

Al-Baha University

Faculty of Science

Bachelor's Degree in Chemistry

Program Member Handbook



Contents

| | |
|--|----|
| Introduction | 6 |
| Faculty Vision | 7 |
| Faculty Mission | 7 |
| Faculty Objectives | 7 |
| Program Vision | 8 |
| Program Mission | 8 |
| Program Objectives | 8 |
| Program Learning Outcomes | 9 |
| Professions/jobs for which students are qualified | 10 |
| Program's Graduate Attributes | 11 |
| Program Organizational Structure | 12 |
| Administrative committee | 13 |
| First: Schedules and Exams Committee | 13 |
| Second: Laboratories Committee | 13 |
| Third: Alumni Affairs Committee | 13 |
| Fifth: Curricula and Study Plans Committee | 14 |
| Sixth: Community Service and Partnership Committee | 14 |
| Seventh: Graduate Studies and Scientific Research Committee | 15 |
| Eighth: Development and Quality Committee | 15 |
| Study plan | 17 |
| List of academic staff | 19 |
| List of program member's manuals | 21 |
| Guide for Rights and Duties of Saudi Academic Staff | 21 |
| Guide for Rights and Duties of Non-Saudi Academic Staff | 21 |
| Regulations for Training and Scholarships | 21 |
| Complaints and Grievances guide for Staff members | 21 |
| Executive Regulation for Employment to the Rank of Assistant Professor | 21 |
| Executive Regulation for Promotion of Faculty Members | 21 |
| Executive Regulation for Disbursing Excellence Allowance for Faculty Members and Their Equivalents | 21 |
| General Code of Ethics for Scientific Research | 21 |
| Study and Examination Regulations | 21 |
| Regulations of Student Conduct and Discipline | 21 |
| Guidance and Counseling Services Guide | 21 |



| | |
|--|----|
| Responsibilities and Authorities of Al-Baha University | 21 |
| E-Services Guide for Faculty Members | 21 |
| Access and Search Mechanism in the Saudi Digital Library (SDL) Via the University Portal | 21 |
| Mechanism of Access and How to Use the “Baaheth” Service | 21 |
| Books Borrowing Guide | 21 |
| The Implementing Rules of the eLearning Regulations | 21 |
| Guide of Quality for Programs and Courses in Distance Education | 21 |
| How to Access Blackboard Ultra | 21 |
| How to Set a New Password in Blackboard Ultra | 21 |
| How to Access Blackboard Ultra via Mobile | 21 |
| Editing Personal Information in Blackboard Ultra | 22 |
| Changing the Language in Blackboard Ultra | 22 |
| Creating a Learning Module in the Course Content in Blackboard Ultra | 22 |
| Creating a Folder in the Course Content in Blackboard Ultra | 22 |
| Creating a Document in the Course Content in Blackboard Ultra | 22 |
| Adding a Web Link in the Course Content in Blackboard Ultra | 22 |
| Batch Editing Content in Blackboard Ultra | 22 |
| Creating Check Your Understanding Questions in Blackboard Ultra | 22 |
| Adding and Viewing Videos from the DNAx Repository in Blackboard Ultra | 22 |
| Adding Educational Resources from the OERx Platform to Blackboard Ultra | 22 |
| Creating a New Virtual Classroom in Blackboard Ultra | 22 |
| Automatic Student Attendance in Virtual Classrooms in Blackboard Ultra | 22 |
| Student Attendance Recording for in- person Classes in Blackboard Ultra | 22 |
| Accessing the Attendance Report in the Virtual Session in Blackboard Ultra | 22 |
| How to Conduct a Poll in Virtual Classrooms | 22 |
| Interactive Tools in Virtual Classrooms | 22 |
| Sharing Screen, Applications, or Files in the Virtual Classroom | 22 |
| Ending the Virtual Classroom | 22 |
| How to Use the Whiteboard | 22 |
| Dividing Students into Groups in the Virtual Classroom | 22 |
| Enabling Microphone Access from the Browser in the Virtual Session | 22 |
| Managing Oral Exams in Virtual Classrooms | 22 |
| Recording the Virtual Session and Making It Available to Students | 23 |
| How to Create an Announcement in Blackboard Ultra | 23 |



