



جامعة الأمير مقرن بن عبد العزيز
University of Prince Mugrin

University of Prince Mugrin (UPM)

**Bachelor of Science in Business Administration
(BSBA)\Finance Program Handbook**

College of Business and Tourism

**Academic Year 2023-2024
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Foreword

Message from the Dean of the College

With great pleasure, I welcome you to the College of Business and Tourism at the University of Prince Mugrin.

Our college offers innovative undergraduate programs in accounting, finance, hospitality, management, marketing, and a minor in entrepreneurship. We are actively pursuing highly acclaimed national and international accreditations. Although we are a new college, having graduated our first class in May 2019, we are a flourishing college led by a clear vision. Our graduates have strong analytical, business, innovation, and entrepreneurship skills.

The College of Business Administration provides a friendly and exciting academic experience where students' values, views, ideas, and experiences are shared, analyzed, and applied through continuous interaction with faculty and staff. Our goal is to bring out the best in all stakeholders, including our students, faculty, staff, and especially the community at large, which we serve and to whom we owe so much.

If you have yet to go to UPM, we invite you to visit our lively and lovely campus. We promise to offer you an outstanding program and an unforgettable campus experience. We are small enough to provide personal attention yet large enough for you to experience a rich, culturally diverse, and dynamic cosmopolitan campus environment.

Whether you are looking for an opportunity to study at UPM or are presently on campus, I hope you will make the most of the opportunities to expand your knowledge and experience. We would also love to hear your opinions, comments, and advice on how we might enhance our forward-looking academic programs, leading-edge scholarly pursuits, high-impact community networks, and engaging outreach activities.

Message from the Head of the Program

Welcome to the Department of Finance at UPM. We are renowned for our excellent teaching, providing students with a rich environment for education and development. Our department inspires students to excel in ambitious and challenging financial environments.

Our finance program is designed to equip students with bachelor's degrees with planning, forecasting, and investing knowledge. It develops their analytical skills for evaluating financial statements, cash flows, and security markets. The program also covers portfolio allocation, corporate finance, and international finance. This degree program prepares students for careers in corporations, government agencies, nonprofit organizations, and financial and investment institutions.



Aim of the Handbook

Welcome to the Bachelor of Science in Finance program at UPM. The intent of this handbook is to introduce you to the program, admissions requirements, academic policies and procedures, the faculty members, and our activities in the program. We hope that you will find helpful and valuable information.



General Information

The University

The University of Prince Mugrin Bin Abdul Aziz (UPM) is a pioneering project of the AlBayan Charity Foundation for Education, which was established in 2014 in Al-Madinah Al-Munawwarah (Madinah). Previously, it was called AlBayan Private Non-profit Colleges, then transformed to UPM by the minister's council decree No. 22 dated 09/01/1438H.

UPM is Madinah's first and only non-profit private university with two campuses to accommodate male and female students. UPM is an emerging and rapidly growing institution of higher education; the campus provides a multicultural environment with students from more than 30 countries who constitute the university's diversity and global outlook.

The medium of instruction for all degree programs is in the English language, where students are taught by highly qualified Saudi and international faculty members to provide the highest standards of academic services.

The university offers academic programs through its three colleges: Engineering, Business and Tourism, and Computer and Cyber Sciences, with 12 bachelors-level degree programs. The Preparatory Year Program (PYP) is available to develop students' essential English, Mathematics and Computing capabilities.

UPM aspires to be one of the leaders in higher education in KSA by leveraging its multiple, internationally benchmarked academic programs that are designed by following international benchmarking criteria with the curriculum of top universities in each field. The Engineering, Computer Sciences, and Business Administration programs were developed by the University of Connecticut (UConn) as per the contracted project between the American International Education Services, Ltd., and Al Bayan Foundation for Education. The primary purpose of this project is to assist in applying the highest international standards and the best academic practices while addressing the local needs of Saudi Arabia. UPM policies and organizational structure were provided by UConn as well as the department handbook containing course specifications and syllabi for all classes.

Moreover, to ensure that the university's programs are globally competitive, Al Bayan was keen to establish distinct contacts and associations with international universities such as Connecticut University, Boston University, Texas University, Illinois University, Michigan University, Manchester University, Leeds University, Minnesota University, Cardiff University and Dublin University.

The Campuses

UPM has two campuses housed in Al-Madinah AlMunawwarah; the female campus is in Mudhainib district - King Abdullah Road and consists of 26,133 square meters, while the male campus is situated in Alaqool district– King Khalid Road and consists of 39,998 square meters. Both campuses can accommodate up to 3,000 students. The campuses include a preparatory year building, an academic building, a laboratory building, a university administration building, and a mosque. All buildings are equipped to provide a state-of-the-art learning environment, including offices, lecture halls, auditoriums, lounges, a student union, libraries, gyms, and cafeterias.

University Mission

Empowering the individual and the community with excellent educational programs, research, and innovation aligned with development priorities, and community services based on effective partnerships.

College Mission

To provide quality academic programs in disciplines related to business and tourism, sustain an academic environment that supports excellence in teaching and meets the requirements of national development and the community.

Program Mission

Empowering graduates with outstanding knowledge, skills, and values, fostering excellence in the finance field through research and community service.

Program Learning Outcomes

Knowledge and Understanding	
K1	Demonstrate a thorough understanding of financial concepts, principles, and theories.
K2	Outline fundamental business disciplines and their interaction with the financial environment
K3	Exhibit proficiency in statistical, electronic, research, and inquiry techniques relevant to Finance
Skills	
S1	Implement financial analysis tools to inform finance decisions and optimize business performance.
S2	Use critical and creative thinking, and problem-solving, to perform tasks, and formulate and analyze business problems, particularly those that span across various financial settings.
S3	Develop interpersonal and communication skills to effectively communicate business and financial solutions through both verbal and written means.
S3	Apply essential skills and technologies to solve different problems and in general business and finance.
Values, Autonomy, and Responsibility	
V1	Identify ethical dilemmas encountered in business, in general, and in the finance environment.

V2	Demonstrate the ability to work independently and as part of a team, utilizing business and financial knowledge and tools to make well-informed and effective decisions.
V3	Develop essential skills crucial for success in the finance and investment field, emphasizing autonomy and commitment to lifelong learning.

