to the achievement of the objectives of the Committee or entrusted to it by the Higher Committee for guidance and guidance at the university or by the Deanship of Student Affairs or the Deanship of Admission and Registration.

Mechanisms for implementation of the Goals of the Academic guidance

Committee of the General Biology Program

To achieve the above-mentioned objectives of the Academic Guidance Committee in the General Biology Program by taking the necessary steps towards achieving them, especially the following:

1. Linking the study plans to the program with an advanced programming system for registration in cooperation with the University's Information Technology Center so that the student cannot register courses outside the study plan for his specialization; The Deanship of Admission and Registration.
2. Early registration of students of the program for each semester in order to relieve pressure on the admission and registration unit and give more opportunity in the selection and scrutiny of the courses offered and the formation of an actual index of the number of students in each course.
3. Programming the registration system in the case of low student cumulative grade and placed under the academic warning, be unable to record more than 12 hours in the classroom.

4. Opening a direct online window between the advisor and the academic status of his student advisors so that they can follow up their academic situation including the following:
 - Study schedule
 - Grading list
 - Academic status of the student
 - Study plans
 - Academic Calendar (to remind the guide at all times)
 - University bylaws
5. Continuous announcements for students in the buildings of the section to remind them of periods (registration, addition, deletion degrees, transfer etc.).
6. Monitoring the final grades of all students through the teachers of the courses in an automated way.
7. Organize and implement various programs, competitions and competitions that encourage students to strive to raise their rates and performance levels, or monitor incentive awards for outstanding students in college departments.
8. Holding workshops and extension programs dealing with many topics of interest to students and aimed at raising awareness and providing them with information that contributes to prevent them from falling into difficulties and obstacles.
9. To raise awareness among students of the importance of the Academic Guidance Committee of the General Biology Program and its role in helping the student to proceed with his university studies well, and encourage them to resort to him to help solve the difficulties encountered.
10. Provide advisory and training services to students on an ongoing basis aimed at raising awareness of these groups of academic difficulties and study skills that may face them, and provide them with skills that increase their academic achievement and achieve personal consensus.
11. Preparation of booklets and publications, such as posters and leaflets and a bulletin of academic guidance for all staff of the college, including students and professors and include the provision of the following:
 - Schedules for early registration Handbook of University Bylaws and Bylaws
 - Academic Calendar
 - Introducing the Academic Guidance Committee of General Biology Program
 - Handbook for academic advisors
 - Guidance and instructions for new students
12. Conducting specialized scientific research targeting students' issues and developing the activities of the Academic Guidance Committee of General Biology Program.

13. Coordinate with the Student Affairs Unit to cooperate with regard to student data or any other service related to the student's problem affecting his study or interaction in the university community.
14. Coordinate with the Deanship of Admission and Registration with regard to students' academic data, registration, assessments and other matters for students with special academic conditions that require assistance, within the framework of the bylaws and bylaws of the university.

Students' rights and obligations

(دليل الطالب بجامعة الطائف - وثيقة حقوق والتزامات الطالب الجامعي)

General student's rights

- Obtain a copy of this guide through the university's website or the scientific department.
- Facilitate the student's access to all his rights within the university in full through the administrative and academic bodies in accordance with the rules and bylaws in force.
- The commitment of faculty members, staff and employees of the university to respect the student and give him all his academic and literary rights.
- Non-discrimination or racism.
- Providing safety requirements and guidance within the department in which it is taught to ensure that it is not exposed to risks.
- Enable him to defend himself in front of any university in any disciplinary case filed against him and not to be punished until after hearing his statements, unless it proves that his absence was an unacceptable excuse after being summoned for the second time.
- Appeal against the disciplinary decision issued against him in accordance with the rules in force in this regard under the provisions of student discipline.
- Maintain the contents of his file inside the university and the integrity of dealing with him and not handed over only to the student himself or guardian or authorized by the investigation authorities or the judiciary or another government agency.
- The right of the student with special needs to receive the appropriate and appropriate service to his needs in accordance with the bylaws and rules prepared for that.

Student's rights in academic education

- Provide the appropriate study environment to achieve the educational objectives assigned to it.
- Access to scientific material and knowledge associated with university courses taught in accordance with university rules and bylaws governing academic work.

- Obtain study plans in the department and specializations available to him, as well as access to study schedules before the start of the study and conduct registration in the courses offered by the system according to the mechanism organized.
- Deleting or adding any course, apology or postponement of the whole semester as provided by the system of study and registration at the university within the specified period and announced to the students.
- Evaluation of the education received by students and this helps in achieving the desire of the university to improve the quality of academic education.
- The commitment of faculty members to the dates and times of lectures and to meet the scientific and practical hours and not to cancel the lectures or change their times except in case of necessity and after the announcement, to be given alternative lectures on those that have been canceled or absent by the faculty member to meet The decision after coordination with the students and the department to complete it.
- Inquire and decent scientific discussion with faculty members without supervision or punishment in this, whether during the lecture or during the office hours announced to meet students.
- Conducting all the tests that are held for the course unless there is a legal obstacle that prevents them from being conducted in accordance with the relevant bylaws and instructions provided that the student is informed that he is not allowed to enter the test before sufficient time.
- Know his results obtained in the monthly, quarterly and final tests performed after the completion of the correction and adoption.
- Choose the specialization approved by the student in a way that does not contradict the rules governing it.
- Know the requirements for graduation.
- Provide academic guidance that enables the student to choose the necessary courses for the degree, and provide appropriate guidance that helps them avoid problems during the study and in harmony with university life.

Student's rights in examinations

- The test questions should be within the course and its contents and the issues raised or taken during the lectures and consider the parallel and logical distribution of grades in order to achieve a fair assessment of the abilities of students.
- The time limit for the answer should be sufficient.
- Consider the proper distribution of scores in the questions of quarterly and final exams in order to achieve a fair assessment of students' abilities.

- To be allowed to take all the tests that are held for the course unless there is an objection to prevent it in accordance with the bylaws and instructions to do so provided that they are informed of the denial of entry to the test well in advance.

Student's rights in university services

Students have the right to enjoy the following university services (if available) in a manner that does not contradict with the bylaws and laws governing this, including:

- Obtain a university ID card.
- Benefiting from the services and approvals at the university (books, electronic and branch libraries, gyms, cafeterias, etc.) in accordance with the bylaws and bylaws in force
- Access to university housing.
- Access to health care and treatment within the university hospitals and health centers.
- Participate in various sports activities and use the facilities allocated for it within the university.
- Benefit from welfare and welfare and any other services provided by the University.

Obligations of students

General obligations

- Not to carry out acts that violate Islamic morals and general morals and adhere to appropriate dress code and behavior.
- Respect the bylaws, bylaws and instructions of the university and its decisions issued in implementation of them.
- Do not tamper with, damage or disrupt university equipment or facilities from work or breach of cleanliness of property and university facilities.
- Non-use of university facilities and equipment for purposes other than the assigned.
- Do not offend the words or deeds of the university employees and students and guests and treat them with respect.
- Carrying the university card inside the university and present it to the officials upon request.
- Failure to provide forged documents for the purpose of obtaining any benefit or advantage.
- No smoking on campus.
- Do not disturb or gather in places other than the designated places.

Educational or academic obligations

- Respect the rules and arrangements related to the curriculum and fulfill all its requirements.
- Commitment in the study according to scheduled dates.
- Not to attend theoretical and practical meetings in the courses that are not registered in it without special permission from the professor of the course.

