

Kingdom of Saudi Arabia  
Ministry of Education  
King Khalid University  
Faculty of Languages &  
Translation



المملكة العربية السعودية  
وزارة التعليم  
جامعة الملك خالد  
كلية اللغات والترجمة

## **King Khalid University** **Faculty of Languages and Translation**

# The Faculty Guide Book for Instructors

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## **The Faculty of Languages & Translation: An Introduction**

The Faculty of Languages & Translation was established at the beginning under the name of the Institute of English and Translation. On 26/9/1424, the branches of English departments of King Saud University and Imam Muhammad Bin Saud Islamic University were merged into the Faculty of Languages & Translation at King Khalid University.

The establishment of the Faculty is to create the students who are competent in translation. The Faculty aims to produce qualified personnel to work in various areas related to specialization, such as teaching, translation, and work in the Kingdom's embassies abroad and other areas, also contribute to community service through the establishment of courses in the English language in coordination with the Deanship of Community Service and Continuing Education.

The faculty functions as two units for academic and administrative facilitation: Department of English and English Language Centre (ELC)

### **Department of English**

Under the Department, we have both bachelors and masters programs. Currently, we offer a bachelor's program, BA in English and two master's programs MA in Linguistics and MA in Translation. Recently, we have launched a Ph.D. in Applied Linguistics Program.








### **Accounts Rules and Required Actions**

#### **Teachers are requested to kindly**

1. Check their Enjaz account regularly.
2. Check their KKU email account regularly.
3. Upload their attendance to their Academia account daily.
4. Upload and update their CV through the Mysite app via the KKU website.
5. Keep their KKU username and password in a secure place and not to share them with others.

## KKU Applications

The KKU website contains a number of important apps. The list below shows some of the apps with their purposes.

Academia		To mark attendance, download the students' list, teacher's timetable, verify student identity, update personal contact information, to upload grades, etc.
Enjaz		The official channel for internal communication such as memos, circular instructions, notifications, etc.
Blackboard		Official virtual learning environment and course management system.
Email		Offers KKU official email (.....@kku.edu.sa)
mySITE		It is the personal website for KKU teaching staff to present their CVs, research outputs, and academic information.
Shamel		To update contact information, check financial records, vacations, etc.
MyKKU		Offers different apps in one location.
Tamkeen		Contains tutorial YouTube videos for e-learning and the use of the Blackboard app
Maintenance Ticketing System		For requesting technical support services or reporting technical problems.
Academic Calendar		Presents KKU academic calendar highlighting important dates.

## The Faculty Social Media and Academic Channels

### **Teachers are requested to kindly**

1. Like the Faculty Facebook Page to stay updated with the faculty news and events @langtranskku  
<https://www.facebook.com/langtranskku>
2. Follow the Faculty Twitter account to be updated with the faculty news and events @langtranskku <https://twitter.com/langtranskku>
3. Join your colleagues at Academia website to be updated with your colleagues' research interests and publications  
<https://www.academia.edu/>
4. Join and follow your colleagues at ResearchGate website to be updated with your colleague's research interests and publications  
<https://www.researchgate.net/>
5. Join and follow your colleagues on Google Schola to be updated with their research interests and publication  
<https://scholar.google.com/>

### Faculty Administrative Office

- ➔ See the faculty administration office if you need to fix chairs, tables, computer, and telephone in your office
- ➔ See the faculty administration office if you need help with your paperwork, such as exit re-entry visas, iqama renewal, passport, tickets, etc.
- ➔ To receive office and classroom stationaries, kindly see Mr. Saad during his office hours.

### Identity Card for Faculty Members

Apart from IQAMA, which is the resident's permit card issued by the Ministry of Interior in proof of our legal entitlement to stay in the country, King Khalid University issues a special identity card for both its students and faculty members. Faculty members may need it for various identification procedures and memberships available only for faculties as they get along.

It is printed with your employee number and other personal details. You can request to issue one in the administrative office of the deanship by giving the required documents.

## Dress Code

Both the students and teachers are required to dress formally inside the campus. The dress code should not violate Islamic principles and Saudi cultural customs and traditions.

## Entry and Parking Pass for Faculty Vehicles (Car Stickers)

Our campus has separate parking for students and staff members. And entry and parking are restricted by car stickers and to specific gates and slots. In order to park the car inside the campus, faculty members need a car sticker. The sticker can be collected from the concerned office in Building B by producing copies of Iqama, car registration, university ID, and driving license.