Program Consistency with NQF

Code	Program Learning Outcomes (PLOs)	NQF Level Descriptors of Learning Outcomes – Level 6
1	Knowledge and understanding	
1.1	Demonstrate a thorough understanding of financial concepts, principles, and theories.	A broad range of specialized knowledge and understanding informed by current developments of a discipline, profession, or field of work
1.2	Outline fundamental business disciplines and their interaction with the financial environment	A broad in-depth integrated body of knowledge and comprehension of the underlying theories, principles, and concepts in one or more disciplines or fields of work
1.3	Exhibit proficiency in statistical, electronic, research, and inquiry techniques relevant to Finance	Knowledge and comprehension of research and inquiry methodologies
2	Skills	
2.1	Implement financial analysis tools to inform finance decisions and optimize business performance	Use and adapt advanced processes, techniques, tools, instruments, and/or materials in dealing with various complex practical activities,
2.2	Use critical and creative thinking, and problem-solving, to perform tasks, and formulate and analyze business problems, particularly those that span across various financial settings	Use critical thinking and develop creative solutions to current issues and problems, in various complex contexts, in a discipline, profession or field of work
2.3	Develop interpersonal and communication skills to effectively communicate business and financial solutions through both verbal and written means.	Communicate effectively to demonstrate theoretical knowledge, comprehension and transfer of knowledge and specialized skills, and complex ideas to different audience
2.4	Apply essential skills and technologies to solve different problems and in general business and finance	Select, use, and adapt various standard and specialized digital technological and ICT tools and applications to process and analyze data and information to support and enhance research and/or projects.
3	Values, Autonomy and Responsibility	
3.1	Identify ethical dilemmas encountered in business, in general, and in the finance environment.	Demonstrate commitment to professional and academic values, standards, and ethical codes of conduct, and represent responsible citizenship and coexistence with others



Code	Program Learning Outcomes (PLOs)	NQF Level Descriptors of Learning Outcomes – Level 6
3.2	Demonstrate the ability to work independently and as part of a team, utilizing business and financial knowledge and tools to make well-informed and effective decisions.	Collaborate responsibly and constructively on leading diverse teams to perform a wide range of tasks while playing a major role in planning and evaluating joint work,
3.3	Develop essential skills crucial for success in the finance and investment field, emphasizing autonomy and commitment to lifelong learning	Effectively plan for and achieve academic and/or professional self-development, assess own learning and performance, and autonomously make decisions regarding self-development and/or tasks based on convincing evidence.

Program consistency with Specialized Academic Standards.

Program Learning Outcomes		Key Learning Outcomes (NCAA)									
Code	PLO	1	2	3	4	5	6				
1	Demonstrate a thorough understanding of financial concepts, principles, and theories.	X									
2	Outline fundamental business disciplines and their interaction with the financial environment										
3	Exhibit proficiency in statistical, electronic, research, and inquiry techniques relevant to Finance										
4	Implement financial analysis tools to inform finance decisions and optimize business performance										
5	Use critical and creative thinking, and problem-solving, to perform tasks, and formulate and analyze business problems, particularly those that span across various financial settings					X					
6	Develop interpersonal and communication skills to effectively communicate business and financial solutions through both verbal and written means.			X							
7	Apply essential skills and technologies to solve different problems and in general business and finance				X						
8	Identify ethical dilemmas encountered in business, in general, and in the finance environment.							X			
9	Demonstrate the ability to work independently and as part of a team, utilizing business and financial knowledge and tools to make well-	X									



Program Learning Outcomes		Key Learning Outcomes (NCAAA)									
Code	PLO	1	2	3	4	5	6				

informed and effective decisions.

Develop essential skills crucial for success in the

- 10 finance and investment field, emphasizing autonomy and commitment to lifelong learning

University Graduate Attributes

UPM has formed a set of attributes; a list of skills, and characteristics which all students should have had the opportunity to develop during their studying time at the university. UPM graduates will be:

1. Analytical Thinking and Problem Solving
2. Effective communication
3. Professionalism in selected field of study
4. Global perspective
5. Life-long learning
6. Commitment to values and ethics
7. Teamwork and leadership skills

PLO Consistency with UPM GAs

UPM Graduate Attributes	NQF	PLOs
Effective communication	S3	Develop interpersonal and communication skills to effectively communicate business and financial solutions through both verbal and written means
Life-long learning	V3	Develop essential skills crucial for success in the finance and investment field, emphasizing autonomy and commitment to lifelong learning
Commitment to values and ethics	V1	Identify ethical dilemmas encountered in business, in general, and in the finance environment
Analytical thinking and problem-solving	K3	Exhibit proficiency in statistical, electronic, research, and inquiry techniques relevant to Finance
	S1	Implement financial analysis tools to inform finance decisions and optimize business performance
	S2	Use critical and creative thinking, and problem-solving, to perform tasks, and formulate and analyze business problems, particularly those that span across various financial settings
Professionalism in selected field of study	K1	Demonstrate a thorough understanding of financial concepts, principles, and theories.
	K2	Outline fundamental business disciplines and their interaction with the financial environment
Global perspective	S4	Apply essential skills and technologies to solve different problems and in general business and finance.
Teamwork and Leadership Skills	V2	Demonstrate the ability to work independently and as part of a team, utilizing business and financial knowledge and tools to make well-informed and effective decisions



The Academic Program as a Profession

The Finance program at UPM offers a comprehensive curriculum leading to a Bachelor of Finance degree, designed to equip students with the necessary skills and knowledge for successful careers in various finance-related fields. This program integrates both theoretical and practical aspects of finance, ensuring students develop critical thinking skills and analytical tools essential for lifelong learning and professional growth.

Students in the Finance program will develop a deep understanding of financial concepts, allowing them to address complex professional challenges. They will integrate knowledge from various business disciplines to navigate complex financial environments and enhance their skills in quantitative and qualitative finance analysis for evidence-based decision-making. The program also strengthens students' ability to clearly and persuasively communicate financial solutions in professional settings and promotes innovative problem-solving in diverse financial contexts, supporting Vision 2030's goals of economic diversification and sustainability. Additionally, the program fosters ethical decision-making to uphold integrity and ethical practices in finance.

