

Faculty and Staff Handbook



Compiled by

Prof. Sulaiman Al Yahya

Dr. Mohammad A. Irfan

Version 1.0

2012

Designed by : Dr. Hassan H. Al-Khalafy



Custodian of the two Holy Mosques King Abdullah bin Abdul-Aziz Al Saud

May Allah Protect him



His Royal Highness Prince Salman bin Abdul-Aziz Al Saud, Crown Prince and Minister of Defense

May Allah Protect him



His Excellency Minister of Higher Education

Dr. Khalid bin Mohammad Al Anqari



His Excellency Deputy Minister of Higher Education

Dr. Ahmed bin Mohammad Al Saif

Table of contents:

1.0 Introduction to Qassim	7
2.0 Introduction to Qassim University	9
2.1 Vision & Mission	
2.2 Campuses of QU	
2.3 Colleges of QU	
3.0 Guidelines for New Faculty Members	13
3.1 Orientation for New Faculty Members	
3.2 Teacher Training Programs	
3.3 Academic Development and Training Programs	
3.4 Steps to do for new Faculty	
3.5 Expectations from faculty members	
3.6 Course specification and course report	
4.0 Faculty Affairs-Saudi	40
5.0 Faculty Affairs-Nun-Saudi	68
6.0 Academics & Examination System	93
7.0 Graduate Studies	105
8.0 Research	134
9.0 University Policies and Ethics	147
10.0 Medical Care	173
11.0 Recreation	174
12.0 Travel	176
13.0 Important Phone Numbers	177
14.0 Important Web Links	178





Preface

Qassim University is proud to present the Staff directory of 2012. This directory has been published by the University Vice Presidency of Planning, Development and Quality for the guidance of staff members. Information about all of the university and the Qassim region is given in details including the rights and obligations of the staff.

We hope this directory with the Blessing of Allah is of great benefit and interest for the acknowledgement of effectiveness and efficiency in education to achieve our higher goals.

I ask Allah's facilitation and help for all.

Prof. Khalid bin Abdul Rahman Al Hamoudi

The President



Introduction

I am very glad that we are presenting this directory of 2012 for the guidance and reference of faculty members. In this directory, information about all of the university is given. It has information about: Qassim region, Qassim services, introduction about Qassim University, rules, policies and guidance in the university, financial and contract issues, research and graduate studies issues, rights and obligations, and training and development.

The suggestions to improve the directory will be highly appreciated and in the light of the suggestion we will improve the publication to make it more beneficial and effective in the next years. We are thankful to God Almighty who has given us an opportunity to complete this project.

Prof. Sulaiman A. Al-Yahya

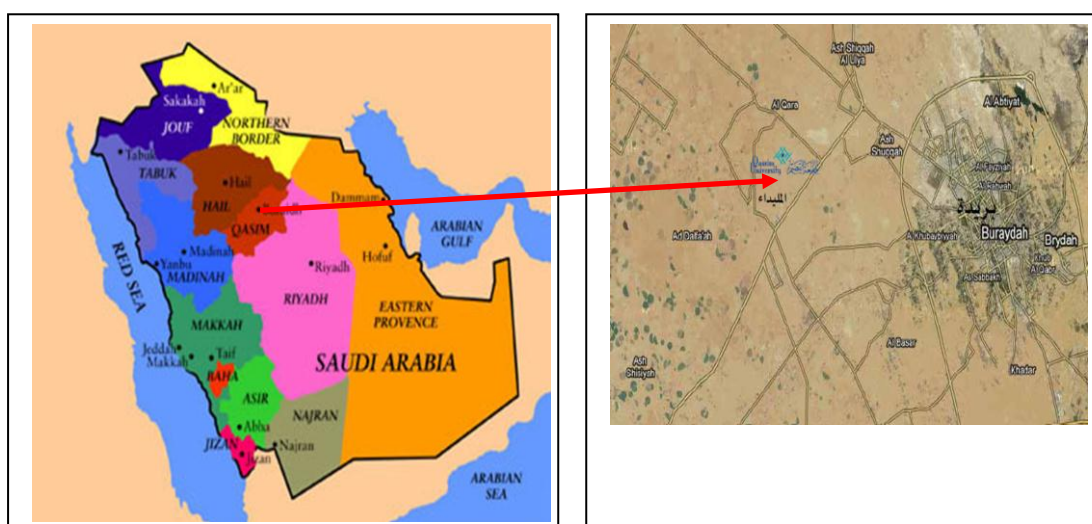
Vice President for Planning Development and Quality

1.0 Introduction to Qassim

Qassim is one of the thirteen administrative provinces of Saudi Arabia. It is located at the heart of the country, its population is more than million and its area is about 73,000 km². It has more than 400 cities, towns, villages, and Bedouin settlements, ten of which are recognized as governorates. Its capital city is **Buraidah**, which is inhabited by approximately 49% of the region's total population. Buraidah has a typical desert climate, with hot summers, cold winters and low humidity.

Qassim can be reached by driving or by air. The principal means of road transport is private cars. However, some taxis are available in all major towns in addition to Renta- car. Saudi Arabian Public Transport Company (SAPTCO) plies some buses between major towns. Additionally, some private operators arrange coach tours for Hajj and Umra for interested persons. Qassim can be reached also by air from all major airports of Saudi Arabia, like Riyadh and Jeddah. Qassim airport is about 25 Kms from the Capital city Buraidah and 40 kms from the city of **Unaizah**.

Some of the major towns of Qassim Province are listed below.



Buraydah

Buraydah is the capital of Al-Qassim Province. Buraydah lies equidistant from the Red Sea to the west and the Gulf to the east. It is located more than 300 kilometers north of the Saudi capital, Riyadh. It has a population of 609,000 (2010 census). The principal economy of Buraydah is agriculture.

Unaizah

The **Governorate of Unaizah** is the second largest city in Al-Qassim Province with a population of 163,729 (2010 census). It is located roughly 30 kilometers from Buraydah. Unaizah is an agricultural area and produces dates, wheat and barley of different varieties.

AlRaas

It is the third largest city in Al Qassim Province by population, with an estimated population of 133,000 (2010 census). It has an area of about 60 km². It is almost 400 km north of Riyadh, 50 km west of Unaizah, and about 80 km southwest of Buraydah, the regional capital.

There are also other nearby towns including Al-Bukairiyah, Badaya'a and Al-Khabra.

Weather

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
High	19	22	27	33	39	43	43	44	41	36	27	22
Low	06	08	12	17	22	25	26	26	23	18	13	08



2.0 Introduction to Qassim University



Introduction

Qassim University was established in 2004 by merging two Qassim branches of Imam Mohammad Ibn Saud Islamic University and King Saud University. Since the establishment of university it has experienced a remarkable growth in enrollment and a significant expansion of faculty and its administrative staff. The number of male and female students registered at university during 2010-11 approached 45,000 and number of faculty members and staff reached well over 3,000. At present the university encompasses 38 colleges both for male and female students.

Location

Qassim University is located in the center of the Qassim region, 4 km north of Qassim regional airport, and covers an area approximately 7.8 million square meters in total. Buraidah is the capital city of Qassim, which is 20 Km from Qassim University.

Vision

To become a nationally distinguished institution of higher education, supporting sustainable development in Qassim Region, and helping to advance knowledge based society.

Mission

Provision of a high quality, accredited education producing competent graduates who meet the needs of the labor market, conducting applied research and offering quality community services to develop Qassim Region and to contribute to the building of a knowledge based economy, achieving all goals by using the most advanced technology and information technology and information processing, by fostering national and international partnerships, and by boosting university's resources.

QUALITY FOCUS

ABET

In August 2010, Qassim Engineering College has been awarded the prestigious accreditation by *Accreditation Board for Engineering and Technology (ABET)*.

COE

Community college in Buraidh obtained the accreditation from The Council on Occupational Education (COE) in July 2012.

QS Stars

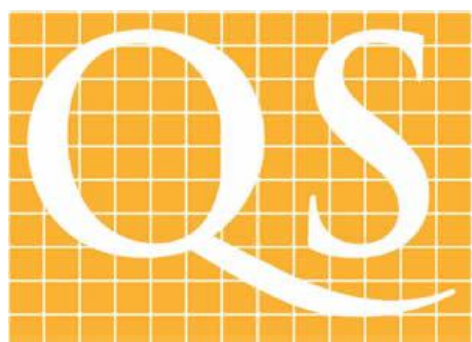
The university has participated in QS stars rating which is an extensive quality audit of the services and facilities provided by the university.

QS Benchmarking

Qassim University is currently being benchmarked by QS against its national and international peers. The benchmarking provides a detailed map of the university's strengths and weaknesses in various academic markers.

NCAAA

Qassim University is currently undergoing the accreditation process by National Commission for Academic Accreditation and Assessment (NCAAA).



Campuses of QU

Main Campus

Buraidah Campus

Al Raas

Bukariyah

Uqalat us Suqur



Colleges of QU

Programs offered by Qassim University

Qassim University has 38 colleges, 40 postgraduate programs, 137 undergraduate and diploma programs.

S. No.	Name of College	Undergraduate & Diploma Programs	Postgraduate Programs
1	College of Sharia and Theology	3	6
2	College of Arabic Language and Social Studies	3	8
3	College of Business and Economics	7	2
4	College of Agriculture and Veterinary Medicine	4	7
5	College of Medicine	1	1
6	College of Engineering	3	3
7	College of Science	3	5
8	College of Computer Science	3	1
9	College of Applied Medical Sciences	3	
10	College of Pharmacy	1	
11	College of Dentistry	1	
12	College of Applied Health Sciences in Rass	5	
13	College of Public Health and Health Informatics in Bukeriyah	5	
14	College of Education	7	6
15	College of Sciences and Arts in Buraidah	9	
16	College of Sciences and Arts in Rass	11	
17	College of Sciences and Arts in Unaizah	11	
18	College of Sciences and Arts in Bukeriyah	11	
19	College of Sciences and Arts in Muthnib	5	
20	College of Sciences and Arts in	4	

	Oqlatu'sSoqoor		
21	College of Design and Home Economics in Buraidah	6	1
22	College of Medical Rehabilitation in Buraidah	6	
23	College of Medical and Applied Health Sciences in Unaizah	11	
24	College of Nursing	5	
25	College of Architecture and Planning	3	
26	College of Business in Buraidah	6	
27	Community College of Buraidah	3	
28	Community College of Unaizah	3	
29	College of Engineering in Unaizah	3	
30	College of Pharmacy in Unaizah	1	
31	College of Dentistry in Al-Rass	1	
32	College of Sciences and Arts in Al-Asiah	5	
33	College of Sciences and Arts in Dharia	5	
34	College of Sciences and Arts Al-Badaia	5	
35	College of Sciences and Arts in Riyadh Al-Khubra	5	
36	College of Sciences and Arts in Eion Al-Jowa	5	
37	College of Business for Girls in Buraidah	4	
38	College of Business for Girls in Al-Rass	4	



3.0 Guidelines for New Faculty Members

3.1 Orientation for New Faculty Members

At the beginning of each semester an orientation program will be held to welcome the new faculty members. The program will include an introduction about the university, Faculty affairs, Quality Assurance and Research opportunities. The program will also include a tour of the university facilities as well as a sort tour of the city and landmarks of Qassim.

3.2 Teacher Training Programs

The university also offers teaching skills development programs for faculty who are just starting their teaching careers as well as for faculty who want to upgrade their teaching skills.

3.3 Academic Development and Training Programs

The Deanship of Academic Development conducts regular training programs, workshops and short courses for faculty skill development throughout the semesters. Please ask for a copy of the training programs from your department.



3.4 Steps to do for new faculty

1. Visit 4th Floor admin building, turn right as you exit from elevator, take application form from first office on left and fill it up. Paste PP picture and submit it. You will get form for medical tests.
2. Get medical tests done from Qassim University Dispensary in Iskan.
3. Submit medical tests in Passport Office (Jawazaat) 6th floor admin building (turn left after exiting from elevator). Pay Iqama fees for your dependants; submit their PPs and 2 PP photographs each.
4. Get iqama in 2 days.
5. Go to Buraydah, Khubaib Street, Tahweel Al Rajhi (bank). Get CIC Number.
6. Submit CIC number in Rajhi bank 4th floor admin building. Open your account. Get account card and paper.
7. Submit paper to faculty affairs office, 6th floor. Keep experience certificate ready. Sign your contract.
8. Wait for salary to be deposited. It might take one month or more from this point for your salary to come into your account.
9. Meanwhile go to Qassim Dispensary with your Iqamas and get your file number for the dispensary.
10. One week after signing your contract, get your file (malaf) number from admin 6th floor, opposite Mr. Faras's office. Take the file number to ID card office (opposite Jawazat office) to get your university ID card.
11. Go to 4th floor admin building, Computer and information Systems Department, (ph ext. 1500). Fill up a form, get it signed and stamped by Dean. Fax it back to the CIS department. Wait for your username and password for university website. Once you get your username and password, you can track your salary and other payments on the university website.
12. Make atm card for bank. Also get online access to your bank account through internet.
13. Your housing allowance and furniture allowance might take 2-3 months from your date of joining.

Notes:

Be proactive in all your cases, trace delays.

Until you sign your contract, carry spare copies all documents that you had for visa.

3.5 Expectations from Faculty members

"And remember We took from the prophets their covenant, and you and Noah, Abraham, Moses and Jesus son of Mary, and We took from them a solemn covenant

(Surah Al Ahzab 33:7)

The faculty member is one of the most important constituent pillars of the university. His/ her personality traits are used in the character building of the students. He/ she has the prime responsibility to inculcate the love of knowledge in his students. An important factor is the psychological dealing with students in which he/ she must be kind, patient and fair with the students.

It is imperative for the faculty member to establish a research program and excel in research. It is also the duties of a faculty member to participate actively in the work of the Department. Also faculty members should actively participate in the activities of the college and university and submission of proposals for the implementation of workshops or seminars or conferences and to maintain order in the halls, laboratories, and report any malfunction or accident that would impair the system.

This guide is a mutual treaty between members of the faculty at the Qassim University. A faculty member's fortune depends on **five main themes: (a) learning and education, (b) scientific research, (c) relations with colleagues, (d) university service, and (e) community service.** These themes reflect the components of university professor. This guide is intended to:

- development of knowledge and skills and attitudes, for a university professor.
- enlighten faculty members and their assistants about their rights and duties of university.
- introduce faculty members and their assistants to modern mechanisms consistent with the standards of the National Authority for Quality and Accreditation, as well as with the national framework of qualifications of the university.
- raise awareness of the general university regulations governing the conduct of members of the faculty and their assistants in the University and community service.
- encourage the establishment of social relations between faculty members on the basis of a sound university.
- support the values of accuracy, fairness and honesty in the production of scientific research and scientific.

As a faculty member at the University of Qassim have seen all of the items in the guide faculty members approved by the Qassim University, and therefore committed to:

1. Not to compromise on quality.
2. Academic integrity in all activities at the University of Qassim.
3. Stick to the general rules in force in the scientific community in scientific research and publication.
4. Stick to the provision of academic and professional environment fair, with respect to my colleagues members of the faculty, university staff and students.
5. Contribute to society and the preservation of Islamic culture and its basic elements in the various political, social and economic development.
6. Be bound by laws, regulations and decisions that govern the work of the university in Qassim University.

A. Learning and Teaching

A.1 Programs and courses:

1. Work to achieve the objectives of higher education in Saudi Arabia, and ways to achieve them according to the potential of the course you are teaching and access to information sufficient for the success of the vision and mission of the university.
2. Interest in the National Qualifications Framework levels and accepted standards in the field of specialization, including the requirements of the professions that are preparing students for practical life.
3. Inclusion of any course or program to include the teaching methods, and methods of assessment that are compatible with different types of learning.
4. Benefit from the programs or courses offered by international organizations including the e-learning or other programs or decisions of distance education.
5. To report on the decision, which has been taught, and for the student to express his opinion openly in a briefing after being content with the decision.
6. Maintain records of completion rates of students in all courses.
7. Appropriate modifications to the plans, teaching courses after studying the reports of the decisions and take what it is stated in the account.
8. Use appropriate mechanisms (honest and fixed), programs to check the levels (standards) compared student achievement in points (standards or levels) relevant reference at both the internal or external
9. Monitor the quality of each of the programs and decisions as a whole on a regular basis through the appropriate mechanisms.
10. Retain in the file the decision and the program file, the details of the changes that have been taken.

A.2 Regulations for lectures

1. There should be clear objectives for observation and measurement.
2. Describes the objectives to the students.
3. The lecture incorporates the main headings and sub for each subject.
4. Match its content with the objectives of the curriculum.
5. The presentation of material should be logical, coherent and integrated.
6. Fit its content with the number of hours set for it.
7. Appropriately fit on the drawings and diagrams and illustrations.
8. Use appropriate methods of evaluating the initial and formative (progress) and the final.
9. Stimulate students to think about different forms, it includes open-ended questions at the end of each chapter, which requires thinking and brainstorming.
10. Appropriateness of the level of the learner in his language and his style and presentation of scientific work.
11. Directs the learner to various related activities.
12. Directs the learner to other sources of knowledge available.
13. Links between the theoretical and practical matters.
14. The exploitation of sources of knowledge and learning available in the local environment.
15. Link the learner to community issues surrounding it.
16. Help the learner to a better understanding of the lecturer.
17. Develop a method of self-learning for the learners, and increase their ability to research and survey.
18. Help students to cooperative learning, and foster a spirit of teamwork and participation.

A.3 Relationship with the student

1. Clarify the responsibilities of students and their rules of behavior at the start of their studies.
2. Determine the developmental characteristics of students and evaluate and report to develop them.
3. Encourage students and respect their right to express their personal views, and not to resort deliberately to impose any decision or opinion.
4. Social interaction between the student and faculty member should be in a climate of good relations.
5. Put the right of the student within the disciplinary system.
6. Inform students the requirements of the duties and operations of student assessment (this information can be obtained from the models in detail description of courses).
7. Help students develop their knowledge, skills and attitudes positive towards religion and science and society by providing them mental skills and develop scientific and critical scientific thinking, love of learning and practice of continuous improvement.
8. Instill Islamic values balanced in the minds of students.

9. It is right of a faculty member that the student listen to the teacher during the lecture.
10. Inform students about schedule, objectives, content and evaluation methods used to accomplish, through the Internet and through the University website and e-mail or personal account for each student or by other means.
11. Maintain discipline in attending lectures and commitment to its place and dates of beginning and end, in accordance with the General Schedule.
12. Pay attention to office hours to guide the students and guide them on how to handle their problems and solve personal and social issues.
13. The maintenance of order in classrooms and lectures to provide an opportunity for students to achieve the highest level of achievement.
14. Provide (a list) of reference books and materials section to facilitate access by students with guidance to multiple sources.
15. Inform students in advance and in full from the requirements of courses through the descriptions of courses which must include knowledge and skills targeted for growth.
16. Avoid giving private lessons under any name fully paid or unpaid.
17. Urge the students for scientific integrity. In the case of the breach thereof, whether in an exam or in the preparation of research is the application of criminal laws in force in the university.
18. Prepare a list of the names of students, for monitoring the presence and absence, and record grades and the results of the year, in a way that allows extraction if necessary.
19. Allowing the student to review their own answer sheets in all circumstances.
20. Dealing with disciplinary action or criminal or personal or academic problems for students in strict confidence.
21. Design an integrated and comprehensive program to guide new students; to ensure that they understand fully the types of services provided by the institution for them, as well as the duties and responsibilities entrusted to them.
23. Keep files of documentary (Portfolio) contains the proofs and evidence on the operations of evaluation and optimization strategies that are.

A.4 The teaching process

1. Work on self-growth and development of academic performance and technical and vocational education through continuous application of developments and scientific developments in the field of specialization.
2. Good preparation of the scientific material to reach the scientific level of the target audience, and do not include in the lecture about issues not related to the article, with a commitment of time duration of the lecture from its beginning to its end.
3. Mastery of the teaching process and make it more interesting and fun, using appropriate teaching strategies for the development of scientific thinking skills, critical and creative with the student.
4. Give the student an equal chance in the dialogue and discussion, and to express his ideas with images e sequential, logical and relevant article.

5. Emotional self-awareness in terms of self-knowledge and acceptance and management of emotions, anger and distance from the verbal insults etc.
6. Include references of modern textbooks and the latest developments in the field of study.
7. Take advantage of educational technologies and media to facilitate teaching and learning processes, and external interest in the scholarship system to inform and train the skill or more.
8. Work to develop appropriate strategies to improve teaching performance.
9. Application of modern technology in distance education such as the use of computer and video communications via satellite.

A.5 Activities Calendar:

1. Prepare various student activities.
2. Diversification of activities assigned to the students to meet the individual differences.
3. Follow-up duties and activities and that makes her weight in the calendar.
4. Follow-up plan to organize and encourage and strengthen and diversify the student participation in cultural activities, sports, artistic, social, educational, and recreational, developmental, and other activities that fit their interests, and meet their needs.
5. Find the appropriate mechanism to monitor and evaluate the size of student participation in extra-curricular activities.
6. Invoke in the process of evaluation of evidence objectively
7. Keep focus on the quality of output.
8. Calendar operations include to improve the quality of business and routine activities as well as strategic priorities for improvement.
9. Keep appropriate mechanisms to address programs and courses, such as student questionnaires views, and graduate employment data outputs, and the views of employers and the subsequent performance of the graduates.
10. Take all necessary precautions to protect the leakage of exam questions and loss.
11. Participate in the work of the exams, and the development of periodic exams, midterm and correction and distribute the results of periodic examinations and fell answers with students.
12. Avoid participation in the development of examination questions or correct material in the case of a relative of a faculty member.
13. Keep commitment to order and discipline in the exam sessions and work to prevent fraud strictly prohibited and punish anyone who tries to.
14. Correct answer sheets through the correct key and organize the monitoring process in order to achieve full accuracy and impartiality.
15. Rely on Criteria for academic and grievance processes and announced to students and are applied in all fairness.
16. Be objective when building achievement tests in order to comply with what has been taught, and have the ability to distinguish between different levels of students.
17. Encourage innovation and renewal and modernization
18. Accuracy and fairness in the correct papers students' test scores

19. Use of effective procedures to verify that the report provided by the students are already of the work of the students themselves.
20. Critique students in a constructive way in the discussions.
21. Distribute activities and duties on a regular basis throughout the semester
22. Ask questions and encourage students to think and search for answers.
23. record announcing the results of the tests and editorial work in a timely manner.
24. Provide model answers to questions periodic tests.