## Schedules and Timetables

- ✪ As a university regulation, instructors should adhere to their teaching load and schedules.
- ✪ A copy of the schedule and teaching load should be submitted to the Chairman for record-keeping purposes.
- ✪ A copy of the schedule duly signed by the Chairman should be affixed to the wall of the office.
- ✪ Teacher's timetable should include teaching hours (Course & sections, office hours (OH), and hours teachers spend on campus (OCH)
- ✪ Changing times of lectures or replacing classrooms should not be done without prior permission from the Chairman.
- ✪ Teachers are requested to stick to their office hours and remain available for their students during their office hours.
- ✪ Classes should not be postponed, delayed, or merged with other classes or sections without the prior consent of the Chairman of the Dean.
- ✪ The teaching load should be 35 hours weekly, including teaching hours, office hours, on-campus hours.
- ✪ Instructors should take office hours seriously and be available for their students during scheduled office hours.

## Course and Skill Coordination

Our deanship assigns different faculty teachers to coordinate each course and skill among various members instructing on. Those course coordinators share responsibilities with other teachers for various tasks related to teaching, administering examinations, result publication, course report, etc. for the semester concerned.

## Coordinators' Responsibilities

The course and skill coordinators' responsibilities include, in addition to other tasks from time to time, the following.

- Preparing the course plan in cooperation with course instructors and sending a copy of that plan to the Chairman. (This should be done early in each semester).
- Ensuring that all course instructors implement and adhere to what has been spelled out in the course plan.
- Ensuring that all instructors follow the course specifications (a copy of course specifications can be provided if needed).
- Deciding with course instructors the format of the question papers (midterms and final) and the dates of first and second progress tests and announcing them in the classrooms and on Blackboard. (In case of unified midterms, clashes in date and time with other courses must be solved).
- Convening periodic meetings with course instructors to assess the progress of the course and discuss any emerging problems.
- Communicating any problems or concerns about course instructors, students, etc. to the Chairman of the Department.
- Ensuring the accuracy of the assigned textbook of the course used by all teachers.
- Please note that unified mid-term exams should not take place during the time of other English courses. Course coordinators should make sure that the time of these exams does not conflict with other English courses as several instructors and students have complained about this issue.
- It is the responsibility of the course coordinator to double-check the questions of the final exams before final photocopying.
- Organizing unified exams (if agreed upon) and confirming that all instructors of the respective course are involved in question preparation.

- Preparing updated question papers for all examinations with the help of course instructors and discarding the previous exam papers. (It is highly recommended that two different sets of questions (A & B) are prepared).
- Ensuring that question papers have been set well by proofreading and checking for any grammatical and stylistic mistakes.
- Ensuring that course instructors have only the required number of copies of exam papers for their respective sections. Neither less, nor more.
- Ensuring that all course instructors have the updated students list prior to examinations. (Lists can be downloaded from the academia portal).
- Arranging for invigilators for mid-term exams (other than course instructors) if needed. (The Chairman can provide help in this regard).
- Maintaining strict confidentiality of final exam grades.
- Notifying all the instructors to provide the Chairman with (a) the results of final exams within 24 hours (or 48 hours in the case of two or more sections), (b) students' answer scripts, and (c) answer keys.
- Preparing a comprehensive Course Report at the end of the semester (based on the course reports provided by the instructors of that course). A copy of this report must be submitted to the Vice Dean for Academic Development and Quality. The Course Report also includes a supplementary SPSS comprehensive analysis on a standardized template you will be informed of.
- Ensuring that instructors prepare their individual Course Reports (as directed by the Deanship of Development and Quality).

### **Attendance and Absences**

- As per university regulation, instructors have to record the attendance of their students in English courses.
- Attendance should be done electronically (through KKU Academia application) to help students monitor their course attendance regularly.



- Please note that official excuses signed by the Chairman entitle both waiving absences and making up exams if applicable.
- Teachers are requested to insert absences on a daily basis at the university website (Academia).
- It should be pointed out that the instructor has the right to give their students permissions, waive their absences, or provide them with make-up exams without referring to the Chairman.
- In case an instructor cannot show up for a class for any reason, he must notify the Department and arrange a make-up.
- Keep checking the updated student attendance lists to avoid marking them absent or deprived.
- Teachers should not take attendance based on students' serial numbers as the serial numbers are subject to change at times.