| | |
|--|----|
| How to Create a Discussion Board and Make It Available to Students in Blackboard Ultra | 23 |
| How to Create an Assignment in Blackboard Ultra | 23 |
| Setting Assignment Options in Blackboard Ultra | 23 |
| How to Grade an Assignment in Blackboard Ultra | 23 |
| Enabling SafeAssign in Blackboard Ultra | 23 |
| Viewing and Grading SafeAssign Assignments in Blackboard Ultra | 23 |
| How to Create a Rubric in Blackboard Ultra | 23 |
| How to Grade Assignments Using Rubrics in Blackboard Ultra | 23 |
| Creating an Online Test in Blackboard Ultra | 23 |
| Setting Test Options and Properties in Blackboard Ultra | 23 |
| Creating Question Banks in Blackboard Ultra | 23 |
| Building a Test by Importing Questions from a Question Bank in Blackboard Ultra | 23 |
| Creating a Question Bank in Excel file and Uploading It to Blackboard Ultra | 23 |
| How to Save a Single Student's Answers After a Test in Blackboard Ultra | 23 |
| How to Download Test Results for All Students in Blackboard Ultra | 23 |
| Assigning a Test to a Specific Group of Students in Blackboard Ultra | 23 |
| Providing an Additional Test Attempt to a Student in Blackboard Ultra | 23 |
| Deleting a Test Attempt and Providing Another Attempt in Blackboard Ultra | 23 |
| Accessing the Exams Platform | 23 |
| Building a Question Bank in the Advanced Exams System | 23 |
| Creating an Assessment Plan and Adding a Test | 24 |
| Viewing the Types of Questions Available in the Advanced Exams System | 24 |
| How to Add Learning Outcomes to Question Banks | 24 |
| How to Import Learning Outcomes from an Excel File | 24 |
| Exporting Learning Outcomes | 24 |
| Deleting or Editing Learning Outcomes | 24 |
| Updating Learning Outcomes (Batch Update) | 24 |
| Creating a Test in the E-Learning Exam System | 24 |
| Publishing the Test to the Assessment Plan | 24 |
| Preparing Test Settings and Publishing by the Course Instructor | 24 |
| Scheduling and Managing an Electronic Test Session | 24 |
| Grading Essay Questions in the Test and Exporting the Results | 24 |
| Administering and Monitoring an Electronic Test | 24 |
| Steps to Create a Column in the Gradebook in Blackboard Ultra | 24 |



| | |
|---|----|
| Explanation of Column Types in the Grade Center in Blackboard Ultra | 24 |
| How to Make Grade Columns Visible to Students in Blackboard Ultra | 24 |
| How to Arrange Gradebook Columns in Blackboard Ultra | 24 |
| How to Archive Your Course in Blackboard Ultra | 24 |
| How to Import a Course into Blackboard Ultra | 24 |
| Email Service Guide..... | 24 |
| Office 365 Services Guide at Al-Baha University..... | 24 |
| Accessing OneDrive..... | 24 |
| Creating a New Folder or Document on OneDrive | 25 |
| Uploading Files and Images to OneDrive..... | 25 |
| Deleting Files on OneDrive | 25 |
| Sharing a File or Folder on OneDrive | 25 |
| Plagiarism Handling Policy | 25 |



Introduction

Dear program members,

We are delighted to present to you a comprehensive guide for chemistry members. The purpose of this guide is to provide you with essential regulations, systems, and detailed instructions pertaining to the rights and responsibilities that play a vital role in realizing the vision, mission, and objectives of the Bachelor of chemistry program.



Faculty Vision

A distinguished faculty in basic sciences education and scientific research to serve the community.

Faculty Mission

Providing distinguished educational and research programs in basic sciences to prepare graduates that contribute the community service through motivating academic environment and efficient use of the resources.

Faculty Objectives

1. Creating an excellent academic environment to enhance the competitiveness of faculty students.
2. Achieving excellence among the faculty staff.
3. Developing and improving the faculty's scientific research infrastructure
4. Establishing postgraduate programs that are in line with labor market demands.
5. Developing and improving faculty community service activities.
6. Contributing to the development of the university's resources.



Program Vision

Distinguished Chemistry Program, both educationally and in research, aimed at contributing to community service.

Program Mission

Providing a distinguished educational program in chemistry to prepare qualified graduates who can meet labor market demands and serve the community through a stimulating academic environment and scientific research.

Program Objectives

1. Providing students with the necessary scientific knowledge and practical skills in the field of chemistry.
2. Preparing scientifically and professionally qualified graduates of the program to meet the requirements of the labor market in the field of chemistry.
3. Providing a stimulating environment to achieve academic and research excellence.
4. Enhancing the system of scientific research and innovation in the chemical sciences.
5. Contributing to the enhancement and development of community service programs and sustainable development.



Program Learning Outcomes

| Knowledge and understanding | |
|--------------------------------------|--|
| K1 | Define the concepts, terms and basic principles in Chemistry |
| K2 | Recall symbols, formulas and chemical equations |
| K3 | Explain key principles, laws and theories related to chemistry |
| Skills | |
| S1 | Use laws and calculations in solving chemical problems. |
| S2 | Apply scientific thinking in providing innovative solutions to the chemical challenges |
| S3 | Use different techniques and methods in chemical analysis and interpretation of results |
| S4 | Conduct laboratory experiments safely using different techniques. |
| Values, Autonomy, and Responsibility | |
| V1 | Bear self-learning responsibility, decision making and ability of serving the community. |
| V2 | Adhere in writing scientific reports and using different techniques to collect and analyze information and presenting it to others |
| V3 | Cooperate effectively with his colleagues in teamwork. |



Professions/jobs for which students are qualified

The labor market for holders of a Bachelor's degree in Chemistry is expanding day by day, opening doors to many career opportunities. The program offered by the Faculty of Science at Al-Baha University is designed to equip male and female students with the technical and professional skills they need to become successful and distinguished in their fields of work.

