

Procedure for coordination, room reservation, and defense announcement:

1. The supervisor shall determine the date and time in coordination with the examiners and the student.
2. The supervisor shall reserve the rooms in both the male and female campuses by contacting the following emails
salashewan@KSU.EDU.SA و mohmutairi@KSU.EDU.SA و FCCIS1GSU@KSU.EDU.SA
This should be accompanied by the Deanship's approval letter confirming the examination committee, the date and time of the defense, and the name of the supervisor.
3. Wait for confirmation messages confirming the room reservations.
4. The supervisor prepares the [defense announcement](#) form and sends it to the Vice Deanship for Graduate Studies and Scientific Research at ccisgr@ksu.edu.sa The announcement must be made at least one week before the scheduled defense date.

Other reservations:

If the reservation is for other purposes, such as the comprehensive examination, the requested date and time and the purpose of the reservation must be sent at least **48 hours** before the reservation time.

Contact:

Purpose	Extension	Email
For reservations, and in case of any technical issues in the male campus hall.	0114697412	wmalharbi@ksu.edu.sa mohmutairi@ksu.edu.sa
For contact regarding reservations at the female campus.	51089	salashewan@KSU.EDU.SA
In case of any technical issues in the female campus hall.	55095	naldwehi@ksu.edu.sa