Career Opportunities: Graduates of the Finance program are well-prepared for a variety of roles, including:

- Corporate Finance Specialist
- Financial Analysis Specialist
- Insurance Specialist
- Banking Service Specialist
- Money Market Trading Specialist
- Investment Specialist
- Financial Planning Specialist

Relevant Professional Sectors: The program prepares students for careers in:

- Banking
- Financial institutions
- Business organizations
- Investment firms
- Insurance and financial services
- Nonprofit organizations
- Consulting

The Finance program at UPM aims to produce graduates who are proficient in finance, possess interdisciplinary knowledge, and demonstrate ethical grounding and innovative problem-solving skills necessary to excel in today's dynamic financial landscape.

Program Professional Registration

Graduates of the Program can work in financial institutions, business organizations or governmental entities such as:

- Corporate Finance Specialist (241301)

- Financial Analysis Specialist (241303)
- Insurance Specialist (241306)
- Banking Service Specialist (241307)
- Money Market Trading Specialist (241310)
- Investment Specialist (241202)
- Financial Planning Specialist (241203)

Program Admission Criteria

General Admission criteria

To admit students at University of Prince Mugrin, student should:

1. have high school diploma or its equivalent form the kingdom or abroad.
2. be physically fit.
3. Not be dismissed from any other university for disciplinary reasons, otherwise, his/her admission will be revoked.

A. Admission Criteria based on the educational system:

Educational System	High School score
Saudi System	Scientific stream: 80% and Above Literature stream: 80% and Above
British Diploma IGSCE	Must satisfy one of the below conditions: <ol style="list-style-type: none"> 1. Eight courses O level grade C and above or 2. 5 courses O level grade C and above in addition to two courses AS with score not less than D or 3. Five courses O level grade C and Above and one course A level with grade D
American Diploma	Student must have the American Diploma and set for SAT exam and score at least 1000 out of 1600

- The university can accept high school graduates from other educational systems that follow the non-attendance education pattern if the student fulfills the university's admission requirements, such as: home schooling, or any other programs.

B. Admission Conditions for Non-Saudi high school certificate:

- American Diploma's should be recognized by the ministry of Education.
- Saudi high school certificates form outside the kingdom, must be certified from the Saudi embassy at the country of issuing.
- Students who wish to apply to the university who have a general secondary certificate granted by educational systems other than the Saudi educational system must obtain an equivalency for this certificate if it is from outside the Kingdom of Saudi Arabia and provide the required attestations and accreditations if this certificate is issued by a non-Saudi educational system within the Kingdom of Saudi Arabia.

- If the secondary certificates are of a different type - other than what was mentioned above - the applicant must contact the admission and registration department at the university to find out the admission criteria required according to the secondary certificate he or she obtained.

Special Admission Criteria

A. Direct Admission in the academic programs:

Admission to the university originally direct students to the academic programs, and the applicant - in addition to the above - must fulfill the conditions below:

Certificate & Test Type	Required score
IELTS or equivalent	Score 5.0 in IELTS for all academic programs, except International hospitality management 6.0
TOEFL	IBT 35-45 for all programs 60 IBT for International Hospitality Management ----- Paper based 500 for all programs. Paper based 550 for International hospitality management
UPM placement test	*(Oxford Online Placement Test) 71
UPM math and Computer placement tests	%70 فأكثر

- Students are distributed among the academic programs upon their admission to the university and after fulfilling the admission requirements, according to the determined capacity of each program and college and based on their desire when they apply to the university.

B. Admission to preparatory year program:

If the student does not meet the criteria for direct admission to the academic program, he must join the preparatory program, and if he meets the requirements for passing the preparatory program, he can begin studying in his academic major

Students are distributed among the academic programs after they pass the preparatory program at the university according to the specific capacity of each program and college and based on their wishes that they apply to the university.

Required scores to Pass Preparatory year courses:

Course	Passing Grade	Equal to out of 100%
English Language	C and Above	70% and above
Mathematics	C and Above	70% and above
Computer	D and above	60% and above

- All students enrolled in the preparatory year for the College of Computer and Cyber Sciences programs must achieve a cumulative GPA of no less than 2.5 out of 4.0 in the preparatory year to be admitted into the college's programs.

Documents needed to Apply:

1. Copy of High school certificate or its equivalent.
2. Copy of Saudi ID for Saudi students, Iqama or visit visa for none-Saudis.
3. Copy of Achievement exam result, if set for the exam.
4. Medical report issued and stamped from a certified hospital or health care center.
5. Copy of English language certificate (IELTS or its equivalent), if available.

The total number of accepted students should not exceed the number specified by the University Council. The Finance Program selects students from the pool admitted to the UPM College of Business & Tourism through the common application procedure. Students admitted to the College of Business & Tourism who are undecided about their major can apply for entry into the finance program during their first or second years. The students will take general education required courses for the first two years before starting their finance Program in the College of Business & Tourism. Students must achieve a Grade Point Average of 2.0 out of 4.0 to proceed to their specialized finance program in the College of Business and Tourism.


International Students

University of Prince Mugrin welcomes applications from international students. International applicants who meet all the criteria for admission to the academic programs of the College will be granted admission, subject to availability of space. An assessment of their current academic qualifications and the teaching capabilities of the academic programs will be made before their admissions. Detailed information can be found in the admission and registration policies and regulations manual.

Transfer Students

A student enrolled in a higher education institution may apply for a transfer request for admission to the university in accordance with the general policies for admission and according to the following:

1. Students enrolled in any of the higher education institutions inside or outside the Kingdom that are recognized by the Ministry of Education in the Kingdom may apply for transfer to the university according to the following conditions:
 - a. The student must have studied at an accredited college or a university.
 - b. He should not be dismissed from the university that he is transferring from for disciplinary reasons.
 - c. He should meet the transfer conditions set by the University Council.
 - d. The student must have completed at least one semester.
 - e. The student must achieve the minimum required for the International English Language Test (IELTS) - Academic Form - or its equivalent in accordance with the university's approved admission policy for each academic year.
 - f. The college and major absorptive capacity should allow him in.
2. Faculties determine the credit hours for courses accepted for transfer to the university according to the approved standards and according to the following conditions:
 - a. Students may transfer credits while still enrolled in the Preparatory Year Program (PYP). However, they will need to wait until they have completed the preparatory year before enrolling in undergraduate courses..
 - b. The study should be at a recognized college or university.