B. Scientific Research

1. Commitment to accuracy, integrity and honesty when producing scientific research or writing or publishing.
2. Facilitate access to scientific research and dissemination in all fields of science and education.
3. Avoid the launch of ideas that go against Islamic values in scientific research and intellectual production.
4. Adopt positive attitudes towards scientific research.
5. Quality Assurance in research performance of graduate students.
6. Direct scientific research to benefit knowledge, society and humanity as a basic moral obligation.
7. Retention of the university in scientific production in accordance with the contracts and laws set forth.
8. Retention of others in any contribution made in the field of scientific research and production.
9. Take approval of the official bodies and specialized agencies to carry out scientific research.
10. Ensure the application of ethical standards for scientific research in terms of:
 - Protection of the Right to subjects or respondents in search of any damage hurts them, whether this damage financially or morally.
 - enter into a contract agreement between subjects or respondents and researcher defines the responsibilities and duties of each of them before conducting the search.
 - respect for freedom of subjects or respondents whether their consent to participate in research or refusing to participate in it or when they withdrew from it in any time appreciate.
11. Follow the rules of safety and security and prevention to protect researchers, technicians and other users of the risks that may harm their health.
12. Clarify the roles of participants in joint research with complete precision and avoids put names to compliment or to help.
13. Make scientific references honestly and accurately fully enable researchers to refer to when needed.

14. Accuracy and honesty when collecting field data completely with a move away from self and distortion or fabrication of data.
15. To participate in the work of scientific seminars and conferences locally, regionally and globally through conducting innovative research.
16. Supervision of the Theses including works:
 - guidance to the researcher in the selection and approval of the subject of his research.
 - accustom researcher to take responsibility for his research and analysis and findings, and prepare to defend it.
 - continued emphasis on the scientific integrity and confidentiality.
 - development of scientific research ethics.
17. Prohibit extortion or humiliation, insult or discredit researcher capabilities both when doing research or in public discussion sessions of the messages.
18. Prohibited from participating in the supervision or judgment of the Theses that do not fall within the framework of specialization.
19. Prohibits the use of powers of a faculty member or influence literary or administrative pressure on subordinates to get them to participate in research or pressure them to continue in the case if they wish to stop participating in it.
20. Avoid prejudice to any of the preceding items.

C. Relationship with colleagues

1. Live according to Islamic behaviors in dealing with colleagues and employees of the university staff and workers.
2. Maintain social relations with colleagues based on mutual cooperation, both on a personal level and scientific level.
3. Respect for the right of colleagues in the expression and academic freedom guaranteed by higher education systems.
4. A spirit of fairness and objectivity in making any judgment of the work of faculty members.
5. Respect the confidentiality of personal information to faculty members who apply scientific promotion.
6. Attend seminars, discussion and circulation of thought between colleagues and with previous experience in the field of scientific research.
7. Refrain from accepting gifts or donations from suspicious or bodies.
8. Build bridges of communication and cooperation in science and research with colleagues
9. Foster a spirit of cooperation and brotherhood between faculty members and students and staff.
10. Settlement of any dispute that may arise between a faculty member and one of his

colleagues amicably within the department, and Dean to resolve the dispute before resorting to other sources inside or outside the university.

11. Avoid reducing the honor of colleagues, and if there is reason to criticize a colleague professionally so it should be done in a professional manner.

12. Practice the ethics of dialogue and discussion among colleagues, not leading to an ideological conflict between them.

13. Resorting to the experienced at the university.

14. Commitment to the principles and ethics associated codes of various colleges such as medical schools and others.

15. Avoid prejudice to any of the preceding items.

D. University Service

1. Consult brochure of employment which contains all regulations, policies and rules that govern the process of hiring faculty and staff at the University, as well as the rights and responsibilities of faculty members, staff, and hiring, supervision, and evaluation of performance, promotion, and guidance, and support operations, career, and complaints, and discipline, and the appeal proceedings.

2. Granted access to the functional and penal systems.

3. Work on the existence of an effective strategy to ensure that rules and regulations are understandable and are adhered to.

4. Contribute to creating a positive regulatory environment (ie climate where individuals feel their participation in the decision-making process, and their ability to initiate and achieve career ambition, and where the belief prevails among members of the teaching and management bodies that their contributions have value).

5. Granting faculty members status in the educational ladder to enter a contractual appointment and guidance based on competitive.

6. Right to promotion which is made in the organization.

7. Right to incentives and material rewards and bonuses in the light of precise criteria.

8. Enjoy the health benefits and security and housing, with the establishment of a private social clubs to give them a chance educational meetings outside the walls of the university.

9. Receipt of financial receivables when assigning faculty members work outside official working hours, or bonuses to attend training courses.

10. To see the job descriptions, and working conditions, and the organization's mission, programs and detailed information on the nature of the work, performance indicators, and performance appraisal processes.

11. The right to participate in the reception and program guidance for new faculty to ensure their knowledge of the institution, and its services, programs, and strategies for the development of students, and priorities to achieve and support the university in achieving its mission.

12. Respect for the university system in terms of its regulations and laws, and instructed in all the work done by the faculty member.

13. Show a high level of ethics consistent with the work ethic of the university.

14. Contribute effectively in the service of the university.
15. Capacity Development Academy, to ensure continuity in the scientific and research tasks and services, and the pursuit of knowledge dissemination on the best and on the basis of constant updating.
16. Avoid using academic or administrative position to obtain personal gain undue Or unfair advantages incompatible with the status of a university professor.
17. Participate in the membership of the committees formed by the university and the colleges and departments when asked to do so.
18. Take advantage of the capabilities and expertise of talented faculty members, with documentation of outstanding achievements and activities of the studies and research, and educate others about them and involve them.
19. Avoid doing any work outside the university, contrary to the responsibilities and duties of a faculty member at the university.
20. Provide scientific advice on behalf of the university only after obtaining formal approval from the university to do so.
21. Obligation not to represent the University and speak its name officially to unless authorized to do so.
22. Maintenance of public money in every way it deems appropriate, whether used equipment, equipment and raw materials, or in the use of his time, or to express an opinion and to participate in financial committees.
23. Avoid buying equipment or devices or services from any source with which member faculty any relationship, only if a committee was formed for this purpose and approved by a majority of Members to purchase, if consistent with the required specifications and underwent bidding conditions applicable in such circumstances.
24. Avoid hiring a family member employee or consultant in any project oversees the university to manage its funding unless approved by an ad hoc committee to do so.
25. Avoid the use of computer services of the University in the following purposes:
 - obtain or use passwords to other users without taking their consent.
 - try to gain access to the files and information was not authorized to enter.
 - attempt to disable or slow down the network or the computer system of the University.
 - misuse of e-mail or other means of communication within the university.
26. Careful to communicate with officials who are involved in similar sections of male and female students.
27. Planning programs, facilities and services, which guarantee the achievement of similar standards in sections of male and female students, taking into account the diversity that exists between the two sides because of the different needs.
28. Participate in self-evaluation, and cooperation with quality improvement processes and reporting in their respective areas of specialization.
29. Recognition of mistakes and weaknesses in the spirit of understanding, and working to provide aid to overcome the weaknesses.

30. Avoid rejection of senior faculty who is responsible for quality management, and give him the time and the guidance and support of quality in the educational institution.
31. Acknowledge that the quality assurance system in the educational institution is an integral part of routine planning and development strategies, and in a series of specific start planning, implementation, then the external audit.
32. Take interest in providing templates and questionnaires and tools needed for a variety of conducting surveys on various tasks and activities of the institution in the framework identifies the processes and timetable for evaluating, auditing and reporting.
33. Verification of the results of self-evaluation, and comparing them with evidence and evidence extracted from the polls, and opinions of stakeholders, and faculty members, alumni, and business owners who employ our graduates.
34. Validate the interpretation of evidence or evidence related to the quality of performance by consulting people aware of the type of activity the subject of examination, as impartial mechanisms are used to remove the discrepancy between the different views.
35. Provide regulations and procedures that are available to verify the level of student achievement compared to other educational institutions, and according to the requirements of the "National Qualifications Framework".
36. Give due credit to the University in their social and cultural activities, intellectual and mathematical and scientific societies.
37. Take care to attend various events organized by the university.
38. Take care to attend meetings and orientations commitment section
39. Refer to the official channels in personal matters and commitment to the confidentiality of meetings.
40. Avoid prejudice to any of the preceding items.

E. Community Service

1. Develop a sense of responsibility towards the community to which he belongs faculty member, and to ensure that they are responsible and productive members of society.
2. Disclose publicly that the views expressed by the faculty member are personal and do not necessarily reflect the viewpoint of the university.
3. A faculty member at the university can offer consultancy services provided it does not affect the duties and academic performance of the member to be consulted.
4. Participate in anything that would educate the community, such as participation in public lectures, and in the media journalist and audio-visual.
5. Keep balance and moderation in facing social and intellectual issues, with care for maintaining the fundamentals of the Saudi Arabian society.
6. Contribute to the development of human knowledge, related to community service, in a manner that citizens are better able to participate effectively in society.
7. Immersion in the affairs of society with all its intellectual and political issues and economic development.
8. Positive interaction with the data and issues surrounding environment.
9. Guide students and guide them to serve the society and the environment through work

projects.

10. Act in public and private life befitting the social and academic standing without indecency.
11. Respect for the rules and regulations and decisions aimed at achieving community safety and security and stability, progress and prosperity.
12. Enhance a student's sense of belonging to a religion and homeland.
13. Promote positive interaction between the student and the other cultures.
14. Work on the rule of love and genuine respect between students and others to achieve the nation's security and stability, and to enable development, and the reputation and prestige among human societies.
15. Teachers should act as role models in ethical and social dealings and relationships with various community organizations.
16. Avoid prejudice to any of the preceding items.



3.6 Course specification and course report

It is obligatory that every instructor should fill the following course specification at the beginning of every semester and give to the students and also to fill the following course report and give it to the quality unit.

Course Specification

For Guidance on the completion of this template, please refer to of Handbook 2 Internal Quality Assurance Arrangements

Institution
College/Department

A Course Identification and General Information

1. Course title and code:
2. Credit hours
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs)
4. Name of faculty member responsible for the course
5. Level/year at which this course is offered
6. Pre-requisites for this course (if any)
7. Co-requisites for this course (if any)
8. Location if not on main campus

B Objectives

1. Summary of the main learning outcomes for students enrolled in the course.
2. Briefly describe any plans for developing and improving the course that are being implemented. (eg increased use of IT or web based reference material, changes in content as a result of new research in the field)

C. Course Description

(Note: General description in the form to be used for the Bulletin or Handbook should be attached)

1 Topics to be Covered		
Topic	No of Weeks	Contact hours

2 Course components (total contact hours per semester):			
Lecture:	Tutorial:	Practical/Fieldwork/Internship:	Other:

3. Additional private study/learning hours expected for students per week. (This should be an average for the semester not a specific requirement in each week)

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;
- A description of the teaching strategies to be used in the course to develop that knowledge or skill;
- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowledge

(i) Description of the knowledge to be acquired

(ii) Teaching strategies to be used to develop that knowledge

(iii) Methods of assessment of knowledge acquired

b. Cognitive Skills

(i) Cognitive skills to be developed

(ii) Teaching strategies to be used to develop these cognitive skills

(iii) Methods of assessment of students cognitive skills

c. Interpersonal Skills and Responsibility			
(i) Description of the interpersonal skills and capacity to carry responsibility to be developed			
(ii) Teaching strategies to be used to develop these skills and abilities			
(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility			
d. Communication, Information Technology and Numerical Skills			
(i) Description of the skills to be developed in this domain.			
(ii) Teaching strategies to be used to develop these skills			
(iii) Methods of assessment of students numerical and communication skills			
e. Psychomotor Skills (if applicable)			
(i) Description of the psychomotor skills to be developed and the level of performance required			
(ii) Teaching strategies to be used to develop these skills			
(iii) Methods of assessment of students psychomotor skills			

5. Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final

			Assessment
1			
2			

D. Student Support

1. Arrangements for availability of faculty for individual student consultations and academic advice.
(include amount of time faculty are available each week)

E Learning Resources

1. Required Text(s)
2. Essential References
3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)
4-.Electronic Materials, Web Sites etc
5- Other learning material such as computer-based programs/CD, professional standards/regulations

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)
1. Accommodation (Lecture rooms, laboratories, etc.)
2. Computing resources
3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list)

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching
2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department
3 Processes for Improvement of Teaching
4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)
5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

Course Report

For guidance on the completion of this template, please refer to pages 21 to 23 of Handbook 2 Internal Quality Assurance Arrangements

Institution
College/ Department

A Course Identification and General Information

1. Course title and code.
2. If course is taught in more than one section indicate the section to which this report applies
3. Year and semester to which this report applies.
4 Location (if not on main campus)

B- Course Delivery

1 Coverage of Planned Program			
Topics	Planned Contact Hours	Actual Contact Hours	Reason for Variations if there is a difference of more than 25% of the hours planned

<p>2. Consequences of Non Coverage of Topics</p> <p>For any topics where significantly less time was spent than was intended in the course specification, or where the topic was not taught at all, comment on how significant you believe the lack of coverage is for the program objectives or for later courses in the program, and suggest possible compensating action if you believe it is needed.</p>				
Topics (if any) not Fully Covered		Significance of Lack of Coverage		Possible Compensating Action Elsewhere in the Program
<p>3. Effectiveness of Planned Teaching Strategies for Intended Learning Outcomes set out in the Course Specification. (Refer to planned teaching strategies in Course Specification and description of Domains of Learning Outcomes in the National Qualifications Framework)</p>				
Domains	List Teaching Strategies set out in Course Specification	Were these Effective?		Difficulties Experienced (if any) in Using the Strategy and Suggested Action to Deal with Those Difficulties .
		No	Yes	
a. Knowledge				
b. Cognitive Skills				
c. Interpersonal Skills and Responsibility				
d. Numerical and Communication Skills				

e Psychomotor Skills (if applicable)				
--------------------------------------	--	--	--	--

4. Summarize actions you recommend for improving teaching strategies as a result of evaluations in table 3 above.

C. Results

1 Number of students commencing the field experience:

2 Number of students completing the field experience:

3 Result Summary:

Passed: No Percent Failed No Percent

Did not complete No Percent

4 Distribution of Grades (If percentage marks are given indicate numbers in each 5 percentile group)

	No		%	No	%	No
A		OR	95-100		70-74	
B			90-94		65-69	
C			85-89		60-64	
D			80-84		< 60	
F			75-79			
Denied Entry			Denied Entry			
In Progress			In Progress			
Incomplete			Incomplete			
Pass			Pass			
Fail			Fail			
Withdrawn			Withdrawn			

5 Special factors (if any) affecting the results

6. Variations from planned student assessment processes (if any) (See items C 4 and 5 in the Course Specification.)	
a. Variations (if any) from planned assessment schedule (C5 in Course Specification)	
Variation	Reason
b. Variations (if any) from planned assessment processes in Domains of Learning (C4 in Course Specification)	
Variation	Reason

<i>7 Verification of Standards of Achievement (Eg. check marking of a sample of papers by others in the department. See G4 in Course Specification) (Where independent report is provided a copy should be attached.)</i>	
Method(s) of Verification	Conclusion

D Resources and Facilities

1. Difficulties in access to resources or facilities (if any)	2. Consequences of any difficulties experienced for student learning in the course.
---	---

E. Administrative Issues

1 Organizational or administrative difficulties encountered (if any)	2. Consequences of any difficulties experienced for student learning in the course.
--	---

H Course Evaluation

1 Student evaluation of the course: (Attach Survey Results if available)
a List the most important criticisms and strengths
b Response of instructor or course team to this evaluation
2. Other Evaluation -- What evaluations were received? Specify and attach reports where available. (eg. By head of department, peer observations, accreditation review, other stakeholders etc):

a List the most important criticisms and strengths
b Response of instructor or course team to this evaluation

I Planning for Improvement

1. Progress on actions proposed for improving the course in previous course reports:	
Actions proposed in the most recent previous course report(s)	State whether each action was undertaken, the impact, and if the proposed action was not undertaken or completed, give reasons.

2. Other action taken to improve the course this semester/year Provide a brief summary of any other action taken to improve the course and the results achieved. (For example, professional development for faculty, modifications to the course, new equipment, new teaching techniques etc.)

3. Action Plan for Next Semester/Year

Actions Required	Completion Date	Person Responsible
4. Recommendations to Program Coordinator (if Required)		
(Recommendations by the instructor to the program coordinator if any proposed action to improve the course would require approval at program, department or institutional level or that might affect other courses in the program.)		

Name of Course Instructor: _____ -

Signature: _____ Date Report Completed: _____

Received by Program Coordinator Date: _____

4.0 Faculty Affairs

Saudi Faculty

Article 1

The Decision of the Higher Education Council No 4/6/1417

Decision No 4/6/1417

The Higher education council . . .

According to Item 15 in Article 6 from the regulating rules of the Higher Education Council and the Universities which includes that the Higher Education Council issues regulating rules of both the Saudi and non- Saudi universities staff, including faculties, their salaries, payments and allowances, and after coordination with the Ministry of Higher Education, the Ministry of Finance and National Economy and the Public Civil Services Bureau,

After the perusal of the memorandum sent by the secretary general of the Higher Education Council, and a copy of the suggested amendments about the regulating rules regulating rules of the Saudi faculties and similar staff, the council decided the following:

Approval of the suggested regulating rules of the Saudi faculties and similar staff as stated in the decision.

Article 1

Faculty members include:

- 1- Professors.
- 2- Associate professors.
- 3- Assistant professors.

Article 2

The following staff may be classified as faculties: lecturers, teaching assistants, language instructors, and assistant researchers.

Appointment and Promotion

Article 3

A permanent committee should be formed in each university to be concerned with the affairs of lecturers, teaching assistants, language instructors, and assistant researchers. It is headed by the university vice-rector of graduate studies and scientific research. The committee is formed and its members are nominated as per a decision of the university council based on a recommendation by the university rector.

The committee submits its recommendations to the council, and it has the following obligations:

- 1- Suggesting the general policy for choosing the lecturers, teaching assistants, language instructors, and assistant researchers.
- 2- Giving opinions regarding recommendations of departments and colleges councils related to appointing lecturers, teaching assistants, language instructors, and assistant researchers according to the following parameters:
 - a) The number of the total Saudi faculties and their percentage to the total number of faculties in each department, their major and teaching loads.
 - b) The number of lecturers, teaching assistants, language instructors, and assistant researchers in each department.
 - c) The number of missionees in each department, their majors and expected dates of their return.
- 3- Suggesting distributing positions of lecturers, teaching assistants, language instructors, and assistant researchers according to the recent and future needs of each department.
- 4- Studying the recommendations related to transferring lecturers and teaching assistants to administrative positions in the university or assigning them to the Public Civil Services Bureau.

Article 4

The teaching assistant should have the following qualifications:

- 1- He/she should have BA or an equivalent degree from a Saudi university or an acknowledged university.
- 2- He/she has at least a GPA of "very good"
- 3- He/she should meet all the prerequisites determined by the university council.

Article 5

The lecturer and the language teacher should have the following qualifications:

- 1- He/she should have MA or an equivalent degree from a Saudi university or an acknowledged university.
- 2- He/she should at least get a GPA of “very good” if he/she has received the degree from a university which lists the GPA in words).
- 3- He/she should meet all the prerequisites determined by the university council.

Article 6

The assistant researcher should have the following qualifications:

- 1- MA holder (named assistant researcher A)
 - a- He /she should have MA or an equivalent degree from a Saudi university or an acknowledged university with a GPA of “very good” if he should get this degree from a university which lists the GPA in words.
 - b- He/she should meet any other conditions put by the university.
- 2- BA holder (named assistant researcher B)
 - A- He/she should have BA or an equivalent degree from a Saudi university or an acknowledged university with a GPA of “good”.
 - b- He/she should meet any other conditions put by the university.

Article 7

The teaching assistant, lecturers, language teacher, and assistant researcher are appointed according to a recommendation by the department council, college council and the permanent committee of teaching assistants, lecturers, language teachers, and assistant researchers, and the approval of the university council.

Article 8

The assistant researcher is appointed by the university rector based on a recommendation by the department council, college council and the permanent committee of the teaching assistants, lectures, language teachers, and assistant researchers.

Article 9

- 1- The teaching assistant who got BA in four years is appointed at the salary of the first year
- 2- The teaching assistant who got the BA in five years is appointed at the salary of the second year.
- 3- The teaching assistant who got BA in six years is appointed at the salary of the salary of the third year.
- 4- The teaching assistant who got BA in seven years is appointed at the salary of the fourth year of the “teaching assistant” position.

Article 10

The regulations of educational positions approved by the Public Civil Service Council decision No. 590 on 10/11/1401 H and its amendments are applicable to language teachers and assistant researchers.

Article 11

The assistant professor should have PhD or an equivalent certificate from a Saudi or an acknowledged university, and meet any other conditions put by the university council.

