

Introductory Guide for **Distinguished and Talented Students Program**

The Vice Rectorate for
Educational and Academic Affairs

Distinguished and talented
students are **Nations'** asset



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Message of the Vice Rector for the Educational and Academic Affairs and Chairman of the Permanent Executive Committee for the Program

Assalamu Alaikum

Seeking global leadership and excellence in building a knowledge society, and based on the trust of the Vice Rectorate for Educational and Academic Affairs at King Saud University in the essential role of the distinguished and talented university students in supporting this endeavor, emerged the idea of creating a program entitled "distinguished and talented university students program". This program is the first of its kind in the Kingdom of Saudi Arabia seeking a Paradigm shift in the scientific, practical research and community levels for distinguished university students from all fields, and making the best investment in their abilities and energies as well. These students are our national asset for the advancement of the country, and achievement of the requirements of the knowledge society and its endeavors.

In line with the educational philosophy in the Kingdom that focuses on academic excellence, and to strengthen the efforts of the Saudi government in this regard, this program is carrying a number of specialized programs for development, that may provide the distinguished and talented university students with knowledge, skills and abilities that may support and help them in the process of innovation and creativity. And as a result, they will be prepared to be the future leaders, as well as the seed of the scientific competencies and areas of diverse and outstanding talent to support the Kingdom's efforts in achieving its 2030 vision which considers the skills and abilities of its citizens as the most important and most valuable resources, and a starting point in achieving a prosperous economy.

Proceeding from our belief that this program represents one of the important tools to achieve the aspirations of university colleges towards the pursuit of excellence for distinguished and talented students, this is a call from me to everyone to make all efforts and all kinds of cooperation for the advancement of this program and accomplishment of its aspirations.

May Allah the Almighty make this program a model for patronizing the excellence and talent, hoping that it will contribute to support and promote creativity and innovation in science, knowledge, research and community, strengthen the human capital that would be equipped with knowledge, skills, and the necessary abilities to move towards the knowledge society.

Dr. Abdul Aziz bin Abdullah Al-Othman

Message of the Program Administrator

In line with the university vision for achieving its forth strategic goal that concentrates on strengthening graduates' capabilities through introducing programs for the distinguished and talented university students, this program aims to achieve these aspirations through caring for these students, to increase their cognitive, behavioral, emotional and creative motivation through introducing a selection of development and enrichment programs that may lead towards the patronage that is relevant and consistent with the best international practices in this regard.

The " Distinguished and Talented Students of King Saud University" Program is based on the guidelines provided by the Saudi government, that consider the appreciation of the excellent and gifted students according to their abilities, as a necessity and as an important strategy among the development strategies in the Saudi society. This is because they are the real national asset that is not compensable or replaceable, therefore appreciating their abilities is a necessity to rise the Saudi society, and the Kingdome of Saudi Arabia, and they are the basic pillars for achieving the requirements of the Kingdom's 2030 vision, and the requirements of the knowledge society

and its starting points, especially in our era that is swept by the globalization forces and the revolution of information and technology.

Therefore, this program comes as one of the University's strategic initiatives for the excellent academic students to prepare them to be the future leaders, and the core of distinguished scientific competencies. It also provides care and attention for the gifted students, to refine and invest their energies and abilities in an optimal manner, by providing exceptional care to the students of these two categories. Moreover, it provides them with the appropriate educational and practical environment to achieve their aspirations and goals so that they can devote their intellectual and creative potentials to contribute in a sustainable development in all its forms in the Kingdom. In addition, it enhances creative and research production, and areas of talent for the university, and elevates it to the top ranked prestigious universities of the world.

Bearing in mind the vision of the program which aspires to achieve leadership in the field of caring for distinguished and talented students in the Saudi society to transform into the knowledge society, and the message that is based on the care for distinguished and talented students at King Saud University, this program is prepared in two main tracks. The first of them is responsible for providing exceptional care for the distinguished students. The other provides special attention to the talented and gifted students. In addition to that, there will be a supportive track for both mentioned tracks under the name "The Mentoring Track", so that each track will start from the First Common Year, and will include a wide variety of programs that will support the program students.

Dr. Ali bin Kanakhar al-Dalbahi

Program Vision

To be pioneer and excellent in the field of caring for distinguished and talented students in Saudi society, to contribute in transforming towards social and cognitive economics.

Program Mission

Providing exceptional care for distinguished and talented students at King Saud University in all fields, and areas of talent available, through introducing quality, enriching and supportive programs that support their academic excellence, and areas of talent at the scientific and practical level.

Program Values

- Constructive interaction.
- Contact and continuous communication.
- Transparency.
- Common interests.
- Teamwork.
- Creativity, excellence and innovation.

Program Goals

1. Contributing in the preparation of distinguished and talented university students to be the core of competence, scientific leadership and areas of various excellent talents at the university and community level.
2. Developing and demonstrating the skills and abilities of the distinguished and talented students of the university, to contribute in

the development and growth efforts at the university and community levels.

3. Developing the intellectual horizons for distinguished and talented students and increasing their ability to adapt to the requirements of contemporary development.
4. Enabling the distinguished and talented students of the university to take full benefit from the programs and internal and external partnerships of the University related to the educational, academic and research dimensions and to the talent, creativity and innovation as well.
5. Spreading, and inculcating the culture of excellence and talent in the university to spread the spirit of positive competition among the students in all colleges of the university.

Services Provided By the Program

The program offers a general range of enrichment introductory programs for the purpose of caring for distinguished and talented university students. These programs start with a caring program for the distinguished and talented students in the Deanship of First Common Year, and continue through all enrichment programs divided into all academic levels students passed through, and end with honoring them. To be more detailed, the program offers the following activities and services:

1. Organizing field visits and joint cooperative relationships between distinguished and talented students and a wide range of companies and institutions in the public and private sectors associated with excellence and talent.
2. Connecting excellent students with faculty members or outstanding researchers, as well as connecting them with organizations specialized in talent development internally and externally.