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- c. The courses completed by the student in his previous educational institution with a final grade of no less than (C) and above.
 - d. Upon decision and registrar processing, transfer credits are recorded and calculated in the student's transfer hours.
 - e. The course that the student studied outside the university is 75% similar to the one of the courses included in the graduation requirements .In the event of not being similar, it may be considered as an alternative to an elective course by the approval of the Academic Department Council and the College Council.
 - f. The equivalency of courses taken by the student in two educational institutions at the same time shall not be accepted.
 - g. All credit hours for transfer must meet the academic degree requirements, provided that they do not exceed 40% of the total credit hours for obtaining the degree.
 - h. The concerned college is the one that will equalize the courses to be transferred and it shall determine the suitability of the credit hours for transfer to the academic degree.
 - i. The grades obtained by the student in the transferred courses are not included in calculating the cumulative average, and a grade of (T) is assigned to them.

Transfer Courses

The University's policy concerning transfer courses is as follows:

1. Courses with credit hours may be transferred from other educational institutions recognized by the Ministry of Education.
2. A student transferred from other educational institutions must study at least 60% of the total credit hours to obtain a degree at the university.
3. The decision of equivalence of the transferred credit hours to the requirements of the academic degree at the bachelor's level is considered a decision of the college.
4. Upon the student's initial admission to the university as a transfer student, he must obtain approval from the concerned college to transfer the completed hours from other educational institutions.
5. The credit hours for courses completed in other educational institutions are calculated if their grades are (C) or higher.
6. The credit hours for the courses are calculated from the completed hours of the student's study plan and are not calculated in the average.

Visiting Students

1. The university may register visiting students.
2. Registration of visiting students depends on the capacity and requirements of the programs.
3. Visiting students must pay the tuition fees and any other fees in advance as announced by the university.
4. The academic record is issued to these students to show the courses in which they registered and the grades they obtained.
5. Visiting students are accepted based on the capacity of the announced courses in the departments.

Tuition for University Academic Programs

There is a comprehensive tuition fee for all students.

College	Semester Tuition Fee
Engineering	SR 33,000
Computer and Cyber Sciences	SR 30,000
Business and Tourism	SR 30,000
International Hospitality Management	SR 42,500
Summer Semester	SR 100,000 per hour

Scholarship Program

UPM is keen to support promising and academically outstanding students (both male and female) through full and partial scholarships that fall under university outlined conditions and guidelines. Detailed information related to the types of scholarships offered at the University of Prince Mughrin can be found on the university website.

Academic Information

The policies, procedures, and regulations governing the conduct of UPM students are published in the Student Handbook, Admissions and Registrations Policies and Regulations Manual. Copies are available through the Deanship of Student Affairs. It is the student's responsibility to be aware of these policies.

Grading System

At the end of each semester, the student's performance in each course is evaluated and given a grade using numerical values to indicate the student's overall performance in that course. The numeric value of the course grade is converted to and recorded as a letter value. Below are the final grades for the courses, along with the standard points that are used in calculating the semester and cumulative average.

UPM follows a four-point grading system for calculating grade point averages (GPA). Letter grades have the following numeric equivalent values:

<i>Grade</i>	<i>Letter Grade</i>	<i>Points</i>	<i>Numerical</i>
<i>Exceptional</i>	A+	4.00	95 -100
<i>Excellent</i>	A	3.75	90 -less than 95
<i>Superior</i>	B+	3.50	85 -less than 90
<i>Very Good</i>	B	3.00	80 -less than 85
<i>Above Average</i>	C+	2.50	75 -less than 80
<i>Good</i>	C	2.00	70 -less than 75
<i>High Pass</i>	D+	1.50	65 -less than 70
<i>Pass</i>	D	1.00	60 -less than 65
<i>Fail</i>	F	0	Less than 60

IC	In-complete	A temporary grade may be given at the instructor's discretion when a student is unable to complete required exams or other class work on schedule due to extraordinary circumstances. If an Incomplete grade is agreed upon, the instructor is responsible for entering the "IC" grade in SIS, as well as changing the grade to a final grade when applicable. Incomplete work of the course for a semester must be submitted and cleared within the next semester or the Incomplete will become a letter grade assigned by the faculty member.
IP	In-Progress	“IP” grade is given when the requirements of a research course necessitate more than one semester for completion.
DN	Denied Grade due to Absence	A grade of “DN” indicates that the student was administratively dropped from the course due to excessive absences. No credit is received for the course, and this grade is calculated into the student’s grade point average as an F grade.
W	Withdrawal	A grade of “W” indicates that the student withdrew from the course within the specified period, without penalty, and it is not calculated into the CGPA. No credit is received for the course.

The grade distribution for courses is reviewed and approved by the department head and College Dean, to avoid grade inflation.

Grades in the Preparatory Program Courses


The grades obtained by the student in the preparatory year courses are recorded in his academic record, and these grades are not counted in the cumulative average of his university study. The effect of the student’s academic status at the university level remains according to what it was during the student’s last semester in the Preparatory program.

The student passes the preparatory year when he obtains a cumulative GPA (2.00 out of 4.00) with a good grade(c) in all English and Mathematics courses and obtain a grade of no less than acceptable (D) in the rest of the preparatory year courses .The student starts the first university level, and he has the right to choose any of the majors offered by the University according to the regulations approved by its administration.

Degree Completion and Graduation

A bachelor’s degree is awarded to students who have achieved the minimum requirements of credit hours, cumulative grade point average, and other requirements for the program in accordance with the university’s applicable regulations and policies.:

1. The credit hours required to obtain a bachelor's degree depend on the student's academic program.
2. The cumulative GPA must not be less than two points (2.00) to obtain a bachelor's degree out of 4.
3. A bachelor’s degree will not be awarded to a student if his academic record contains an “incomplete” grade.
4. The student is allowed to register in some additional courses at the university in case he needs to raise his cumulative average to achieve the minimum required for graduation, based on the recommendation of the academic advisor and the approval of the dean.