There are many career fields available to graduates holding a Bachelor of Science degree in Chemistry, including:

- Environmental Protection Inspector (325702)
- Practicing Teacher (23300102)
- Water Quality Specialist (213303)
- Environmental Protection Specialist (226301)
- Scientific Laboratory Specialist (213112)
- Industrial Chemist (211302)
- Medical Laboratory Specialist (13115)
- Science Laboratory Technician (311907)
- Academic Researcher (235906)
- Water Chemist (21111044)
- Teaching Assistant (2310111)



Program's Graduate Attributes

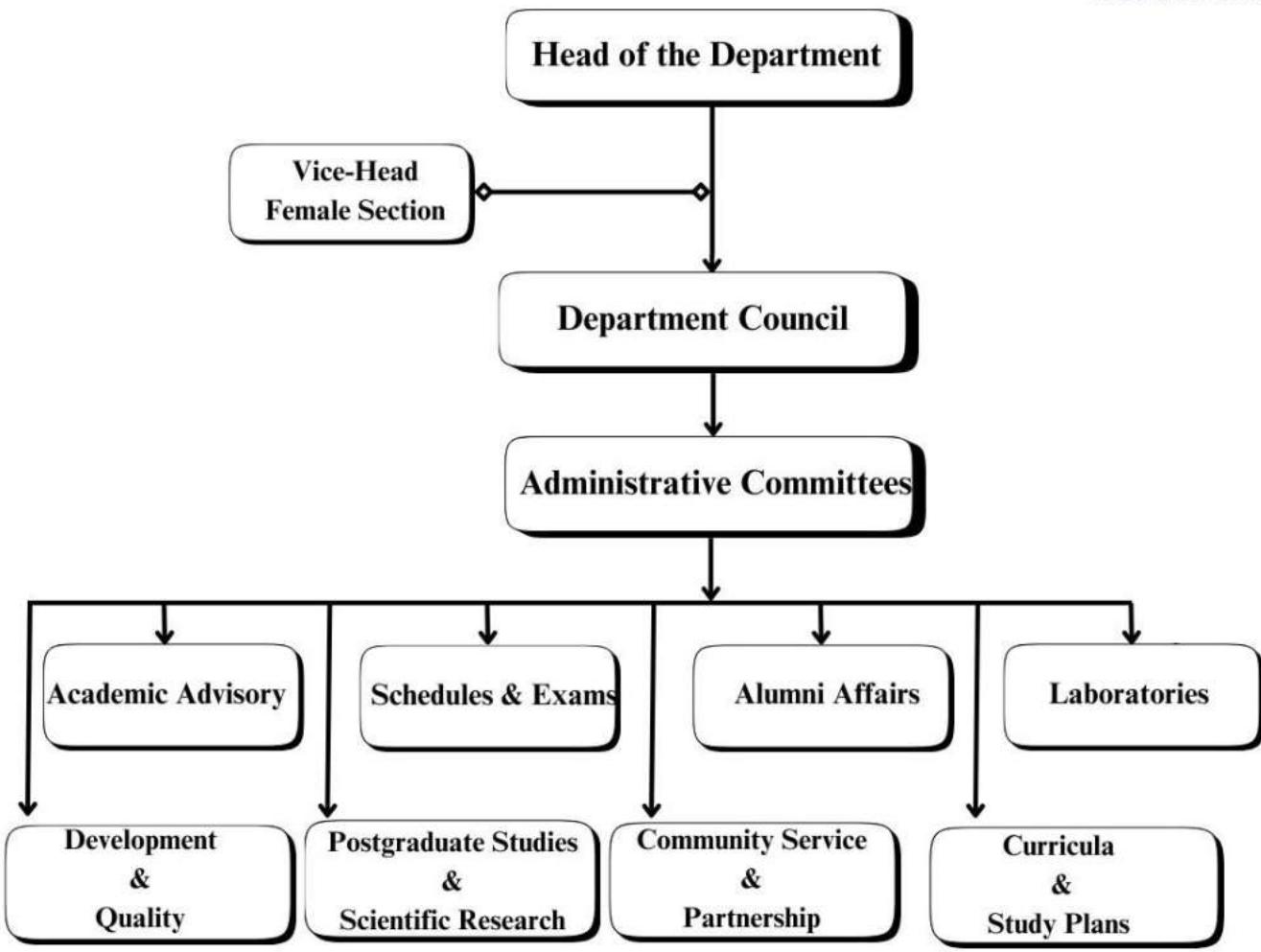
Chemistry program adopted same university's graduate attributes. The following table illustrates University Graduate Attributes with correspondent codes.

| Program's Graduate Attributes | |
|-------------------------------|---|
| Code | Description |
| PGA1 | Critical thinking and problem solving |
| PGA2 | Creativity and innovation |
| PGA 3 | Collaboration and teamwork |
| PGA 4 | Communication skills |
| PGA 5 | Information technology and proficiency skills |
| PGA 6 | Information skills |
| PGA 7 | Flexibility and adaptability |
| PGA 8 | Initiative and self-direction skills |
| PGA 9 | Productivity skills |