3. Organizing visiting programs for distinguished and talented students to world-prestigious organizations.
4. Providing practical training scholarships locally and externally for distinguished and talented students.
5. Organizing meetings, seminars and workshops related to excellence, talent and creativity.
6. Participating in international conferences and events related to the care of distinguished and talented students.
7. Organizing a forum under the logo of "caring for distinguished and talented students".
8. Holding an exhibition for the works and productions of distinguished and talented students.
9. Organizing a project entitled "Distinguished and Talented Students Award".
10. Issuing a periodical pamphlet for the program.
11. Organizing creative competitions and preparing promotional and educational brochures specifically for the care of distinguished and talented students.

Program Output

1. A generation of distinguished and distinctive competencies in the fields of science, knowledge, talent and creativity that is able to contribute effectively to the knowledge society and its development.
2. Works and productions in the fields of knowledge, science and talent of distinguished and talented university students.
3. Enrichment programs specialized in patronizing excellence, talent and creativity.
4. Pamphlets and brochures related to the patronage of excellence and talent at the university.

Program Incentives

The program offers a number of incentives for its students, and the list goes as follows:

1. Giving them the ability to choose their own course sections as much as possible.
2. Program recommendation to appoint them as lecturers (males or females) according to the need and recruitment standards.
3. Obtaining a certified certificate from the program approving their excellence in academic and practical aspects or in multiple areas of talent aiming at the student's goal (completion of higher studies or joining the work market or participation in talent and creativity programs, etc.).
4. Funding their research projects at the undergraduate level, and specialized programs for developing the talent they have.
5. Documenting their activities in the skills record, and in their personal record of the program.
6. Enrolling in outside developing programs in English, computer, or in the field of talent they have, or studying some courses of the study plan in prestigious international universities during the summer session.
7. Obtaining a Silver Distinguished Student Card by the program students in the distinguished students track (especially for program students in the quantitative dimension), and a Golden Card (especially for program students in the qualitative dimension). Moreover, the program students in the talented students track get the Talented Card whereas all the above mentioned cards carry a number of benefits that students can take advantage of (discounts in photocopy services centers at the university, increase in the number of books borrowed from the university's library, recreational trips and discounts in the market places etc.).
8. Obtaining the necessary supplies and tools for distinguished and talented students to help them continue on the path of excellence, talent and creativity.

Program Tracks

Main Tracks

- Track of Distinguished Students
- Track of Talented Students

Support Tracks

- Mentoring Track

Distinguished Students Track

The distinguished students track was designed to attract excellent students academically, who wish to continue on the path of excellence and enrich their university experience. Hence this track helps the academically excellent students to come up with their contributions in achieving the requirements of the knowledge society, through introducing the program to a number of introductory and advanced enrichment programs to serve the distinguished university students, starting from the program of caring for distinguished students in the Deanship of First Common Year, through the enriching programs that are divided into the years of study students pass through, and ending with honoring these distinguished students.

This track aims, generally on preparing distinguished university students in scientific, applied, research and personal aspects so that they may become the seed for scientific and leadership competencies at the university and community levels through developing and displaying scientific, research, and innovative abilities in this group of students, broadening their horizons beyond the limits of their knowledge and increase their abilities to cope with the requirements of contemporary development. Moreover, it represents and inculcates the culture of excellence in the university to spread a spirit of positive competition among students in all colleges of the university as a top priority of this program.

The distinguished students track has four primary levels or curves. These levels are: the qualifying level, the general preparatory level, the special preparatory level, and the advanced preparatory level, to enable the students of the program to devote their intellectual energies and creative potential for contributing in the sustainable development with all its forms in the Kingdom, besides the advancement of creative and research production for the university and taking it at par with the world's most prestigious universities.

Distinguished students track nomination mechanism

The nomination mechanism for distinguished students track in the program goes in two main dimensions: the quantitative and qualitative dimensions. The quantitative dimension focuses on the program effort towards the number of distinguished students, through nominating the maximum number of male and female students in the qualifying and general preparatory levels of the track according to certain criteria and conditions, for the sake of increasing competitiveness among them to get a seat in the qualitative dimension of the track (preparatory level of specialization, and advanced preparatory level). Hence the efforts of the program's track of qualitative dimension will focus on the quality of the students enrolled in it, and the best students enrolled in the quantitative dimension of the track will be selected to move to its qualitative dimension according to certain criteria and conditions.

Criteria and conditions for enrollment in the Quantitative Dimension

A- First Common Year **Level:** At the beginning of each academic year 200 seats are reserved for qualifying level from the track and from the male and female students of the first common year, on the basis of compound ratio (the rewarding), and these seats will be distributed to the three tracks of the First Common Year (health, science, humanities), in light of the number of accepted students in each track, and 5% of all the seats are reserved for non-Saudis.

B- At the level of undergraduate students: At the beginning of each academic year, after the students (male or female) finish the requirements of the first year with the GPA of (4,25) or above without failure in any course, they will be qualified for the quantitative dimension of the track (general preparatory level) based on the following equation:

Nomination equation for the level = $(\text{GPA} / 5) \times 0.80 + (\text{compound ratio} / 100) \times 0, 20$

- A number of male and female students is specified for enrollment in the light of the number of academic programs offered by the colleges where they were enrolled independently, and it will be in accordance with the following:
 - Colleges that offer only one academic program are given 10 seats for male students and 10 seats for female students for each academic program.
 - Colleges that offer two academic programs only are given 5 seats for male students and 5 seats for female students for each academic program.
 - Colleges that offer three academic programs or more are given 3 seats for male students and 3 seats for female students for each academic program.
- In case of equivalence in the nomination equation for the level, all equal students will be nominated.
- 5% of the total number of students in this dimension is assigned for non-Saudi students, and they will be nominated on the basis of GPA according to their college (health, science, humanities).