Article 12

If necessary and upon a recommendation by the department council and the college council, and the scientific council, the university council can appoint a nominee assistant professor without his/her being having the PhD degree in the majors that do not have a PhD program, according to the following conditions:

- 1- He/she should have an MA or an equivalent degree from a Saudi university or an acknowledged university.
- 2- He/she should have at least worked for three years as a lecturer in the university.
- 3- He/she should have published three research papers (equal three units according to the instructions of promotion) after getting MA. At least one of them should be single-authored. The publication should be consistent with Article 29 of these regulations.

Article 13

Keeping in mind Article 12 of these regulating rules, the associate professor should have the following qualifications:

- 1- He/she should have PhD or an equivalent degree from a Saudi university or an

acknowledged university.

2- He/she should have worked at least for four years as an assistant professor.

3- He/she should have been promoted to the rank by a Saudi university or an acknowledged university.

Article 14

Keeping in mind Article 12 of these regulating rules, the professor should have the following qualifications:

1-He/she should have PhD or an equivalent degree from a Saudi university or an acknowledged university.

2- He/she should have worked at least for eight years, at least four of which as an associate professor.

3- He/she should have been promoted to the rank by a Saudi university or an acknowledged university.

Article 15

Faculties are appointed by the university council based on a recommendation of the department council, the college council and the scientific council.

Article 16

1- The staff member holding PhD who is transferred to be a faculty member, lecturer or teaching assistant is appointed in the position of assistant professor in his/her PhD major and receives the salary of the first year of the position. If his/her current salary is similar to the salary of the academic rank to which he/she is transferred, he/she gets the salary of the next year in the academic rank of assistant professor. If the salary he/she already receives is higher than the salary of the highest year in the rank of assistant professor, he/she keeps the difference as an allowance until the salary increases by promotion or allowance to be similar to his/her recent salary.

2- If a previous faculty member is to be reappointed, he/she is classified according to the academic position he/she has occupied. He/she is then dealt with according to the previous item.

3- If the transferred staff to the position of a faculty member has experience after getting the required degree, and his/her due salary according to item 1 of this Article is less than what he/she deserves (when the experience is considered), years of experience are considered if they are in the major.

Items 1, 2 and 3 are applicable to BA and MA holders who will be appointed as teaching

assistants or lecturers.

Article 17

If the candidate who is not included in Article 16 has experience after getting the required degree, years of experience are considered as if they are in the major.

Article 18

The staff appointed as a faculty member and similar staff receives the salary of the first year of the position. If his/her salary is similar to or equals the salary of the academic rank to which he/she is transferred, he/she gets the salary of the next year in the academic rank or position. The promoted faculty member or similar staff receives the salary of the first year of the position. If his/her salary is similar to or equals the salary of the academic rank when he/she is promoted, he/she gets the salary of the next year in the academic rank.

Article 19

Regarding financial allowances and payments, faculty members, lecturers and teaching assistants are treated as other public employees as follows:

Teaching assistant: Class 8

Lecturer: Class 9

Assistant professor: Class 12

Associate professor: Class 13

Professor: Class 14

The Professor receives 650 Saudi riyals as a monthly transport allowance.

Article 20

If the professor obtains the salary of the highest year in the rank, he/she keeps obtaining his/her annual increment. This exception is only valid for the rank of professor.

Article 21

The assistant professor who is candidate to the rank of associate professor should have the following qualifications:

1- He/she should at least have worked for four years as an assistant professor in a Saudi university, or an acknowledged university provided that he has at least worked for a year in a

Saudi university.

2- He/she should have published the minimum number of research papers (units according to the instructions of promotion) according to the rules of Article 33 of these regulating rules.

3- These papers should be published or accepted for publication during his/her working as an assistant professor.

Article 22

The associate professor who is a candidate to the rank of professor should have the following qualifications:

1- He/she should at least have worked for four years as an associate professor in a Saudi university, or an acknowledged university provided that he/she has at least worked for a year in a Saudi university.

2- He/she should have published the minimum number of research papers (units according to the instructions of promotion) according to the rules of Article 33 of these regulating rules.

3- These papers should be published or accepted for publication during his/her working as an associate professor.

Article 23

The faculty member can submit the promotion application to the department council six months before the due time.

Article 24

For the promotion purposes, the faculty delegation, scholarship or secondment is dealt with as follows:

1- The whole period if the faculty delegation, scholarship or secondment is to an academic institution and work is related to the major.

2- Half of the period if the faculty delegation, scholarship or secondment is not to an academic institution and the work is related to the major.

3- Nothing is considered if the work is irrelevant to the major.

Article 25

The faculty member is promoted according to the following parameters:

1- Academic research works.

2- Teaching.

3- University and community service.

Article 26

The following are the promotion procedures:

1- The faculty member applies for the related department council, and the application form should include:

- a- A list of academic and professional qualifications, experience and jobs.
- b- Teaching activities including teaching load.
- c- A record of university and community service.
- d- At least five copies of research works presented for promotion, including all required data.
- e- Any additional data which may be helpful for promotion.
- f- Any other related documents which may be required by the department council and the college council.

2- The department council studies the promotion application and verifies that all conditions and procedures are met. It suggests submitting the application to the college council including a nomination of at least eight referees in the major.

3- Based on the recommendation by the department council, the college council discusses the application and nominates a number of referees in the major not less than eight, whether from those already nominated by the department council or others.

4- Based on the recommendation by the department council and the college council, the scientific council discusses the promotion application, and does the following:

- a- Selecting five referees to evaluate the research papers, whether from those nominated by the college or others.

Three of them are basic; the fourth is the first standby and the fifth the second, and their help is requested if needed.

At least two of the three basic referees should not be from the university.

- b- Sending the research papers and data to the referees to be evaluated confidentially by the referees according to the evaluation form prepared by the scientific council.

- c- Deciding to promote (not to promote) the applicant based on the referees reports and the reports about his/her activities in the fields of teaching, and university and community service.

- d- If the council decides not to promote the faculty member because of the quality of research work, it should classify the papers as acceptable and unacceptable for future application purposes. However, the new promotion application should at least include one new research paper (one unit) to the candidate of the rank of associate professor and two new research papers to that of a professor.

Article 27

The faculty member who applied for promotion is evaluated out of

100 grades divided as follows:

- 60 grades for research works.
- 25 grades for teaching.
- 15 grades for university and community service.

The university council may determine some parameters for evaluating the applicant with regard to teaching, and university and community service based on a recommendation by the scientific council.

Article 28

The faculty member should at least obtain 60 grades, minimum 35 of which for research works for the promotion to the rank of associate professor and 40 for professor. The promotion to the rank of associate professor should be based on the opinion of two of the three referees while that of the professor should be by the consensus of the three referees. In case two of the three referees recommend the promotion and the third does not, the papers should be sent to a fourth and his/her evaluation is final.

Article 29

The minimum number of research works required for the faculty member promotion includes:

- 1- The published research works or those accepted for publication in refereed academic specialized journals. The scientific council determines criteria of accrediting journals of publication.
- 2- Research papers presented in conferences or specialized symposia if published or accepted for publication. Only one of these is accepted.
- 3- The published research papers or those accepted for publication in specialized university research centers.
- 4- Refereed university textbooks and references. Only one of these is accepted.
- 5- Edited classical books provided that they are refereed. Only one of which is accepted.
- 6- Refereed specialized books translation. Only one of these is accepted.
- 7- Refereed books and research papers published by scientific commissions. Only one of these is accepted.
- 8- Registered patents by commissions acknowledged by the scientific council. Only one of these is accepted.
- 9- Creative distinguished activity based on rules determined by the university council and recommendation of the scientific council. Only one of these is accepted.

Article 30

The number of research works published or accepted for publication in academic journals should at least be one research paper (one unit) for the applicants to the rank of associate professor and two for professor.

Article 31

The research work should be published in more than one publishing channel and by more than a university, an academic institution or a journal.

Article 32

The minimum number of research works required for the promotion to the rank of associate professor is four, either published or accepted for publication. At least, two of which should be single authored. The university council can exclude some majors from this condition provided that there should at least be one unit already published.

Article 33

The minimum number of research works required for the promotion to the rank of professor is six, either published or accepted for publication. At least, three of which should be single-authored.

The university council can exclude some majors from applying this condition provided that there should at least be three units already published.

Article 34

Each research work is dealt with as one unit if the author is single and half a unit for each if double-authored. If the authors are three, the first author gets half a unit while each of the other two gets a unit quarter.

Article 35

The research work presented for promotion should not be extracted from MA or PhD thesis, dissertation, or previous works of the author. If it is found that some of them are extracted, the applicant cannot apply for promotion for another year from the date of scientific council decision.

Article 36

The referees should be professors. However, it is possible to assign one of them as an associate professor if the promotion is from the rank of an assistant professor to an associate professor.

Article 37

The faculty member is promoted academically from the date of issuing the promotion decision by the scientific council. However, the professional promotion depends on the availability of a vacant position which is associated with issuing an executive decision.

Faculties Obligations

Article 38

The faculty member should meet the following prerequisites:

- 1- He/she should have good reputation, be honest and committed to following public rules and regulations. He/she should also avoid all job misconduct or illegal behavior.
- 2- He/she should follow the up-to-date innovations in his/her major and share in its development.
- 3- He/she should pass on the most recent innovations in his/her major to his/her students, including inspiring knowledge love and correct methods of scientific thinking.
- 4- He/she should actively share in the department council works and other council's at all professional levels - department, college and university. In addition, he/she should energetically participate in non-curricular and community activities in the department, college and university.
- 5- He/she should be fulltime devoted to his/her work in the university. He/she is not allowed to have any other part-time job outside the university unless he/she gets a prior permission according to the regulations and rules.

Article 39

The faculty member is responsible for keeping order in the teaching classrooms and laboratories. He/she should submit a report about any misconduct conflicting with

public order.

Article 40

A) The upper limit of the teaching load of the faculty member and similar staff is as follows:

- 1- The professor: 10 educational units (credit hours).
- 2- The associate professor: 12 educational units.
- 3- The assistant professor: 14 educational units.
- 4- The lecturer: 16 educational units, it may be less than that during his study.
- 5- The teaching assistant: 18 educational units.
- 6- The language teacher: 18 educational units.

B) The educational unit: A 50-minute weekly theoretical or clinical lecture, or a 100-minute applied lesson which is commonly known as the credit hour. It continues for one semester.

Article 41

The faculty member and similar staff should work 35 hours weekly spent in teaching, research, office hours, academic committees, academic counseling, and other required administrative and research works. Based on a decision by the university council, they can be raised to 40 hours.

Article 42

Teaching loads of faculties in charge of administrative works such as the university vice-rectors, deans and vice-deans, directors of centers, and heads of academic departments are reduced to a minimum provided that their teaching loads should not be less than three educational units.

Article 43

The head of the academic department submits an annual report to the college/institute dean about the department and the academic activities of its faculty members. The dean of the college/institute should also submit an annual report to the university rector.

Salaries, Allowances and Payments

Article 44

The enclosed salary table in these regulating rules is applicable for faculty members, lecturers and teaching assistants.

Article 45

The university vice-rector receives a monthly allowance of 3000 Saudi riyals.

Article 46

The college dean and similar staff receive a monthly allowance of 1000 Saudi riyals; the total annual allowance should not exceed 10000 Saudi riyals. The college vice-dean receives a monthly allowance of 800 Saudi riyals; the total annual allowance should not exceed 8000 Saudi riyals. The head of the academic department receives a monthly allowance of 500 Saudi riyals; the total annual allowance should not exceed 5000 Saudi riyals.

Article 47

The head of the scientific council receives an annual allowance of 10000 Saudi riyals provided that he/she is a faculty member. If he/she is not, he/she is dealt with according to the related rules of civil service law and its regulations.

Article 48

The payment of the faculty member and similar staff who work in the university and give extra hours are dealt with as follows:

- 1- The professor: 300 Saudi riyals.
- 2- The associate professor: 250 Saudi riyals.
- 3- The assistant professor: 200 Saudi riyals.
- 4- The lecturer and language teacher: 150 Saudi riyals.
- 5- The teaching assistant: 100 Saudi riyals.

Article 49

The deans, vice-deans, directors of centers, and heads of academic departments, and faculty members who are required to work during the summer holiday receive a payment of a two-month basic salary maximum.

Article 50

1- Members of the permanent committees in the universities receive 200 Saudi riyals for each session held during working hours and 300 after work; the total annual allowance should not exceed 6000 Saudi riyals in the fiscal year.

2- The committee should be as follows:

- a- It should be formed according to the Higher Education Council regulations and procedures.
- b- It should be formed from more than one member.
- c- It should be continuous.
- d- It should be on the university level.
- e- Some of its members should be high-class staff such as the faculty members who cannot be rewarded by giving them allowances for working after the regular working hours.

The members of the scientific and regulation committees of the conferences organized by the university are dealt with as the permanent committees.

Article 51

If the teaching load of the faculty member is more than the prescribed load, the college council may decide giving him/her a payment of 150 Saudi riyals per hour.

Article 52

The university council may give faculty members, lecturers and teaching assistants who work and are specialized in computer a payment of 25 % of the salary of the first year of their basic salary maximum.

Article 53

Faculty members, lecturers and teaching assistants who work and are specialized in pharmacy may get 50 % of the salary of the first year of their basic salary maximum as a payment for extra hours and full-time working.

Article 54

Faculty members, lecturers and teaching assistants who work and are specialized in medicine may get 70 % of the salary of the first year of their basic salary maximum as a payment for extra hours and full-time working.

Article 55

Faculty members, lecturers and teaching assistants who are not physicians, and work and are specialized in clinical works may get 20 % of the salary of the first year of their basic salary maximum as a payment for extra hours and full-time working.

Vacations

Article 56

The annual holiday for the faculty members, lecturers, teaching assistants, and language teachers is the summer holiday. The holiday does not start unless the final examinations end and the results are announced. The university council determines the appointments of the end of the holiday.

Article 57

Upon a decision by the university rector, the faculty member, lecturer, and language teacher, the teaching assistant can teach during the summer holiday. He/she should receive a payment of extra two-month basic salary for the work which should not exceed sixty days in the academic year.

Article 58

If necessary, the university rector can delay the starting date of the faculty member and similar staff annual holiday or part of it.

Article 59

For the other holidays, the related rules of civil service law and its regulations are applicable to the faculty members and similar staff.

Article 60

The university rector can give the faculty member and similar staff an unpaid exceptional six-month leave during the period of three years. The university council

can extend it to a year maximum.

Sabbatical Leave

Article 61

According to a decision by the university council which is based on the recommendation of the academic department council, the college council and the scientific council, the faculty member and similar staff can get a sabbatical leave for an academic year after working for five years or having a previous sabbatical leave, or for a semester after working for three years or having a previous sabbatical leave provided that this does not affect the educational process in the department.

Based on the scientific council suggestion, the university council determines regulating rules for the procedures of the sabbatical leave.

Article 62

The following conditions should be met to grant a faculty member the sabbatical leave:

- 1- Only a faculty member or 10 % of the faculty members of a department can get a sabbatical leave concurrently in the academic year.
- 2- The faculty member should present a scientific program that he/she is going to perform during the leave.

Article 63

The faculty member who enjoys a sabbatical leave receives the following payments:

- 1- His/her full salary and transport allowance for the whole period.
- 2- Airtickets for him, his wife, sons under 18, and unmarried daughters.
- 3- Book allowance similar to the payment granted for graduate students.
- 4- Expenses of scientific research which are different from a project to another. The scientific council estimates the cost for each project.
- 5- Medical expenses for those who spend their vacations abroad. He/she receives 5000 Saudi riyals if alone and 10000 Saudi riyals if accompanied by his/her family. Half of the amount is granted if the faculty member takes a sabbatical leave for a semester.
- 6- Faculty members who are physicians take not less than 3000 Saudi riyals as fulltime work allowance for working in public hospitals in Saudi Arabia

Provided that they work three extra hours daily including Thursday.

Article 64

The faculty member who gets a sabbatical leave cannot be delegated to another department, contract to work or work as consultant.

Article 65

The faculty member should perform the scheduled scientific program for which he/she has taken the sabbatical leave. By the end of the first semester of the leave, he/she should have submitted a detailed report about his/her activities. A copy of the scientific tasks he/she has achieved should be enclosed with the report in order to be presented at one of the sessions of the college council and then the scientific council.

Scientific Consultations

Article 66

The faculty member can work as a part-time consultant in the public or private sector, regional or international organization which is located in Saudi Arabia, according to the following conditions:

- 1- He/she should work in his/her major.
- 2- He/she is not allowed to work for more than a department.
- 3- The period of work is for one renewable year.
- 4- The consultation application is applied through the related minister (if from a public department) or the director of the company (if from the private sector, regional or international organization) to the Minister of Higher Education.
- 5- The consultation and its renewal decision should be based on a recommendation by the department council, the college council and the support of the university rector, and the approval of the Minister of Higher Education.
- 6- The consultant should submit an annual report to the university rector and the Minister of Higher Education about his/her consultation activities and a report at the end of his/her works.
- 7- The consultation work should not affect his/her original work, especially:
 - a- The teaching load of the faculty member.
 - b- Being at office during office hours, clinics and laboratories, and computer centers if required.
 - c- Sharing in councils and committees required by the university.

Attending Conferences, Symposia and Workshops

Article 67

The faculty member can attend conferences, symposia and workshops in Saudi Arabia, according to the following conditions:

- 1- There should be a relationship between the topic of the conference, symposium or workshop and the major of the faculty member or his/her work obligations.
- 2- Participation in conferences, symposia and workshops in Saudi Arabia should be based on the recommendation of the department council, the college council and the approval of the university rector.
- 3- Participation in conferences, symposia and workshops abroad should be based on the recommendation of the department council, the college council, the support of the university rector, and the approval of the head of the university council.
- 4- The university council determines executive rules for the regulations and procedures of attending conferences, symposia and workshops based on a recommendation of the scientific council.
- 5- The faculty member who attends a conference or symposium should submit a report about it to the university

Article 68

The university may issue an air ticket and delegation payment for the faculty member who attends the conference or symposium. It is also possible to issue the ticket only or give permission to attend without giving any payment.

Delegation

Article 69

According to a recommendation by the department council, the college council and the approval of the university council, the university may delegate the faculty member and similar faculty to work for a public department. The university should pay his/her salary and the monthly transport allowance unless stated otherwise.

Article 70

According to a recommendation of the department council, the college council and the approval of the university council, the university may delegate the faculty member and similar faculty to work for another organization for a certain period. The university council can terminate the secondment before the end of the period.

Article 71

The following conditions should be met to delegate a faculty member to another establishment:

- 1- He/she should at least have worked for three years in the university, and the university council can exclude some applicants from this condition.
- 2- Only a faculty member or 10 % of the faculty members of a department can get a delegation leave concurrently in the academic year.
- 3- Those that have been delegated should spend a period similar to that of the previous delegation before applying again.
- 4- The delegation work should not affect the teaching process.
- 5- Any other conditions determined by the university council.

Article 72

The faculty member may be delegated to one of the following:

- 1- Universities and university colleges in Saudi Arabia or abroad.
- 2- Ministries and public departments.
- 3- Public and private establishments.
- 4- Regional and international organizations and governments.

Article 73

The delegation should be for one renewable year or less. The total period of continuous delegation should not exceed five years. The university council can extend the period for two years. The total period of delegation the faculty member and similar staff should not exceed ten years during his/her work in the university or any other university.

Article 74

The establishment where the delegated faculty member works should pay his/her salary, allowances and payments from the date of starting work. With regard to work experience and due allowances, the delegated faculty member is dealt with as he/she is in the university.

Retirement fees should be deducted, and the period of promotion is treated as per

Article 24 of these regulating rules.

Article 75

The decision of delegation may include that the delegated faculty member perform some academic tasks such as teaching, scientific supervising and training. However, the university does not bear any expenses due to this.

Scientific Communication

Article 76

According to a recommendation by the department council, the college council and the scientific council, and the approval of the university council, it is possible to send the faculty member in a scientific mission outside the university for four months. If necessary, it can be extended for a year. The missionees are dealt with as a delegated employee if the period does not exceed a month. However, he/she is dealt with as missionees in a scholarship abroad if the period is more than a month.

Article 77

Keeping in mind the related regulations and laws and according to a recommendation by the department council and the college council, the university rector may be delegated to teach abroad. In this case, he/she is dealt with as delegated provided that the delegation period does not exceed four years.

Article 78

According to a recommendation by the department council, the college council and the scientific council, the university rector may allow the faculty member to conduct research work abroad during the summer holiday according to the following conditions:

- 1- The faculty member should apply for travel, and the application should include all required data.
- 2- He/she should submit a report to the department about his/her mission after coming back. The report should then be submitted to the scientific council.
- 3- An air ticket is issued for the missionee.

Transfer

Article 79

It is possible to transfer a faculty member from an academic department to another in the same college provided that he/she works in his/her major according to a recommendation by the department council, the college council and the scientific council, and the approval of the university rector.

Article 80

It is possible to transfer a faculty member from a college to another according to a recommendation by the department council, the college council and the scientific council, and the approval of the university rector.

Article 81

It is possible to transfer a faculty member to another job outside the university according to a recommendation by the department council and the college council, and the approval of the university council.

Disciplining

Article 82

The disciplining committee of the faculty members and similar staff is formed by the university rector as follows:

- 1- One of the university vice-rectors- Head
- 2- One of the deans who does not participate in the inquiry- Member
- 3- A faculty member who is at least a professor- Member.
- 4- A specialist in law or Islamic Sharia- Member.

Article 83

Keeping in mind the rules of disciplining public employees, if a faculty member or a similar staff misconducts or breaks the law, a dean investigates with him/her according to a decision by the university rector. He/she submits a report to the rector about the case. The dean may send the case to the disciplining committee if there is a need.