Program Organizational Structure

Organizational Structure



Administrative committee

First: Schedules and Exams Committee

Its tasks are as follows:

- Preparing class schedules and examination timetables for each academic semester in coordination with the relevant departments.
- Distributing courses in a manner that ensures transparency and fairness among faculty members.
- Announcing class schedules and examination timetables to receive and address feedback.
- Following up on any amendments to class schedules and exam timetables and finding appropriate solutions.
- Allocating classrooms and exam halls according to the number of students and the nature of the courses.
- Preparing lists of exam invigilators and assigning them to committees to ensure proper conduct of examinations.
- Monitoring the progress of examinations on site and addressing any urgent issues.
- Documenting all procedures related to class schedules and examination timetables.

Second: Laboratories Committee

Its tasks are as follows:

- Identifying laboratory needs and regularly monitoring their readiness.
- Supervising the operation and maintenance of equipment and ensuring its functionality.
- Preparing schedules for laboratory technicians/assistants for each academic semester.
- Establishing guidelines and instructions for the proper use of laboratories to ensure safety and security.
- Ensuring compliance with public health, safety, and occupational standards inside laboratories.
- Providing manuals for using experiments, equipment, and materials.
- Training technicians and students on the proper use of laboratory tools and materials.
- Preparing awareness materials on safety procedures inside laboratories.
- Documenting all procedures and data related to laboratories.

Third: Alumni Affairs Committee

Its tasks are as follows:

- Creating a comprehensive and updated database of graduates and their fields of employment.



- Maintaining continuous communication with alumni and employers through various means (website – email – meetings).
- Organizing activities and meetings with alumni to support them and gather their feedback.
- Preparing career guidance programs and workshops to develop graduates' skills in line with labor market needs, in coordination with the Deanship of Admission and Registration.
- Documenting all procedures and collecting data related to alumni.

Fourth: Academic Advisory Committee

Its tasks are as follows:

- Conducting orientation sessions for newly admitted students.
- Publishing academic advising guides and awareness materials.
- Educating students about academic regulations, rules, rights, and university responsibilities.
- Monitoring the performance of academic advisors and ensuring they fulfil their duties toward students.
- Identifying outstanding students, academically struggling students, and students with disabilities, and providing appropriate support in coordination with relevant entities.
- Organizing programs and workshops to enhance self-confidence and develop time-management skills.
- Documenting all procedures and data related to academic advising and guidance.

Fifth: Curricula and Study Plans Committee

Its tasks are as follows:

- Preparing study plan guides and course specifications.
- Proposing new academic programs that meet community and labor market needs.
- Reviewing and updating study plans regularly according to labor market requirements.
- Following up on improvement plans included in course reports.
- Reviewing course specifications and learning outcomes to ensure alignment with quality standards and accreditation requirements issued by the Education and Training Evaluation Commission.
- Documenting all procedures and data related to curricula and study plans.

Sixth: Community Service and Partnership Committee

Its tasks are as follows:

- Developing a timeline for activities and programs that can be offered to the community.



- Strengthening partnerships between the department and governmental, private, and charitable sectors through cooperative training.
- Proposing community initiatives that contribute to addressing community issues and promoting development.
- Organizing events and activities that serve the community in collaboration with relevant entities.
- Evaluating the participation of students and faculty in community service programs and measuring the satisfaction of beneficiary organizations.
- Highlighting the department's role in national and international occasions (Foundation Day – National Day – Flag Day – International Days).
- Documenting all procedures and data related to community partnership and service.

Seventh: Graduate Studies and Scientific Research Committee

Its tasks are as follows:

- Conducting orientation sessions for postgraduate students regarding regulations and policies.
- Organizing regular courses and workshops to develop research skills.
- Introducing new postgraduate programs that meet community and labor market needs.
- Monitoring the implementation of postgraduate programs and ensuring their alignment with development and quality requirements.
- Reviewing research proposals and theses plans and recommending supervisors.
- Following up on the affairs of sponsored/externally funded students in coordination with the Faculty Vice-Deanship for Graduate Studies, Research, Innovation, and Quality.
- Monitoring the progress of postgraduate students and addressing challenges they face.
- Developing a departmental research plan aligned with university priorities and national directions.
- Proposing mechanisms to encourage research, creativity, and innovation.
- Tracking and updating the department's research output and citation rates regularly.
- Reviewing applications for academic appointments, promotions, and excellence awards for faculty members.
- Documenting all procedures and data related to graduate studies and scientific research.

Eighth: Development and Quality Committee

Its tasks are as follows:

- Promoting quality and academic accreditation culture by organizing meetings and workshops in relevant fields.



- Following up on the timeline for development, quality, and program accreditation processes issued by the Deanship of Development and Quality.
- Supervising the update and revision of course and program specifications and reports.
- Developing operational plans for academic programs, monitoring their indicators, and setting improvement plans.
- Collecting and analysing program performance indicators regularly.
- Communicating with departmental committees to gather necessary data for the annual report.
- Following up on updates to academic and administrative policies and procedures in accordance with quality standards.
- Documenting all procedures and data related to quality and accreditation activities.