- Make sure to close the mobile phone before entering the classrooms and laboratories and not use it during lectures and tests.
- Do not eat or drink in classrooms, laboratories or university libraries.
- Non-introduction of prohibited materials or equipment in the classrooms and laboratories.
- Secretariat and not to seize the work of others or resort to illegal means or help in the preparation of homework, research and other study requirements related to the courses.
- Maintain university materials, tools and books and retrieve borrowed items on time.
- Transfer, registration, apology, deletion and addition in accordance with the provisions, bylaws and bylaws of the University.
- Student commitment to the instructions and instructions directed by the official in the test rooms.

Obligations during examinations

- Do not violate the rules and bylaws of tests
- Do not cheat or attempt to help or commit it
- Not impersonating others
- Stay calm in the test room
- The student should abide by the rules and arrangements related to the tests and the system and not cheating
- Avoid theft of literary and intellectual work of others

Obligations in the field of university services

- Payment of the prescribed amounts, whether the value of student services, fines or otherwise to the concerned authorities.
- Inform the University of any case of document forgery or any activity intended to offend the University and its property.
- Follow-up access to the University's announcements and various forms intended to inform the student of all developments that interest him, whether it is internal boards or emails on the student's e-mail or messages via mobile and other.
- Participate in sports, social and community activities offered by the university according to the bylaws governing it.

Violations of the list of rights and obligations and penalties thereof

General violations:

- Any statement or act that affects honor or dignity and prejudice the good behavior and values and values inside or outside the university.
- Any damage or attempt to destroy the facilities or university equipment.

- Organizing gatherings inside the university or issuing or distributing bulletins or collecting funds or signatures before obtaining a license from the competent university authorities.
- Hurting, assaulting, threatening or demonstrating disrespect towards any member of the university or administrative cadres, directly or indirectly.
- Acts that violate the university system or planned abstinence or incitement to not attend lectures.
- Overrun any of the University's property of buildings, facilities or facilities or enter it without permission.
- Theft, which includes theft of services or personal or belongings of the University within its premises or in any university activity.
- Isolation of the standards of clothing of the university and the university takes into account cultural diversity and respects the requirements of providing a productive learning environment and therefore students should respect the local culture and traditions in their clothes, where inadequate confusion of males or females is not accepted as the offending student faces appropriate disciplinary measures.
- Owning, copying or using keys in the university buildings, facilities, or properties without permission.
- Unauthorized access to or use of the University's facilities or property, including computer tools or software.

Academic violations

- Not attending lectures or exercises, practical lessons and other bylaws that require regularity.
- Cheating in tests or initiating it.
- Breach of the testing system.
- Literary or intellectual theft of the work of others, including:
 - Use references (books, newspapers, encyclopedias or the Web) without disclosing it.
 - Provide the same work in different classes or divisions of study.
 - Buying an academic work or handing out a work prepared by another person.
 - Deliver work without respecting the rationale of the quotation within the text.
- Accomplish what is entrusted to the assignments or work in a way that is scientifically inappropriate, such as fabrication of results and data, or provide false certificates or provide collective work as an individual work or not to participate actively in the collective work.
- Interference in the work of other students without prior permission or permission to contribute to academic misinformation.

Disciplinary penalties

The disciplinary committee shall, after confirmation of the violations referred to it, have the right to inflict one or more of the following penalties:

- Orally alert and document this with a written commitment undertaking.
- Written warning.
- Temporary denial of participation in student activities or some university services.
- Deprivation of taking the exam in one or more courses in one semester.
- Cancel the exam material or materials in cases of fraud or attempt.
- Suspension of study for a period of not less than one semester and not more than two semesters with suspension of reward.
- Final rejection from the university.
- Referring any cases involving quasi-criminal to the competent authorities outside the University for Investigation

General Notes

- Disciplinary decisions shall be kept in the student's file.
- The decision of the final semester shall not allow the re-enrollment of the student at the university.
- The decision of the disciplinary punishment may be announced inside the university.
- The student's guardian may be notified.

Student grievances and complaints

Complaints or academic grievances related to academic matters such as admission, grades, academic suspension, misinformation, plagiarism, deliberate falsification of information, submission of work prepared for a course in another course and copyright infringement. It also includes non-academic complaints. They include, but are not limited to, harassment (verbal or physical), threats, subversive or abusive behavior on campus, fines, fees, exclusion from use of a particular service, discrimination, access to records, violation of policies.

Taif University pursues a fair and transparent policy on students' grievance against disciplinary penalties if the student is not convinced of the disciplinary action taken against him. The applicant must submit his report to the Dean of the College within two weeks. Informing the student of what the Committee deems appropriate and, in the event, that he is not convinced, the matter shall be referred to the Standing Committee for the Protection of Student Rights, which shall undertake the study and research of the case and its decision shall be binding on all.

Disciplinary Bylaws for Students at Taif University

(لائحة تأديب الطلاب والطالبات بجامعة الطائف)

Article 1: Definitions

Wherever they appear in these Bylaws, the following terms shall have the meanings assigned to each of them as follows:

1. **University:** Taif University with its branches.
2. **Students:** All students enrolled in the university.
3. **Disciplinary Committee:** It is the permanent committee for disciplining male and female students in Taif University
4. **Sub-Committee:** Control and investigation committees within colleges or support deanships or branches and formed by the Deans
5. **Disciplinary violation:** Any violation of the university bylaws, rules, instructions, values and traditions stipulated in these bylaws.
6. **College or Deanship:** Is the body to which the student belongs to the student from whom he / she is the violator.
7. **Staff of the University:** Any member of the University of the members or members of the faculty and the like, staff, employees, students and students.
8. **University facilities:** All the university buildings and housing or related educational contents, furniture, equipment, means of transport, sign boards, etc.
9. **Punishment:** This is the disciplinary penalty stipulated in these Bylaws.

Article 2: Formation of permanent disciplinary committees

The student disciplinary committee shall be formed by a decision of the Rector, for a renewable period of two years. According to the nomination of the Dean of Student Affairs, its composition shall be as follows:

- Dean of Student Affairs - Chairman.
- Vice Dean for Student Services - Deanship of Student Affairs
- Vice Dean for Student Services - Deanship of Student Affairs - Member.
- One of the Vice Deanship of Admission and Registration - Member.
- A representative from the Legal Department at the University - Member.
- One of the teaching staff specialized in law.
- Employee from the Deanship of Admission and Registration - Member.
- Director of the guidance and guidance Deanship of Student Affairs - Rapporteur.
- One of the staff of the Deanship of Student Affairs – Secretary.

In each college, a special committee shall be formed for investigation and represented as:

The Dean of the College as Chairman and the membership of each of the following:

- One of the Vice Deanships (one of whom shall be the Secretary of the Committee)
- Vice Dean (female section)
- One of the department heads
- One of the vice heads of departments
- One administrative Director as Rapporteur.
- This committee is formed by a decision of the Dean of the College for a renewable year.
- The Disciplinary Committee shall meet when necessary upon the invitation of its Chairman. Its meeting shall not be lawful unless attended by two-thirds of the members.
- The disciplinary committee may use its powers under these bylaws, and it may ascertain the investigation carried out with the violating student with regard to the violation attributed to him. It may also summon those who need to be heard from the parties to the case.

Article 3: The scope of the bylaws

- All students enrolled in the University (regular and affiliated), as well as those enrolled in training programs, courses, and graduate students are subject to these bylaws.
- The competent authority to implement the provisions of this bylaws is the Deanship of Student Affairs, in cooperation with the relevant authorities at the University, who shall communicate the decision issued to the student and the college concerned within one week from the date of issuance of the decision.
- If the violation attributed to the student is proved to be a criminal offense, the disciplinary committee may submit to the Rector its recommendation to refer all the documents and investigations related to the violation to the authorities competent to look into this crime. The disciplinary committee may suspend its disciplinary procedures until a final verdict is issued.