Article 84

The university rector may decide to stop a faculty member or similar staff from

performing his/her duties if the inquiry necessitates this. However, the suspension period should not exceed three months unless it is decided by the disciplining committee.

It is possible to increase the suspension for a period or periods as per the inquiry provided that the suspension is for a year maximum each time.

Article 85

The employee under investigation gets half of his/her salary. If found innocent or punished by a penalty other than separation from work, he/she takes back the rest of the deducted salaries. If he/she is dismissed from work, he/she does not get back the rest of the salaries unless the committee has another decision.

Article 86

The university rector informs the faculty member or similar staff under investigation by the charges and a copy of the inquiry report in a formal letter at least fifteen days before the appointment of the trial.

Article 87

The faculty member or similar staff under investigation can have a look at the inquiry on the days determined by the university rector.

Article 88

The disciplining committee should follow the following procedures:

- 1- The secretary of the committee should be a staff selected by the head of the committee.
- 2- The committee holds its meetings upon a request by its head. The person under investigation is informed in a formal letter about the appointment to listen to him/her.
- 3- The committee holds the sessions with the presence of the person under investigation or his/her deputy. If he/she or the deputy does not attend the sessions, the committee does its obligations confidentially. The committee can listen to witnesses if there is a need.
- 4- The committee decision should be by the consensus of the majority of its members. The sessions are invalid unless attended by all committee members. During two months from inquiry, the committee submits the minute of the sessions to the

university rector and the case file should be enclosed with it. The university rector should endorse the committee recommendation. If he/she does, the file is sent back to the committee. If it insists on its decision, the case is sent to the university council which takes the final decision.

5- The university rector informs the faculty member with the decision of the committee instantly as it is received in a formal letter.

6- The faculty member can object to the decision of the committee within thirty days from receiving it in a formal letter to the rector of the university. Otherwise, the decision is final. In case the rector receives the objection before the due time, the rector sends the case to the disciplining committee to study it again. If it insists on its decision, the case is sent to the university council which takes the final decision.

Article 89

Keeping in mind Article 32 of disciplining public employees, the following penalties may be decided on the faculty member and similar staff:

1- Warning.

2- Blame.

3- Deduction from the salary provided that the amount is less than the net of a three-month salary, and the monthly deduction should not be more than a third of the salary.

4- Depriving him/her from getting one increment.

5- Delaying the promotion for a year.

6- Separation from work for five years maximum and asking him/her to take another work. This period is not considered for promotion purposes.

7- Dismissing him/her from work.

Article 90

The disciplinary case has no effect on the juridical case that may arise from the case.

Article 91

The university rector may attract the faculty member and similar staff attention that he/she does not fulfill his/her duties orally or in a formal letter. The university rector may blame or warn the faculty member after inquiry including listening to him/her and writing his/her point of view the rector's decision is final.

The deans should inform the university rector by what the heads of the department's report or what they themselves notice regarding being uncommitted to doing his/her obligations or any other misconduct.

Service Termination

Article 92

The service of the faculty member is terminated in one of the following cases:

- 1- Resignation.
- 2- Requesting for referral to early retirement before the due time according to the regulations.
- 3- Position cancelling.
- 4- Health inability.
- 5- Illegal absence or not carrying out the transfer decision.
- 6- Dismissing from work for disciplinary causes.
- 7- Dismissing from work by a High Order or the decision of the Cabinet.

Article 93

According to a decision by the university rector, the faculty member or similar staff can be referred to retirement if he/she completes 60 Hijri years.

The university rector can extend the service of those who complete sixty years during the academic year until its end. The Higher Education Council can extend the service a year one or several times until he/she is 65 years old.

Article 94

If the faculty member or a similar staff is unable to perform his/her duties due to disease, the university rector submits a report to the university council about the case to terminate his/her services.

Article 95

Based on the department council, the college council and the academic councils, the university council can accept the resignation of a faculty member or similar staff or refer him/her to retirement upon his/her request.

Rules of Recruiting Part-time Professors

Article 96

The university can recruit part-time professors provided that they were faculty members or distinguished scholars with long experience in their majors. However, they cannot assume administrative responsibilities.

Article 97

Based on a recommendation by the department council, the college council and the scientific council, and the approval of the university council, the university rector can appoint part-time professors for two renewable years maximum.

Article 98

The part-time professor receives the salary of the first year of his/her previous academic rank. If he/she is not a previous faculty member, the university council determines his/her payment which should not be more than the salary of the first year of assistant professor based on a recommendation by the department council, the college council and the scientific council, and the approval of the university council.

Article 99

Keeping in mind Article 96 of these regulating rules, the part-time professor should be committed to performing the obligations of the faculty member in these regulating rules. Regarding the extra teaching hours, he/she is dealt with according to Article 52 of these regulations.

Article 100

When the part-time professor misconducts, he/she is dealt with according to the disciplining rules of faculty members in these regulating rules.

Regulating Rules of Encouraging the Distinguished Saudi Staff

Article 101

External Saudi staffs to teach in the Universities The teaching staff who are not working in the university and give extra hours get the following payments for each study unit:

- 1- Ministers, deputy of the ministers and excellent class staff: 1000 Saudi riyals.
- 2- Faculty members from other universities:
 - a- Professors: 400 Saudi riyals.
 - b- Associate professors: 350 Saudi riyals.
 - c- Assistant professors: 300 Saudi riyals.
- 3- Administrative staff:
 - a- Class 14 and 15: 400 Saudi riyals.
 - b- Class 13: 350 Saudi riyals.
 - c- Class 12: 300 Saudi riyals.
 - d- Class 9, 10 and 11: 250 Saudi riyals.
- 4- Educational staff:
 - a- Class 6: 250 Saudi riyals.
 - b- Class 5: 200 Saudi riyals.
 - c- Class 4: 150 Saudi riyals.
- 5- Military staff:
 - a- First major general: 1000 Saudi riyals.
 - b- Major general and general: 400 Saudi riyals. c- Brigadier and colonel: 350 Saudi riyals.
 - d- Major and captain: 300 Saudi riyals.
 - e- First-lieutenant and lieutenant: 250 Saudi riyals.
- 6- Pensioners: It depends on their academic degrees, positions or military rank before retiring.
- 7- Non-public employees:

Keeping in mind the previous regulating rules of encouraging the distinguished staff not working in the university to teach, the university council determines their payments which should not be more than the salary of the first year of the rank of assistant professor based on a recommendation by the department council, the college council and the scientific council, and the approval of the university council.

Article 102

If a faculty member or another similar staff receives the payment determined in Article 101 and comes from a place outside the university or its branches location, he/she gets a round

air ticket, delegation allowance, or the university pays for the expenses of his/her accommodation, transport and living during the period of residence.

General Rules

Article 103

Each university council determines executive rules and procedures for these regulations which should not contradict with them.

Article 104

The related rules in Saudi Arabia are applicable to all issues not dealt with in these regulating rules.

Article 105

The Higher Education Council has the right to explain the articles and items of these regulating rules.

Article 106

These regulating rules are applicable six months after their approval.

**Table of the Salaries of Saudi Faculty, Lecturers and Teaching Assistants,
Working in the Universities after the 15 % Increase Approved by the High
Order No. A/227 on 21/8/2005 which is applicable from 4/10/2005**

Position		Teaching Assistant	Lecturer	Asst. Prof.	Assoc. Prof.	Professor
	1	5780	7620	11000	13980	16015
	2	6140	8060	11495	14555	16650
	3	6500	8500	11990	15130	17285
	4	6860	8940	12485	15705	17920
	5	7220	9380	12980	16280	18555

Year	6	7580	9820	13475	16855	19190
	7	7940	10260	13970	17430	19825
	8	8300	10700	14465	18005	20460
	9	8660	11140	14960	18580	21095
	10	9020	11580	15455	19155	21730
	11	9380	12020	15950	19730	22365
	12	9740	12460	16445	20305	23000
	13	10100	12900	16940	20880	23635
	14	10460	13340	17435	21455	24270
	15	10820	13780	17930	22030	24905
		360	440	495	575	635

Appendix

Exclusion from Article 4, Item 2 of the Regulating Rules of the Saudi Faculties and Similar Staff in the Universities

The Higher Education Council issued decision No. 3/11/1422H in session No. 21 on 22/5/2001 which included the approval of extending the exception period for other five years to appoint BA holders of and who are nominated by the university council as teaching assistants. They are appointed at. The issue should be evaluated after two years.

The decision received the royal agreement No. 363/8 on 24/6/2001. In addition, the decision of the Higher Education Council No. 9/22/1424 in session no 32 on 30/3/2003 was issued. It included the following: The approval of extending the exception period for other five years to and who are nominated by the university council as teaching assistants.

It received the royal agreement No. 7/B/1425 on 18/1/1425. The Higher Education Council also issued decision No. 10/44/1427 in session No. 4 on 13/11/2006, which included:

The approval of extending the exception period for other five years to and who are nominated by the university council as teaching assistants, as stated in decision No. 3/21/1422 on 22/5/2001. This decision

obtained the royal agreement No. M/B/1086 on 14/2/2007.

5.0 Faculty Affairs-Non Saudi

The Decision of the Higher Education Council No. 3/4/1417H

The Higher Education Council

According to Article 9, Item 15 from the law of the Higher Education Council and the Universities which includes that the Higher Education Council issues regulating rules of recruiting the Saudi and non-Saudi staff including faculties, their salaries and allowances, After coordination with the Ministry of Higher Education and the Ministry of Finance and National Economy, and the Public Civil Services Bureau, After perusal of the memorandum of the secretary general of the Higher Education Council in this regard, and after perusal of the project of recruiting the non-Saudi in the universities and the enclosed copy, the council decided the following:
Approval of the regulations of recruiting the non-Saudi staff as stated in the decision.

Firstly: Definitions

Article 1

The words below have the designated meanings wherever they are used in the regulating rules:

1- The expatriate: a non-Saudi working in the university according to a contract as per these regulating rules.

2- Place of residence: the country of nationality of the expatriate.

The country where the expatriate lives can be the place of residence provided that he/she has lived there for more than two years.

3- The year: 12 Hijri months unless something else is agreed on.

4- The month: a period of 30 days unless something else is agreed on.

5- Personal contract: a contract of the non-Saudi working in the Saudi universities without being seconded from his/her university.

Article 2

These regulating rules are applicable to:

1- Faculties, lecturers, language instructors, and teaching assistants.

- 2- Administrative staff who helps faculties such as researchers, technicians holding BA working as researchers or assistant researchers, and technicians (Class 6) whose work related to teaching, and the university council can exclude from this condition.
- 3- Physicians and medical technicians.
- 4- Engineers.
- 5- Technicians in different specializations.
- 6- Administrators and clerks.
- 7- Assistant technicians.
- 8- School or institute teaching below higher education programs teachers.

Article 3

The contract should be as annexed in Appendix 2. The university can add other contract conditions which do not contradict with these regulating rules if there is a need.

Secondly: Recruiting

Article 4

To employ an expatriate, the following conditions should be met:

- 1- A vacant position in the budget and the availability of financial resources dedicated for the position.
- 2- No qualified Saudi who is interested in occupying the position.
- 3- Work description including job duties and responsibilities including the minimum qualifications.

Article 5

The expatriate should have the following credentials:

- 1- Age range: between 20-60 years.

The university council can exclude from the maximum age range (10 years for the professors and associate professors, 5 years for assistant professors) based on a recommendation by the department council and the college council, and 3 years for other positions as per a recommendation from their departments.

- 2- Good health condition.

A medical health report from a medical center acknowledged by the university.

- 3- Good reputation.

- 4- Having the required qualifications or certificates for the position.

- 5- Not contracting with another employer in Saudi Arabia.

- 6- Working only for the university.

Article 6

The contract is for a year, less or more, and renewable for the same period or the period designated by the university.

Article 7

The contract starts from the day the expatriate leaves his/her country provided that the period from leaving his/her country and starting work does not exceed three days or precedes the day designated by the university to start work, or from the day he/she starts work according to the regulations of the university if he/she has already stayed in the place of work in Saudi Arabia.

Thirdly: Salaries and Allowances

Article 8

1- Keeping in mind the position in the contract, salaries are specified as annexed in Appendix 1. The regulations attached to each table are part of it. The university can contract on a lower salary provided that both parties agree about that.

2- After promoting the faculty member working in the university from an academic rank to another by his/her previous university or educational institution, he/she can be given the salary of the next rank to which he/she was promoted upon the renewal of his/her contract. If

his/her salary before promotion is more than or equals the salary to which he/she is promoted, it is possible to give him/her the salary of the year directly higher than that he/she already takes, and the annual increment of the rank to which he/she is promoted. If he/she is promoted by the university, he/she is given the salary of the next year directly higher than that of the previous rank. He/she is then granted the annual increment of the rank to which he/she is promoted when his/her contract is renewed.

Article 9

1- The university council can increase 50 % of the designated salaries in the table of salaries to those who contract from Europe, America or any other developed country designated by the university council.

2- The university council can give 100 % increase to physicians and faculties or people helping them of rare majors or high academic reputation, outstanding skills from a reputable university, experience, or excellent qualifications. The university rector upon agreement

with the chairman of the Public Civil Services Bureau can apply this article to other expatriates.

3- Based on the approval of the university council and recommendation of the scientific council, it is possible to exclude faculty members of high academic reputation, qualification and experience from the scientific conditions and prerequisites designated in the regulations of recruiting.

Article 10

1- Annual increments as annexed in the salary table, Appendix 1 are given to the expatriate faculty member who works as a language instructor, lecturer or teaching assistant and had experience in university teaching after receiving the qualification or academic title.

2- It is possible to take into consideration experience in non-university teaching for faculties, lecturers and teaching assistants if it is in the major and after receiving the scientific qualification. Each two years of such experience are considered as one for recruiting purposes.

For promotion, it is considered as years of experience according to a decision by the scientific council according to the recommendation of the college council

3- When contracting, years of experience for non-faculties, lecturers, language instructors and teaching assistants is considered after getting the last qualification. Training courses in the major after the qualification are considered based on the period. The same period cannot be considered as both for experience and a training course. Experience and qualification should be from an academic institution acknowledged by the university.

Article 11

Five years of experience maximum are considered at the beginning of the contract for expatriate categories in Article 2 of these regulating rules. However, the university council can consider in exceptional cases up to 15 years.

Article 12

It is possible to grant the expatriate who holds a higher related degree than the one required for the position he/she is going to occupy increments similar to the number of years of the study of the higher degree. The number of increments should not be more than two for MA holders whose position requires BA, three for PhD holders whose position requires MA, and 5 for PhD holders whose position requires BA according to the salary table annexed in Appendix 1.

Article 13

The expatriate can get 5 % of the salary as an annual increment provided that it does not exceed what is designated in the salary table for each category of staff. For this purpose, a period of 10.5 months or more is considered as a complete year, especially for those whose contracts period is based on the academic year.

Article 14

No one has the right to deduct from the expatriate salary unless an official order is issued by the related authority. The university rector can officially deduct any due amount for any public department from the expatriate salary. Except family expense imposed by court, the deducted amount should not exceed a third of the salary monthly. If it is more than the third, priority is given to the family expense then the others' debt.

Fourthly: Working Hours

Article 15

- 1- Faculties, lecturers, teaching assistants, and language instructors should work 40 hours weekly spent in teaching, research, academic counseling, and other administrative and research works.
- 2- Other staff should work 48 hours weekly in teaching, research, training, and any required tasks. Those working in hospitals should not work more than 55 hours a week. The university can designate the start and end of work time. Working hours may be continuous or divided as per the public work interest.
- 3- The teaching load and the payment of extra hours of the expatriate faculty members and similar staff are similar to that of the Saudi Faculties.

Fifthly: Allowances and Payment

Article 16

- 1- The university council can assign up to 30 % as a special professional allowance for faculties and similar staff with rare majors. These majors and their allowance are designated by the council. However, it is not possible to have both this allowance and the allowance in items 1 and 2 of Article 9.
- 2- The university council can assign physicians and dentists faculties, lectures, teaching assistants, and assistant researchers an allowance up to 80 % of the basic salary for working in the hospital. However, it is not possible to have both this allowance and the special professional allowance.

3- It is possible to grant pharmacists and applied medical specialists faculties working in the hospital an allowance up to 50 % of the basic salary. However, it is not possible to have both this allowance and the special professional allowance.

Article 17

The university will annually issue the expatriate and three accompanying family members air tickets, whether they travel with him/her or by themselves as follows:

- 1- When they first travel from the country of nationality unless they live in Saudi Arabia when the expatriate has contracted.
- 2- A return annual ticket from Saudi Arabia to his/her contracting location. This is also valid for the expatriate who contracts from Saudi Arabia and has worked for two years unless he/she has been living in Saudi Arabia when he/she contracts.
- 3- From Saudi Arabia to his/her contracting location when his/her contract terminates, except those residing in Saudi Arabia when they contracted and worked for less than two years, or those whose permit of residence transferred to another employer in Saudi Arabia according to the related regulations

Article 18

The family of the expatriate includes:

- 1- The wife/husband or sponsor (male family member in charge of the female expatriate).
- 2- Family members include:
 - A. Sons under 18 years old.
 - B. No Married Daughters.
 - C. Parents.
 - D. Young brothers.
 - E. Unmarried sisters.

Provided that the related public authorities agree to allow them to get a residence permit as per the working regulations.

Article 19

- 1- If a female expatriate or her sponsor works in the university and the other works for another public establishment, the tickets are issued by the establishment which issues the housing allowance.
- 2- The university does not issue a return ticket for the expatriate who gets clearance to an employer from the private sector.

Article 20

Travel should be by the Arab Saudi Airlines if available through the shortest air

route. The university issues the expatriate tickets. However, the university may allow him/her to buy the tickets and pays for that if there is a need. Unless the expatriate is willing to get the tickets, he/she can get half of their value.

Article 21

1- If the expatriate is a professor he gets business class air tickets and others get tourist class (y) tickets.

2- The expatriate can substitute due tickets from Saudi Arabia to the country of contracting to another place provided that the university does not pay extra payment and according to the rules of the Arab Saudi Arabia Airlines.

Article 22

If the expatriate divides his/her vacation into two parts according to Article 33 of these regulating rules, the university issues him/her a ticket for the second part. If it is divided by the university for job-related purposes and needs, the university issues two tickets for him/her, and just one for his/her family members.

Article 23

For job-related internal or abroad travel purposes, the expatriate gets a Y air ticket through the Saudi Arabia Airlines if available.

The university may allow the expatriate to travel by car if this does not affect the arrival time to work place. In this case, the expatriate deserves the total value of the price of Y air ticket. If work requires that the expatriate travels to a place where there is no air travel, the university should assign a car to take him/her to the place. In this case, the university may allow him/her to travel by his/her car and compensates him/her through paying the value of the car ticket.

Article 24

The university pays accommodation allowance as annexed in the tables of salaries, Appendix 1 or provides accommodation. It may be paid at advance at the beginning of the contract, and then at the beginning of every renewable year. For those whose contracts last for less than a year, the allowance should be prorated proportionally for shorter periods. If both a male expatriate and his wife work for the university, the housing allowance is issued for the one with the higher salary. This is also legal if one of them works for another employer whether from the private or public sector. The female expatriate married to a Saudi living in Saudi Arabia does not get a housing allowance.

Article 25

1- Unless the university provides furnished housing, the expatriate faculty member and similar staff receive 50 % of the housing allowance as furniture allowance at the beginning of the first year of contracting for one time during the period of working with the university.

Expatriate faculty members whose contracts terminate and contract again with a public establishment receive furnishing allowance if they are unemployed in a public establishment for two years during which they do not have the allowance.

2- In case of contracting with both a female and her sponsor (male family member in charge of her), only the one with the higher allowance can get it.

3- The female or her male sponsor expatriate does not take furniture allowance if the other partner has worked in the university or another establishment in Saudi Arabia.

4- If the expatriate has worked or has been a sponsor for a female expatriate, or she has worked in Saudi Arabia before being recruited by the university, he/she does not deserve furniture allowance unless he/she had left for two years and had not received the allowance from the previous employer.

5- For those whose contracts last for less than a year, the allowance should be prorated proportionally for shorter periods. He/she then receives the rest of the allowance after renewing his/her contract.

Article 26

The university pays a monthly transport allowance as annexed in the table of salaries for each position. The university may provide the expatriate with the transport service instead of paying the allowance. Those who live in the place of work, or their place of living is closely attached to it do not take the allowance.

Article 27

1- If the expatriate is delegated in a formal mission outside the place of work, he/she receives a daily delegation allowance as follows:

A) For those whose salary is 7000 Saudi riyals or more than 1000 riyals, but less than 4500 Saudi Riyals.

B) For those whose salary is 4500 Saudi riyals or more but less than 1000 Saudi riyals, the allowance are 300 Saudi riyals.

C) For those whose salary is 2700 Saudi riyals or more but less than 4500 Saudi Riyals, the allowance is 255 Saudi riyals.

D) For those whose salary is less than 2700, the allowance is 160 Saudi riyals. If the delegate on is abroad, it is possible to raise the allowance 50%, and an extra transport allowance (30% from the transport allowance) is paid for the expatriate.

2- The university rector, based on a recommendation by the department council and the

college council, can allow the faculty member to attend an academic conference or symposium provided that the university does not bear any financial expenses.

Article 28

If a faculty member is transferred from a city to another in Saudi Arabia for the public work interest, he/she receives 4000 Saudi riyals as a freight payment. If he/she is transferred abroad, he/she receives 5000 Saudi riyals as well as a ticket as per Articles 17-22. Other staff members get 3000 in both cases as well as a ticket. If both an expatriate and her sponsor are transferred, only the one with the higher allowance gets the payment which is spent for one time during the fiscal year.