Study plan

Curriculum structure

| Program Structure | Required/ Elective | No. of courses | Credit Hours | Contact Hours | Percentage |
|--------------------------|-----------------------|-------------------|-----------------|------------------|------------|
| Institution Requirements | Required | 6 | 12 | 12 | 8% |
| | Elective | - | - | - | - |
| College Requirements | Required | 5 | 19 | 25 | 13% |
| | Elective | - | - | - | - |
| Program Requirements | Required | 36 | 107 | 125 | 71% |
| | Elective | 3 | 9 | 9 | 6% |
| Capstone Course/Project | - | 1 | 3 | 6 | 2% |
| Total | - | 51 | 150 | 177 | 100 |

Program courses

| Level | Course Code | Course Title | Required or Elective | Pre- Requisite Courses | Credit Hours | Type of requirements (Institution, College, or Program) |
|---------|-------------|--|----------------------------|------------------------------|-----------------|---|
| Level 1 | CHEM1001 | General Chemistry | Required | -- | 4 | College |
| | MATH1001 | Calculus (1) | Required | -- | 4 | College |
| | ISLM1001 | Islamic Culture (1) | Required | -- | 2 | Institution |
| | ARAB1001 | Language Skills | Required | -- | 2 | Institution |
| Level 2 | BIO1001 | General Biology | Required | -- | 4 | College |
| | PHYS1001 | General Physics | Required | -- | 4 | College |
| | ISLM1003 | Quranic recitation and Guidance | Required | -- | 2 | Institution |
| | HIST1001 | History of KSA | Required | -- | 2 | Institution |
| Level 3 | ENG1005 | English Language | Required | -- | 3 | College |
| | CS1002 | Fundamentals of Digital Transformation | Required | -- | 2 | Institution |
| | ISLM1002 | Islamic Culture (2) | Required | -- | 2 | Institution |
| | CHEM1002 | Organic Chemistry (1) | Required | -- | 4 | Program |
| | CHEM1003 | Organic Chemistry Practical (1) | Required | -- | 1 | Program |
| Level 4 | CHEM1250 | Chemistry of Main Group Elements | Required | -- | 4 | Program |
| | CHEM1251 | Chemistry of Solutions | Required | CHEM1001 | 3 | Program |
| | CHEM1252 | Safety and Security in Laboratories | Required | -- | 2 | Program |
| | STAT1251 | General Statistics | Required | -- | 3 | Department |
| Level 5 | CHEM1253 | Chemistry of Transition Elements | Required | CHEM1250 | 4 | Program |
| | CHEM1254 | Organic Chemistry (2) | Required | CHEM1002 | 3 | Program |
| | CHEM1255 | Organic Chemistry Practical (2) | Required | | 2 | Program |
| | CHEM1256 | Physical Chemistry | Required | -- | 3 | Program |
| Level 6 | CHEM1257 | Principles of Analytical Chemistry | Required | -- | 4 | Program |
| | CHEM1358 | Coordination Chemistry | Required | CHEM1253 | 3 | Program |
| | CHEM1359 | Kinetic Chemistry | Required | -- | 3 | Program |
| | CHEM1260 | Principles of Industrial Chemistry | Required | -- | 2 | Program |



| | | | | | | |
|----------|----------|---|----------|------------------|---|------------|
| Level 7 | CHEM1500 | Organic Chemistry of Heterocyclic Compounds | Required | CHEM1254 | 3 | Program |
| | CHEM1501 | Principles of Spectroscopy | Required | CHEM1001 | 4 | Program |
| | CHEM1502 | Environmental Chemistry | Required | -- | 3 | Program |
| | CHEM1503 | Principles of Toxicology | Required | -- | 2 | Department |
| Level 8 | CHEM1504 | Biochemistry 1 | Required | CHEM1002 | 3 | Program |
| | CHEM1505 | Inorganic Preparations | Required | CHEM1259 | 3 | Program |
| | CHEM1506 | Chromatography and Separation Methods | Required | CHEM257 | 4 | Program |
| | CHEM1507 | Introduction to Polymer Chemistry | Required | CHEM1002 | 3 | Program |
| Level 9 | CHEM1508 | Organic Synthesis | Required | CHEM1254 | 3 | Program |
| | CHEM1509 | Electrochemistry | Required | CHEM1256 | 3 | Program |
| | CHEM1510 | Organic Compounds Spectroscopy | Required | CHEM1501 | 3 | Program |
| | CHEM1511 | Advanced Inorganic Chemistry | Required | CHEM1253 | 1 | Program |
| Level 10 | CHEM1750 | Petrol Chemistry | Required | -- | 2 | Program |
| | CHEM1751 | Surface Chemistry and Catalysis | Required | CHEM1256 | 2 | Program |
| | CHEM1752 | Electroanalytical Chemistry | Required | CHEM1257 | 3 | Program |
| | CHEM1753 | Water Treatment | Required | CHEM1257 | 3 | Program |
| | | Elective 1 | Required | -- | 3 | Program |
| Level 11 | CHEM1754 | Chemical Thermodynamics | Required | CHEM1256 | 3 | Program |
| | CHEM1755 | Organic Reactions | Required | CHEM1254 | 3 | Program |
| | CHEM1756 | Graduation Project | Required | Passing 120 hrs. | 3 | Program |
| | | Elective 2 | Required | -- | 3 | Program |
| Level 12 | CHEM1757 | Quantum Chemistry | Required | CHEM1256 | 2 | Program |
| | CHEM1758 | Green Chemistry | Required | - | 2 | Program |
| | CHEM1759 | Biochemistry (2) | Required | CHEM1504 | 3 | Program |
| | CHEM1760 | Material Science | Required | CHEM1256 | 3 | Program |
| | | Elective 3 | Elective | -- | 3 | Program |