Article 4: Violations

Any violation of general morals, rules, bylaws, university bylaws, government bylaws, and any other cause of harm to others and establishments shall be considered as an offense requiring punishment. Examples include:

1. Violations of the University's bylaws and facilities.
2. Any statement or act that affects honor and dignity or prejudice the good conduct and conduct and integrity in religion, inside and outside the university.
3. Any cheating in the test, or attempted, or an attempt to cheat, or take anything related to the decision, even if it did not benefit from it.

4. The student to enter the test for others, or the entry of others, whether it is within the university or outside.
5. Any breach of the testing system, or the calm required for it, by making noise and so on.
6. Any organization of associations or activities within the university without prior authorization from the competent authorities in the university.
7. Misuse of university facilities, annexes and contents.
8. Any destruction or attempt to destroy university facilities, equipment, materials or books, and all holdings of university libraries.
9. Issuing or distributing leaflets or collecting funds or signatures before obtaining a license from the competent authorities in the university and other government agencies.
10. Using mobile phones equipped with a camera or photocopying equipment in the university where they are not allowed.
11. Submitting reports and irregular documents in all their forms and forms.
12. Smoking inside the university buildings, or not to maintain cleanliness.
13. Breaking the limits of decency in his actions with his colleagues or employees or faculty members of the university or workers of companies working in the university and its employees or assaulting them by word or deed.
14. Taking dangerous prohibited materials and weapons of all kinds inside the university buildings and facilities.
15. Drop out of housing without prior notification to the Department of Housing for more than two weeks and enter and host visitors without prior permission from the competent authority.
16. Everything that violates the general taste in the body, dress and appearance.
17. Any other violation which the University deems to be in breach of the bylaws and instructions issued by it and which is not mentioned in these bylaws.

Article 5: Penalties

1- Penalties (Disciplinary penalties that may be imposed on the student) are:

- Oral or written alert, which shall be kept in the student's file.
- Warning in writing and delivers the original to the student.
- Depriving the student of enjoying some or all of the university benefits for the students (housing, nutrition, participation in activities, discounts of tickets).
- Cancel the student's test in one or more courses.
- Depriving the student from entering the final exam in one or more courses.
- Suspension from study for one semester or more.
- The final chapter of the university and its documents shall be stamped with a disciplinary chapter.

- Alternative penalties, as the case may be, and the Committee's opinion, in accordance with a list of alternative penalties.
- In all cases, the student shall bear the value of the damage, plus the cost of repair or installation, and the consequences thereof, including special rights.

2- Regulatory rules

- Subject to the nature of the offense set forth in Article (4), the proportionality of the penalty shall be taken into account with the degree of the offense, taking into account precedents, circumstances and circumstances in the event that the appropriate penalty is imposed.
- The penalties imposed on the violator shall be subject to graduation and shall not be a reason for folding the registration of the student from the university, unless the penalty stipulates so.
- The disciplinary committee shall declare and declare the disciplinary decision on the campus (and the university branches.
- When more than one violation of the same offense is seized in the same incident, the heaviest penalty shall be inflicted.
- The violation committed shall be forfeited one year after its occurrence, and the official shall be aware of it and shall not take the necessary legal measures.
- The penalty imposed on the violator shall lapse six months from the date of its approval if the university is lax in applying it to the violator.

Article 6: Control procedures

- Upon the occurrence of an offense within the College, an official record shall be issued accordingly.
- The Committee shall ensure that all its procedures are documented in official records, with emphasis on the need to inform the violating student of the date of the investigation and the date of the session at least one week before its date. The right to make a statement shall be forfeited if he fails to attend two specific dates of the interview he has been informed in advance, unless he has an acceptable excuse, and the recommendation is then submitted in absentia (according to a form prepared for that purpose.
- In the cases stipulated in these Bylaws, the violating student shall be summoned or notified by e-mail or mobile phone registered in his name with the University.
- The minutes of the control and investigation committees shall be submitted by the committees of the colleges and branches after completing all the required records and forms to the disciplinary committee of the male and female students, which in turn shall meet to review these minutes and issue the appropriate decisions. Therefore, the minutes of the disciplinary committee shall be submitted to the Rector for approval.

Annex to the detailed disciplinary table

No.	Offense	First time	Second time	Third time
1	Acts that violate the University's bylaws and facilities	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
2	Any statement or act that affects honor and dignity, or prejudice the good conduct, conduct and integrity in religion, inside and outside the university	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
3	Any organization of associations or activities within the university without previous authorization from the competent authorities in the university.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
4	Abuse of university facilities, annexes, and contents.	Depriving the student of enjoying some or all of the university benefits (housing, nutrition, participation in activities, ticket reductions	Suspension of study for one semester	Final rejection out of the university
5	Issue or distribute leaflets, collect funds, or signatures before obtaining a license from the university's competent authorities and other government agencies.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
6	Using camera phones or university cameras in places where they are not allowed.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
7	Breaking the limits of decency in his actions with his colleagues, employees, faculty members or workers of companies working in the university and its employees, or violating them by word or deed.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
8	Any damage or trial to damage university facilities or equipment or materials or books or facilities of the university library	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
9	Any destruction or attempt to	Suspension of	Suspension of	Final rejection out

	destroy university facilities, equipment, materials or books, and all holdings of university libraries. Carrying dangerous materials, banned weapons and weapons of all kinds inside the university buildings and facilities.	study for one semester	study for two semesters	of the university
10	Drop out of housing without prior notification to the Department of Housing for more than two weeks, enter it and host visitors without prior permission from the competent authority.	Depriving the student of enjoying some or all of the university benefits (housing, nutrition, participation in activities, ticket reductions	Suspension of study for one semester	Final rejection out of the university
11	All that violates the general taste in the body, dress and appearance.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
12	Any cheating in the test, attempting to do so, attempting to cheat or accompanying the relevant course, even if it is not used in a periodic or practical test	Failure in the course	Failure in the course in addition to another one	Final rejection out of the university
13	Any cheating in the test, attempting to do so, attempting to cheat, or accompanying the relevant course, even if it is not used in a final test	Failure in the course in addition to another one	Failure in the course in addition to another one with suspension of study for one semester	Final rejection out of the university
14	The student attends the exam instead of other, whether inside or outside the university	Final rejection out of the university	-	-
15	Any disturbance of the test system, or its due calmness;	Failure in the course	Failure in the course in addition to another one with suspension of study for one semester	Final rejection out of the university
16	Incorrect medical reporting	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
17	Smoking inside university buildings, or not maintaining hygiene	Written warning and records in the system	Suspension of study for one semester	
18	Any other violation that the	One of the	penalties	Final rejection out of the

University deems to be in breach of the bylaws and instructions issued by it and is not provided for in this bylaw	mentioned in the disciplinary bylaws, taking into account the following: Type of offense, severity, behavior of offender, parties related to offense	university
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The disciplinary committee has the right to move to the most severe penalties without progressing according to the nature and circumstances of the case.

Student activities and community services

(دليل الطالب لعمادة شؤون الطلاب بجامعة الطائف)

The Deanship of Student Affairs makes a great effort in facilitating and providing services to students. These services are as follows:

- Student activities: contribute to the refinement of the personality of the student and develop his skills and help him to practice his hobbies in the fields of cultural, sports, scientific and social, and all students are entitled to join the university clubs that carry out these activities.
- The Student Fund: distributes subsidies to students who are difficult financial circumstances. This is done after conducting a full study to verify the student's situation.
- Department of nutrition provides subsidized meals for students (breakfast, lunch) throughout the academic year.
- The office of student guidance and discipline seeks to instill the virtuous values in students and provide advice and guidance to them, and address the bad phenomena, and consider the violations issued by students.



Student activities and community services committee

(دليل الطالب لعمادة شؤون الطلاب بجامعة الطائف)

Specification:

Student activities and community services committee in the General Biology Program is a unit that supports and encourages student activities in fields of culture, social and sports. Moreover, this committee coordinates and organizes student activities that will define and present to the community the General Biology Program and its activities.