Criteria and conditions for transfer from quantitative dimension to qualitative dimension

After the students of quantitative dimension in the track (students of the general preparatory level) complete the requirements for the second academic year, or to be more specific at the end of the second semester after being assigned to their colleges, they are chosen to join the qualitative dimension of the track (special preparatory level, and advanced preparatory level), and it goes as follows:

1. The lists of quantitative dimension students are sorted in the track, that are obtained from the Deanship of Admissions and Registration, and the preference is given on the basis of GPA which should not be less than (4.25) and complete the requirement of general preparatory level (attend two of the program's activities). The seats of qualitative dimension in the track are reserved for male or female students according to the number of academic programs offered at the colleges in which they are enrolled. It goes as follows:
 - Colleges that offer only one academic program are given 4 seats for male students and 4 seats for female students for each academic program.
 - Colleges that offer two academic programs only are given 3 seats for male students and 3 seats for female students for each academic program.
 - Colleges that offer three academic programs are given 2 seats for male students and 2 seats for female students for each academic program.
 - Colleges that offer more than three academic programs are given 1 seat for male students and 1 seat for female students for each academic program.
2. In case of equivalence in the GPA, the preference among the students will be made according the compound ratio.
3. A maximum of 5% of the total number of seats in this dimension is reserved for non-Saudi students.
4. Students of the quantitative dimension in the track (students of the general preparatory level) who have not met the criteria for admission to the qualitative dimension are given appreciation certificates and the ability to communicate with the program for the purposes of guidance and mentorship.

Rules of attendance and withdrawal:

- 1- Students following this track should attend its activities in the light of its both dimension levels i.e., quantitative and qualitative.
- 2- The student, male or female, will leave the track and will be considered as withdrawn in the following cases:
 - If he or she does not achieve the criteria and conditions related to transfer from the quantitative dimension of the track to its qualitative dimension
 - If the cumulative average of the student goes below 4.25 for two consecutive terms.
 - Absence and non-participation of the student in the track activities, or incompleteness of these activities for reasons unacceptable by the program administration.
- 3- If the cumulative average of the student goes below 4.25, he or she may continue in the track in either of its two levels; the specialization preparation level and the advanced preparation level, by recommendation of the program mentor in the academic department, provided that the cumulative average be raised during one additional term.
- 4- The student who was excluded from the track for low cumulative average below the specified level, after giving him or her an additional chance, or was ousted for his or her inconsistency with the track activities, may not join the program again.
- 5- The student male or female is entitled to request to quit the track in both its quantitative or qualitative dimensions within a period of one month from its start, mentioning the reasons behind this request.

Distinguished Students Track Levels

The First Level:

The Qualifying Level for First Common Year Students

This level will be executed through the Deanship of Common First Year, which will include many fields of enrichment, in mathematics, computer, personal skills and student's guidance.

The Second Level:

The General Preparatory Level (Second Year Students)

In this level, supportive activities are given in collaboration with the Deanship of Skills Development, which include several general lectures, workshops, and meetings with experts aiming at the enhancement of the fields of academic excellence and innovation for the students who are the candidates of seats in the quantitative dimension of the track. The student wishing to move to the qualitative dimension should attend at least two of these activities.

Activities of the General Preparatory Level of the Track for Distinguished Students (The Quantitative Dimension)

| Nature of Activity | Subjects |
|---------------------------|---|
| Lectures | Secrets behind academic distinguished |
| | The multiple intelligences |
| Workshops | Seven habits for distinguished |
| | Mind habits and the development of intellectuality |
| Meeting with Experts | New subjects in the fields of excellence and innovation |

Male and female students wishing to move to the qualitative dimension should attend at least two of the activities of General

Preparatory Level as a requirement for shifting to this track (Preparatory Level of Specialization).

The Third Level:

Preparatory Level of Specialization (Third Year Students)

During this level, the students are admitted to the qualitative dimension of the track where they are connected to the distinguished faculty members; and the enrichment program is prepared and executed for them, after gaining the approval of the program administration.

A. Connecting the students of the track to distinguished faculty members, preparing the enrichment program for them, and gaining the approved of the program administration.

This activity includes the attachment of each male or female student to a distinguished faculty member, scientifically and in research, as an academic mentor to the student in their department, who in turn prepares the enrichment program for their students in the track that includes scientific visits, encouragement of the students for reading, research and scientific testing, going on scientific trips and field visits etc., according to their abilities and preferences. This program includes the following:

- 1- New know how, or developing thoughts in the field of specialization.
- 2- High levels of thinking, research skills, investigation and review, in addition to skills related to the personal and social development related to specialization.
- 3- A group of problems related to specialization, with the aim of finding their innovative solutions through intense research and investigation.