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5. Students should have actually studied 60% of the total academic units as a minimum, of undergraduate courses at the university in order to obtain an academic degree from University of Prince Muqrin bin Abdulaziz. These units should include courses in his major of no less than (25) credits.

Summer Semester

1. The university may organize one or more summer semesters during the academic year.
 - a. The maximum duration of the summer semester is eight weeks, not including the final exam period. The courses offered in the summer semester must be equal to those offered in regular semesters in terms of the number of credit hours and the number of teaching hours.
 - b. The summer semester course schedule is considered intensive, and the student is not entitled to register for more than (9) credit hours, with the exception of students expected to graduate, who may register for a maximum of (12) credit hours.
2. Courses which may be offered during the summer semester are subject to tuition fees and other fees as determined by the University Council.
3. University students may register for courses with credit hours in other educational institutions recognized by the Ministry of Education during the summer semester. Acceptance and calculation of these hours at the university is subject to the following conditions:
 - a. The student must obtain prior approval from his college to study the summer semester at recognized educational institutions.
 - b. Courses completed from other educational institutions during the summer semester are counted if their grades are (C) or more.
4. The grades completed in other educational institutions in the summer semester are not included in the calculation of the average (cumulative and semester) at the university.


Summer Training and Internship Program

Summer training is a fundamental component of the Bachelor of Finance program at UPM, aimed at providing students with practical experience in their field of study. Students are required to complete this training in the summer after their third year, dedicating a minimum of 320 hours or 8 weeks full-time. This hands-on experience is designed to enhance students' skills in line with industry standards and deepen their technical knowledge, fostering a strong linkage between academic learning and professional practice.

The comprehensive training program involves placements with local or multinational organizations relevant to the finance sector. Students are expected to adhere to the organizational rules and procedures, actively participate in their assigned tasks, and demonstrate professional behavior throughout the training period. Upon completion, students must submit a detailed final report and deliver a presentation summarizing their experiences and learning outcomes.

This rigorous training ensures that students are well-prepared for their future careers, equipped with both theoretical knowledge and practical skills, making them valuable assets to potential employers. For more detailed information regarding the summer training requirements and procedures, students should refer to the Field Training Manual.

Work Ethics



The University of Prince Mugrin (UPM) upholds the highest standards of academic and professional conduct, expecting students to adhere to principles of integrity, responsibility, and respect in all their endeavors. These values are essential in fostering a community of trust, respect, and ethical behavior.

Academic Integrity Students are required to maintain honesty and integrity in their academic work. This includes:

- **Original Work:** All assignments, reports, and research must be the student's own work. Plagiarism, cheating, and any form of academic dishonesty are strictly prohibited and subject to disciplinary action.
- **Proper Citation:** Properly attribute all sources of information to avoid plagiarism. This includes paraphrasing or quoting directly from sources, with appropriate citations.
- **Collaboration:** Only collaborate on assignments when explicitly permitted by the instructor. Unauthorized collaboration is considered a violation of academic integrity.

Professional Conduct Students are expected to exhibit professional behavior that reflects well on themselves and the university. This includes:

- **Respect for Others:** Treat all faculty, staff, fellow students, and guests with respect and courtesy. Any form of harassment, discrimination, or abuse is not tolerated.
- **Responsibility:** Attend classes regularly, participate actively, and meet all academic obligations. Ensure that all commitments are honored and deadlines are met.
- **Use of Resources:** Utilize university resources, including facilities and equipment, responsibly and ethically. Misuse of these resources is against university policy.

Ethical Use of Technology Students must use technology, including the internet and university-provided resources, in an ethical manner:

- **Privacy and Security:** Respect the privacy of others and maintain the security of personal and university data.
- **Appropriate Use:** Avoid using technology for purposes that are illegal, unethical, or violate university policies.

Disciplinary Actions Violations of these ethical standards may result in disciplinary actions, which can include warnings, grade reductions, suspension, or expulsion, depending on the severity of the misconduct. The university has established procedures for addressing breaches of conduct to ensure fairness and due process.

Reporting and Grievance Procedures Students are encouraged to report any unethical behavior or violations of conduct to the appropriate university authorities. The university provides clear channels for reporting and addressing grievances, ensuring that all concerns are handled promptly and impartially.

By adhering to these principles of work ethics, students contribute to a positive and productive learning environment that prepares them for professional success and responsible citizenship. For more detailed information, refer to the Student Disciplinary Regulations, Student Handbook, and Students Rights and Duties documents available through the Deanship of Student Affairs.

Labs and Studios

The University of Prince Mugrin (UPM) provides well-equipped computer labs on both campuses, available for male and female students. These labs are accessible for study, research, and coursework. Students are encouraged to utilize these facilities to support their academic success.

Preparation Year Program

The preparatory year program serves the purpose of minimizing the gap between secondary and university education. This program enables our students to broaden the horizons of their learning and prospects to develop their creative and analytical approach. Our comprehensive program is designed to offer a perfect combination of English language and different scientific subjects.

The preparatory year program at University of Prince Mugrin is designed to bridge the large gap between the general school education and the university level.

Our Prep-Year program is the gateway through which new students enter in the university and is dedicated to students' need which promote both the necessary capacities for life-long learning and the knowledge base that is transferable across different academic disciplines and vocational contexts.

The program is committed to providing students with the opportunity to enhance their ability to think critically, develop their communication and mathematical skills, stimulate their capacities for creative, innovative thinking, and enrich their knowledge of the wider social, cultural, and natural worlds in which they will live and work

General Studies Department

The Department of General Studies is one of the first educational departments to be in contact with the newly enrolled students at the University of Prince Mugrin. Our mission is to provide students with knowledge and skills in mathematics and applied physical sciences that will enable them to cope with the challenges of their specialization courses. This target is achieved by bridging the gap between students' secondary school education and professional degree programs through a supportive learning environment.

English Language Department

The English Language Department at the University of Prince Mugrin endeavors to provide students with a supportive and dynamic learning environment which aims to foster a passion and enthusiasm for learning through outstanding educational practices. The ELD is committed to providing high-quality intensive English language instruction to students in order for them to develop as independent critical thinkers and enhance their English language skills, so that they can successfully study and thrive at the undergraduate level and beyond.