Organizational link:

The student activities and community services committee of the General Biology Program is under the direction of the head of the department

Objectives of the student activity unit in the college:

- Provide all student services to ensure an excellent student life.
- Make students intellectually, culturally, socially and physically according to sound scientific bases.
- Provide opportunities for students to assume the responsibilities of planning, implementation, follow-up and evaluation of all activities and student services under the supervision of the Department and within the general plan of the Deanship of Student Affairs.
- Develop leadership skills and excellence among students of the General Biology Program.
- Developing skills and gaining useful experiences.
- Investing the students' free time in practicing different activities and services, which enable them to acquire the skills, experience and knowledge that help to form the integrated personality of the university student within the framework of tolerant Islamic faith.
- Accustoming students to participate in the activity and promote respect for the system.
- Urge students to join the student clubs in the Deanship of Student Affairs.

Responsibilities of the coordinator of student activities and community services committee:

- Attend the coordination meetings for student activities at the Deanship of Student Affairs.
- Attend the meetings of the subcommittees for student activities in the departments.
- Representing the Unit
- Participation in the supervision of student clubs in Deanship of Student Affairs.

The library

The philosophy of university education is concerned with the development of the student's scientific abilities through external reading and not limited to the information received within the classroom; the student should develop his information through access to references and multiple

sources of material. The Deanship of Library Affairs has provided a huge range of materials references in all disciplines, and facilitated the handling of students in one of the following ways:

- Reading inside the library.
- Borrowing: The student is allowed to borrow 3 books within fifteen days, and this requires obtaining a borrowing card.
- Photography: The student can photograph articles and some pages of references.
- Internet service is available as a free service within the library to serve the research and educational purposes of students.

Career opportunities for graduates of the general Biology Program

- Teacher at the Ministry of Education.
- Laboratory biology technician in universities.
- Laboratory technician and observer in the laboratories of the Ministry of Agriculture and Natural Reserves.
- Consultant at the Ministry of Agriculture and Natural Reserves.
- Researcher at the National Authority for Wildlife Conservation and Development (in nature reserves)
- Researcher in oil and soap factories and food industries in general.
- Researcher in laboratories of:
 - Ministry of Municipality and Rural Affairs
 - Environmental protection bodies
 - Drug Research Centers
 - Wildlife Protection Centers
 - General Customs
 - Veterinary and agricultural quarantine

Student advisory committee of the General Biology Program

(الدليل التنظيمي لكليات وعمادات جامعة الطائف)

In line with the student advisory committee of the College of Sciences, that highlights the following:

Description:

The Student advisory committee seeks to achieve active student participation in the decision-making process of the College, in accordance with the rules and bylaws of the University. The Council holds its meetings periodically at a minimum once per semester before holding of the University Council, under the leadership of the President or Vice-President of the committee.

Formation of the Student advisory committee at the College:

The student advisory committee of the college is formed under the leadership of the Dean of the college, the Vice-Dean of the college and the selected students should be distinguished in the academic fields and the area of student activities and services at the college.

Objectives of the committee:

- Enhancing the spirit of cooperation and the concept of teamwork among the students themselves and strengthening the ties between them and the administrative and academic bodies of the college.
- Develop leadership among students and provide them with the opportunity to express their views and needs.
- To express an opinion regarding the various decisions issued by the department, whether those related to students, academic and administrative affairs, or decisions related to the services provided by the College to them.
- Contributing to solving the students' academic, social and behavioral problems in cooperation with the concerned authorities.
- Supporting academic achievement and academic progress for the college students.
- Supporting student activities in the scientific, cultural, social, sports and volunteer work programs in the college.
- Raising the awareness of the college students about their rights and duties in accordance with the applicable university bylaws.
- Develop the national spirit of students in the college.
- Defending the students' legal rights according to the bylaws and rules of the university.
- Provide development initiatives and proposals in plans, systems, procedures and activities.

Duties and responsibilities of the members of the student advisory committee in the college:

• President:

- Representing the committee in front of the concerned University authorities
- Presiding over the committee meetings.
- Calling for meetings of the committee.
- Prepare the agenda of meetings.
- Distribution of tasks among the members of the committee.

• Vice president:

- Performing the duties of the President during his absence or by entrusting the President to him.
- Assist the President and perform the tasks assigned to him by the President of the committee.

- **Deputy of the committee:**

- Announcing the meetings of the committee.
- Preparing the agenda of the committee.
- Follow up the records of meetings.
- Follow-up on the recommendations of the committee after its adoption by the President of the committee with the relevant authorities in the university.

- **Secretary of the committee:**

- Coordinate a suitable venue for committee meetings.
- Follow up the records of meetings.
- Sign and organize the correspondence of the committee with special records.
- Receive the committee's correspondence.
- Save the committee documents.
- Prepare permanent records of the statements of the members of the committee, schedules of attendance and signature of meetings.
- Follow-up the implementation of the recommendations of the committee.

- **Committee members:**

- Each member represents the official voice of the college students.
- Attend and participate actively in all meetings of the Advisory committee.
- Support the role of the committee in achieving the objectives for which it was formed.
- Strengthening programs and events in the college.

A student advisory committee has been formed in the Biology department for the General Biology program under the leadership of the head of the Biology department, vice-head of the Biology department and representatives of students. The selected students should be distinguished in the academic fields and the area of student activities and services at the department. This committee has the same objectives, duties and responsibilities as the student advisory committee of the college.

Scientific and research centers of the General Biology Program

• Electron Microscope Unit

Vision:

The Electron Microscope Unit is a support unit that contributes effectively to scientific research and serves a wide range of researchers and their assistants in the scientific, medical and technical fields.

Mission:

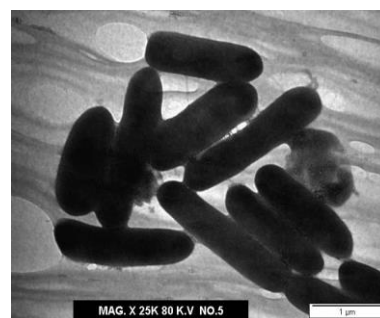
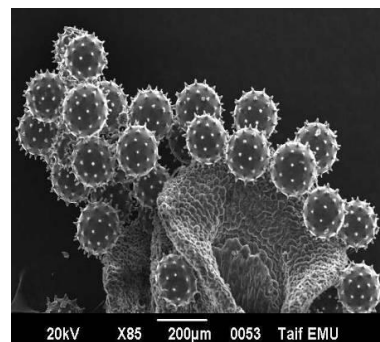
The Electron Microscope Unit seeks to contribute actively to the research plan, in the fields of biological, chemical, physical, geological, medical, engineering and nano. These activities performed by the faculty members and their assistants of lecturers, lecturers and bachelor students, as well as its services to the community surrounding the university, and the unit is keen on continuous development to cope with the waves of tremendous development in Field of electronic microscopes.

Objectives:

- Providing distinguished research services in the fields of electronic imaging of biological and non-biological samples using scanning and transmission electron microscope.
- Support researchers from the faculty and graduate students at the university to carry out research and scientific projects.
- Holding training courses for faculty members and researchers from inside and outside the university.
- Providing community services to introduce modern methods in microscopic examination to school students in Taif region.

Services provided by the Unit:

- Scanning electron microscope (SEM): Study the surfaces of biological and non-biological samples of various other materials such as studying the surfaces of cement, alloys and surfaces of different materials.
- Transmitting electron microscope (TEM): Study the microstructures of cells; diagnose healthy and pathological tissues and tumors as well as viruses, bacteria and nanoparticles.