The enrichment program should include the activities and events set up in the following table:

Enrichment program activities and events

| Event | Event execution |
|------------------------------|--|
| Field visits | For each student male or female, their mentor prepares a field visits program, to private and public companies and organizations, in light of his or her abilities and preferences (one visit per month). |
| Personal reading and summery | The mentor acquaints their male or female students with the good and useful books, references and sources that may enrich their knowledge in their specialization and make reading a desirable habit to them. Furthermore, he or she may ask them to summarize some useful books and articles in their specialization. |
| Supportive Mentoring Track | In collaboration with the program administration and the concerned academic department, the student's mentor will attach him/her to a distinguished faculty member so that the student might be able to receive their knowledge and benefit from their experience. Collaboration with visiting professors who are attached to related programs in the university may be useable. The program administration will support such program according to regulating rules. |
| Practical Training | In collaboration with the program administration and the concerned academic department, the student's mentor will coordinate the training of excellent students with local outstanding companies and organizations according to certain enrollment terms. |

B. Starting the execution, follow up, and progress assessment of the enrichment program

In this activity, the execution, follow up and progress assessment of the enrichment program of this track will be carried out by the program coordinators at the university colleges, under the supervision of the program's executive committee, and the provision of necessary colleges to ensure its success.

The Fourth Level:

Advanced Preparatory Level (Fourth Year Students and Above)

In order to join this level, the student should have completed the three previous levels of the track. This level consists of two major activities:

- 1- **International Universities Visiting Program:** this includes the visits to distinguished international universities by the track students, to get acquainted with the equipment and programs there, so that the student may get a primary idea about their next destination in continuing his higher studies.
- 2- **Preparing studies and research projects:** this is done through attaching the track students to a distinguished faculty member or a distinguished researcher in local or international research groups, providing them with scholarships, encouraging them to publish their scientific and innovative outputs in distinguished international journals, and letting them participate in international scientific conferences. Furthermore, the undergraduate students' research program as well as other programs may be useful to them. Supportive courses in scientific research may be given to them through the Deanship of Skills Development, such as Statistical Analysis, and how to write and cite scientific research properly, etc.

Track of Talented Students

The track of talented students was designed to meet the urgent need to discover the talented students, cherish them, and take care of their capabilities and abilities through developing a complete system for caring and building the capabilities of students with talent and creativity in order to participate in the development of the Kingdom and push it towards a society of knowledge. The talented students are a group of people with extra ordinary readiness and capabilities, or with distinguished performance from their colleagues in one or more of the fields that are needed by our society. Therefore, they need a special teaching care that does not exist in the normal teaching curricula. The fields and scope of talent are diverse: for example, there is the literary talent (like poetry writing and rhetoric genius), the art talent (like drawing, carving, manual works, designing, photographing etc.), and the scientific talent in the fields of mathematics, physics, biology, chemistry, medicine etc., and the talent of innovation and invention.

Aims of the Track:

- 1- To recognize and discover the university talented students through gathering information and data from several diverse sources, then the study and analysis of these information and data for recognition and diagnosis.
- 2- To develop diverse and distinguished enrichment programs according to the scientific foundations, methods and ways for caring the university talented students with regard to skill, psychological and social aspects.
- 3- To encourage the university talented students to express their talents, innovations and inventions, and to show their capabilities and powers in order to continue practicing and developing them.
- 4- To find common and cooperative channels with local and international institutes concerned with scaffolding and development of talents.

Talented students track themes

First: Exploration and recognition of talented male and female students

- 1- Holding workshops for male and female program coordinators about the methods, means, procedures and tools followed to explore talented students.
- 2- Making an inventory of the university talented students (males and females) by the assistance of the program coordinators in the colleges.
- 3- Preparing a database that will include the names of the university talented students, along with the kind of their talents.
- 4- Coordinating with national institutions specialized in caring for talented students in the Kingdom, like King Abdulaziz & His Companions Foundation for Giftedness and Creativity in order to recognize the talented males and females in the public teaching institutions.

Second: Patronizing and caring for the talented students (males and females)

- 1- Preparing internal and external enrichment programs (training programs, workshops, practical trainings, and visits to local and international centers for talents etc.) through getting assistance from the specialists and program consultants, and in collaboration with the persons in charge of the programs and activities in the program, and by filling forms related to the enrichment programs for the talented.
- 2- Inviting the students to join available student clubs, inside or outside the university.
- 3- Connecting the talented students to the supportive Mentoring Track in the program so that the students may be provided with instruction, guidance and assistance by specialized experts with distinguished expertise that will enable them to scaffold and develop their talents.
- 4- Coordinating with the Deanship of Registration and Admission to adopt a policy for registering and accepting courses for the talented students of public teaching institutions at the university, according to certain conditions.

- 5- Preparing development programs for the talented students so that they can pass the international tests related to joining high studies.
- 6- Preparing an Honor Board that contains the names and achievements of the talented students to be hanged in the university lobby.
- 7- Preparing and designing electronic forums specialized in various fields of talent, and inviting the talented students to join these forums.
- 8- Coordinating with the concerned units at the university to put a plan that will provide tools and supplies needed by the talented students, and arrange scientific and cultural contests, as well as artistic and scientific visits, tours and camps, assuring their strict execution, and then to make an assessment of their results in order to recognize the students talents and develop them, each in his field.
- 9- Preparing a periodical that includes the productions of the talented students, and their news and achievements, both at the university and society levels.
- 10- Arranging artistic and scientific exhibitions and literary evenings etc., in all sorts of talents, both at the university and society levels, inviting responsible people and parents of the students in order to raise their spirits, and show their talents.

Mentoring Track

Mentoring is deemed as one of the most important strategies of training as it includes giving instructions, guidance and assistance to students by specialized experts of distinguished expertise to enable them to fulfill the learning tasks that are difficult to fulfill individually. Mentoring can be defined as a relationship of direct communication that links the students to an expert in a specific scientific field so that they may improve their knowledge, and grow their abilities and skills. They also assist students to invest their time, and achieve their individual needs to increase their scientific achievements, skills, abilities and productivity in the future. In the light of this relationship, the expert models and simplifies the learning task or the required skill to be learned by the students, enabling them to deal with these tasks. When the expert develops the ability of the students to deal with task or skill, they will be able to complete it independently, needless to the expert unless it is necessary.