Elective courses

| No | Course code | Course name | Credit hours | Prerequisites | Types of requirements |
|----|-------------|---|--------------|---------------|-----------------------|
| 1 | CHEM1761 | Chemistry of natural products | 3 | CHEM1254 | Program |
| 2 | CHEM1762 | Nuclear and radiochemistry | 3 | CHEM1256 | Program |
| 3 | CHEM1763 | Chemistry of metal extraction and corrosion | 3 | CHEM1253 | Program |
| 4 | CHEM1764 | Instrumental analysis | 3 | CHEM1501 | Program |
| 5 | CHEM1765 | physical chemistry For polymers | 3 | CHEM1256 | Program |
| 6 | CHEM1766 | Applied analytical chemistry | 3 | CHEM1501 | Program |
| 7 | CHEM1767 | Physical organic chemistry | 3 | CHEM1254 | Program |
| 8 | CHEM1768 | Organometallic chemistry | 3 | CHEM1258 | Program |
| 9 | CHEM1769 | Medicinal chemistry | 3 | CHEM1254 | Program |



List of academic staff

| No | Name | Gender | Nationality | Degree | Academic rank | Specific specialty |
|----|--------------------------------|--------|-------------|--------|---------------------|----------------------|
| 1 | Dr/ Abdulelah Alsulami | Male | Saudi | Ph.D | Assistant Professor | Physical chemistry |
| 2 | Dr/Anas Alfarsi | Male | Saudi | Ph.D | Associate Professor | Analytical Chemistry |
| 3 | Prof/ Hussien Ba-Yahia | Male | Saudi | Ph.D | Professor | Physical chemistry |
| 4 | Dr/Ali Al-Orabi | Male | Saudi | Ph.D | Associate Professor | Analytical Chemistry |
| 5 | Dr/Nawaf Al-Sanani | Male | Saudi | Ph.D | Associate Professor | Organic chemistry |
| 6 | Dr/Ahmed Al-Zahrani | Male | Saudi | Ph.D | Associate Professor | Organic chemistry |
| 7 | Dr/ Essam Al-Qurashi | Male | Saudi | Ph.D | Assistant Professor | Organic chemistry |
| 8 | Dr/ Mousa Mohamed | Male | Saudi | Ph.D | Assistant Professor | Inorganic chemistry |
| 9 | Dr/ Seif Althaqfi | Male | Saudi | Ph.D | Assistant Professor | Organic chemistry |
| 10 | Dr/Ali Alzahrani | Male | Saudi | Ph.D | Assistant Professor | Analytical Chemistry |
| 11 | Dr/Mansour Alsarani | Male | Saudi | Ph.D | Assistant Professor | Physical chemistry |
| 12 | Dr/ Fawy Elsaghier | Male | Egyptian | Ph.D | Associate Professor | Organic chemistry |
| 13 | Dr/ Sami Zaban | Male | Jordanian | Ph.D | Associate Professor | Inorganic chemistry |
| 14 | Dr/ Moussa Albalah | Male | Sudanese | Ph.D | Associate Professor | Physical chemistry |
| 15 | Dr/Malek Shamsi | Male | Indian | Ph.D | Associate Professor | Physical chemistry |
| 16 | Dr/ Mohamed Mahboub | Male | Indian | Ph.D | Associate Professor | Organic chemistry |
| 17 | Dr/ Antar Abdulhamid | Male | Egyptian | Ph.D | Assistant Professor | Organic chemistry |
| 18 | Dr/ Othman Abdulmoaty | Male | Egyptian | Ph.D | Assistant Professor | Analytical Chemistry |
| 19 | Dr/ Mohamed Abdelbaset | Male | Egyptian | Ph.D | Assistant Professor | Inorganic chemistry |
| 20 | Dr/ Ibrahim Ali Ibrahim | Male | Egyptian | Ph.D | Assistant Professor | Inorganic chemistry |