- Energy dispersive analyzer of X-Ray (EDAX): Accurate qualitative and quantitative analysis of metal elements at selected points.
- Optical microscopes equipped with a camera, to examine and photograph samples directly.

● **Herbarium:**

Vision:

Excellence in plant genetic conservation in Taif Region.

Mission:

Design a map of the distribution of plant genetic assets in the Taif region that contribute to the support of scientific research for faculty members and graduate students, as well as providing services to the community surrounding the university.

Objectives:

- Plant Genetic Conservation.
- Preservation of endangered plant species.
- Development of plant species with resistant seeds that cannot be protected in the seed repository.
- Availability of suitable scientific educational material on how to preserve wild plant life.
- Producing suitable materials to enhance and strengthen plant and manage them.



● **Greenhouse:**

Vision:

Achieve a leap in the propagation of common and rare plants in Taif region.

Mission:

Providing student and research services at the college and university level in the field of plant propagation under greenhouse conditions throughout the year.

Objectives:

- Contribute within the educational process in the Department of Biology and other departments in the provision of courses related to plant for student's undergraduate and master.
- Conduct research and studies and participate in national applied research projects in the field of plants.
- Propagation of plants under protected cultivation conditions.
- Provide specialized training courses in the field of plant propagation.



• Animal House:

Vision:

Providing different experimental animals with excellent health.

Mission:

The Animal House Unit carries out experimental animal husbandry and veterinary health supervision and contributes in supporting scientific research for faculty members, researchers, veterinarians and undergraduate students, as well as providing services to the community surrounding the university.

Objectives:

- Breeding experimental animals: the most important are mice, rabbits, hamsters, chicken chicks, various reptiles and various insects.
- Breeding of experimental animals: and breeding; in order to increase the number, to serve scientific research and research projects.
- Providing the amounts of blood and serums necessary to prepare the bacterial culture media.



• Plant Tissue Culture Unit:

Vision:

Production and multiplication of plants in large numbers without abiding by the dates of planting in nature.

Mission:

Propagation and improvement of plants, especially plant species important and cultivated in the Taif region to support the scientific research of faculty members and their assistants of lecturers, assistants and undergraduate students, as well as providing services to the community surrounding the university.

Objectives:

- Propagation of plants that are difficult to reproduce in the usual ways in a short time.
- Breeding desirable plants and get new mutations or hybrids of good qualities.
- Access to strains free of virus.
- More use of genetic engineering by introducing or transferring good desirable qualities to the mother cell.
- Production of rare aromatic and medicinal materials in an economical way in the laboratory.



Academic and scientific achievements of the Biology Department

Graduates:

Number of graduates of the general biology program

Academic year	Gender	Number	Total
Academic year 1428	Male	55	169
	Female	114	
Academic year 1429	Male	7	10
	Female	3	
Academic year 1430	Male	19	130
	Female	111	
Academic year 1431	Male	27	95
	Female	68	
Academic year 1432	Male	58	132
	Female	74	
Academic year 1433	Male	119	201
	Female	82	
Academic year 1434	Male	162	270
	Female	108	
Academic year 1435	Male	235	345
	Female	110	
Academic year 36/37	Male	198	344
	Female	146	
Academic year 1437	Male	212	390
	Female	178	
Academic year 1438	Male	157	326
	Female	169	
Academic year 1439	Male	137	264
	Female	127	

Scientific achievements (Scientific publication, patents and awards)

A. Scientific publication

- The total number of scientific researches published in scientific journals until 2019 is 2005 research papers.
- 162 research papers were published in refereed scientific journals in 2017.
- 155 research papers were published in refereed scientific journals until 2018.
- The total number of citations of research published by members of the department reached 15199 citations until 2019.
- 80 research projects supported by the university have been completed over the past five years.
- Two research groups funded by Taif University for the years 2018 and 2019.
- Completed 3 research projects supported from outside the university, especially King Abdulaziz City for Science and Technology.
- 18 books were authored during the period from 2009 to 2019.

B. Awards and patents

- Several faculty members affiliated to the department received awards for scientific publication over successive years from 2010-2017.
- Several faculty members received the citation prizes (highest citation for research) from Taif University.



Faculty Member/s	Patent	Donor	Date of Grant
Dr. Eman Mohammed Halawani	Compound with unique properties for microbial diseases	King Abdulaziz City for Science and Technology	2017
Dr. Eman Mohammed Halawani, Dr. Sana Mohammed Fahmy Gad Arrab,	Titanium nanostructured surface is resistant to bacteria and corrosion for	King Abdulaziz City for Science and Technology	2017

Dr. Sahar Fadlallah	dental implants		
Dr. Sarah Mohammed Shafer Al-Bogami	Pre-binding protein modulation in PLAD TNFR receptor	King Abdulaziz City for Science and Technology	2016
Dr. Wafaa Mohammed Al Otaibi	External bird parasite extraction device	King Abdulaziz City for Science and Technology	2014
Prof. Dr. Mohammed ben Yaslam Shebraq	US Patent (patent filed, No. PCT / US10 / 52196). Molecular fingerprinting to identify inbreeding and outbreeding depressions, where a gold medal was presented as a research member in the Prince Sultan Research Chair for Environment and Wildlife	From the 26th Saudi Biological Society Conference	2011
Dr. Eman Mohammed Halawani	Isolated peptides of camel urine have antibacterial effect	King Abdulaziz City for Science and Technology	2008

Faculty Member/s	Award	Donor	Date of Grant
Dr. Esmat Farouk Ali Dr. Fahmy Abdurrahman Sadik Dr. Baheej Adeb	Best Research Award	Saudi Society for Life Sciences	2015

C- Authored scientific books

• Several faculty members of the Biology department have authored a number of scientific and educational books including:

No	Book name	Author/s
1	Parasitology	Dr. Abdu-Al-Ilah Abdulaziz Banaja Dr. Ismail Mehrez Shalaby
2	Aquatic and terrestrial snails between medicine and the environment	Dr. Hamdy Badie Mohamed Elwakeel
3	Physiology of dissolved substances in plants	Dr. Mohamed Majdy Fahim Mansour
4	General Entomology External Structure and Partitioning in Insects (Part 1)	Dr. Jamal El Sayed Mohamed
5	Economic insects	Dr. Jamal El Sayed Mohamed
6	Animal primitives	Dr. Nadia Farid Ramadan Dr. Chadya Hassan Mohammed
7	General Entomology Internal Structure (Part 2)	Dr. Jamal El Sayed Mohamed

8	Arthropods of medical and veterinary importance	Dr. Hamdy Badie Mohamed Elwakeel
9	Plant life and habitat diversity in Saudi Arabia	Dr. Hosny Abdel Aziz Muslim Dr. Saleh Ali Bazid Dr. Souad Abdallah Hassen
10	Immune system between structure and function	Dr. Majdy Al Sayed Mahfoudh Badran Dr. Mohammed Aladdin Abdullah Omran
11	General Botany Laboratory study for undergraduate students	Dr. Saleh Ali Bazid Dr. Mohamed Soliman
12	Microbiology	Dr. Chawki Mohammed Saleem Dr. Hussam Mohammed Ata
13	Biodiversity in actinomycetes	Dr. Muataz Hassan Al-sahraawi Dr. Hussam Mohammed Ata
14	Production of chitosan by fungi and its applications	Dr. Alaa Mostafa Abozaid
15	The biochemical mechanisms of salt tolerance in plants	Dr. Ragab Ibrahim Abdelfattah
16	Fungal physiology	Dr. Alaa Mostafa Abozaid
17	Scanning electron microscope of some nematode parasites infecting vertebrate animals in Taif, Saudi Arabia	Dr. Ameen A. Ashour Dr. Abdulelah Banaja
18	Plant Physiology (Aquatic Relations and Mineral Nutrition)	Dr. Mohamed Magdy Fahim Mansour Dr. Esmat Farouk Ali Ahmed

Services and facilities that serve the General Biology Program

First: research laboratories

• Laboratory of molecular and applied microbiology

Objectives:

- Increasing scientific cooperation with international and regional research laboratories in modern scientific fields.
- Link scientific research in the laboratory of microbiology research problems of environmental pollution.
- Development of the laboratory to produce microbial products specialized and genetically modified.