Furthermore, mentoring works as a motivator to students learning, increase of motivation. In addition, it facilitates the transfer of knowledge and development of higher thinking skills. This is because it provides actual problems that allow students to learn and think like experts in the field so as to provide possible solutions to the problems in a context of a cooperative learning society.

The Mentoring Track comes as one of the supportive enrichment programs in the distinguished and talented students program, giving a chance to the new students and the distinguished ones who could not meet the required conditions to join the distinguished students program, so that they may benefit from this program, and consequently a wider range of talented students could be covered at the university level. It also comes as a supportive program for the students of the talent track in order to develop and scaffold their talents.

In this track the direct communication is achieved between the talented or distinguished (expert) faculty member and the students over a period of at least one academic semester so that their knowledge may increase, and their skills and abilities may develop and deepen, in one or more fields that they need, not offered to them within their curricula of specialization.

Mentoring Track goals:

In general, the program aims to facilitate the transfer of expertise from the talented or distinguished (specialized expert) faculty member to the students who have the readiness and wish to develop their knowledge, personal and professional skills, or the talents they possess. However, the Mentoring Track aims to:

1. Encourage the university students to involve in the cooperative group learning based on mentoring.
2. Enable the university students to acquire knowledge, skills and abilities through their involvement in the process of learning with the experts, specialists and distinguished or talented faculty member.
3. Facilitate the communication process between the university students and the experts, specialists and distinguished or talented faculty member.
4. Follow up and assess the progress levels of the students in the track.

Significance of the Mentoring Track for students:

Students joining the Mentoring Track of the Distinguished and Talented Students Program are expected to:

1. Develop their knowledge, abilities and skills in scientific research, or scaffold and develop the skills they already possess.
2. Acquire positive trends towards study and scientific research or the skills they already possess.

3. Develop the high levels of thinking, and their skills in self and cooperative learning, whether from the academic perspective or the perspectives of the talent they possess.
4. Improve their abilities for solving and dealing with problems.
5. Improve themselves from the intellectual, leadership and innovative perspectives.
6. Apply aimed and directed behavior through following role models.
7. Adapt themselves to the academic, social, political and cultural traditions of the university.

Mentoring Track for distinguished students:

Operational definition of terms:

- **Distinguished students (Mentoring Track)** are those who have obtained a cumulative average of 4.25 or above.
- **First Levels Students** are the second academic year students or above (third and fourth academic levels).
- **Advanced Levels Students** are the fourth academic year students and above (the fifth level and above).
- **The Student experts** are fourth year students or above, with a cumulative average of no less than 4.25 who are ready to join the Mentoring Track, and provide instruction and guidance to the students of primary levels with regard to matters pertaining to study.
- **The Expert** is a faculty member in the same specialization of the student (male or female), with distinguished scientific and research experiences.

Content of the Mentoring Track –The Distinguished Students

First- Students of Primary Levels

College students in the primary levels (second academic year students), as well as students wishing to join the track, will be connected to a fourth academic year student of the same specialization or above, who is distinguished with regard to the academic aspect, under the name of Expert Student in order to provide them with assistance, guidance and instruction, regarding their academic track as how to study the courses, method of study, methods of organizing the study times, how to achieve the outstanding cumulative average and other issues that aim at securing and improving their academic distinguished.

Execution Mechanism:

1. To make an inventory of the fourth academic year distinguished students (with a cumulative rate not less than 4.25), and invite them to participate in the Mentoring Track as expert students.
2. To make an inventory of the second academic year students (with a cumulative rate not less than 4.25), and invite them to join the Mentoring Track.
3. To distribute the students of the track in the light of ratios for each college according to its academic programs, and in accordance with what is adopted in the distinguished students program, as follows:
 - The colleges that provide only one academic program: four seats are allocated to males and four seats to females in the program.
 - The colleges that provide only two academic programs: two seats are allocated to males and two seats to females for each academic program.
 - The colleges that provide three or more academic programs: one seat is allocated to males and one seat to females for each academic program.
 - If the cumulative rates of candidate students are equal, students are preferred based on the composite ratio.

- A percentage not exceeding 5% of the total number of program students is allocated to Non-Saudi students. Preference between these students is made in the light of the cumulative rate according to the type of college (medical, scientific or humanity).
- 4. To achieve communication and connection between students of the track in the second academic year and its expert students in the fourth academic year and above.
- 5. Interview set by the track management has to be passed by both parties, and the related forms will be filled.
- 6. To prepare the content (which includes the academic aspects that are related only to study track), and the time schedule of meetings between the two parties.
- 7. To follow up and assess the results resulting from this communication and connection.

Second- students of advanced levels

Distinguished students who have passed the third and fourth academic years (with a cumulative average of not less than 4.5) for two academic semesters will be attached to one of the faculty members (the expert), in the same specialization of the student (male or female), and that faculty member would be having distinguished scientific and research experience, with whom the university and its research centers are rich of.

In this case, the specialized side will take the responsibility of deciding the scientific content for the track of mentoring individually for each student, male and female, in the light of their specialization, taking into consideration the logical hierarchy and vertical depth in the field of specialization for one academic semester, provided that the program contains fields of scientific research and methods of higher thinking (analysis, synthesis and evaluation etc.). This primarily aims to acquaint students with deep experiences related to the specialization, so that the program will end with concrete production (creative products, patents, original researches, and articles in the specialization) or whatever the specialist finds suitable.