Bachelor's Degree Requirements

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	5	15	12%
	Elective	5	15	12%
College Requirements	Required	19	58	46%
	Elective	2	6	5%
Program Requirements	Required	8	24	19%

	Elective	2	6	5%
Capstone Course/Project		0	0	%0
Field Training/ Internship		1	3	%2
Residency year				
Others				
Total		42	127	%100

Plan of Study for the Academic Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ECON 101	Introduction to Micro-economy	R		3	C
	CS115	Introduction to Computing for Business	R		3	C
	MATH 111	Applied Calculus	R	MATH 012	3	I
	ENGL 101	First Year Composition	R	ENG 005	3	I
	GHAL xxx	Humanities, Arts and Languages Elective	E		3	I
Level 2	ECON 102	Introduction to Macro-economy	R		3	C
	MGT 101	Introduction to Management	R		3	C
	MATH 112	Applied Calculus II	R	MATH 111	3	I
	ENGL 102	Introduction to Report Writing	R	ENGL 101	3	I
	GDMC xxx	Diversity and Multiculturalism Elective	E		3	I
Level 3	ACCT 201	Introduction to Financial Accounting	R	MATH 111	3	C
	STAT211	Statistics for Business	R	MATH 112	3	I
	PHSC113	Physical Science	R		3	I
	ENGL 201	Technical Writing	R	ENGL 102	3	I
	GIAS 101	Technical Writing	R		3	I
MIS 201	Management Information Systems	R	CS 115	3	C	
Level 4	ACCT 202	Introduction to Managerial Accounting	R	ACCT 201	3	C
	MGT 222	Organizational Behavior	R	MGT 101	3	C
	MKT 201	Introduction to Marketing	R	ENGL 201	3	C
	ENT 201	Introduction to Entrepreneurship	R	ENGL 201	3	C
	GIAS 102	Arabic Language Skills	R		3	I
Level 5	ACCT 321	Intermediate Accounting	R		3	C
	MGT 331	Business Communication	R	EMGL 201	3	C
	FIN 301	Financial Management	R	ACCT 201	3	C
	STAT 311	Statistics for Business II	R	STAT 211	3	I
	GSOS xxx	Social Sciences Elective	E		3	I
Level 6	NGT 312	Operations Management	R	STAT 211	3	C
	FIN 312	Corporate Finance	R	FIN 301	3	P

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	FIN 322	Financial Market and Institutions	R	FIN 301	3	P
	ECON 362	Economy of Saudi Arabia	R	ECON 102	3	C
	MGT 311	Legal Environment of Business	R	ENGL 201	3	C
	FIN 394	Summer Field Experience	R		3	P
Level 7	FIN431	Investment	R	FIN312, STAT311	3	P
	FIN451	International Finance	R	FIN301	3	P
	BUSXXX	Business Elective I	E		3	C
	BUSXXX	Business Elective II	E		3	C
	XXX	Free Elective	E		3	I
Level 8	FIN432	Financial Modeling	R	FIN 431 ACCT 321	3	P
	FIN434	Portfolio Management	R	FIN 431 ACCT 321	3	P
	FINXXX	Professional Elective I	E		3	P
	FINXXX	Professional Elective II	E		3	P
	GIASXXX	Islamic Studies Elective	E		3	I

Course Descriptions

Level	Course Code	Course Title	Descriptions
Level 1	ECON101	Introduction to Micro economy	This course will provide students with foundation concepts of basic microeconomics and an introduction analysis of economic agents' behaviors, particularly (individuals and companies). The course begins with a description of scarcity and continues to introduce the basic concepts and theories that are used as the foundation of microeconomics. This includes discussions of the theory of consumer, the theory of producer, market operations, and the market structure.
	CS115	Introduction to Computing for Business	This course provides an introduction to computer concepts from a business perspective. The course covers information processing, problem solving, and microcomputer software packages. This course is designed as a first comprehensive business-computing course for students who have some previous computer experience. Emphasis of this course is placed on solving business problems using MICROSOFT® (MS) OFFICE 365 application software.
	MATH 111	Applied Calculus I	This course covers linear equations and inequalities. System of Linear equations. Basic Material on matrices. Elementary introduction to linear programming Permutations and Combinations. Application in mathematics for business.
	ENGL101	First year composition	Students are exposed to different genres of reading material, such as encyclopedias, magazines, newspapers, and websites. They are taught strategies for dealing with each genre independently and effectively. The writing component teaches argumentation and such rhetorical modes as definition writing, description, exemplification, causal analysis, and comparison. Students are taught the writing process and introduced to paragraphing, cohesion, conciseness, unity, and the use of specific details. They are alerted to common errors in grammar and sentence structure. The vocabulary component is based on the Academic World List, a corpus of vocabulary items based on the most frequently occurring lexis in a broad range of academic texts. In addition, students are expected to deliver short presentations on a variety of topics.
	GHAL XXX	Humanities, Arts and Languages	يتناول هذا المقرر الأصول التاريخية للمملكة العربية السعودية، والأسس والقواعد التي قامت عليها، وكذا المراحل الثلاثة التي مرتّ بها، والجهود التي بُذلت لتحقيق وحدتها، وثمار تلك الوحدة في عصرنا الحاضر باستقراء تاريخي يستعرض التحولات الوطنية ومشاريعها من التأسيس وحتى الرؤية 2030.
Level 2	ECON 102	Introduction to Macro economy	This course will provide an overview of macroeconomic issues: the determination of output, employment, unemployment, interest rates, inflation, and monetary and fiscal policies. Important policy debates such as the sub-prime crisis, social security, public debt, and international economic issues are critically explored. The course also introduces basic models of macroeconomics.
	MGT101	Introduction to Management	Introduction to Management is a core course which offers an engaging and insightful introduction to business and management disciplines. The complexity of problems that form contemporary business and management practices is discussed and future directions are considered. Introducing what management is and the past of management is the aim of this course. Students would then discuss the external and internal world in which managers conduct their work, also Globalization, Decision Making, Functions of Management, diverse workforce, global management, motivation and leadership will be the core topics.
	MATH112	Applied Calculus II	This course cover specific functions, and their applications as models (Linear, quadratic, rational, exponential, and logarithmic) as well as calculus: Limits, differentiation, business application of the derivative, introduction to integration and its applications including area. Functions of several variables, partial derivatives, and their business applications.