Available devices and equipment:

RT-PCR-Gel documentation system-Autoclaves-Shaking Incubators-DNA and Protein Electrophoresis-F1 Bioreactor-Fluorometer-Nanodrop-G-Storm PCR-G:BOX-Vicam



• Animal physiology research laboratory

Objectives:

- Access to successful techniques for the production of embryos laboratory in various farm animals such as buffalo, cows, sheep, goats, rabbits, camels and horses.
- Increasing the number of animals with distinctive genotypes through nucleotide transfer technique.
- Special studies on the production of embryos beauty laboratory.
- Publishing the results of all research related to these techniques and problems in international journals.
- Attract local and international cooperation

Available devices and equipment:

Autoclaves-Genetic analysis system CEQ 8000 Sequencer Gel Documentation System--NA and Protein Electrophoresis Blood analyzer



• Plant physiology research laboratory

Objectives:

- Conduct applied research for the most important plants spread in Taif.
- Increase scientific cooperation with international and regional research laboratories in modern scientific fields.

Available devices and equipment:

Autoclave-Hot Air Sterilizers-Shaking Incubator



Second: Teaching laboratories



• Microbiology laboratories

Objectives:

- Provide educational services provided in practical lessons for undergraduate students.
- Contribute to the implementation of research plans for students through the implementation of experiments related to graduation projects for undergraduate students in the field of microbiology and general biology.

Available devices and equipment:

Light microscopes, electric ovens, pH measuring devices, optical spectrometer, steam sterilizers, biosecurity cabins, scales

• Botany laboratories

Objectives:

- Provide educational services provided in practical lessons for undergraduate students.
- Contribute to the implementation of research plans for students through the implementation of experiences related to graduation projects for undergraduate students in the field of plants and general biology.

Available devices and equipment:

Light microscopes, electric ovens, pH measuring devices, spectrometers, steam sterilizers, biosecurity cabins, scales

• Zoology laboratories

Objectives:

- Provide educational services provided in practical lessons for undergraduate students.
- Contribute to the implementation of research plans for students through the implementation of experiments related to graduation projects for undergraduate students in the field of zoology and public biology.

Available devices and equipment:

Optical microscopes, electric ovens, pH-measuring devices, optical spectrometer, dissection tools

Staff Members of the Biology Department

(دليل اعضاء هيئة التدريس ومن في حكمهم بجامعة الطائف - الدليل التنظيمي لكليات وعمادات جامعة الطائف)

Although the basic unit blocks of any educational institution, especially universities, are students, forming their abilities and gaining them from the sciences, knowledge, abilities and skills that enable them to be qualified and competitive in the labor market in their respective fields, but this role can only be obtained by the other important aspect of that educational system. It is the faculty members who are selected based on their scientific and practical abilities based on the CVs provided to the concerned authorities at the university and then selected according to the necessity, which can link the staff member to the educational system. Staff members attend several workshops and training programs to improve their scientific and educational skills as part of the university policy to improve capabilities of staff members. Most of these workshops and training programs are related to the education process such as teaching strategies, assessment methods, communication skills and many others. The main objective is to follow up modern trends in education that depends on thinking and conversation rather than memorization and generally help to improve the student personality and skills. The university also pays much attention to improve capabilities and skills of the assisting teaching staff including lecturers and demonstrators which helps in the improvement of the whole educational process. The main objective of the Biology department is to attract highly qualified staff members who participate effectively in providing knowledge thus staff members are selected carefully to fulfil these demands.

Taif University's policy of attracting and recruitment of staff members

Taif University views its human resources as the most valuable resource it has because the University draws its strength from the strength of its staff, plans, regulations, bylaws, and material and technical resources. While the value of other resources decreases over time, the value of human resources increases, which have the advantage of reasoning, thinking, creativity, innovation and accumulated experience and they are the sources of development and excellence of any organization over time. Aware of the value of its human resources as its human and intellectual capital, the University constantly seeks to attract human resources with the qualifications, experience and professional competence necessary for the effective exercise of their responsibilities. The process of attraction, recruitment, retention, promotion and termination of services shall be in accordance with the regulations in force in the Kingdom, such as the policy of the Ministry of Education "The Council of Higher Education and Universities Regulations and Charters - the Regulations for Non-Saudi Recruitment in Universities - University Regulations for Saudi Personnel Including Staff Members and the Like - the Regulations of the Ministry of Civil

Service and the Regulations of the Ministry of Finance, based on the needs of departments, colleges, deanships, and centers in the male and female campuses and branches. The University is also committed to providing appropriate professional and personal development programs for its human resources, especially new ones. The University is developing its mechanisms to evaluate the performance of faculty members of both sexes whose performance and records are examined and reported annually. The university believed that among the critical success factors in achieving its strategic objectives is "attracting, developing and retaining highly qualified human resources." Among its strategic objectives was "improving the efficiency of human resources and infrastructure" based on the vision of the Kingdom 2030's call to develop human resources, their skills and talents, and raise their productivity and efficiency to the highest level.

Recruitment and retention

Taif University carefully plans to attract qualified and experienced faculty members to effectively exercise their academic and administrative responsibilities. The University also applies strict, fair and transparent policies and procedures to attract qualified faculty members according to the needs of their units on the male and female campuses and at branches. The academic departments participate in the process of evaluation, selection, nomination, recommendation and recruitment for all Saudi and non-Saudi faculty members. The General Administration of Faculty and Personnel takes the responsibility of managing the attraction process until the termination of services.

Tasks of the staff member

- Teaching at the undergraduate and graduate levels.
- Commitment to accomplish his tasks related to development, academic accreditation and strategic planning as part of his daily work.
- Conducting exercises and practical lessons according to the assessments prescribed by law.
- Supervision of classroom and supplementary research.
- Supervision of doctoral and master's theses according to the bylaws.
- Attend and participate in the sessions of the department council and vote on its decisions and recommendations.
- Do all the work related to the tests of the courses studied: (put questions, correction, and careful review, and computerized)
- Carry out the duties assigned to it by the Department Council within the limits of the bylaws and rules.
- Participation in the committees of the department, college and university.
- Contribute effectively to conduct scientific research in his specialty.

- Participation in conferences, seminars and scientific and academic meetings both inside and outside the Kingdom in the light of the bylaws governing the affairs of faculty members in universities.
- Make the necessary periodic reports required by the college or scientific departments, and fill out questionnaires, forms and so on.
- Carry out all academic and non-teaching academic tasks stipulated in the Academic Load Framing Bylaws approved by the University Council.

Demonstrator and lecturer

Demonstrators and lecturers are assistants to faculty members, who are appointed in faculties to prepare them for faculty membership and conduct exercises, scientific lessons and other work under the supervision of faculty members. Teaching assistants and lecturers are linked organizationally and administratively (vertically) to the head of the department, and they are procedurally (horizontally) linked to the course coordinator.

Tasks of demonstrator and lecturer

- Carry out exercise, practical lessons and other work required by the department's need.
- Carry out administrative tasks entrusted to him.
- Participation with colleagues of the department in preparing study plans and developing programs for the department.
- Supervise the practical or field side in the requirements of the subjects studied.
- Teaching within the quorum.
- Additional teaching above the quorum, if necessary.
- Preparing examinations for its subjects.
- Assist in conducting research, studies and workshops and participate in collective research in his field of specialization.
- Contact each new in his area of specialization, and follow-up of new literature and training and research in his area of specialization.