Execution Mechanism

1. To make an inventory of the third and fourth academic year students (with a cumulative rate not less than 4.25), and invite them to participate in the Mentoring Track.
2. To distribute the students of the track in the light of ratios adopted for each college, and according to its academic programs, and in accordance with what is adopted in the distinguished students program.
3. To ask the students to fill in the specific forms for joining the program, in which the students choose one of the specialized experts with outstanding experiences whom the university and its research centers are rich of, and experts from outside the university wishing to participate in the Mentoring Track.
4. To adopt registration forms for the distinguished students and the experts wishing to join the Mentoring Track.
5. To invite the experts to prepare the scientific content for the Mentoring Track meant for their students.
6. To assess the scientific content by showing it to the specialists in each specialization.
7. To adopt the scientific content by the management of the distinguished students program.
8. To start the execution of the scientific content for the program, and provide all necessary facilities.
9. To follow up and assess the progress level of the students in the track.

Students' Advantages of joining this Track at this level:

- 1- The expert student (male or female) gets a certificate from the Distinguished Students Program indicating their contribution to the Mentoring Track.
- 2- The student (male or female) gets a certificate from the Distinguished Students Program indicating their contribution to the Mentoring Track.

- 3- This certificate will be added to the skill register after its consideration as training hours (with an average of 3 hours per week for 14 weeks).

Advantages of this track for students

- 1- The student (male or female) gets a certificate from the Distinguished Students Program indicating their contribution to the Mentoring Track.
- 2- This certificate will be added to the skill register after its consideration as training hours (with an average of 2 hours per week for 14 weeks).

The advantages of faculty members participating as experts in the Mentoring program:

1. Giving the expert a certificate from the program of distinguished students indicating their contribution to the course of mentoring.
2. Benefiting from the support of the (distinguished student research support program).

Mentoring Track for the Talented Students

Operational definition of terms:

- **The talented students** (Mentoring Track) are those students who own a talent in a certain field.
- **The Expert** (male or female) is one of the faculty members with outstanding talent in a certain field.

Content of the track of Talented Students

The talented students will be connected to one of the faculty staff members (the expert) having the same talent as the student (male or female), with outstanding experience in the field of talent in question, whom the university and its centers are rich of. The specialized party will indicate the applied content of the Mentoring Track for each and every individual student (male or female) in the light of their talent, taking into consideration the logical hierarchy and the vertical depth in the field of talent, for a period of only one semester. The primary aim of this connection is that the talented students will acquire abilities and skills necessary to scaffold their skills, provided that the track ends with tangible improvement of the talent in question, or whatever the specialist sees suitable.

Execution Mechanism:

1. Making an inventory of talented students and to invite them to join the Mentoring Track.
2. Distributing the students of the track in the light of expert availability in their field of talent.
3. Inviting students to fill the form dedicated to join the track in which students are assigned to one of the talented experts with high expertise, from the University and its centers, or the talented experts from outside the university or those willing to participate in the track Mentoring Track.
4. Approving the registration forms for students and talented experts who wish to join the Mentoring Track.
5. Inviting talented experts to prepare the scientific content of the track meant for their students.

6. Assessing the scientific and applied content by presenting it to specialists in each specialization.
7. Approving the scientific and applied content by the management of the distinguished and talented students program.
8. Starting implementation of the content for the track and providing all necessary facilities.
9. Following-up and assessing the students' progress in the track.

Track students' advantages:

1. Students (male or female) will be granted a certificate from the distinguished and talented students program indicating their contribution to the Mentoring Track.
2. This certificate will be added to the skill register after being accredited as training hours (with an average of 2 hours per week for a period of 14 weeks).

Advantages of the talented faculty members participating as experts in the Mentoring Track:

1. The experts (male or female) will be awarded a certificate from the distinguished and talented students program indicating their contribution to the Mentoring Track.
2. Benefiting from programs designed to support the talented inside and outside the university.

At the end of each academic year, the participating faculty members and students will be honored by holding an annual ceremony under the patronage of His Excellency the Vice-Rector for Educational and Academic Affairs, and certificates and symbolic gifts will be distributed.

Functional roles in the Program:

Role of Program administration:

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| The Executive Committee of the Program | <ul style="list-style-type: none">▪ Approving the policies, rules, regulations and procedures of the program according to the approved mechanism.▪ Approving communication, cooperation and partnership plans with the parties related to the work of the program.▪ Approving the budget of the program and the related disbursement items according to the approved mechanism at the university.▪ Broadcasting the proposals submitted by the program administration and giving the necessary opinion and guidance.▪ Following the program's achievements and assessing its effectiveness. |
| Program Administrator | <ul style="list-style-type: none">▪ Overseeing the planning, organization, direction and implementation of the phases of the program, and monitoring all this in accordance with specific mechanisms to achieve the desired goals of the program through an integrated system of works provided by its direct and supportive affiliation units.▪ Setting executive goals for the program and specifying the mechanisms for their implementation in the light of general objectives of the program.▪ Overseeing preparation of the executive plans and financial budgets of the program.▪ Communication with the participating parties in the |

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| | <p>implementation of the program.</p> <ul style="list-style-type: none"> ▪ Adoption of the enrichment programs and support programs sent by the program coordinators in the faculties of the university. ▪ Adoption of the <i>International Universities Visiting Program</i> and submitting them to the Higher Executive Committee of the program. ▪ Adoption of special forms for both tracks of the program. ▪ Participation in international conferences and events related to the care of distinguished and talented students. ▪ Performing any other tasks that fall under the scope of work. |
| <p>Coordination and Follow-up Unit</p> | <ul style="list-style-type: none"> ▪ Coordination with the Deanship of Student Affairs, Admission and Registration, Deanship of Scientific Research, Deanship of Libraries and University Press, in the matters related to the affairs of the program. ▪ Coordination with colleges to appoint the program coordinators and mentors in all university colleges and its academic departments. ▪ Communication with the coordinators and mentors of the program in the university faculties and their academic departments on the implementation of the program activities and its enrichment programs, providing advice to them and receiving the forms and applications related to program work and forwarding them to relevant units of the program. ▪ Coordination with the Program Administrator to |