### **Events**

The Faculty conducts several events during the semester. Keep updated with the faculty events by visiting [flt.kku.edu.sa](http://flt.kku.edu.sa). Please be active and participate in as many events as you can.

1. New Students Welcome Event
2. New Teaching Staff Orientation Event
3. Language Research Center Weekly Seminars
4. Students Graduation Day
5. Students' Club Activities
6. End of The Year Faculty Farewell Event
7. Saudi National Day
8. Spelling Bee
9. Debate Competition

## **E-Learning: Supportive, Blended, and Fully Online**

There are three types of e-learning at KKU (supportive, Blended, and fully online)

1. The use of Blackboard for supportive type is a must. Teachers must use supportive activities in the Blackboard for the F2F classes.
2. Teachers must provide their info on the Start Here page in Blackboard for all sections during the first week of the semester.
3. Teachers must upload the Syllabus and Course Description on the Start Here page in all sections during the first week of the semester.
4. You will be informed if there is an opportunity to apply for a blended English course (25- 30% online & 70 face-to-face). If you are informed it is possible, you need to complete a request form, and your application has to be approved by the Chairman and the Dean.
5. As per the E-Learning Deanship regulations, the online class in blended courses should be conducted during the weekdays excluding Sundays and Thursdays.
6. Please note that weekly progress reports are requested to monitor how teachers are conducting their blended English courses in the FLT.
7. Instructors can contact Mr. Mohsin Khan (Room # 147), Supervisor of the E-Learning Unit at his email: mokhan@kku.edu.sa or phone number 055-204-2438, for E-learning assistance.

## **E-learning Labs**

We have many well-equipped E-learning labs. These labs are located on the ground and first floor of Building A, near gate no 8. The labs can be used for teaching, training, and conducting examinations, etc. Prior booking is required to use the E-learning labs. Bookings can be made online or by directly visiting the reception.

## **Printing and Making Copies**

Every faculty member's office is equipped with a printer. It can be used to print our worksheets, quizzes, question papers, and other documents. If it runs out of ink, you may request the manager for a new one.

However, for multiple copies, please use photocopy machines. The Faculty has some high-tech Xerox machines in room number A/3/137. Teachers can use these machines for photocopying in bulk. Worksheets for classroom use and question papers for both quizzes and standardized tests should be made using this facility.

### Final Exams: Rules and Regulations

- ✓ Students who do not have any photo IDs should not be allowed to enter the exam hall. They should be repeatedly reminded about this before any test.
- ✓ However, they may be directed to wait in the corridors until they are identified by the teacher concerned or a member of the exam committee. This delay (waiting for a while) will deter students from not forgetting their IDs during exams in the future.
- ✓ Students should be instructed to switch off their mobile phones and put them on the floor beside their chairs
- ✓ Deprived students are not allowed to sit for their final exams at all.
- ✓ If any deprived student is found to be taking the final exam, the exam committee should inform him about deprivation and dismiss him from the exam right away
- ✓ No student should be allowed to enter the exam hall after 30 minutes of commencement of the exam.
- ✓ No student should be allowed to hand in their exam papers to invigilators and leave the exam hall before 30 minutes from the commencement of the exam.
- ✓ Invigilators should remind the students of the remaining time of the exam at least after each 30 minutes
- ✓ The use of devices like electronic dictionaries, smartwatches, Bluetooth, etc. should not be allowed during exams, even in translation courses. In translation courses, students are only permitted to use printed dictionaries.

- ✓ If any invigilator violates the exam regulations, the exam committee has to report such violation to the committee chairman right away
- ✓ Please MAKE sure that you update your students' attendance before printing out the student sheets for final exams. This is very important as it turns out that several students are still deprived because their teachers did not look at issued excuses in Enjaz accounts.
- ✓ It is essential to print the attendance sheets for final exams after updating students' absences as it may turn out that some students are not deprived.
- ✓ It is important to print out final exam attendance sheets and have students sign them on the day of the exam. Printing them out a day/night before final exams is recommended.
- ✓ The final exam should be seen as an achievement exam which aims to examine students' course achievement. It should cover most of the units/lessons which have been taught. Both objective and subjective questions should be included.
- ✓ Kindly be vigilant and ensure that the door is locked while you are making copies of exam papers.