Contact details of staff members of the Biology Department - Main Campus - Male students' section

No	Name of faculty member	Academic degree	University awarding the highest degree	General Specialization - Specialization	e-mail address
1	Dr. Bender Maid Mokad Albogmi (Dean of Student Affairs)	Assistant Professor	King Abdulaziz University - Saudi Arabia	Zoology - Parasitology	bandar_054@hotmail.com
2	Dr. Ali Abdullah Ali Majrashi (Vice Dean for Student Services)	Assistant Professor	University of Malaya - Malaysia	Botany - Plant ecology	majrahiaah@gmail.com
3	Dr. Othman Mohammed Ahmed Al-Zahrani (Secretary of the Scientific Council of the University)	Associate Professor	University of Sheffield - England	Microbiology - Bacteriology	othmanzh@yahoo.com
4	Dr. Hatem Maatouk Mohamed Al – Yasi (Head of Biology Department)	Assistant Professor	King Abdulaziz University - Saudi Arabia	Botany - Plant ecology	htm.333@hotmail.com
5	Pr. Dr. Abdullah al - Talhi	Professor	University of Sheffield - England	Microbiology - Bacteriology	altalhi2001@hotmail.com
6	Pr. Dr. Abdulaziz Salem Saeed Bahabeel	Professor	-	Microbiology - Mycology	abahobail@yahoo.com
7	Pr. Dr. Mohammed ben Yaslam Salman Shebraq	Professor	University of Glasgow - England	Ornithology - Animal ecology and the protection of wildlife	m.shobrak@tu.edu.sa
8	Dr. Saeed Abdullah Ali Al Walidi	Associate Professor	University of Bradford - England	Zoology - Physiology	swaleedi@hotmail.com
9	Dr. Akram Saleh Al-Ghamdi	Associate Professor	University of Leicester - England	Zoology - Entomology	akram9m@hotmail.com
10	Dr. Khaled Hassan Hussein Al Amer	Assistant Professor	University of Nottingham - England	Botany - Plant ecology	alamar_25@hotmail.com
11	Dr. Mohammed Salem Al-Harbi	Associate Professor	King Abdulaziz University - Saudi Arabia	Zoology - Animal physiology	msah90@hotmail.com
12	Dr. Jamal Awad Abdullah Al - Orabi	Assistant Professor	University of Liverpool - England	Microbiology - Molecular Biology	j.alorabi@tu.edu.sa
13	Dr. Mohammed Salah Mohammed Al-Malki	Assistant Professor	University of Buff - England	Zoology - Animal ecology	m11m116@hotmail.com
14	Dr. Alaa bin Abdulaziz Baazim	Assistant Professor	Cranfield University, England	Microbiology - Fungicides	aabaazeem@tu.edu.sa
15	Dr. Mohammed Abdurrahman Al-Belehid	Assistant Professor		Zoology - Immunology	malblihed@gmail.com
16	Pr. Dr. Ahmed Emam Ahmed Dakrory	Professor	Cairo University - Egypt	Zoology - Comparative Anatomy and Embryology	Dakrory2001@yahoo.com
17	Pr. Dr. Ahmed Sayed Abdel Moneim Sayed	Professor	Beni Suef - Egypt	Microbiology- Virology	asa@tu.edu.sa
18	Pr. Dr. Ahmed Abdussalam Hassan Essa	Professor	Assiut University - Egypt	Botany - Phycology	a.hissa@tu.edu.sa
19	Pr. Dr. Tarek Mohamed Galal Hussein	Professor	Helwan University - Egypt	Botany - Plant ecology	tarekhelwan@yahoo.com
20	Pr. Dr. Abdulbaset Masood Obaid Ali	Professor	Assiut University - Egypt	Zoology – Cytology and	alyebied@gmail.com

				genetics	
21	Pr. Dr. Abdelraouf Othman Abdelraouf Hejab	Professor	Tanta University - Egypt	Zoology - Reproductive physiology	drhegab@yahoo.com
22	Pr. Dr. Yassin Mohamed Mohamed El Sudany	Professor	Tanta in association with the University of Florida	Botany - Plant Ecology and Flora	yalsodany@yahoo.com
23	Rr. Dr. Yassir Awad Alsaied Khattab	Professor	Zagazig University - Egypt	Zoology – Fish nutrition	khattabyassir @yahoo.com
24	Dr. Ahmed Gaber Ahmed Mahmoud	Associate Professor	Osaka Prefecture University - Japan	Biotechnology - Molecular Genetics	a.gaber@tu.edu.sa
25	Dr. Ahmed Hammad Ahamed Nouredine	Associate Professor	Mansoura University - Egypt	Zoology - Invertebrates and Parasitology	ahnoureldeen2003@yahoo.com
26	Dr. Bassem Nabil Rashad Alsayed (Coordinator of the Faculty of Science)	Associate Professor	Mansoura University - Egypt	Botany - Plant physiology	bsamra_2002@yahoo.com
27	Dr. Tharwat Ghanem Abdel Qader Omar	Associate Professor	Helwan University - Egypt	Zoology - Vertebrates and embryos	t.abdelkader@tu.edu.sa
28	Dr. Jamal Hassan Abdurrahman Ebraheem	Associate Professor	Assiut University - Egypt in partnership with the University of Friedrich Schiller - Germany	Zoology – Cytology and Histology	gamalh2000@yahoo.com
29	Dr. Sabry Abdel Rigal Hassan Mohamed	Associate Professor	University of Vienna - Austria	Microbiology - Medical Microbiology	sabryh400@gmail.com hassan@tu.edu.sa
30	Dr. Abdullah Mahmoud Suleiman Sulei	Associate Professor	University of Nancy I - France	Botany - Genetics	amst60@hotmail.com
31	Dr. Esmat Farouk Ali Ahmed	Associate Professor	Assiut University - Egypt	Botany - Plant physiology	esmatfarouk@yahoo.com
32	Dr. Emad Ahmed Mahdi Saleh	Associate Professor	Cairo University- Egypt	Zoology - Histology	emadmahdiPath1@gmail.com
33	Dr. Ali El Sayed Ali Mohamed Abou Amer	Associate Professor	University of Reading, England	Microbiology - Molecular Bacteriology	a.abo-amer@hotmail.com
34	Dr. Emad Eddin Ali Mustafa Ali Gadou	Associate Professor	Ain Shams University - Egypt	Microbiology - Fungal plant diseases	emadgado@yahoo.com
35	Dr. Fahmy Abderrahman Sadik Hassan	Associate Professor	University of Corvinus - Hungary	Botany - Plant physiology	fahmy_hssn@yahoo.com
36	Dr. Mostafa Ahmed Fawzy Mahmoud	Associate Professor	Assiut University - Egypt	Botany - Phycology	mafawzy@tu.edu.sa
37	Dr. Wael Abdel Moneim Omar Abdullah	Associate Professor	Cairo University - Egypt	Zoology - Animal ecology	w.omar@tu.edu.sa
38	Dr. Ehab Ismail Yousef Mustafa Al Hallous	Assistant Professor	Loewik University - Germany	Zoology - Molecular Biology	eelhallous@yahoo.com
39	Dr. Shawkat Mahmoud Ahmed Ibrahim	Assistant Professor	Ain Shams University - Egypt	Botany - Molecular Biology	s.shawkat@tu.edu.sa
40	Dr. Mohamed Abdel Hamid Mohamed El-Awady	Assistant Professor	University of Osaka Prefecture - Japan	Botany - Molecular Genetics	elawady2000@hotmail.com
41	Dr. Mohammed Ahmed Mohammed Abdullah	Assistant Professor	University of Beni Suef - Egypt	Botany - Plant classification and flora	mafadl2000@yahoo.com
42	Dr. Mohamed Fadlallah Abdellatif Awad	Assistant Professor	Technical University of Berlin - Germany	Microbiology - Mycology	m.fadl@tu.edu.sa