Article 29

If the expatriate completes two-year work in the university, he/she deserves half a month salary as an end-of-service payment per every year of service. If the faculty member, lecturer, teaching assistant, and technician or a similar staff that is related to teaching completes five years of work in the university, he/she deserves a month salary as an end-of-service payment per every year of service. The total payment should not exceed 100000 Saudi riyals, what he/she deserves according to the previous regulating rules, or the higher one.

It is spent at the end of service based on the last month salary and only for the continuous service. However, other expatriates deserve half a month salary as an end-of-service payment per every year of service. He/she deserves a total payment which should not exceed 50000 Saudi riyals, what he/she is worth according to the previous regulating rules, or the higher one.

The period of 22 months is considered as two years while that of 58 months is treated as five years. It is possible to increase the end-of-service allowance 100 % based on the college council recommendation and the university council, and the approval of the Higher Education Council provided that it does not exceed the maximum limit as stated in this article.

Article 30

The expatriate and his/her family members can obtain the available public medical insurance coverage. However, the university council can decide a different arrangement.

Article 31

The university can pay all of the faculty member and similar staff children education fees except transfer fees to and from a school during the elementary secondary stage according to the following conditions:

- 1- It is not possible that they attend governmental schools.
- 2- They should be between 6-18 years old.
- 3- They should study in Saudi Arabia. Education expenses are not spent for those studying abroad.
- 4- The maximum number of the children who receive education payment should not exceed four, and the total amount of the payment should not be more than 25000 Saudi riyals in the academic year. The university council designates the amount for each student.

Sixthly: Vacations

Article 32

In addition to the weekend and the two annual feasts of Muslim holidays, the expatriate faculty members and similar staff have a 60- day prepaid annual leave and the other staff 45 days. The leave is due for full Hijri period prorated proportionally for shorter periods. Those whose contracts start within a month later than the period of starting the academic year have a full leave. The university council can modify the period of the leave according to the study calendar.

It is possible that the leave period be less than what is in these regulations according to a written agreement between the two parties. The university can specify the beginning and end of the leave. The expatriate does not get the leave for the periods of urgent leave, delegation, and absence.

Article 33

Upon a request by the expatriate and the approval of the department and the university rector, it is possible to divide the annual leave for two periods maximum if necessary. However, the period of each should not be less than a third of the total leave, and the expatriate spends one of the periods during the same year.

Article 34

- 1- According to the public work interest or a request by the expatriate, the university

rector can delay the expatriate receiving the leave or part of it. However, the delay should not exceed six months from the beginning of the next contracting year.

2- The university rector can modify the appointment of the weekend holiday of the expatriate based on work circumstances.

3- The university rector can cancel the leave or part of it. The expatriate should agree about this procedure unless it is necessary and work circumstances require that. In this case, the university should compensate him/her for the period of the leave during which he/she attends work. The compensation should be equal to the same payment of his/her basic salary for the same period. If his/her leave is cancelled totally, a ticket is not issued for him/her while it is issued for his/her family members.

4- The university rector can cancel the holiday of Eid Aladha and Eid Al Fitir (the two annual feasts of Muslims) or part of them. The expatriate should agree about this procedure unless it is necessary and work circumstances require that. The compensation should be equal to the same payment of his/her basic salary for the same period.

Article 35

The university can give the expatriate an urgent leave which does not exceed 10 days in the academic year with full payment. However, it should be deducted from the period of his/her annual leave, and a ticket is not issued for this period.

Article 36

Faculties and similar staff can get an urgent unpaid leave for a semester maximum for critical reasons estimated by the university. In this case, his/her service is considered as continuous, and he/she does not deserve any of the privileges or allowances in the contract for this period.

Article 37

The expatriate can have a fully paid sick leave for a month if he/she cannot perform his/her work duties temporarily. It can be extended to two more months. In this case, he/she takes a payment of half a salary monthly. He/she does not deserve the sick leave if he/she becomes ill abroad. The sick leave finishes at the end of the contracting year during which it has been received.

If the sickness is caused by work conditions, the expatriate can get double the period of the due sick leave. In proving the illness and the period of the sick leave, the same procedures used with the Saudi employees are applicable to the non-Saudi.

Article 38

The female expatriate deserves a fully paid birth leave for 45 days, the death-of-husband leave for Muslims (Eddah) and a death-of husband leave for a month for non-Muslims.

Article 39

The expatriate can have more than a due leave if he/she deserves that.

Seventhly: Delegation and Transfer

Article 40

The university council can delegate the expatriate for a period of less than six months from the university to another employer according to rules set by the university council. The employer should bear all expenses. In this case, his/her service is considered as continuous, but he/she does not deserve an end-of-service payment for it.

Article 41

The university can transfer the expatriate to another position in the university or agree to transfer him/her to another employer according to the following conditions:

- 1- There should be no Saudis who are interested in taking up the new position.
- 2- The expatriate should have the required qualifications for the new position.
- 3- If the transfer is for another employer, the expatriate and the new employer should agree about the transfer conditions. If the transfer is before the end of the contract, the expatriate contract conditions are valid until it finishes or the beginning of the nearest contracting year if it is for more than a year. Then his/her contract is modified.

Article 42

If the expatriate is transferred from a governmental establishment to the university, he/she is dealt with as follows:

- 1- Regarding vacations and service period, the contract is continuous. The whole service period is considered as experience for faculties and similar staff, according to Article 10 in these regulating rules.
- 2- Regarding the end-of-service payment with the previous employer, it is dealt with as per his/her contract with the employer. His/her service in the university is dealt with according to these regulating rules.

Eighthly: Duties and Responsibilities

Article 43

Duties and responsibilities of the expatriate in the university regulating rules related to the Saudi faculties and staff is applicable to the expatriate. For duties and responsibilities not included in these regulating rules, the law of the civil service and its executive rules are applicable to the expatriate.

Article 44

The rules of disciplining the Saudi faculties and staff while working in the university are applicable to the non-Saudi.

Article 45

The expatriate should be committed to the public Saudi rules and regulations. He and his family members should respect the Saudi traditions, culture and religious values. They should also not be involved in political issues.

Renewing and Terminating the Contract

Article 46

The university can call off the expatriate contract without any responsibility provided that the expatriate does not join work 15 days from the specified date of joining work in the contract.

Article 47

The contract is renewable unless one of the parties (the university or the expatriate) writes a formal letter to the other at least two months before the end of the contract telling him/it that he/it does not want to renew the contract.

Article 48

The contract terminates before its contracting period in one of the following cases:

- 1- The expatriate gets the Saudi nationality.
- 2- Accepting resignation.
- 3- The expatriate's insisting resigning despite the fact that the university does not accept that.
- 4- Not attending work for more than 15 continuous or 30 interrupted days without an acceptable excuse by the university. In this case, the university can terminate the contract, and the expatriate is considered as insisting on resigning.
- 5- Cancelling the position.
- 6- Permanent inability to work.
- 7- The expatriate's being unqualified.
- 8- Low level of job performance.
- 9- Dismissing the expatriate from the university by a decision from the disciplinary committee in the university.
- 10- The public interest.
- 11- Condemning the expatriate by the court for breaking Islamic principles, committing a crime or misconduct.
- 12- Death of the expatriate.
- 13- If the expatriate takes a sick leave for more than the period designated in Article 37, a return ticket is issued for him/her, and the allowances he/she has received are not recovered.

Article 49

- 1- If the contract terminates according to items 3, 4, 9, and 11 of Article 48,
 - a) The expatriate and his/her family members do not deserve a return ticket, end-of-service payment, annual leave or its allowance. If necessary, the university rector may issue the expatriate a return ticket.
 - b) The expatriate should pay back part of the housing allowance for the remaining period of the contract if it is more than six months. He/she should also pay back the furniture allowance provided that his/her contract terminates at least six months before the end of the first contracting year.
 - c) The expatriate pays back a two-month salary in case of contract termination according to items 3-4.
- 2- Item 1 - b of Article 48 is applicable to those whose contracts terminate according to item 2 of Article 48.
- 3- A return ticket is not issued for the expatriate and his/her family members in case the contract is terminated according to item 1 of Article 48.

Article 50

If necessary, the university council can forgive the expatriate of paying back some or

all of the payments due to his/her termination of the contract or terminating his/her contract by the university according to the items of Article 48.

Article 51

- 1- The expatriate whose service terminates because of cancelling the position or the public interest receives a two-month salary.
- 2- Permanent or temporal inability to work due to injury or disease, he/she is dealt with according to the rules of civil service and its regulations provided that the death or work inability results from work.

Article 52

In case of the expatriate's death, the university pays all expenses of carrying his/her body and his/her family members to his/her home- land. However, in case of the death of the expatriate's family member, university pays all the expenses of one of the carrying the body to homeland and issues a leaving and return ticket for the expatriate.

Article 53

- 1- Keeping in mind Article 5, the university can contract with an expatriate who has worked for an employer in Saudi Arabia provided that the employer agrees about transferring Iqama. In this case, the reason of the contract should be the end of contracting period, resignation or cancelling the position, and he/she should have received performance (very good) report for the last two years.
- 2- Contracting with an expatriate who has worked in Saudi Arabia is not allowed in the following cases:
 - a) Anyone whose contract terminated because of cutting off work unless two years passed since he has left Saudi Arabia.
 - b) Anyone whose contract terminated because he had been incompetent at work.
 - c) Anyone whose contract terminated because of the public interest unless the department w h i c h dismissed him/her agrees to recruit him/her back.
 - d) Anyone whose contract terminated because he was condemned by a court for breaking laws, committing a crime, or according to item 11 of Article 48.

Tenthly: General Rules

Article 54

This unified regulating rules are a complementary part to the conditions of work contract included in Article 3.

Article 55

- 1- This unified regulating rules are applicable from the date of issue. They are applicable to current contracts when they are renewed.
- 2- Keeping in mind what the expatriate gained according to the previous regulations, these unified regulating rules replace the previous laws and all rules which contradict with them.

Article 56

Only dedicated courts in Saudi Arabia have the right to handle all disputed issues related to the contract between the expatriate and the university that cannot be solved between the two parties. Their decisions are final and binding to the two parties.

Article 57

The university council and the university rector can delegate some of their liabilities in this unified regulating rules to other administrators or departments.

Article 58

The university council can set up regulating executive rules which do not contradict with these regulating rules.

Article 59

The law of the Higher Education Council and Universities and its executive rules and regulations, and the working laws and regulations in Saudi Arabia are applicable to all issues not included in this unified regulating rules.

Article 60

The Higher Education Council has the right to explain rules in this unified regulating rules.

Appendix 1

Table 1

Rank	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
Professor	9100	500	13600	600	25000
Associate Professor	7250	450	11300	600	25000
Assistant Professor	5600	400	9200	600	25000
Language Instructor	4080	350	6880	500	17000
Lecturer	3400	350	6550	500	17000
Teaching Assistant	2700	300	5400	500	17000

Position Qualifications

Assistant Professor:

He/she should have PhD degree or an equivalent degree from another university acknowledged by the university.

Associate Professor:

He/she should have the rank from another university acknowledged by the university.

Professor:

He/she should have the rank from another university acknowledged by the university.

Lecturer:

The lecturer should at least be an MA holder or another equivalent degree from another university acknowledged by the university. He/she is appointed at the salary of the lowest year of the rank, except for the following:

- a- Lecturer in applied medical sciences, pharmacy and engineering is appointed at the salary of the second year of the rank.
- b- Lecturer in clinical pharmacy is appointed at the salary of the third year of the rank.
- c- Lecturer in medicine or dentistry is appointed at the salary of the fourth year of

the rank.

Language Instructors

The foreign language instructor should have one of the following qualifications:

- 1- BA in the foreign language he/she is going to teach with at least an average of “good” and a high diploma in teaching the foreign language in addition to a year experience minimum in teaching it preferably to Arab students.
- 2- BA in the foreign language he/she is going to teach with at least an average of “good” in addition to three years experience minimum in teaching it preferably to Arab students.
- 3- MA in the foreign language he/she is going to teach preferably with a year of experience in teaching it to Arab students.

Teaching Assistants

He/she is appointed at the salary of the lowest year of the rank of teaching assistant, except the following cases:

- a- Teaching assistant in applied medical sciences, pharmacy and engineering is appointed at the salary of the second year of the rank.
- b- Teaching assistant in clinical pharmacy is appointed at the salary of the third year of the rank.
- c- Teaching assistant in medicine or dentistry is appointed at the salary of the fourth year of the rank. The Choice of teaching assistants is conditioned to have at least “very good” in their graduation

Table (2)

Researchers, Assistant Researchers and Technicians

Class	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
First	4855	350	7305	500	20000
Second	3955	300	6955	500	20000
Third	2700	250	6450	500	20000

Position Qualifications

First Class

PhD in major or equivalent certificate after a study of at least three years after the BA.

Second Class

The MA in the major or equivalent certificate.

Third Class

The BA in the major or equivalent certificate.

They are appointed at the salary of the lowest year of the class except specialists in applied medical sciences, pharmacy and engineering who are appointed at the salary of the second year of the class, specialists in clinical pharmacy who are appointed at the salary of the third year of the class, and specialists in medicine and dentistry are appointed at the salary of the fourth year of the class. Those who want to be appointed as researchers, assistant researchers or technicians should be BA holders or an equivalent degree with an average “very good”. The university council can exclude from this condition and accredit the average “very good”

Table 3
Physicians Payments

Qualification	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
BA in Medicine	4000	200	7000	400	A Salary of 3 months (total should not exceed 25000 SAR)
BA in Medicine + 1 year Diploma	4300	220	7600	400	
MA in Medicine or an equivalent degree after a study of 2 years	4600	250	8350	400	
PhD in Medicine or an equivalent degree with a study of at least 3 years after BA	5500	300	10000	500	

Instructions of table of physicians :

The following should be considered when the salaries are estimated:

- a- The period of study for the BA in medicine should be six years and five years for dentistry, one of which is preparatory and the others studying.
- b- Years of experience should be spent in governmental , academic or private hospitals. Other types of experience such as working in private clinics or unacknowledged hospitals should be ignored.

- c- The salary is due for full time working hours in addition to three extra hours daily.
- d- At the time of contracting, the physician should have at least an experience of two years. If necessary, it is possible to exclude from this condition.
- e- Physicians who are professors and assistant professors get an extra payment of a two-month salary due at the end of the year.
- f- The forensic physician is dealt with as a physician.

Table (4)
Table of engineers' salaries

Qualification	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
BA in Engineering	2900	130	4850	350	A Salary of 3 months (total should be between 8000-15000 SAR)
MA in Engineering	3400	150	5650	400	
PhD in Engineering	4100	300	8600	400	

Instructions of table of engineers' Salaries:

The following should be considered when the salaries are estimated:

- a-the table is applicable to those working in the position engineer such as an electric engineer and architecture engineer.
- b- Years of experience should be spent in engineering works upon a certified document from governmental establishments or acknowledged engineering unions or societies.
- c- The salary is due for full time working hours.
- d- At the time of contracting, the engineer should have at least an experience of two years. If necessary, it is possible to exclude from this condition.

Table (5)
Table of specialist salaries

Qualification	Salary Minimum Limit	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
BA	2100	150	4350	300 SAR for salaries less than	A Salary of 3 months

MA	2900	150	5150	2000 SAR, 350 SAR for salaries between 2000 and 3500 SAR, 400 SAR for salaries greater 3500 SAR	(total should be between 8000-12000 SAR)
PhD	3600	200	6600		

Instructions of table of specialist salaries :

Technical jobs in this table may include:

a) All technical jobs except engineers and physicians as per the classification guide.

b) Jobs which are classified as less than the sixth class may include the following:

organization specialist, administration and organization

planning specialist, planning researcher, budget specialist, budget researcher, computer methods analyst, programmer, statistician, archeology inspector, classification specialist, examination specialist, librarian specialist, translator, accountant analyst, cashier, warehouse specialist, social specialist, social researcher, athletic specialist, man- power specialist, investigation journalist, presenter and news evaluator, publication inspector, program inspector, producer, executor, agricultural engineer, auditor, news editor (English), economy researcher, statistics researcher, issues researcher, training researcher, financial auditor, history researcher, psychology researcher, culture researcher, manuscript researcher, document researcher, library researcher, agricultural accounts researcher, media researcher, forest specialist, intelligence quotient specialist, Islamic studies specialist, nutrition specification specialist, chemistry laboratorian, trainer, news editor, nutrition specialist, magazine editor (English), director, or any other position that is added by the head of the university council.

2- Qualification should be in the same major. Majors with no study programs in the universities are excluded from this condition.

Table (6)

Table of General Education Salaries

Qualification	Basic Salary	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
General Secondary Certificate + 3 years experience in translation	1600	80	2800	300 SAR for salaries less than 2000 SAR, 350 SAR for salaries between 2000 and 3500 SAR, 400 SAR for	A Salary of 3 months (total should be between 8000-14000 SAR)
General Secondary Certificate + 1 year diploma in Arabic English translation	1800	90	3150		
General Secondary Certificate + 2 year diploma in Arabic English translation	1900	100	3400		
High Basic Certificate + ability to use Arabic Typewriter	850	60	1750		
High Basic Certificate + ability to use English	1200	70	2250		

Typewriter				salaries greater 4000 SAR,	
General Secondary Certificate + ability to use Arabic Typewriter Or General Secondary Certificate (Commercial Typewriting)	1200	70	2250		
General Secondary Certificate Or General Secondary Certificate (Commercial Typewriting) + ability to use Arabic and English Typewriter	1400	80	2600		
BA	1400	60	2300		
General Secondary Certificate	1120	40	1720		

Table (7)

Table of professional and technical assistant's salaries

Qualification	Basic Salary	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
A one year Technical/ Professional Diploma after Elementary Certificate	900	60	1800	300 SAR for salaries less than 2000 SAR, 350 SAR for salaries between 2000 and 3500 SAR, 400 SAR for salaries greater 4000 SAR,	A Salary of 3 months (total should be between 8000-12000 SAR)
A two year Technical/ Professional Diploma after Elementary Certificate	1050	60	1950		
A three year Technical/ Professional Diploma after Elementary Certificate	1275	60	2175		
A four year Technical/ Professional Diploma after Elementary Certificate	1500	60	2400		
An Intermediate Professional Certificate	1275	80	2475		
An Intermediate Professional Certificate and one year Technical/ Professional Diploma	1475	80	2675		
An Intermediate Professional Certificate and two year Technical/ Professional Diploma	1725	80	2925		
An Intermediate Professional Certificate and three year Technical/ Professional Diploma	1995	80	3195		
General Secondary Certificate (Professional Stream)	1725	100	3225		

General Secondary Certificate (Professional Stream) and one year Technical/ Professional Diploma	1950	100	3450		
General Secondary Certificate (Professional Stream) and two year Technical/ Professional Diploma	2250	100	3750		
General Secondary Certificate (Professional Stream) and three year Technical/ Professional Diploma	2550	100	4050		

Instructions of Table of professional and technical assistant's salaries

Professional and technical assistant's to be appointed in the above- mentioned positions must have the above-designated qualifications and credentials. In case of contracting with a person who does not hold a certificate, it is possible to consider:

1- four years of experience as an elementary certificate.

2- four years of experience for the elementary certificate holder as a high basic (preparatory) certificate.

Table (8)
Table of General Education

Qualification	Basic Salary	Increment	Salary Maximum Limit	Transport Allowance	Housing Allowance
BA in specialization (without a minor in education)	1930	85	1930	300 SAR for salaries less than 2000 SAR, 350 SAR for salaries between 2000 and 3500 SAR, 400 SAR for salaries greater 4000 SAR,	A Salary of 3 months (total should be between 8000-14000 SAR)
BA in specialization (without a minor in education)+ 1 year diploma in education	2260	100	2260		
MA in specialization	2430	100	2430		
BA Major in specialization (minor in education)	2180	100	2180		
BA Major in specialization (minor in education))+ 1 year diploma in education	2550	100	2550		
MA in educational sciences	2850	120	2850		
PhD in Education or specialization	4100	150	4100		

Instructions of Table of General Education salaries :

a- This table is applicable to those working as teachers.

b- Teachers to be appointed in the above-mentioned positions must have the above-designated qualifications and credentials.

It is possible to exclude already-contracted expatriate teachers from this conditional

allowation, and they continue in their recent positions by keeping the same salary and allowance.

c- Expatriates to be appointed in the general education should have an educational qualification or at least two years of experience. Those with rare majors which are unavailable in the work market can be excluded from this condition.

d- It is possible to pay a special professional allowance (20 % of the salary designated in the table) to those who have rare qualifications. The university council should name rare majors prescribed here at the beginning of each academic year.

Appendix (2):The Non-Saudi Work Contract

On day/month/year Hijri equivalent to day/month/year Gregorian, the two parties agreed on the following:

The First party: University of, represented by its Rector offers the Second Party Mr. of the nationality the position of as per the following conditions:

- 1- The First Party pays the Second Party a monthly salary of Saudi riyals paid at the end of each month in addition to the monthly and annual allowances.
- 2- The first party provides accommodation to the Second Party, or pays accommodation allowance of Saudi riyals as well as furniture allowance of Saudi riyals paid for one time at the beginning of the first contracting year.
- 3- Contract period for Day monthyear and ends on day/month/year Hijri equivalent to day/month/year Gregorian. The contract is renewable unless one of the parties informs the other in a formal letter about his/her wish of not to renew the contract at least two months before the end of the contract.
- 4- The regulations of recruiting the non-Saudi and its amendments is an integral part of this contract.
- 5- Five copies of this contract have been signed by both parties; the First Party keeps four of them while the Second Party keeps the other copy with a copy of the regulating rules of recruiting the non-Saudi to implement their rules.
- 6- The contract can be translated into other foreign languages, and if there is disagreement between the translated text and the original Arabic text, the Arabic version is legally binding.