Level	Course Code	Course Title	Descriptions
	ENGL 102	Introduction to Report Writing	This course teaches students how to write a term report on a themed topic. Students select individual topics within themes assigned and approved by the teacher. They are introduced to basic research skills involving the internet and the University's available databases or print collections. They are taught about research report design: the MLA (Modern Language Association) style of documentation and citation, evaluating sources, summarizing, outlining, note taking, drafting, revising and editing. Academic integrity in report writing is strongly emphasized. Students' reading skills are further enhanced through exposure to a variety of reading materials on their research topics. The ENGL 102 course also explores three common academic writing skills: paraphrasing, summary, and synthesis in report writing. Students practice writing, evaluating, and revising during the research report process. Students will advance their skills in introducing, developing, and concluding their term reports, and present them orally. Students are taught presentation skills culminating in a PowerPoint presentation based on their term report.
	GDMCXXX	Diversity and Multiculturalism	يتناول هذا المقرر معالم المدينة المنورة التاريخية والحضارية وما تكتنزه من إرث عظيم، من حيث فضائلها وأداب السكنى فيها، وأهم الأحداث التي حدثت على أرضها في العهد النبوي وما شهدته من منجزات في العهد السعودي الزاخر، والربط بينها وبين الأهداف التنموية التي تطمح إليها رؤية المملكة العربية السعودية 2030.
Level 3	ACCT201	Introduction to Financial Accounting	This course covers the essential financial accounting knowledge for business students. It should enable them to understand the process of accounting recording, and to prepare the financial statements. It covers the accounting cycle, financial statement preparation, revenue and expense recognition, and the role of financial accounting in decision-making. By the end of the course, students will have acquired the knowledge and skills needed to navigate the world of financial accounting.
	STAT211	Statistics for Business I	This course covers Basics of Probability and statistics for business students. It focuses on the collection, presentation, analysis, and interpretation of business-related quantitative data.
	PHSC113	Physical Science	This course is designed to introduce business students, with non-scientific background, to the concepts and practical applications of the physical sciences, so that students get acquainted with the impact of science and technology on modern life. Introduction to basic concepts of Physics and Chemistry with selected topics from Earth Science will be covered. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, waves, light, sound, electricity, magnetism, atoms and periodic table of element and the structure and formation of the solar system. There will be several demonstrations and lab experiments that will enforce the student learning during the semester.
	ENGL201	Technical Writing	Students write a 1500-word themed, source-based report on a problem-solution topic related to their majors. They are taught the APA style of documentation and advanced internet research skills. Instruction focuses on a process-based approach, including audience analysis, narrowing and focusing a report topic, citation methods and referencing, document design, paraphrasing, summarizing, and writing an abstract. Additional instruction is given on advanced presentation skills for their research reports. In the second half of the course, students are taught the job application process involving cover letters, résumés and interviews leading to important aspects of business correspondence, such as letter format, style, tone and two important business letters (inquiry and complaint). Furthermore, students are instructed to realize the importance of academic honesty in oral and written communication.
	MIS201	Management Information System	This course introduces students to Management Information Systems (MIS) concepts, tools, and techniques used in various functions of a business enterprise. The course examines how organizations implement and maintain information systems to take advantage of recent technological advances in information technology. Finally, it covers important concepts in managerial information systems such as electronic commerce, enterprise information systems, and information security and ethics.
	GIAS101	Islamic Culture	يتناول المقرر مفهوم الثقافة لغة واصطلاحًا، وعلاقتها بالحضارة، وعلاقة الثقافة الإسلامية بالثقافات الأخرى، كما يتضمن المقرر مفهوم العقيدة الإسلامية، وخصائصها، وآثارها على الفرد والمجتمع، مستعرضًا الإيمان، وأركانها، وثمار الإيمان بكل ركن. كذلك يشمل المقرر مفهوم العبادة، وأركانها، ونسوطها، إضافة إلى

Level	Course Code	Course Title	Descriptions
			ذلك يسايط المقرر الضوء على الأخلاق ومكانتها في الإسلام، ونماذج من تطبيقاتها في الحياة.
Level 4	ACCT202	Introduction to Managerial Accounting	This course covers the essential managerial accounting knowledge for business students. It should introduce them to cost concepts and costing systems. This unit also equips students with the basic managerial accounting techniques for decision-making, financial planning, and variances analysis.
	MGT222	Organizational Behavior	This course is intended to provide students with a basic understanding of the history and evolution of the theories and principles of Organizational Behavior (OB). The course will discuss not only macro-level concerns related to the world and context in which organizations function, but also the micro-level influences, motives and working styles of people as individuals and groups.
	MKT201	Introduction to Marketing	This introductory course focuses on the marketing system, with attention to strategic marketing decisions in a global context related to the product, customer behavior, pricing, and distribution. Marketing is a central function of all organizations that serve a client base. Identifying and meeting the needs of key customer groups is critical to achieving organizational objectives. This course provides an overview of the theories and principles of marketing required for effective business practice. This course introduces the marketing function of the organization. The focus is on how organizations identify the needs of their target markets, understand the buying behavior of their target markets, and develop a marketing mix (comprising product, price, promotion, and placement) to satisfy the needs and wants of these markets. While the course has a theoretical base, practical application of the concepts of marketing to 'real-world' situations is an essential element.
	ENT201	Introduction to Entrepreneurship	This course is designed to introduce students to entrepreneurship and how to think and act like an entrepreneur in order to identify and pursue opportunities. Students will learn how to gather and analyze data using a variety of business tools. Students will learn how startups work and how to grow the business successfully in a volatile and ever-changing business environment.
	GIAS102	Arabic Language Skill	يحتوي منهج المهارات اللغوية على أساسيات قواعد اللغة العربية التي يجب على الدارس أن يلم بها؛ ليتمكن من القراءة، والكتابة، وصياغة التراكيب بطريقة صحيحة، وهناك تدريبات ونصوص تساعد الطالب على التعلم بطريقة سلسة وسهلة.
Level 5	ACCT321	Intermediate accounting	This unit is the backbone of accounting knowledge. It equips accounting students with the required knowledge in accounting measuring, reporting and disclosure. Topics include analyzing financial statements, recording advanced transactions, valuing assets, and accounting for income taxes. Prepare for a deeper understanding of accounting principles and their application in real-world scenarios.
	MGT331	Business Communication	Business Communication is an important course of practical and theoretical instruction that introduces students to and prepares them for supervisory and managerial positions in business. This course provides students with the skills and knowledge of communication in the business environment. There is a strong focus on the understanding the process of communication in the business context and its application to effective business communication in oral and written forms, and interpersonal skills across teams and cultures
	FIN301	Financial Management	In this course, students will develop financial literacy as they learn about the functions of finance in society, financial institutions, and the role of finance in organizations. It includes budgeting, personal banking, credit and borrowing, and planning for retirement. The students will explore basic functions of finance including financial analysis, valuation, risk, and return. Finally, the students will be introduced to capital budgeting which will involve decision-making about accepting or rejecting projects.
	STAT311	Statistics for Business II	This course provides students with the necessary tools to analyze statistical information critically. It focuses on the application of quantitative data analysis methods in authentic business cases. The course also emphasizes the use of business applications and advanced statistical tools and techniques for business problem-solving and decision-making.
	GSOSXXX	Social Science	يهدف المقرر إلى تعريف الطالب بأخلاقيات المهنة، وأهميتها في بيئة العمل؛ لزيادة الإنتاجية، وتحقيق التنمية الاقتصادية للمجتمع، واستيعاب أهم المخالفات المهنية ووسائل التغلب عليها، مع تطبيقات أخلاقية على الأنظمة الوظيفية والمهنية؛ لتنمية المجتمعات الإنسانية الفاعلة وأيضاً أخلاقيات المهنة في الإسلام