| | | | | | | |
|----|-------------------------------------|--------|----------|------|---------------------|----------------------|
| 21 | Dr/ Raafat Abdullah Mohamed | Male | Egyptian | Ph.D | Assistant Professor | Organic chemistry |
| 22 | Dr/ Mohamed Gomaa Ali Badry | Male | Egyptian | Ph.D | Assistant Professor | Organic chemistry |
| 23 | Dr/ Rania Ali Zain Elabedeen | Female | Saudi | Ph.D | Assistant Professor | Biochemistry |
| 24 | Dr/ Nada Mahmoud Ahmed | Female | Saudi | Ph.D | Associate Professor | Biochemistry |
| 25 | Dr/ Maha daifallah Elghamdi | Female | Saudi | Ph.D | Associate Professor | Physical chemistry |
| 26 | Dr/ Noha Mohamed Ahmed Elghamdi | Female | Saudi | Ph.D | Assistant Professor | Organic chemistry |
| 27 | Dr/ Aishah Awad Abdullah Alshahrani | Female | Saudi | Ph.D | Associate Professor | Analytical Chemistry |
| 28 | Dr/ Sameera Nasser Saleh Alghamdi | Female | Saudi | Ph.D | Assistant Professor | Organic chemistry |
| 29 | Dr/ Reem Alghamdi | Female | Saudi | Ph.D | Assistant Professor | Inorganic chemistry |
| 30 | Dr/ Khloud Al-Otaibi | Female | Saudi | Ph.D | Assistant Professor | Biochemistry |
| 31 | Dr/ Alia Al-Shamrani | Female | Saudi | Ph.D | Assistant Professor | Organic chemistry |
| 32 | Dr/Aza Alzahrani | Female | Saudi | Ph.D | Assistant Professor | Inorganic chemistry |
| 33 | Dr/Amal Alshehri | Female | Saudi | Ph.D | Assistant Professor | Physical chemistry |
| 34 | Dr/Hend Alharbi | Female | Saudi | Ph.D | Assistant Professor | Analytical chemistry |
| 35 | Dr/Arwa Alrouki | Female | Saudi | Ph.D | Assistant Professor | Organic chemistry |
| 36 | Dr/Manal Alzahrani | Female | Saudi | Ph.D | Assistant Professor | Biochemistry |
| 37 | Dr/ Sayed Nazereen | Female | Indian | Ph.D | Associate Professor | Organic chemistry |
| 38 | Dr/ Soada Elsaid | Female | Sudanese | Ph.D | Assistant Professor | Physical chemistry |
| 39 | Dr/ Seham Bashir | Female | Sudanese | Ph.D | Assistant Professor | Organic chemistry |
| 40 | Dr/ Enas Almanoubi | Female | Tunisian | Ph.D | Associate Professor | Analytical Chemistry |
| 41 | Dr/ Mona Abou Alqasem | Female | Sudanese | Ph.D | Assistant Professor | Analytical Chemistry |
| 42 | Dr/ Chahra Mehrez | Female | Tunisian | Ph.D | Assistant Professor | Inorganic chemistry |



List of program member's manuals

| | | |
|-----|---|----------------------------|
| 1. | Guide for Rights and Duties of Saudi Academic Staff | Click here |
| 2. | Guide for Rights and Duties of Non-Saudi Academic Staff | Click here |
| 3. | Regulations for Training and Scholarships | Click here |
| 4. | Complaints and Grievances guide for Staff members | Click here |
| 5. | Executive Regulation for Employment to the Rank of Assistant Professor | Click here |
| 6. | Executive Regulation for Promotion of Faculty Members | Click here |
| 7. | Executive Regulation for Disbursing Excellence Allowance for Faculty Members and Their Equivalents | Click here |
| 8. | General Code of Ethics for Scientific Research | Click here |
| 9. | Study and Examination Regulations | Click here |
| 10. | Regulations of Student Conduct and Discipline | Click here |
| 11. | Guidance and Counseling Services Guide | Click here |
| 12. | Responsibilities and Authorities of Al-Baha University | Click here |
| 13. | E-Services Guide for Faculty Members | Click here |
| 14. | Access and Search Mechanism in the Saudi Digital Library (SDL) Via the University Portal | Click here |
| 15. | Mechanism of Access and How to Use the “Baaheth” Service | Click here |
| 16. | Books Borrowing Guide | Click here |
| 17. | The Implementing Rules of the eLearning Regulations | Click here |
| 18. | Guide of Quality for Programs and Courses in Distance Education | Click here |
| 19. | How to Access Blackboard Ultra | Click here |
| 20. | How to Set a New Password in Blackboard Ultra | Click here |
| 21. | How to Access Blackboard Ultra via Mobile | Click here |