### **Grading**

- ✓ Mark distribution for all courses in the final exam is 50.
- ✓ Grading should be done by the standardized criteria laid by the university in coordination with the answer key prepared by the course coordinator.
- ✓ Teachers are requested to submit their final exam questions two weeks before the date of the exam.

### **Result Publication**

- ❖ After you grade all the final exam sheets, enter the scores on Academia and save them only. Then confirm the results after you crosscheck everything.
- ❖ After confirmation, teachers need to inform the Chairman to publish the grades for the students to see. This can be done through email, WhatsApp, or phone call.
- ❖ Then submit the envelopes of student exam papers along with answer keys to the Department.
- ❖ Importantly, the teacher SHOULD NOT disseminate or disclose the course final grades to his students through any means of communication. Students can get their final grades from the university registration system ONLY.
- ❖ If any student is found to be highly concerned with his final grade, kindly advise him to discuss it with the Chairman of the English Department.
- ❖ Students should be informed about their class-work grades and receive helpful feedback after each assessment to help them monitor their progress and rectify any deficiencies throughout the semester.

### **Language Enhancement Program (LEP)**

The Faculty runs a Language Enhancement Program at A/3/1 for the students who aspire to improve their English and want to learn something beyond what their syllabus offers. It provides a free and friendly environment for students to enrich their English on campus but out of the classroom. The LEP is not meant only for the students of the Faculty of Languages and Translation. In fact, it is for any KKU student who is interested in improving and practicing English skills.

<https://flt.kku.edu.sa/en/LEP>

### **Language Research Center**

The Language Research Center shoulders the responsibility of bridging a great gap in the field of languages and Translation studies through its various units. The center's role is not confined to the university level; rather, it goes far beyond to cover national and regional levels.

This need has emerged as a result of the significant impact that such studies and research have on raising the awareness of the vital role language plays in the different fields of education, literature, economics...etc. For more information, follow the link below.

<http://flt.kku.edu.sa/en/LanguageResearchCenter>

### **Mountain Top Newsletter**

Mountain Top is a monthly newsletter issued by the Language Research Center. It covers a wide range of topics and articles related to English teaching and learning. The articles are written by the faculty staff members. The links to all volumes and issues are given below.

<http://flt.kku.edu.sa/en/MountainTop>

### **Afaq Jamia**

Afaq Jamia is the weekly magazine of the university. It contains a wide variety of subjects and is published in Arabic. The office of Afaq Jamia is located on the ground floor of Building B.

### **The Central Library**

KKU Graiger Campus houses a Central Library in Building D. It serves the students, and faculty members. Both teachers and students can borrow books with a membership card, which can be issued at reception.

### **Saudi Digital Library**

Saudi Digital Library is a consortium of resources under the ministry of education. It has got a wealth of subscriptions to in-depth scholarly journals, books, abstracts, dissertations, and other informative documents in digital format. Both teachers and students can sign up for its services by visiting the link given below:

<https://sdl.edu.sa/SDLPortal/en/publishers.aspx>

## IELTS Center

King Khalid University has an IELTS (International English Language Testing System) test center functioning at A/3/3. The office remains open between 8:00 and 2:00 P.M. on weekdays.

For further inquiries, email to: [ielts@ekku.edu.sa](mailto:ielts@ekku.edu.sa)

## The Central Auditoriums

The university has 10 spacious, well-equipped, nicely decorated auditoriums. They are all in building B. These auditoriums are used for programs like conferences, seminars, symposiums, workshops, etc. Generally, every faculty member receives an invitation to attend these programs.

The auditoriums are also used for conducting examinations. Prior booking is required to use the central auditoriums. Bookings can be made through the manager of the Faculty or by directly visiting the office of the auditorium in-charge.

## General KKU Rules

### **All teachers are requested:**

- To stick to their course/plan and course description as decided by the Department
- It is illegal to give classes or do jobs outside the university without prior permission from the university authority.
- All teachers need to fill in the course report
- Kindly update your phone number through the KKU system to receive announcements from the Faculty and the university.
- Kindly clean the board after finishing your class.
- If there are some genuine reasons which prevent you from returning on time after vacation, you should report to the Deanship of Teaching Staff and Employees at KKU.
- Violations of Islamic and Saudi culture, customs, and manners are not permissible

- If a student shows no compliance with the university rule, such as the KKU dress code, teachers can dismiss him from class and direct him to the Chairman.
- As a university regulation, instructors have to report to their classes on time, and cancelation of classes is not allowed without prior permission.

Best of Luck