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47	Dr. Anwar Abdulkarim Ahmed Kuhail	Assistant Professor	Minia University, Egypt	Botany - Stress Physiology	anwar.kahil@yahoo.com
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50	Dr. Tareq Yousef Abdulhadi Saif	Assistant Professor	Ain Shams University - Egypt in partnership with Harbourg University - England	Botany - Plant physiology	y.saif@tu.edu.sa
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52	Dr. Attia Omar Attia Attia	Assistant Professor	Ain Shams University - Egypt	Botany - Plant Genetics	attiaattia7@yahoo.ca
53	Dr. Alaa Ahmed Mohammed Mohammed	Assistant Professor	Cairo University - Egypt	Zoology - Animal physiology	alaanrc@gmail.com
54	Dr. Imed ben Amer al - Mabrouk	Assistant Professor	Al - Manar University 2 - Tunisia	Biochemistry - Molecular Biology	mabrouk_imed@yahoo.fr
55	Dr. Emad Azmi Awadin Mohamed Ibrahim	Assistant Professor	Leipzig - Federal Germany	Microbiology - Bacteriology	imadmohamed@tu.edu.sa
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57	Dr. Fathi Habib bin Abdullah	Assistant Professor	University of Monastir - Tunisia	Microbiology - Bacteriology	fetyben@tu.edu.sa
58	Dr. Kamal Youssef Rizki Hosseini	Assistant Professor	University of Tunis Al - Manar - Tunisia	Botany - Plant physiology	kamelhessini@gmail.com
59	Mr. Ibrahim Mesfer Almaliki	Lecturer	King Abdulaziz University - Saudi Arabia	Zoology - Histology	ibraheem_1442@hotmail.com
60	Mr. Mohammed Salam Hamed Al-Hemidi	Lecturer	King Abdulaziz University - Saudi Arabia	Zoology - Animal physiology	mohed1394@yahoo.com
61	Mr. Mansour Choucair El Morshedy	Lecturer	King Abdulaziz University - Saudi Arabia	Botany - Classification of floral plants	msmarshadi@tu.edu.sa
62	Mr. Fawaz Ibrahim Saeed Al-Zahrani	Teaching Assistant	University of Sheffield, England	Botany - Plant physiology	fawaz_252@hotmail.com
63	Mr. Abdul Latif Mohammed Mubarak Bamfleh	Teaching Assistant	Wagner University - USA	Microorganisms	abamufleh@yahoo.com

Note: The names are arranged according to academic degree followed by alphabetical order.

Contact details of staff members of the Biology Department - Main Campus - Female students' section

No	Name of faculty member	Academic degree	University awarding the highest degree	General Specialization - Specialization	e-mail address
1	Dr. Jameela Saeed Ali al-Maliki (Vice Head of Biology Department)	Associate Professor	Princess Noura University - Saudi Arabia	Zoology - Parasitology	shamlanj@yahoo.com
2	Pr. Dr. Amal Mohamed Fadel Borti	Professor	King Abdulaziz University - Saudi Arabia	Zoology - Entomology	aalbarty@yahoo.com
3	Dr. Eman Mohammed Salah Halawani	Associate Professor	King Abdulaziz University - Saudi Arabia	Microbiology - Medical Bacteriology	halawani.em@hotmail.com
4	Dr. Jawaher Jahz Afas Al-Bogami	Assistant Professor	University of Tennessee - USA	Zoology - Cytology	gg022009@hotmail .com
5	Dr. Rasha Abdulrahman Ibrahim Al - Essa	Assistant Professor	King Abdulaziz University - Saudi Arabia	Zoology - Animal physiology	r.hasan@tu.edu.sa
6	Dr. Faiza Ahmed Abdullah Almalki	Assistant Professor	University of Sheffield - England	Zoology - Synthesis of proteins	faalmalki4@gmail.com
7	Dr. Fawzia bent Abdul Razzaq Al Salmi	Assistant Professor	King Abdulaziz University - Saudi Arabia	Zoology - Animal physiology	f.alsalmi@tu.edu.sa
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9	Pr. Dr. Lamia Abdel Hamid Ahmed bedding	Professor	Cairo University - Egypt	Microbiology - Virology	lamia-ahmed@live.com
10	Pr. Dr. Nashwa Abdel Salam Ezzedin Ibrahim	Professor	Cairo University - Egypt	Microbiology - Bacteriology and Immunology	nashabdelsalam@gmail.com
11	Pr. Dr. Magda Mohamed El Mahdy Mabrouk Ali	Professor	Cairo University - Egypt	Zoology - Parasitology	magda_elmahdy@hotmail.com
12	Dr. Amal Abdel Galil Mahmoud	Associate Professor	Ain Shams University - Egypt	Zoology - Animal Physiology	amalkinawy@gmail.com
13	Dr. Amal Hassan Moath Rmeih	Associate Professor	Cairo University - Egypt	Zoology	amalmoaz@hotmail.com
14	Dr. Amal Mohamed Yacoub Othman	Associate Professor	Ain Shams University - Egypt	Zoology - Marine Science	yacoub_am2006@yahoo.com
15	Dr. Eman Ahmed Hassan Khattab	Associate Professor	Zagazig University - Egypt	Microorganisms - Plant virology	eman9796@yahoo.com
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19	Dr. Mona Fawzy Abou El Hamd Mahmoud	Assistant Professor	South Valley University	Botany -Plant physiology	aboualhamed@yahoo.com
20	Dr. Yasmin Mohamed Shibani Abdelsamie Ahmed	Associate Professor	South Valley University - Egypt	Microbiology - Mycology	yoyomsh@yahoo.com
21	Dr. Asmaa Abdelnaby Adlan Ibrahim	Assistant Professor	Cairo University - Egypt	Botany - Plant ecology	asmahamad@yahoo.com
22	Dr. Amani Gomaa Ibrahim	Assistant Professor	Ain Shams University - Egypt	Microorganisms - Bacteriology and Mycology	amanygm@yahoo.com

23	Dr. Hamida Hamdi Mohamed Ismail	Assistant Professor	Cairo University - Egypt	Zoology - Embryology and comparative anatomy	shimaa7651@hotmail.com
24	Dr. Rania Salah El Din Adly Rashwan	Assistant Professor	Ain Shams University - Egypt	Entomology - Economic insect ecology	raniarashwan@ymail.com
25	Dr. Rehab Bent Khalifa Lagha	Assistant Professor	Monastir University - Tunisia	Microbiology - Bacteriology	rihablagha@yahoo.fr
26	Dr. Reham Zakaria Mostafa Mohamed	Assistant Professor	Zagazig University - Egypt	Zoology - Physiology	reham.z@tu.edu.sa
27	Dr. Sherifa Mostafa Mohamed Sabra	Assistant Professor	Cairo University - Egypt	Microbiology - Bacteriology	atheer1800@yahoo.com
28	Dr. Maysa Mohamed Morsy Abdel Mohsen	Assistant Professor	Ain Shams University - Egypt	Botany – Cytology and genetics	maisamursi2008@yahoo.com
29	Dr. Mervat Fathi Awad	Assistant Professor	Tanta University - Egypt	Microbiology - Bacteriology	m.aoyad@tu.edu.sa
30	Dr. Manal Algami Benali	Assistant Professor	University of Carthage - Tunisia	Zoology - Animal physiology	manel_benali@yahoo.fr
31	Dr. Maha Abdelfattah Ahmed Khalil	Assistant Professor	Tanta University - Egypt	Microbiology - Bacteriology	mahakhalil90@yahoo.com
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