Contract type:

Country of contracting:.....

Place of contracting (city where the expatriate lives in his/her homeland):

Address of contractor:

The First Party

Name:

Signature:

The Second Party

Name:

Signature:

6.0 Academics & Examination System

The decision of the Higher Educational Council No 13/27/1423

Decision No 13/27/1423 on 5/1/2003 The Higher Education Council . . .

According to Item 15 in Article 6 from the law of the Higher Education Council and the universities which includes that the Higher Education Council issues regulating rules of the universities,

Because the regulating rules of study and examinations of the higher education is one of the comprehensive regulating rules, and its approval leads to combining and regulating study and examinations procedures in the universities and creating better coordination between the universities in this area, And after studying the memorandum sent by the secretary general of the Higher Education Council, and a copy of suggested amendments about the unified regulating rules of study and examinations of higher education, the council decided the following:

(Approval of the suggested amendments on the unified regulating rules of study and examinations of higher education as stated in the decision).

Def i nitions

Article 1

The Academic Year:

Two regular semesters that may be followed by a summer semester.

The Study Semester:

A period of at least 15 weeks during which students are taught courses. The registration and final examinations periods are not included within this period.

The Summer Semester:

A period of eight months maximum, which does not include the registration and final examinations periods. The materials taught to students in the summer semester are doubled for each course within the same period of the regular semester.

The study level:

An indicator showing the study stage. The number of required levels for graduation is eight or more according to the teaching plan.

The Teaching Plan:

A number of the compulsory, optional and free courses. They are required as

prerequisites for graduation. The student has to pass all these courses to get the academic degree in the specialization.

The Course:

A study material which is part of one of the levels of the study plan in each program or specialization. Each course should have a number, symbol, name, and a detailed description that distinguishes its content from other courses. It also has a file to be kept in the department for follow up, evaluation and development. A course may have a prerequisite and some courses may be given simultaneously.

The Educational Unit:

A 50-minute weekly theoretical or clinical lecture or a 100-minute applied lesson which is commonly known as the credit hour.

The Academic Warning:

A notice given to the student to warn him/her because his/her average is below the minimum allowed level which is decided in the regulations and rules.

Grades of Semester Works

The total grades for all examinations, term paper and educational activities during a semester which are related to a certain course.

The Final Exam:

An exam held once at the end of each semester for each course.

The Grade of the Final Exam

The grade that the student obtains in each course in the final exam in each semester.

The Final Grade:

The total of the semester work grades plus the grade of the final exam for each course. It is out of 100.

Average:

A description of the percentage or the symbol (alphabetical letter) of the final grade that the student has at a course.

Incomplete Grade:

A temporal grade recorded to the student who could not complete the requirements of a course in the original time. The symbol IC (Incomplete) is used in the academic record to refer to the incomplete grade.

In Progress Grade

An average recorded temporally for the student because the course lasts for more than a semester. The symbol IP (In-Progress) is used to refer to this case.

The Semester Average:

The total of all of the grades that the student takes in a semester divided by the total number of the units of all courses in the semester. The points are calculated through crossing the unit by the weight of the average that the student gets in each course (see Appendix B).

Accumulative Average:

The total of all the grades that the student gets in all courses since he/she has attended the university divided by the total number of study units of the courses (see Appendix B).

General Average:

A description of the level of the student average in the whole period of study in the university.

Study Load:

The total of the educational units which the student is allowed to register.

The minimum and maximum study load is decided according to the executive rules of the university.

Admitting New Students

Article 2

The university council can designate the number of students to be admitted in the next academic year based on suggestions from the college councils and related departments.

Article 3

New students should:

- a- have the general secondary certificate, or an equivalent certificate from Saudi Arabia or other countries.
- b- Receive the general secondary certificate during the last five years. The university council may abolish this condition if there are convincing reasons, and
- c- Have good reputation.
- d- Succeed in the exam or the interview preconditioned by the university council.
- e- Be in a good health condition.
- f- Get approval from his employer if he/she works in any private or governmental institution.
- g- Meet any other conditions put by the university council before applying to the university.

Article 4

Admitting applicants depends on their average in the secondary certificate, and admission exams and interview and admission tests - if required.

The Study System

Article 5

- 1 - The university study is based on the semester (level) system.
- 2- The study plans should at least consist of eight study semesters for the undergraduate level.
- 3- Each level is one semester.
- 4- The student continues in his study succeeding in the courses of each semester according to the rules of moving from one semester to another.

Article 6

In some colleges, it is possible to adopt the annual system where the whole year is the basic unit which consists of two main levels (semesters). Adopting this system should be consistent with the rules approved by the university council.

The Level System

Article 7

The level system is a study system where the year is divided into two main semesters. There may be another summer semester whose period is half of the regular semester. The graduation requirements of

The degree should be distributed according to the levels of the study plan put by the university council.

Article 8

The university council sets rules for registering, dropping and adding courses including the levels of the adopted study plan in a way which ensures that students register the minimum level of the study load.

Attendance and Apologies for the Study

Article 9

The regular student should attend academic lectures and lessons. He/she will be debarred from the final exam if the attendance percentage is less than the period designated by the university council provided that it not less than 75% of the total

number of lectures and practical lessons for each course in the semester. The student debarred from the exam due to attendance fails the course and receives the average of DN (denial).

Article 10

The college council or the delegated administrator may remove the debarring and allow the student to attend the exam provided that the student has an acceptable excuse and his/her absence does not exceed 50 % of the academic lectures and practical lessons of the course.

Article 11

The student who does not attend the final exam receives zero in the exam. His/her grade is the total of the grades of works during the semester.

Article 12

If the student cannot attend the final exam in any course for an unavoidable excuse, the college council can allow the student to take a makeup exam in the very critical circumstances in a period extends only over the next semester, and the student gets the grade he/she receives in the exam.

Article 13

- a- The student can withdraw from the study during a semester without failing the courses provided that he/she has an acceptable excuse and presents it for the delegated administrator by the university council. This should be in a period prior to the beginning of the final examinations by 5 weeks; the student receives the W (Withdrawal) grade. This semester is included in the period during which the student has to fulfill all graduation requirements.
- b- The student can withdraw from a course or more during the semester according to the executing rules approved by the university council.

Delay and Cutting of Study

Article 14

The student can request delaying study for an acceptable excuse by the delegated administrator by the university council. The delay period should not exceed two consecutive semesters or three interrupted semesters during the study period. Then

he/she is unable to pursue interrupted semesters during the study period. Then he/she is unable to pursue the study. The university council can rule out this condition. The delay period is not included in the period during which the student has to fulfill all graduation requirements.

Article 15

If the regular student cut off his/her schooling for a period of one semester without formal permission, he/she is separated from the study in the university. The university council can also separate the student from the university if he/she does not attend lectures or lessons for a shorter period. The affiliated student is separated from the university if he/she does not attend all final examinations without submitting an acceptable excuse.

Article 16

The period of studying as a visiting student at another university is not considered as cut o the study in his/her original university.

Reinstating the Student

Article 17

The student who was separated from study can be reinstated in the following cases:

- 1- Applying for re-enrolling during the first four semesters after being separated from the university.
- 2- The related college council and department should agree about reinstating the student.
- 3- If he/she has been separated from study for more than four semesters, he/she can apply for the university as a new student without going back to his/her study record provided that he/she meets all admission requirements. The university council can exclude from some of these conditions according to certain regulations issued by the council.
- 4- The student cannot be reinstated more than one time. If necessary, the university council can rule out this condition.
- 5- The student who was separated from study for academic purposes cannot be reinstated.

Article 18

The student who was separated from the University for academic or disciplining purposes or another university for disciplining purposes cannot be reinstated. In case he/she was reinstated, and it is found that he/she had been separated from study, his/her study record is void from the date of reinstating.

Graduation

Article 19

The student graduates after completing the graduation requirements according to the study plan successfully. The graduation average should be at least satisfactory. Upon a recommendation by the academic department, the college council designates suitable courses for the student to raise his/her average if he/she succeeds in all of the required courses and fails the average.

Separation from the University

Article 20

The student is separated from study the in the following cases:

- 1- Receiving three successive warnings because his/her accumulative average is less than 2.0/5 or 1.0/4. Upon a recommendation by the college council, the university council can give the student a fourth chance for the student who can raise his/her average through studying some courses.
- 2- Not finishing the graduation requirements after an extra period which is half the original graduation period. The university council can give an additional opportunity after an extra period which is the same as the original graduation period.
- 3- The university council can exclude students from the two previous conditions through giving them another opportunity which does not exceed two semesters.

Affiliation to the University

Article 21

Based on a suggestion by the colleges, the university council can implement the affiliation system in some suitable specializations.

The university council sets regulating rules and procedures as follows:

- 1- The total of the educational units are not less than that of the regular program.
- 2- The affiliated student is dealt with as the regular student in all regulations such as admission, average, changing specialization, separation from study, reinstating, etc., except attending the lectures.
- 3- Based on a suggestion by the college councils, the university council can set up rules for evaluating affiliated students competence.

The academic record and the graduation documents must include that the student is an affiliated one.

Examinations and Grades

Article 22

Based on a suggestion by the department, the college council designates the degree of the semester works that precede the final exam. It should not be less than 30% of the total of the final grade of the course.

Article 23

Based on a suggestion by the department council, the college council can allow including an oral or applied section in the final exam of any course and designating grades for this section.

Article 24

Based on a recommendation by the instructor, the council of the department to which course belongs can allow the student to complete the requirements of the course in the following semester. In

this case, his/her course average is recorded as IC (incomplete) because he/she has not yet completed the requirements of the course. If the student does not complete the requirements of the course during the next semester, his/her average is recorded as F (fail), and it is considered as part of the accumulative and semester average of the student.

Article 25

The grade of the semester works of the course should be distributed in one of the following ways:

- a. One written exam in addition to oral or applied exam, quiz (es), research paper(s) and/or other class activities.
- b. Two written exams.

Article 26

Based on a decision by the college council which is built on a recommendation by the department council, it is possible to exclude the seminar-based and research-based courses, and courses including practical materials from conditions in Articles 22, 23 and 25 or some of them. The college council should designate method of measuring student's evaluation.

Article 27

If research-based courses continue for more than a semester, the average is recorded as IP (In-Progress). After finishing the course, he/she gets the average he/she deserves. If he/she does not complete the requirements of the course, the department council to which this course belongs may consider his/her average as IC (Incomplete) in the student academic record

Article 28

The Average student obtains is dealt with as follows:

Grade %	Average (in words)	Average (Symbol)	Average (out of 5)	Average (out of 4)
95-100	Excellent (High)	A+	5.0	4.0
90-95	Excellent	A	4.75	3.75
85-90	Very Good (High)	B+	4.5	3.5
80-85	Very Good	B	4.0	3.0
75-80	Good (High)	C+	3.5	2.5
70-75	Good	C	3.0	2.0
65-70	Satisfactory (High)	D+	2.5	1.5
60-65	Satisfactory	D	2.0	1.0
Less than 60	Fail	F	1.0	0

Article 29

After graduation, the general average of the accumulative average is classified as follows:

- 1- **Excellent:** The accumulative average is not less than 4.5/5 or 3.5/4.
- 2- **Very Good:** The accumulative average is between 3.75-less than 4.5/5 or 2.75 - less than 3.5/4.
- 3- **Good:** The accumulative average is between 2.75 less than 3.75/5 or 1.75 - less than 2.75/4
- 4- **Satisfactory:** The accumulative average is between 2.0 - less than 2.75/5 or 1.0 - less than 1.75/4.

Article 30

The first honorary rank is granted to the student who receives an accumulative average between 4.75 - 5.0/5 or 3.75 - 4.0/4. The second honorary rank is granted to the student who receives an accumulative average between 4.25 - less than 4.75/5 or 3.25 - less than 3.75/4

when he/she graduates.

To grant the honorary rank to a student:

- 1- He/she should not have failed a course in the graduation university or any other university.
- 2- He/she should have completed the requirements of graduation in a period which does not exceed the average of the shortest and longest period of study in the college.
- 3- He/she should have studied at least 60 % of the graduation requirements in the graduation university.

Conducting the Final Exam

Article 31

The college council can form a committee which coordinates with the departments in regulating the procedures of the final exam. Its obligations are revising the records of grades and submitting it to the related committee in a period which does not exceed three days from the date of the exam of the course.

Article 32

The college council may consider the procedures of the final exam as confidential.

Article 33

The instructor of the course prepares the questions of the exam. If necessary and based on a suggestion by the head of the department, the college council may nominate someone to prepare the exam.

Article 34

The instructor of the course assesses final exam. If there is a need, the head of the department may ask a colleague or more to assess the exam. The college council may ask someone to do the assessment.

Article 35

The assessor of the final exam should list the grades in the formal grade record and sign it. He/she should then endorse it from the head of the department.

Article 36

The student should not be tested in more than two courses on a day. The university council can suspend this condition.

Article 37

The student is not allowed to attend the final exam if he/she arrives half an hour late from the beginning of the exam. He/she is not allowed to leave the exam classroom during the first half an hour of the exam.

Article 38

The student who cheats or attempts to cheat in the exam, or violates the rules and regulations of conducting the exam is punished as per the rules of disciplining students issued by the university council.

Article 39

If necessary, the college council to which the course belongs can agree about reassessing the exam answer sheets in a period which does not exceed the beginning of the exams of the next semester.

Article 40

Based on a recommendation by the department council, the college council can designate the period of the final exam, which should be between 1-3 hours.

Article 41

Keeping in mind Articles 31-40, the university council can set up rules for regulating the procedures of the final exams.

Transfer from a University to Another

Article 42

It is possible to transfer a student to the university provided that he/should:

- 1- have studied in an acknowledged university or college.
- 2- not be separated for disciplinary purposes.

3- meet the transfer requirements designated by the university council.

Article 43

Based on a recommendation by the department, the college council accredits the courses the student has studied outside the university. They are recorded in his academic record, but they are not included in the accumulative average.

Article 44

If it is found that the student had been separated from a university for disciplinary purposes, his/her academic record is void from the date of transferring to the university.

Article 45

The student is transferred from a university to another in any semester as per the working procedures and appointments in the university to which he/she will transfer.

Transfer from a College to Another Within The Same University

Article 46

It is possible to transfer a student from a college to another within the same university if the regulations and rules designated by the university council are met.

Article 47

All the courses that the student has studied should be listed in his/her academic record when he/she is transferred from a college to another. This includes all courses grades, and semester and accumulative averages he has received during his/her study in the university.

Changing Specialization in the College

Article 48

After the approval of the college dean, the student can transfer from a specialization to another in the college. The rules and regulations set up by the university council should be met.

Article 49

All the courses that the student has studied should be listed in his/her academic record when he/she is transferred from a specialization to another in the same college. This includes all

course grades and semester and accumulative averages he has received during his/her study in the university.

The Visiting Student

Article 50

The visiting student is the one who studies some courses in another university or any branch of his/her university without being transferred from the university. The courses he/she attends are approved provided that the following conditions are met:

1. Preapproval of his/her college to study.
2. Studying in an acknowledged university or college.
3. Studying course(s) with similar items to the one(s) in his/her study plan.
4. The visiting student is dealt with according to Article 47 if he/she studies in one of the branches of his/her university.
5. The university council designates the maximum number of educational units (credit hours) that may be accredited from other universities for the visiting student.
6. The average of the courses that the visiting student takes outside the university is not included in the accumulative average, but.
7. Any other conditions designated by the university council.

General Rules

Article 51

These unified regulating rules replace all the previous working regulations of study and examinations of higher education.

Article 52

The council of the university may set up executive rules provided that they do not disagree with these unified regulating rules.

Article 53

The Higher Education Council has the right to explain the articles and items of these unified regulating rules.

Appendixes

Appendix A

The Academic Record and Symbols of Grades

The Academic Record:

It is a document which includes the student's academic route, including the courses that he/she studies in every semester, their symbols, number of study units, and the symbols and values of grades. It also contains the semester and accumulative average and the general average as well as the courses of which the transferred student is discharged.

Symbols of Grades

Grade %	Average (in words)	Average (Symbol)	Points	
95-100	Excellent (High)	A+	5.0	4.0
90-less than 95	Excellent	A	4.75	3.75
85- less than 90	Very Good (High)	B+	4.5	3.5
80- less than 85	Very Good	B	4.0	3.0
75- less than 80	Good (High)	C+	3.5	2.5
70- less than 75	Good	C	3.0	2.0
65- less than 70	Satisfactory (High)	D+	2.5	1.5
60- less than 65	Satisfactory	D	2.0	1.0
Less than 60	Fail	F	1.0	0
-	Denile	DN	1.0	0
60 or more	No Grade Pass	NGP	-	-
Less than 60	No Grade Fail	NGF	-	-
-	Withdrawn	W	-	-

Appendix B

Semester and Accumulative Average (Example)

The First Semester:

Course	Units	Grade (100)	Grade Symbol	Weight of Points	Points	
Slm 301	2	85	B+	4.5	9.0	7.0
Chem 324	3	70	C	3.0	6.0	9.0
Mat 235	3	92	A	4.75	11.25	14.25
Phy 312	4	80	B	4.0	12.0	16.0
Total	12				36.25	48.25

First Semester Average = Total Points/ Total Units = 36.25/12 = 3.02

First Semester Average = Total Points/ Total Units = 48.25/12 = 4.02

The Second Semester:

Course	Units	Grade (100)	Grade Symbol	Weight of Points	Points	
Slm 104	2	96	A+	5	10	8
Chem 327	3	82	B	4	12	9
Mat 314	4	71	C	3	12	8
Phy 326	4	81	B	2	8	9
Total	12				46	34

First Semester Average = Total Points/ Total Units = $46/12 = 3.83$

First Semester Average = Total Points/ Total Units = $34/12 = 2.92$

Cumulative Average = Total Points/ Total Units = $(48+46)/24 = 3.93$

Cumulative Average = Total Points/ Total Units = $(36.25+34)/24 = 2.92$



7.0 Graduate Studies

The Decision of Higher Education Council No. 3/6/1417

The Higher Education Council

According to the Sixth paragraph in the Article 15, item 6 from the law and regulations of Higher Education and Universities Council, which include that Higher Education and University Council issues regulating rules.

And as long as the Unified Regulating rules for Graduate Studies in Universities is considered as conjoint regulation, and its approval will definitely lead to organize and control all procedures concerning Graduate studies in universities.

And after perusal of the memorandum of the Secretariat- General of Higher Education and Universities Council about this matter, and the enclosed copy of the regulating rules for Graduate Studies in Universities.

For all above reasons:

"The Higher Education and Universities Council decided to give approval to the Unified Regulating Rules for Graduate Studies in Universities according to the copy accompanied and attached to the Decision"

Chapter One: Objectives of Graduate Studies

Article 1

The Graduate Studies program aims to:

1. Promote the research and publication of Islamic and Arabic studies;
2. Contribute to the enrichment of human knowledge in all fields through specialized studies and research in order to make new scientific and applied contributions and create innovative discoveries;
3. Provide opportunities for undergraduate students to pursue their graduate studies locally;
4. Develop qualified scientific and professional human resources in different fields of knowledge.
5. Encourage qualified scientists to keep pace with the rapid developments in science and technology to direct their research towards the solution of problems in Saudi society; and
6. Continue with the improvement of undergraduate programs in Order to interface efficiently with graduate studies/programs.

Chapter Two: The Scientific Degrees

Article 2

The University Council awards the following scientific degrees according to the College and Department Councils and approval of the Council of Deanship of Graduate Studies:

- 1- Diploma.
- 2- Master degree.
- 3- Doctoral degree.

Article 3

Studying requirements for the scientific degrees are determined according to these regulating rules, except the following.

- 1- Medical diplomas.
- 2- Medical fellowships

Which controlled by the regulating rules issued by the University Council

Chapter Three: Organization of Graduate Studies

Article 4

A Deanship of Graduate Studies will be established in every University. The Dean will report to the Vice-Rector for Graduate Studies and Scientific Research. The Deanship will supervise all programs of graduate studies in the University; coordinate them; recommend their approval where appropriate; and, subject them to periodic reviews.

Article 5

The Council of the Deanship of Graduate Studies will consider issues relating to graduate studies in the University in general and make the necessary decisions within its authority as per this unified regulating rules; specifically, the Council will:

1. Propose/revise the general policy for graduate studies and its coordination with all University Colleges and institutes and follow-up its implementation after initial approval;
2. Propose, in coordination with academic departments, the internal regulating rules concerning the organization of graduate studies;
3. Propose criteria for admission to graduate studies and supervise their implementation;
4. Recommend the approval of new programs of graduate studies and their coordination with existing programs;
5. Recommend the approval of graduate courses as well as revise or change their contents;
6. Recommend in Arabic and English, the names for the graduate degrees as per the recommendations of the college councils;
7. Recommend the granting of degrees.
8. Make final decisions in matters relating to graduate students affairs in the University;

9. Approve the formulation of thesis and dissertation committees, and report the relevant committee's decision.
10. Formulate the general guidelines for research plans; set up rules and regulations for writing theses/dissertations; print, submit and develop forms for their defense and evaluation;
11. Evaluate periodically the graduate studies programs at the University through committees from within the University or from outside;
12. Study the periodic reports submitted by academic departments in the University and;
13. Study the items referred to it by the University Council, or its Board Chairman or the Rector.

Article 6

The Council of Deanship of Graduate Studies consists of the following:

1. Dean of Graduate Studies, acting as the Chairman of the Council;
2. Dean of Scientific Research, member;
3. Deputy Dean of Graduate Studies, secretary general of the council
4. A faculty member, of associate professor rank (at least), from each College offering graduate programs, appointed by the University Council as per the recommendations of the College Council and the approval of the Rector, for a 2- year renewable term.