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|---------------------------------|---|
| | <p>follow up with the problems faced by the students of the program.</p> <ul style="list-style-type: none"> ▪ Supervising the distinguished and talented students club. ▪ Performing any other tasks falling under the scope of work and issued by the Program Administrator. |
| Public relations and media unit | <ul style="list-style-type: none"> ▪ Promoting the program to bring it to the public at large and to all groups and sectors related to its activities. ▪ Coordinating and dealing with the media, and advertising agencies in matters related to advertisement and announcement about the program, its news and achievements. ▪ Monitoring the website and social network sites of the program. ▪ Designing and preparing specialized electronic forums for the students of the program. ▪ Preparing periodicals and introductory guidelines for the program. ▪ Performing any other tasks falling under the scope of work and issued by the Program Administrator. |

Distinguished
Student Care
Unit

- Preparing a list for distinguished students nominated for the program and its various levels.
- Coordinating with the Deanship of Skills Development to prepare training programs for the distinguished students of the program and forwarding them to the Program Administrator.
- Putting forward workshops related to the work of the unit to the Program Administrator and those related to the coordinators of the program and its mentors in the faculties and academic departments.
- Coordinating with external agencies to prepare summer enrichment programs for distinguished students and putting them forward to the Program Administrator.
- Studying the enrichment programs offered by the university colleges and submitting them to the Program Administrator.
- Joint supervision with the talented students care unit on the supportive Mentoring Track of the program.
- Following-up the achievement of the distinguished students in the program's events and activities.
- Preparing program completion reports and submitting them to the Program Administrator.
- Offering advices and consultations for program coordinators in the university faculties regarding the development and implementation of enrichment programs.
- Performing any other tasks falling under the scope of work proposed by the Program Administrator.

For contacting the program administration please visit the following link:

<http://dsp.ksu.edu.sa/en/node/1293>

Talented Students Care Unit

- Holding workshops for program coordinators at university faculties on how to identify talented students.
- Identifying talented students in coordination with the program coordinators in the faculties of the university.
- Preparing data containing the names of the talented students of the program and the detailed information about them.
- Coordinating with national institutions specialized in patronizing the talent and studying aspects of cooperation and submitting them to the Program Administrator.
- Coordinating with the university student clubs related to the talent so that the talented students of the program may join them.
- Preparing internal and external enrichment and development programs for talented students of the program and submitting them to the Program Administrator.
- Linking talented students of the program with the Mentoring Track through coordination with the Talented Students Care Unit.

The Assistant Administrator office

- Execution of the instructions and guidelines issued by the Program Administrator after being approved by the Supreme Committee of the Program.
- Communication with the participating organizations in implementing the program in the women section.
- Supervision of the three departments of the Office (Department for the Care of the Distinguished Female Students, Department for the Care of Talented Female Students, and Department of Administrative Affairs for Female Students Section).
- Coordination with the Program Administrator to follow up the problems faced by the female students of the program
- Execution of any other tasks that fall within the scope of work of the Program Administrator.

Department of patronizing the distinguished female students

- Follow-up with the Distinguished Students Care Unit regarding the lists of distinguished female students who are candidates for the program and its various levels.
- Coordination with the Deanship of Skills Development to prepare the training programs for the distinguished female students of the program and submitting them to the Assistant Program Administrator.
- Coordinating with the distinguished students care unit regarding summer enrichment programs for distinguished female students of the program and submitting them to the assistant program administrator.
- Studying the enrichment programs offered by the university colleges in the female campus and putting them up to the female Assistant Program Administrator.
- Joint supervision with the Department of patronizing the talented female students on the support Mentoring Track of the program.
- Following up the achievements of the program's female distinguished students in the events and activities of the program.
- Preparing the achievement reports of the program and submitting them to the female Assistant Program Administrator.
- Offering advice and consultation to the female program coordinators in the university colleges of female campus, in the area of development and execution of enrichment programs.
- Performing any other tasks that fall within the scope of work or issued by the female Assistant Program Administrator.

Department of patronizing the talented female students

- Holding workshops for the female program coordinators in the university colleges on how to identify female talented students.
- Identifying the female talented students in coordination with female program coordinators in the university colleges of female campus.
- Preparing data that includes the names of the female talented students of the program and the detailed information about them.
- Coordination with the Talented Students' Care Unit regarding aspects of joint cooperation with the national specialized institutions in sponsoring talent and submitting it to the Female Assistant Program Administrator.
- Coordinating with the student clubs at the university's female campus related to talent so that the female talented students of the program may join them.
- Preparing internal and external enrichment and development programs for the female talented students and submitting them to the Female Assistant Program Administrator.
- Linking female talented students with the program through the Mentoring Track in coordination with the female distinguished students department.

Department of Administrative Affairs for Female Students' Campus

- Carrying out written work and correspondence in the female students' campus.
- Organizing the information and files of the program and other routine secretarial work in the female students' campus.
- Following-up and completing written transactions and correspondences that fall within the scope of work in the female students' campus.
- Preparing and delivering identification cards and certificates to the program's female students.
- Documenting the activities of the female students of the program in the skills record and in their personal record of the program.

- Communication with the Administrative and Technical Affairs Unit to provide work supplies, supplies and tools required for the female students of the program.
- Participating in the program awareness campaigns and related workshops.
- Performing any other tasks that fall within the scope of the work of the female assistant program administrator.