| | | |
|-----|---|----------------------------|
| 22. | Editing Personal Information in Blackboard Ultra | Click here |
| 23. | Changing the Language in Blackboard Ultra | Click here |
| 24. | Creating a Learning Module in the Course Content in Blackboard Ultra | Click here |
| 25. | Creating a Folder in the Course Content in Blackboard Ultra | Click here |
| 26. | Creating a Document in the Course Content in Blackboard Ultra | Click here |
| 27. | Adding a Web Link in the Course Content in Blackboard Ultra | Click here |
| 28. | Batch Editing Content in Blackboard Ultra | Click here |
| 29. | Creating Check Your Understanding Questions in Blackboard Ultra | Click here |
| 30. | Adding and Viewing Videos from the DNAX Repository in Blackboard Ultra | Click here |
| 31. | Adding Educational Resources from the OERx Platform to Blackboard Ultra | Click here |
| 32. | Creating a New Virtual Classroom in Blackboard Ultra | Click here |
| 33. | Automatic Student Attendance in Virtual Classrooms in Blackboard Ultra | Click here |
| 34. | Student Attendance Recording for in- person Classes in Blackboard Ultra | Click here |
| 35. | Accessing the Attendance Report in the Virtual Session in Blackboard Ultra | Click here |
| 36. | How to Conduct a Poll in Virtual Classrooms | Click here |
| 37. | Interactive Tools in Virtual Classrooms | Click here |
| 38. | Sharing Screen, Applications, or Files in the Virtual Classroom | Click here |
| 39. | Ending the Virtual Classroom | Click here |
| 40. | How to Use the Whiteboard | Click here |
| 41. | Dividing Students into Groups in the Virtual Classroom | Click here |
| 42. | Enabling Microphone Access from the Browser in the Virtual Session | Click here |
| 43. | Managing Oral Exams in Virtual Classrooms | Click here |



| | | |
|-----|---|----------------------------|
| 44. | Recording the Virtual Session and Making It Available to Students | Click here |
| 45. | How to Create an Announcement in Blackboard Ultra | Click here |
| 46. | How to Create a Discussion Board and Make It Available to Students in Blackboard Ultra | Click here |
| 47. | How to Create an Assignment in Blackboard Ultra | Click here |
| 48. | Setting Assignment Options in Blackboard Ultra | Click here |
| 49. | How to Grade an Assignment in Blackboard Ultra | Click here |
| 50. | Enabling SafeAssign in Blackboard Ultra | Click here |
| 51. | Viewing and Grading SafeAssign Assignments in Blackboard Ultra | Click here |
| 52. | How to Create a Rubric in Blackboard Ultra | Click here |
| 53. | How to Grade Assignments Using Rubrics in Blackboard Ultra | Click here |
| 54. | Creating an Online Test in Blackboard Ultra | Click here |
| 55. | Setting Test Options and Properties in Blackboard Ultra | Click here |
| 56. | Creating Question Banks in Blackboard Ultra | Click here |
| 57. | Building a Test by Importing Questions from a Question Bank in Blackboard Ultra | Click here |
| 58. | Creating a Question Bank in Excel file and Uploading It to Blackboard Ultra | Click here |
| 59. | How to Save a Single Student's Answers After a Test in Blackboard Ultra | Click here |
| 60. | How to Download Test Results for All Students in Blackboard Ultra | Click here |
| 61. | Assigning a Test to a Specific Group of Students in Blackboard Ultra | Click here |
| 62. | Providing an Additional Test Attempt to a Student in Blackboard Ultra | Click here |
| 63. | Deleting a Test Attempt and Providing Another Attempt in Blackboard Ultra | Click here |
| 64. | Accessing the Exams Platform | Click here |
| 65. | Building a Question Bank in the Advanced Exams System | Click here |



| | | |
|-----|--|----------------------------|
| 66. | Creating an Assessment Plan and Adding a Test | Klick here |
| 67. | Viewing the Types of Questions Available in the Advanced Exams System | Click here |
| 68. | How to Add Learning Outcomes to Question Banks | Click here |
| 69. | How to Import Learning Outcomes from an Excel File | Click here |
| 70. | Exporting Learning Outcomes | Click here |
| 71. | Deleting or Editing Learning Outcomes | Click here |
| 72. | Updating Learning Outcomes (Batch Update) | Click here |
| 73. | Creating a Test in the E-Learning Exam System | Click here |
| 74. | Publishing the Test to the Assessment Plan | Click here |
| 75. | Preparing Test Settings and Publishing by the Course Instructor | Click here |
| 76. | Scheduling and Managing an Electronic Test Session | Click here |
| 77. | Grading Essay Questions in the Test and Exporting the Results | Click here |
| 78. | Administering and Monitoring an Electronic Test | Click here |
| 79. | Steps to Create a Column in the Gradebook in Blackboard Ultra | Click here |
| 80. | Explanation of Column Types in the Grade Center in Blackboard Ultra | Click here |
| 81. | How to Make Grade Columns Visible to Students in Blackboard Ultra | Click here |
| 82. | How to Arrange Gradebook Columns in Blackboard Ultra | Click here |
| 83. | How to Archive Your Course in Blackboard Ultra | Click here |
| 84. | How to Import a Course into Blackboard Ultra | Click here |
| 85. | Email Service Guide | Click here |
| 86. | Office 365 Services Guide at Al-Baha University | Click here |
| 87. | Accessing OneDrive | Click here |



| | | |
|-----|--|----------------------------|
| 88. | Creating a New Folder or Document on OneDrive | Click here |
| 89. | Uploading Files and Images to OneDrive | Click here |
| 90. | Deleting Files on OneDrive | Click here |
| 91. | Sharing a File or Folder on OneDrive | Click here |
| 92. | Plagiarism Handling Policy | Click here |