The Council shall meet at least once a month. A minimum of two- thirds of its members is required to be a formal meeting. Its decisions are taken by simple majority, and in the case of equal vote with or against a suggestion, the one supported by the head of the council is adopted. The decision of the council should be considered final if there is no objection from the Rector within 15 days from the date received in the rector's office. The council can form permanent or interim committees from its members or others and charges them with various tasks.

1. A Vice-Dean in the Deanship of Graduate Studies is an ex-officio member of the Council of Deanship of Graduate Studies.
2. The representative of the college in the Council of Deanship of Graduate Studies is preferred to be the Vice-Dean of the College for Graduate Studies and Scientific Research.

Graduate Studies: New Programs

Article 7

The University Council will set detailed standards to approve the graduate programs based on the recommendations of the Council of the Deanship of Graduate Studies after consideration of the following:

1. There should be sufficient faculty members of the rank of professor and associate professor specialized in the program. In addition, sufficient research facilities including laboratories, computer resources etc., should be available to ensure the success of the program together with the assurances regarding the quality of teaching, research, and supervision of research.
2. The Department should have acquired sufficient experience in managing undergraduate program if the new program is for a master's degree if it is for a doctorate degree, experience in managing masters program is required.
3. The number of students expected to enroll in the program should be sufficient to guarantee the continuation of the program.

The Academic Department willing to offer a new graduate studies program should take into consideration the following rules:

1. The Department should coordinate with the Deanship of Graduate Studies and other academic departments to avoid Double-Acting and duplication of an effort.
2. There should be at least three staff members in the rank: Full professor or associate professor in the meant academic field, from those who can perform academic supervision for the students of Graduate Studies.
3. The Department must have already acquired sufficient experience in managing undergraduate programs (At least for five years subject to the Theoretical Sciences, and seven years for Applied Sciences). In case of a new Ph.D. program, at least five years in managing Master Program is required.
4. In Applied and Technical Sciences, there must be one Laboratory available for every division or section in which the new program is supposed to be performed, besides other facilities needed for the new program, such as: computer systems, book references, periodicals and also qualified technicians and administrators.
5. The Department must show approximately the number of students expected to join the new program, and the community sectors which may make benefit of the new program.

Article 8

With consideration of the requirements in Article 7, the Department submits to the College Council a detailed proposal of the program explaining the following:

1. The program objectives and the need of the Saudi society for it;
2. The nature of the program from its academic and professional focus and its scientific approach;
3. The importance of the program and its justification after reviewing what other departments are offering in the same area of specialization in the University and other universities in the Kingdom;

4. The facilities available or what will be procured by the Department to assure the promotion of high academic and professional quality for the program, especially, in the major research areas identified by the Department;
5. Faculty stability and turnover during the previous five years;
6. The CV's of all faculty members in the department and other faculty members in the University who are involved in the program in question.

The Department concerned has to prepare the proposal of the new program according to the six points mentioned in Article 8, taking the following into consideration:

1. To identify and point out the major and main courses and minor fields of the new program.
2. To identify and pinpoint the academic requirements of the Degree, course of the program, number of academic units approved for each course and also the distribution of courses into compulsory and optional courses and the dissertation or the research project in both Arabic and English.
3. The program should include at least, two academic units which aim to enable students to acquire the methods of scientific research and to use its techniques and tools.
4. The dissertation for (a master's degree) should not exceed ten academic units.
5. The weight of dissertation for (Ph.D. Degree) by course work and dissertation should not exceed 12 academic units, whilst the weight of dissertation for (Ph.D. Degree) by dissertation and some courses should not exceed 30 academic units, but not less than 20 academic units.
6. To itemize each course in the program in both Arabic and English.
7. To assign a symbol and a number for each course in the program in both Arabic and English, according to the system carried out in all graduate studies courses, which has been approved by Deanship of Graduate Studies Council (DGSC).
8. After approval of the department council, the proposal of the new program is upraised to the college council which upraises it to the Deanship of Graduate Study council, after approval of college council.
9. The proposal of the new program is to be presented through the form (Application for establishing a graduate study program) which is available at the website of DGSC on the Internet. The form contains all information needed to prepare the new program.
10. The department should fulfill a comparative study between the new program and other similar programs at several universities, to get benefit of positive constructive and avoid negatives, and to point out how the new program is outstanding compared with other similar programs in Saudi universities.
11. Before presenting the new program to the Deanship of Graduate Studies, and according to the decision of Deanship of Graduate Studies Council, the Department has to send the new program to some Institutes or experts inside the Kingdom or abroad for further study and examination, so as to get recommendation for approval, and after that the program is to be raised to the council of Deanship of Graduate Studies, together with the

external report attached to the approval Application. Regarding that, there must be a good coordination with the Vice-Presidency for Graduate Studies and Scientific Research about the matter of fees (if any) for the assessment procedure and this should be done before any step in contacting the external institute or the Experts.

Article 9

The Council of the Deanship of Graduate Studies will review the program proposal and coordinate its requirements and other existing program requirements, if any, to avoid duplication of effort. If the council is satisfied, it may recommend that the program be approved by the University Council.

1. The Graduate Studies programs committee (formed by D.G.S.C) has to study and examine all proposals of new programs before presenting to D.G.S.C.
2. The committee mentioned above examines the new programs to assure and confirm that every program has fulfilled the rules, requirements and criteria of the unified regulating rules for Graduate Studies in Saudi Universities, and its Implementing Rules, and to suggest any modifications required in the contents of programs.
3. After fulfilling required changes or modifications, the committee recommends to upraise the proposal of the program to D.G.S.C.
4. The committee raises its minutes and recommendations to the Dean of Graduate Studies for approval.

Article 10

Any adjustments in the curriculum, program requirements, or admission requirements should be approved by the University Council as per recommendations of the Council of the Deanship of the Graduate Studies in coordination with the department concerned.

At the beginning of each academic year, every department should point out its executive objectives for Graduate Studies programs offered by the department. A copy of the objectives must be sent to D.G.S.C.

1. Every two years (or within 5 years as maximum), the department should prepare academic reports to evaluate, periodically, all graduate studies programs offered by the department.
2. The department vision about any changes or modifications in the courses, program requirements or rules of acceptance (if needed) should be raised to College Council. The recommendations of the Department Council and College Council about the required changes in the program should be raised to D.G.S.C.
3. The program suggested to be modified and evolved is to be prepared on the Application Form; all courses should be numbered according to the system approved by DGSC.

4. Before presenting or performing the required change or modification, to the Deanship of Graduate Studies Council, and according to the decision of DGSC about this matter, the Department must send the above mentioned program to external institutes or experts (just like treating a new program). The external report must be raised, together with the Application form, for changing or evolving the program.
5. Graduate Studies Programs Committee should study and examine the mentioned program and recommend to be raised to the DGSC.
6. The DGSC studies the mentioned program and recommends to the University Council, for approval.

Article 11

Combined graduate programs can be established between two or more Departments or between two or more Colleges according to guidelines approved by the University Council based on the recommendations of the Council of the Deanship of Graduate Studies in coordination with the Departments concerned.

1. If a college wishes to establish or institute a conjoint program between two or more departments (or two fields) each department

Nominates two or more from staff members to meet together to put a conjoint visualization for the suggested program. After being studied in each council of the two departments, the program should be raised to the college council for approval, and then to be raised to the DGSC, which after studying the program raises the recommendation to the University Council. Then after approval by University Council, the department which first suggested the program will take the role of supervision of the program.

2. If two or more colleges wish to establish or institute a conjoint program between two or more departments (or fields) in two or more colleges, each department nominates two or more from the staff members to meet and put a conjoint visualization for the suggested program.

After studying the program by each council of each department, the proposal is to be appraised to the councils of the faculties concerned and then to be raised to the DGSC for study and to raise the recommendation to the University Council.

After approval by the University Board, the College which first suggested the program will take the role of supervision of the program.

3. Acceptance procedures in the conjoint program will be applied according to general acceptance conditions.

4. The unified regulating rules for Graduate Studies in Saudi Universities and its Implementing Rules are applicable to all conjoint graduate studies programs.

Graduate Studies: Admission and Registration

Article 12

The University Council determines the number of students to be admitted each year for the graduate studies as per the recommendations of the Council of the Deanship of Graduate Studies and suggestions by Department and College Councils.

Article 13

For Admission to the Graduate Studies, the following general requirements should be satisfied:

1. The applicant must be a Saudi national or must have official scholarship to the Graduate Studies (for non-Saudis);
2. The applicant must have a university degree from a Saudi university or from another recognized university;
3. He/she must have a record of good behavior and be medically fit.
4. Recommendation letters should be submitted from two of his/her former professors.
5. An approval letter from his/her employer is required, if the applicant is employed;
6. The basis in Ph.D. programs is that the student should be a full-time student.

However, the University Council can decide exception from this requirement whenever it is inevitable.

The Council of each university can add any other general requirements as necessary.

Article 14

Admission to a postgraduate diploma requires an undergraduate performance of not less than “good” (C grade)

Article 15

Admission to master's degree program requires a minimum over all undergraduate performance of 'very good' (B) However the council for the deanship of graduate studies can waive this condition for upper good (C+) on condition that his/her grade is “very good” in the specialized Courses .

Board, given that The Council of the Deanship of Graduate Studies can add other requirements as per the recommendations of the Department Council and the support of the College Council.

Article 16

Admission to a Doctoral degree program requires a minimum overall master degree performance of “very good” if it is from a university with a letter-grading system. The Council of the Deanship of Graduate Studies may add other necessary admission

requirements as per the recommendation of the Department Council and the support of the College Council.

After fulfillment of all acceptance conditions mentioned in Articles 13,

14, 15 and 16 of the unified regulating rules, the candidate can apply to the DGSC within the identified acceptance period which will be proclaimed according to the scheduled graduation and every candidate should bring:

1. An authorized copy of his graduation document.
2. An authorized copy of degrees record.
3. Two academic recommendations from two of the staff members who had taught him.
4. A copy of the identity card.
5. Four passport photos (4 x 3)
6. Good testimonial honest conduct
7. Totally filled application Form, in Arabic and English.
8. Approval of the employer, or a written promise to bring forward the approval if he has been employed after been accepted for graduate studies.
9. To fulfill the required level in TOEFL exam (or in an equivalent exam- acceptable to the university.) except those candidates whose certificates are issued from English-speaking countries such as the UK, the USA, Australia, etc. Non-Saudi Candidate should fulfill all requirements mentioned in Article (16-1) and, in addition, he has to bring:

1. The official letter for the scholarship
2. A copy of valid passport
3. All papers and documents (except passport and application form) should be residence.

When all requirements and conditions mentioned in the unified regulating rules are fulfilled, the DGSC sends the academic file to the college which sends it to the department concerned, to calculate the cumulative GPA in the undergraduate majors, only for those competitors (to be one of those who will study the program). Giving that every department should make a list of courses usually been counted in the cumulative GPA, they will send a copy of this list to the DGSC, and also any modifications for those courses in the list, for follow up.

2. The candidate who applies to study in a field other than his original field, or who is accepted or transferred from another university, the courses to be counted in his cumulative GPA should be identified, according to the rules decided as special implementing rules for the college.
3. After counting the cumulative GPA, the college starts to proceed the written or oral tests, and interviews (if necessary) and all these are carried out by the department concerned, according to the private implementing rules for each college, taking into consideration the following criteria for preference:

A. The cumulative GPA 60% B.

Written Test 30%

C. Oral Test or the Interview 10%

D. Each department has the right to assign a suitable portion of the percentages in

B and C above for department which prefer experienced candidates.

E. The candidate to be accepted in a program must achieve at least 80% out of all criteria mentioned in A, B and C.

Subsidiary division for those criteria is left to each college, regarding that these should be included in its implementing rules.

4. Copies of all rolls of each accepted candidate must be kept in the concerned college. Besides sending copies of all rolls for each candidate (accepted and unaccepted) to the Deanship of Graduate Studies.

Article 17

A graduate student may be admitted to master's or doctoral program other than his/her original field of study as per the recommendations of the Councils of Department and the College concerned, together with the approval of the Council of the Deanship of Graduate Studies.

Article 18

The concerned department may require student in a master or doctoral program to take a number of deficiency courses for a maximum period of three semesters with the following considerations:

1. The deficiency courses must be completed at the first attempt with a grade not less than 'good' (C).
2. The cumulative GPA in all deficiency courses must not be less than 'very good' (B).
3. Registration for the intended graduate studies program will not commence until the deficiency courses are passed. The Department concerned may allow the student to enroll in such graduate courses if only one or two deficiency courses remain;
4. The time period required for completing the deficiency courses is not considered a part of the maximum residency period for the degree in question; and
5. Deficiency courses are not included in the GPA calculated on for graduate studies.

Article 19

Admission and registration of graduate students should be conducted through the Deanship of Graduate Studies in coordination with the Deanship of Admission and Registration.

Article 20

A student cannot enroll in two graduate programs at the same time.

Graduate Studies / Deferment and Dropping

Article 21

The student may postpone his admission for not more than two semesters based on the approval of the relevant Department Council, the Dean of the College concerned, and the Dean of Graduate Studies. This period of postponement will not be included as part of the maximum residency period allowed for completing the degree.

Article 22

Studies may only be postponed following the approval of the relevant Department Council, and Dean of the College concerned, and the Dean of Graduate Studies according to the following:

1. The student must have finished at least one semester or more, or completed a good part of his thesis;
2. Postponement must not exceed four semesters (2 academic years);
3. The student must submit a postponement request two weeks before the beginning of the semester;
4. The postponement period is not included in the maximum residency period required for the degree.

The study should not be postponed more than two successive semesters.

For deferment, there must be convincing reasons.

When the study is postponed for a semester, then the private programs are treated financially according to the regulating rules of Deanship of Community Services and Continued Teaching.

If there is a department approval and support of Dean of the College and Dean of Graduate Studies, then the study can be postponed during the stage of deficiency courses, mentioned in Article 18, regarding the following:

1. The student should have passed at least one semester of deficiency courses.
2. The student has the right to postpone only one semester during study of deficiency courses.
3. The student must apply for postponement at least two weeks prior to the beginning of the semester.
4. The postponement is not included in the maximum residency period required for passing the deficiency courses mentioned in Article 18.
5. The postponement period is included in the periods of postponement mentioned in Item (2) in Article 22.

Article 23

The student can request to drop all courses of the semester subject to the following conditions:

1. He/she must submit the form for dropping before the final examination;
2. Approval of the Department Council together with the approvals of the Dean of the College concerned and the Dean of Graduate Studies, are required;
3. This semester must not be considered from the additional attempts given to the student.
4. This semester will be considered as part of the postponement period that mentioned to it in Article 22.

1. The student must not drop the courses of two successive semesters.
2. The student must apply for dropping before four weeks left to the start of final exams. The application should not be considered, except after the approval of Dean of Graduate Studies.

3. When courses of a semester are dropped, then the private programs are treated financially according to the regulating rules of Deanship of Community Service and Continued Teaching.

The student can drop all courses of the semester during the stage of deficiency courses mentioned in Article 22, but that must be according to the following:

1. The student must apply for drop out 4 weeks prior to the beginning of the final exams.
2. Approvals from the Department Council and Deans of the college and Graduate Studies are required.
3. This dropout semester is included within the postponed periods mentioned in Article (22-2).

Graduate Studies / Withdrawal

Article 24

If a student has withdrawn voluntarily from graduate studies, and then decided to return, all the current admission requirements must be met.

1. If the student has withdrawn voluntarily and then decided to return, the department can count for him all or some of deficiency courses that student has already studied before withdrawal.
2. The main or major courses been studied by the student before withdrawal should not be counted for him.

Graduate Studies / Discontinuance

Article 25

A student would be considered to have voluntarily discontinued his/her program and would be dismissed in the following cases:

1. If he is accepted in the program and doesn't register during the registration period;
2. If he/she registers in a semester but does not attend classes in that semester.

Graduate Studies / Dismissal and Readmission

Article 26

The Council of the Deanship of Graduate Studies may decide to dismiss a student if:

1. The student gains admission to graduate studies but does not register during the registration period;
2. He/she registers in a semester but does not end classes in that semester.
3. He/she withdraws or discontinues the program for one semester without an acceptable excuse;
4. He/she does not show his seriousness in studying or does not fulfill his academic duties according to Article 52 of these regulating rules
5. His her GPA is below "B" for two consecutive semesters,
6. He/she exceeds the postponement periods mentioned in Article 22 of these regulating rules
7. If he/she violated the scientific honesty during the period of studying courses or during his/her thesis work, or if the rules and regulations of the university are violated;
8. He/she does not pass the comprehensive examination on (if required) at the second attempt;
9. The thesis committee disqualifies the thesis for defense or does not accept it following the defense; and
10. His/her program remains incomplete following the expiry of the maximum residency period according to Article 36.

Article 27

In extremely limited cases, a student's status can be reinstated if the Department and College Councils support his/her readmission request, with justification. The readmission is to be approved by University Council based on the recommendations of the Council of the Deanship of Graduate Studies with the following considerations:

1. If the period between dismissal and the application for readmission exceeds six semesters, the student will be treated as a new applicant regardless of the number of credit hours he

earned before.

2. If the period between dismissal and the application for readmission is 6 semesters or less, the student may be asked to repeat some courses. These courses will be identified by the Department and College Councils and approved by the Council of the Deanship of Graduate Studies. The credit hours earned from the time of readmission will be counted in his GPA calculation. The previous period attended in the program by the student will be counted as part of his/her maximum residency period for the degree in question.

1. The student who has been dismissed for more than six semesters should be treated as a new applicant.

2. The student who has withdrawn conclusively from the university cannot be registered again.

Graduate Studies / Additional Attempts

Article 28

Item (5) of Article 26 may be exempted to give a student an additional attempt at graduating for one or two semesters (maximum) as per the recommendations of both the Department and College Councils and the approval of the Council of the Deanship of Graduate Studies.

Article 29

Item (10) of Article 26 may be exempted to give a student an additional attempt at graduating not exceeding two semesters following the recommendations of the supervisor and the Department, College, and Deanship of Graduate Studies Councils.

Graduate Studies / Transfer

Article 30

A student can transfer from one recognized university to the University as per the recommendation of both the Department and College Councils and the approval of the Council of the Deanship of Graduate Studies after consideration of the following:

1. The student must satisfy the admission requirements and other departmental requirements as necessary.

2. The student must not be dismissed, for any reason, from the university from which he is transferring.

3. The number of credit hours earned will be calculated according to the following:

(a) Courses under consideration should not have been taken more than six semesters preceding the application.

(b) The topics of the credit hours to be transferred must meet the current program requirements.

- (c) The percentage of the credit hours to be transferred must not be more than 30% of the new program requirements.
- (d) The grade of the transferred courses should not be less than Very Good (B).
- (e) The transferred credit hours will not be included in the GPA calculation.
- (f) The Department Council will recommend the transfer of credits, to be approved by the Councils of the College and the Deanship of Graduate Studies.

Article 31

The student's major can be changed at the university according to the recommendations of the Department and College Councils and the approval of the Council of the Deanship of Graduate Studies taking the following into consideration:

1. The student satisfies the admission and any other requirements deemed necessary by the Department.
2. Educational Units earned at the University may be counted, if the new Department approves its compatibility with the new program to be transferred to. These credits will be included in the GPA calculation.
3. The student should not have been previously dismissed for any of the reasons indicated in Article 26.
4. The period spent in the previous major will be considered part of the maximum residency period for the degree in question.
5. Only one change of major is allowed during the maximum residency period for the degree in question.

Shifting or transfer steps should be as follows:

1. The student should apply to the chairman of the department for transfer from one field to another or from a program to another inside the same department.
2. Application for transfer from a department to another in the same college is to be raised to the Dean of the College.
3. Application for transfer to another college is to be raised to the Deanship of Graduate Studies.
4. Application for transfer from another university (Saudi or foreign) must be raised to the Dean of Graduate Studies accompanied by official and authorized details: The state of the student, the courses he has passed, and course content, the number of studied units and the grade the student achieved in each course.

Graduate Studies / System of Study

Article 32

Studying for a postgraduate diploma includes courses, field work, applied courses and experimental activities that satisfy the following:

1. The residency period should not be less than of two semesters and not more than

four semesters; and

2. The number of credit hours should not be less than 24 and not more than 36.

The University Council determines the required courses for the diploma degree as well as the name of the diploma degree as per proposal of both the Department and College Councils concerned and the recommendations of the Council of the Deanship of Graduate Studies.

The student who registered for a master's degree, with or without a thesis, and failed to earn the degree, can transfer to a diploma program in the same field (if it is available), after approval of the DGSC subject to the recommendations of the department and college councils, according to the specific implementation rules of the college concerned.

Article 33

Studying for a master's degree involves one of the following two approaches:

1. Coursework and thesis with a minimum of 24 educational units in addition to the thesis;
2. Coursework in some fields of professional nature with a minimum of 42 educational units of coursework including a research project that consists of a minimum of 3 educational units. The plan for the master's degree should contain related graduate courses from other departments, whenever possible.

The student has the right to transfer after passing 50% of educational units from each program, according to the following rules:

1. Approval of the Chairman of Department and the Deans of the College and Graduate Studies.
2. Transfer is possible only before six semesters of the official period, and never after six semesters.
3. The student must apply for this transfer no after less than one month before the beginning of the semester.
4. To itemize an academic plan for the student showing the courses to be studied to fulfill the requirements for the degree.

Article 34

Studying for a doctoral degree involves one of the following two approaches:

1. Coursework and dissertation with a minimum of 30 educational units after the master's degree in addition to the dissertation.
2. Dissertation and some courses with a minimum of 12 specialized educational units from the major, seminars, or research sessions as required, according to the student's academic background and field of study.