Level	Course Code	Course Title	Descriptions
Level 6	MGT312	Operation Management	This course introduces concepts and techniques related to the design, planning, controlling, and improvement of manufacturing and service operations. The course is designed to help students acquire the conceptual knowledge and develop the leadership skills to read changes in an organization's external environment, define and clarify the organizational mission in view of such changes, handle the tradeoffs between demands for products or services and resource constraints, manage internal and external relationships, and guide the organization toward continuous improvement to <u>maintain competitiveness</u> .
	FIN 312	Corporate Finance	This course builds on the material earlier covered in Financial Management. In the beginning, it reviews the concept of the time value of money leading to securities valuation, capital budgeting, and cost of capital. It discusses the theory and practice of financial decision-making, especially in financing and capital structure decisions. It also covers the investment decision-making process and long-term financing strategies. In addition, leverage capital structure, and dividend policy are also covered.
	FIN 322	Financial Market and Institutions	The course explains and analyses how financial markets and institutions work and interact with each other. The aim of the course is to give a general idea about the financial market, where funds change hands. The first part of this course is the overview of financial markets. Later, the role of the central bank in the financial system and economy is discussed while using monetary authority as an example. The second part of the course is the analysis of specific financial markets and institutions namely foreign exchange markets, stock markets, international financial systems, and financial regulations.
	ECON362	Economy of Saudi Arabia	This course is designed to familiarize students with the features of the Saudi economy. Special emphasis is placed on the sources of economic growth and the pattern of structural changes that have taken place and the different national economic problems and issues that economy is facing. In addition, the course will deal with the different economic sectors and their contribution to the GDP. Finally, the role of the government especially in the area of economic planning will be discussed.
	MGT311	Legal Environment of Business	This course will equip students with the legal knowledge and risk management techniques for global business management. It covers an overview of law and legal risk in business, concentrating on the legal aspects of business ownership and management. Topics include court procedures, contracts, torts, consumer law, employment law, environmental law, international law, intellectual property, ethics, and the role of the government in business. Students will not only understand the concepts but will also apply their knowledge to situations <u>and defend their actions, decisions, and choices</u> .
Level 7	FIN431	Investment	This course focuses on practical applications as well as analytical analyses of investment theories. It provides the knowledge about financial market, valuation of investment tools, and different investment strategies. Those students who want to start a career as investment professionals or who want to improve their decision-making as individual investors will find this course very useful. The major topics include financial markets, capital markets, money markets and their instrument along with risk and return calculations, portfolio theory, efficient market hypothesis, and capital asset pricing model.
	FIN451	International Finance	This course aims to help students understand the principles of international finance and financial management. It starts by considering the macroeconomic aspects of international finance and the markets for foreign exchange. It goes on to discuss several types of exchange rate risk, and methods available to manage them. It concludes with a review of international financial markets and by considering international investment.
Level 8	FIN432	Financial Modeling	This course covers standard financial modelling outline that comprises of diverse areas ranging from financial statements simulation to portfolio modelling. It will provide hands-on guidance to students by equipping them to understand the theory working behind the models and the practical implications of these models. Prime focus will be to understand different models being used in finance, the underlying assumptions of these models, how to apply these models in real world and what are the limitations of each of these models. For practical guidance, the numerical exercises are added that will be performed

Level	Course Code	Course Title	Descriptions
			on MS Excel for the stepwise and in-depth understanding of students on how to apply the concepts in real situation.
	FIN434	Portfolio Management	The course examines the theory and practice of investment and portfolio management. Successful completion of the course will allow students to make use of available information on financial markets, at both the macro and micro levels. It will also give students the ability to construct an investment portfolio that is sound in terms of investment principles and portfolio performance.
	GIASXXX	Islamic Studies Elective	<p>عنى هذا المقرر بالتعرف على سيرة النبي محمد صلى هلا عليه وسلم في حياته الشريفة، وحتى قبل والدته من خال</p> <p>سليط الضوء على حالة العرب قبل الإسلام. ثم والدته وما تالها إلى بعثته صلى هلا عليه وسلم، ومن بعثته إلى وفاته، يستعرض المقرر مراحل متعددة مر بها النبي صلى هلا عليه وسلم وأصحابه رضي هلا عنهم.</p> <p>كما يستعرض المقرر بعض شمائله ومعجزاته صلى هلا عليه وسلم.</p>



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