Administrative and Technical Affairs Unit - Administrative Affairs Department

- Performing writing work and correspondences
- Organizing the data and files for the program and other routine secretarial work.
- Following-up and completing the written transactions and correspondences that fall within the scope of work.
- Preparing the program budget and submitting it to the Program Administrator.
- Preparing the necessary arrangements to obtain the accreditation of the program from international institutions.

Administrative and Technical Affairs Unit –Department of Activities and Events

- Preparing and delivering identification cards and certificates to the program students.
- Documenting the activities of the program students in the skills record and in their personal record of the program.
- Preparing the forms related to the work of units and submitting them to the program administrator.
- Communicating with the relevant authorities to provide work requirements, supplies and tools necessary for the program students.
- Participating in the program awareness campaigns and related workshops.

- Supervising the training courses and workshops held by the Deanship of Skills Development.
- Making preparations for the necessary arrangements to conduct the introductory campaigns, exhibitions, events, competitions, seminars and workshops etc., related to the program, and supervising their implementation.
- Organizing field visits and cooperative relations for the program
- Organizing the "Distinguished and Talented Students Award" and creative competitions.
- Performing any other tasks that fall within the scope of work and proposed by the Program Administrator.

Role of the Colleges in the Program

The program is considered as one of the supportive programs to the role of colleges in patronizing their distinguished and talented students. The college is the corner stone of this program as many activities and duties related to patronizing the distinguished and talented students are assigned to it. Hence, this will reflect positively on the progress of the distinguished students, whether from the academic side, or the research side, and will also scaffold their abilities and capabilities.

Hence, the management of the program will contact the colleges to nominate a faculty staff member or the like as a coordinator and mentor in each college for the program, and to fill the related form and forward it to the program administration, while continuing their functional duties in the program, and assisting and supporting it.

A. Role of the Program Coordinator in the College

The program coordinator in the college is deemed the link between his/her college and the program administration, and is assigned the following tasks:

1. Adopting the list of distinguished students, prepared by the program administration in the light of related standards electronically.
2. Applying the methods, means, procedures and tools used to explore male and female talented students, and make an inventory of the talented students in the colleges.
3. Appointing male and female mentors for the program students in coordination with the academic departments in the college, and checking that these students are distributed among the male and female mentors by filling the related form, and then forwarding it to the program administration.
4. Holding communication meetings with students of the program for the purposes of motivation and follow - up
5. Adopting a follow-up and communication schedule between the students of the program and the male and female mentors who have been identified for the purpose of achieving the objectives of the program.
6. Communicating with the male and female mentors of the program students for the purpose of follow-up with the program students and the preparation of enrichment programs for them, and submitting it to the program administration.
7. Filling up the relevant forms to assess the progress of the program students at its various levels.
8. Following-up with the academic departments in the college to verify the implementation of the enrichment programs for the program students through coordination with the heads of departments.
9. Coordinating with the academic departments of the college and the male and female mentors of the program students to prepare the International Universities Visiting Program, the program of studies

and research projects and other programs, and prepare related reports, and submit them to the program administration.

To look for the list of names of the coordinators of University Colleges, please visit the following link:

<http://dsp.ksu.edu.sa/en/node/1296>

B. Role of program mentor in the academic departments

The male or female mentor of the distinguished and talented students is one of the faculty members distinguished academically and in research. The program students contact him in the light of common specialization. His/her main role is to achieve the program's enrichment objectives. The following standards could be followed in appointing the male or female mentor:

| Standard | Relative significance (weight) |
|--|---------------------------------------|
| Research excellence in the light of the number of published articles, publishing in scientific and peer-reviewed journals. | 40% |
| Assessment of students during the last year | 40% |
| Assessment of the head of department during the last year | 10% |
| Number of community contributions during the last year | 10% |

In addition to the main roles specified in the academic guidance book, the program mentors are assigned a number of roles as follows:

1. Communicating with the students of the program weekly (at least 1 hour) for the purpose of guidance and follow-up.
2. Preparing an enrichment program for the punctual program students, and submitting it to the program coordinator in the college.

3. Preparing a follow-up report on the progress of the male or female students in achieving the requirements of the enrichment program.
4. Recommending male or female student's continuity in the program.
5. Giving recommendations about the International Universities Visiting Program, the studies program and research projects.

The Distinguished and Talented Students Club

It is a club having two tracks of the program i.e., excellence and talent, where this club provides a number of activities aiming to increase the enthusiasm of the program students, and their desire for learning, excellence, innovation and talent. The activities include cultural and social competitions, discussions, conferences, lectures, public service programs, camping, and scout badges and others.

Vision of the Club:

The club for the distinguished and talented students should be a distinguished sample through its participation in patronizing these students, developing them and improving them intellectually and in behavior, as well as spreading the culture of distinguished and talent in the university and the society.

Mission of the Club:

To improve the knowledge and skills of the distinguished and talented students, and connect them to the reality through their communication and interaction with entities, inside or outside the university campus.

Goals of the Club:

- To provide an atmosphere for discussing, exchanging and developing the thoughts and ideas between the distinguished and talented students.
- To provide a supportive and encouraging atmosphere to the works of distinguished and talented students.
- To arrange activities that show the efforts of distinguished and talented students.
- To increase the knowledge of the distinguished and talented students, and to improve their skills in various fields.
- To spread the culture of distinguished and talent in the society.

Contact to the program

| | |
|-------------------------|---|
| Website: | dsp.ksu.edu.sa |
| E-mail: | dsp@ksu.edu.sa |
| Twitter: | @DSPKSD |
| Facebook: | DSP KSU |
| Male students: | Deanship of Admission and Registration – Building 66, Second Floor, Office No. 2071 |
| Female students: | Building 22, Ground Floor, Office No. 40 |