Article 35

The academic year is divided into two semesters each one is not less than 15 weeks not included registration and test period and one summer semester which is not less than 8 weeks in which the teaching period is doubled for each course.

In same colleges the study may be yearly - based according to the University Council which does not contradict with this unified regulating rules of Graduate Studies.

1. In all programs of Graduate Studies, six educational units/ hours are the minimum to study in the main semesters, and three in summer semesters. 12 educational units are the maximum to study in the main semesters, and six in summer semesters.
2. If the student is expected to graduate, then he can study 15 educational units in the same semester but not more, provided his cumulative GPA is not less than 4.5.
3. The thesis is not included in what is mentioned in (1) above about the maximum credit hours to be studied.

Studying for a postgraduate diploma includes courses, field work, applied courses and experimental activities that satisfy the following:

1. The residency period should not be less than of two semesters and not more than four semesters; and
2. The number of educational units should not be less than 24 and not more than 36.

The University Council determines the required courses for the diploma degree as well as the name of the diploma degree as per proposal of both the Department and College Councils concerned and the recommendations of the Council of the Deanship of Graduate Studies.

Article 36

1. The maximum residency period for a master's degree must not be less than four semesters and not more than eight semesters; not including the summer sessions.
2. The residency period for a doctoral degree must not be less than six semesters and not more than ten semesters; the summer sessions are not included.

Article 37

The maximum residency period for a degree starts from the registration for graduate courses up to the submission date of a report from the student's advisor with a copy of the thesis (or any other requirements to the student program) to the Department Chairman.

Article 38

A graduate student must take at least 70% of the required educational units in the University awarding the degree. All work related to his thesis/dissertation must be completed in the same University.

Article 39

A student cannot graduate until all the degree requirements are completed. At graduation, the general grade of the student is to be “very good” at least.

Graduate Studies / System of Examinations

Article 40

Conducting and grading graduate courses for diploma, master and doctoral degrees should follow the undergraduate studies and examination rules and regulations which were approved by the Higher Education Council in its second meeting on 11/6/1416 H, with the exception of the following:

1. A minimum of “good” (C) grade is required from the student to pass a course.
2. The Council of the Deanship of Graduate Studies should set appropriate policies as per the department council’s recommendation and approval of the college Council with regard to substitute examinations and courses requiring duration of study of more than one semester.
3. Master’s students -if required by the program- and doctoral students must pass comprehensive oral and written examinations after the completion of all the required coursework. This comprehensive examination should be conducted by a specialized committee according to regulations set by the University Council as per the recommendations of the Department Council and the approval of the College Council concerned and the Council of the Deanship of Graduate Studies. This examination should cover the student’s major field of the study as well as the other related fields if exist. The student will be considered a candidate for the degree in question if he passes the examination at the first time. In case of failure in the examination or part of it, a second chance will be given to the student within the following two semesters. Failure to pass the examination the Council a second time will incur dismissal from the program.

The marks scored by the student are to be recorded according to the regulating rules of Undergraduate Studies and Examination which were approved by the Higher Education Council, in its second meeting on 11/6/1416 H, subject to what is stipulated in Article 40 of the unified regulating rules for Graduate Studies in Saudi universities, i.e., the exceptions mentioned.

1. The comprehensive examination is composed of two parts: written and oral.
2. The comprehensive examination (written and oral) will be in the major field and secondary fields (if any).
3. The comprehensive exam aims to measure the student’s capability, depth and areas:
 - a. Knowledge : the exam aims to measure the student’s capability , depth and comprehension to understand the major field subjects, and also secondary fields (if any).
 - b. Analysis: the exam aims to measure the student's capability in analyzing and making complementary action between concepts and conclusion, and in suggesting

reasonable solutions and reasonable answers for questions directed to him/her.

4. The Comprehensive Exam Committee:

- a. The department council establishes an exam committee of odd numbered members, from full professors and associate professors, an assistant professor, with two years experience as assistant professor can be chosen as a member of this committee.
- b. The committee is responsible for preparing the comprehensive exams, to correct them, and to announce exam results. The committee then raises the exam results to the department council for approval.
- c. If the program requirements contain a major field or secondary fields from outside the department, then it is so necessary that one of the staff members of the concerned department/departments should be a member of the committee.

5. Written Exam: a. the written exam is to be held during the semester coming after the student has finished the courses. The exam is held at a time determined by the exam committee. After the approval of the department council, the student can postpone the exam for one semester.

b. Failing to pass the exam, the student can be given an extra chance to re-take the exam, during the two following semesters.

c. Failing to pass the exam in the extra chance, the student is to be dismissed and this is to be according to the recommendation of department council and college Council, and approval of Deanship of Graduate Studies council.

6. Oral Exam: a. after passing the written exam, the student should sit for the oral exam, at a time decided upon by the exam committee.

b. Failing to pass the oral exam, the student has the right to re-take an extra oral exam at any time, but not later than the next semester.

c. Failing to pass the extra oral exam, the student will be dismissed, and this is to be according to the recommendation of the department council and the College Council, and approval of the Deanship of Graduate Studies Council.

7. The duration (time) of the Comprehensive Exam: According to the recommendation of concerned department council, the college council determines the duration (time) of each of written and oral exams.

8. The marks needed to pass the Comprehensive Exam:

a. Each exam (written and oral) has an independent full mark (100).

b. PhD student passes the written and oral exams, if he scores at least 70% in written and 70% in oral, from each member of the committee.

c. Master's degree student passes the written and oral exams, if he achieves at least 70% in written, and 70% in oral, from most of the members of the exam committee.

9. The college must submit to the Deanship of Graduate studies the results of written and oral exams, in two weeks from the date of the exam.

Graduate Studies / Thesis /Dissertation
Preparation of Thesis/Dissertation and Supervision:

Article 41

On joining the program, each graduate student should be assigned an academic advisor. The advisor will guide and help the student to choose the subject of the thesis/dissertation and research plan according to the regulations approved by the University Council, as per recommendations of the Council of the Deanship of Graduate Studies.

The academic advising is to be counted as one teaching unit for each semester, until the supervisor is nominated. The advisor must cover for five students as maximum (males or females).

Article 42

After passing all the admission requirements and completing at least 50 % of the required courses, with a minimum cumulative GPA of "B", the graduate student should submit his/her thesis/dissertation proposal, if any, to the department concerned. If the proposal is approved, the Department Council will assign either a thesis advisor, and co-advisor if required, or thesis committee members and its chairman. Subsequently, this information should be submitted to the Council of the Deanship of Graduate Studies for approval, as per the recommendations of the College Council.

After nomination of the academic supervisor, and approval of the suggested title of the thesis, and after passing the comprehensive exam (if any), the Deanship of Graduate Studies is to register/record all credit hours of the Student for the thesis.

Article 43

Master's thesis should reflect originality and involve a new contribution, and doctoral dissertation should also reflect originality and innovation, together with an effective contribution to the advancement of knowledge in the student's field of study.

Article 44

Subject of master's thesis and doctoral dissertation should be written in Arabic. Other languages can be used in some majors with the approval of the University Council as per recommendations of the Department and College Councils, and the Council of the Deanship of Graduate Studies. In such cases, an Arabic perfect summary must be included.

If a dissertation is written in a non-Arabic language, and if it is beneficial to write the dissertation in a foreign language, then, the supervisor must suggest so to the department and seek the approval of the University Council (as per recommendations of the

department council, the College Board and Deanship of Graduate Studies Council). In this case, an Arabic version abstract must be included.

Article 45

The thesis/dissertation advisors must be of professorial or an associate professorial rank who are faculty members of the University. An assistant professor may be nominator as master thesis advisor if he worked two years as assistant professor and has at least two papers published or accepted for publication in his field of specialty in refereed journals, then the refereed books can be considered instead of papers. A professor or associate professor from the same department can participate and help in supervision. The assistant professor can participate and help in supervision year as an assistant professor and has at least one paper published or accepted for publication (in his field of specialization) in a refereed journal.

Article 46

The thesis/dissertation advisor may be a non-faculty member of the University with distinguished qualifications and experience in academic research. This requires the approval of the University Council, based on recommendations by the Department Council concerned, the College Council, and the Council of the Deanship of Graduate Studies.

The non-faculty member nominated to be a supervisor should fulfill supervision condition mentioned in Article 45.

Article 47

Based on the nature of the thesis/dissertation, a co-advisor can be assigned from other departments in the University, provided that the thesis/dissertation advisor is assigned from the department awarding the degree.

Supervision conditions mentioned in Article (45-2) should be fulfilled by the co supervisor nominated from other departments

Article 48

A faculty member can be in the same time co-advisor or co-advisor for a maximum of four theses and when deeply necessary, the number can be raised to five following the recommendations of the Department Council concerned and the approval of the College Council, and the Council of the Deanship of Graduate Studies. For the purpose of calculating a faculty thesis/ dissertation will be counted as one credit hour, whether the faculty member is the sole advisor or the major advisor.

Article 49

If the advisor cannot continue supervising the thesis /dissertation, or if his service to the University is discontinued, the Department concerned should suggest a replacement, to be approved by the College Council and the Council of the Deanship

of Graduate Studies.

Article 50

By the end of each semester, the advisor should report, in detail to the department chairman about the student's progress, to copy of the report should be sent to the Dean of Graduate Studies.

Article 51

Student completion of the thesis/dissertation must be reported by the advisor to the Chairman of the Department concerned, in order to initiate the completion of the procedure determined by the Council of the Deanship of Graduate Studies.

1. The dissertation should be examined by the Head of the Department or one of the staff members of the department.
2. The dissertation is to be sent to the Academic Council to give approval for debate and defense.

Article 52

Based on the academic advisor's report a lack of commitment by a student towards his studies and other academic duties will result in an academic warning by the Department Council concerned. If, after two warnings, no improvement is evident, the Council of the Deanship of Graduate Studies may dismiss the student as per the recommendation of the Department Council.

Graduate Studies / Thesis/Dissertation Defense

Article 53

Based on the recommendations of the Department and College Councils concerned, a Defense Committee is formed by the Council of the Deanship of Graduate Studies.

Article 54

The Master's thesis Defense Committee must fulfill the following requirements:

1. It must comprise an odd number of members, chaired by the thesis advisor.
2. The Committee must comprise at least three members. The advisor and co advisor if any should not constitute a majority in the Committee.
3. The Committee members should meet the conditions of the thesis supervision.
4. At least one member of the Committee must be a professor or an associate professor.
5. Decisions of the Committee should be based on a majority vote of at least two thirds of the total number of members.
6. One of the members of defense committee should be from another department,

and it is preferable not to be from the university.

7. At debating and defending a master's thesis, the main supervisor and co-supervisor (if any) should have one voice.

Article 55

The Doctoral Dissertation Defense Committee must fulfill the following requirements:

1. It must comprise an odd number of members, not less than three, and chaired by the thesis advisor.
2. The Committee members must be of the rank of professors or associate professors. The advisor and co-advisor (if any) should not constitute a majority in the committee.
3. One member of the Committee must be from outside the University.
4. Decisions of the Committee should be based on a majority vote of at least two thirds of the total number of members.

Article 56

If, for any reason, the thesis reason dissertation advisor cannot participate in the defense committee, due to his death or his service to the University is discontinued, or his presence outside the country in task for a long time, the department concerned should suggest a replacement who should be approved by the college council and council of the deanship of graduate studies.

At debating and defending a PH. D. dissertation the main supervisor and co-supervisor (if any) should have one vote.

1. After approval to form the defense committee, the college dean should notify the external member of the committee, and a copy of the dissertation is to be sent to the member.
2. The department chairman or his deputy should attend the debate and defense meeting, representing the Deanship of Graduate Studies, beside the members of the defence committee, approved by the council to the Deanship of Graduate Studies.
3. The representative of the Deanship of Graduate Studies is not considered a member of defense committee.

Article 57

A report is prepared and signed by all members of the thesis/dissertation committee. The report must be submitted to the Department Chairman concerned within one week of the date of the public defense. The report must include one of the following recommendations:

1. The thesis/dissertation is accepted and recommended for the award of the degree.
2. The thesis/dissertation is accepted with some modifications, without a re-defense being necessary. A member of the committee is delegated to recommend awarding of the degree after ensuring that the required modifications are implemented within three months from the date of the first public defense. This period can be waived by the University Council.
3. Further work is recommended on the thesis/dissertation, followed by a second defense

within a certain period of time to be decided by the Council of the Deanship of Graduate Studies, based on the recommendations of the Department Council concerned. This period must not exceed one year from the date of the first defense.

4. The thesis/dissertation is rejected.

Each committee member has the right to submit his own comments or reservations in a separate report both to the Department Chairman concerned and the Dean of Graduate Studies, within two weeks of the date of the defense.

Article 58

The Department Chairman concerned must submit the report of the Thesis/Dissertation Committee to the Dean of Graduate Studies not later than three weeks after the date of the defense.

The defense committee report must be raised by the Head of the Department Chairman to the Dean of Graduate Studies through the College Dean.

Article 59

The Dean of Graduate Studies must submit the recommendations to award the degree to the University Council for approval.

Article 60

A master's thesis advisor from outside the university will be given compensation of five thousand Saudi Riyals (SR 5,000.00). A doctoral dissertation advisor from outside the University will be given compensation of seven thousand Saudi Riyals (SR7, 000.00).

Article 61

A faculty staff member of the University to whom the thesis/dissertation is submitted receives one thousand Saudi Riyals (SR1,000.00) member or a non-faculty member from the University to whom the thesis/dissertation is submitted receives one thousand five hundred Saudi Riyals (SR1,500.00) for participation the Doctoral Defense Committee and one thousand Saudi riyals (SR 1,000) for participation in the master defence Committee. A committee member from outside the Kingdom receives two thousands five hundreds Saudi Riyals (SR2, 500.00). If the Committee member is from outside the city in which the University is located, whereby the thesis/dissertation is defended, he should be given a roundtrip air ticket from his place of residence (city/country) and rent of suitable accommodation and living for a maximum of two nights in addition to honorarium indicated above, whether the Committee member is from the Kingdom of Saudi Arabia or from outside. If the Committee member is blind or a female, his/her companion should be given air ticket and accommodation rent for a maximum of two nights.

In case of necessity, and according to the nature of study, the Council of the Deanship of Graduate Studies can add one or two nights, as per the recommendation of the Department and college Councils, as extended stay for the committee member.

1. The Public Relations and Information Department has to perform the following matters for the defense committee member coming from outside the city:

- * Reception and Farewell
- * Reservations for travel
- * Hotel accommodation

2. The Public Relations and Information Department has to send round trip tickets for the external examiner outside the city, with a sufficient time before the date of defense.

3. The Public Relations and Information Department should prepare to get required entry visa for the external member of the defense committee from outside the Kingdom, according to the official Laws of the Kingdom.

4. The college should give the external examiner his financial reward on the day of defense, from the private advance payment given to the College Dean at the beginning of each academic year.

This advance payment to the College Dean concerned should be repaid by receipt vouchers at the end of the academic year to D.G.S.C.

Graduate Studies / General Regulations

Article 62

The University Council approves the regulations for the evaluation of the graduate studies programs as per the recommendations of the Council of the Deanship of Graduate Studies. The results of the evaluation should be submitted to the University Council.

Article 63

At the end of each academic year, the Department Chairman should submit a report to the Dean of the College concerned and the Dean of Graduate Studies regarding the progress of graduate studies in the Department.

1. The Department Chairman at the end of every academic year must prepare a report about the graduate studies in the Department and raise it to the Vice-Dean for Graduate Studies and Scientific research of the College.
2. The Vice-Dean for Graduate Studies and Scientific Research of the College prepares one report for all departments and raise it to the College Dean.
3. The College Dean sends the report to the Dean of Graduate Studies.

Article 64

Whatever is not explicitly stated in this document should follow the rules of the Council of Higher Education and Universities and their implementation rules and regulations as practiced in the Kingdom.

Article 65

This document will cancel all the previous graduate studies regulations in the Saudi Universities and it will be implemented from the first academic year following its approval date. The University Council may take the appropriate action in cases where students joined a University under the old regulations.

The students accepted for graduate studies before the issue of the unified regulating rules for Graduate Studies in Saudi Universities and its Implementing Rules should follow these regulating rules, taking into consideration the following:

1. The student will be exempted from academic requirements and the number of educational units including the thesis.
2. The extra periods which are more than what have been mentioned in Article 66, about cases of students who joined the graduate studies under the former regulations, these periods should tackled and be covered.

Article 66

A University Council may issue its own implementation rules regarding the progress of graduate studies without contradicting the regulating rules of this document.

The University Council has the right to interpret these Implementation rules without contradicting the unified regulating rules of graduate studies.

Each college must prepare its own implementation rules, without contradicting the unified regulating rules or its implementation rules.

The College raises its own implementing rules to the University Council, as per recommendations of the Faculty Council and the Council of Deanship of Graduate Studies, for approval.

These University implementing rules will be applied from the date of approval of the University Council. These rules supersede all the former Implementing Rules.

Article 67

The Council of Higher education and Universities has the right to interpret the regulations of this document.



8.0 Research

Decision No. 2/10/1416 H of the Higher Education Council The Higher Education Council;

According to item 6 in Article 15 from the law for Higher Education and Universities Council ordaining that specialties of the higher Education Council is to issue common regulations for universities;

Given that the unified regulating rules for scientific research at universities are derived from common regulations and their endorsement would organize aspects surrounding scientific research at universities; And upon reviewing the memorandum passed by the Higher Education Council on the subject and on the copy of the above-cited unified regulating rules attached to the proposal - the Council has decided the following:

((Approving the unified regulating rules for scientific research at universities according to the formula attached to the decision - provided the formula the regulating rules are reviewed within three years starting the date of implementation and forwarding the recommendation to the Higher Education Council. Financial allocations should be ready at the time of adopting the unified regulating rules)).

Article (1)

Definitions: Expressions used in the regulations have the meanings detailed below:

1. Scientific research: an achievement founded on world derived from aspects surrounding scientific basis resulting from individual or common efforts or a combination of both.
2. Main researcher: a staff members of the faculty or someone serving in his/ her position; representing the group participating in the research effort and supervises and manages the group.
3. Co-researcher: a staff member of the faculty or someone serving in his/ her position; working with the group to complete research in a certain topic.
4. Inspection arbitrator: a staff member of the faculty or an expert entrusted with scrutinizing and studying a scientific product.
5. Re viewer: a staff member of the faculty or an expert entrusted with scrutinizing and studying a scientific product.
6. Counselor: a staff member of the faculty or someone serving in his/ her position or the expert commissioned by the competent research center to provide consultative services or studies.

Article (2)

Research conducted at universities aim to enrich science and knowledge in all fields, particularly the following:

- (A) Highlighting Islamic curricula and their contributions to civilizations and humanitarian sciences.

(B) Documenting Arab and Islamic heritage and preserving, indexing, auditing and facilitating the previous for researchers.

(C) Offering scientific advisories to developing scientific and practical solutions for problems confronting society via research and studies ordered by government and civil organizations.

(D) Relocating and locally instilling modern technologies and participating in their development and adaptation to suit local requirements and serve developmental objectives.

(E) Linking scientific research with the university's goals and developmental plans, and avoiding duplicity, repetition and benefiting from past studies.

(F) Rearing a generation of distinguished Saudi researchers and training them to conduct premium original researches by making way for postgraduate students, lecturers and research assistants to partake in carrying out scientific research.

(G) Uplifting the standard of university education and postgraduate studies.

Article (3)

The staff members of the faculty and students researchers are encouraged to conduct original and innovative research which contributes to enriching specialized sciences and knowledge, serving society, providing means for their achievement and mobilization. Universities can employ the following for the realizations of the above goals:

(A) Publishing the findings of scientific research in local and international journals and providing scientific documentation means to facilitate researchers' missions.

(B) Cooperation between scientific and research agencies and institutions inside the Kingdom and abroad via conducting research and exchanging knowledge and expertise.

(C) Devising methods and channels for encouraging individuals and institutions to support and finance research projects in order to strengthen the role of universities.

(D) Providing advanced communication means and modern scientific publications of all kinds (journals, books...etc).

Article (4)

Establishing a deanship with the name "Scientific Research Deanship" in every university affiliated with the vice-dean for postgraduate studies and scientific research. The respective dean and vice-dean are to be appointed based on the articles #39 and #40 of the Council of Higher Education and Universities.

Article (5)

The Scientific Research deanship has a Scientific Research Council which is comprised of:

- (A) Dean for Scientific Research (Head)
 - (B) Dean for Postgraduate Studies (Member)
 - (C) Vice-Dean(s) for Scientific research (Member)
 - (D) Directors of a number of research study center (maximum five) chosen by the university council based on a recommendation from the university director.
 - (E) A number of elite professors in scientific research fields (maximum seven) chosen from staff members of the faculty and appointed by the university council for two-year renewable terms based on a recommendation from the university director.
- The council meets and makes its decisions within the stipulations of Article #35 of the Higher Education and Universities.

Article (6)

Not interfering with functions of scientific councils, faculty council and department council - the Scientific Research Deanship specializes in the following:

- (A) Suggesting an annual plan for researches at the university and preparing a draft budget to be introduced to the scientific council.
- (B) Proposing rules, regulations and procedures organizing scientific research efforts at the university.
- (C) Approving research and study projects, following up, rating and financing them based on regulations in place.
- (D) Proposing means for organizing links and cooperating with various research centers outside the university.
- (E) Coordinating the work between research centers at the university and attempting to avoid overlapping responsibilities and encouraging conducting joint research between all departments and colleges in order to boost efficiency and optimize available resource exploitation.
- (F) Recommending the approval to publish research deemed following arbitration according to the regulations.
- (G) Encouraging faculty staff members and other researchers to conduct innovative

scientific research and mobilizing available resources for this purpose, especially professors fully devoted to research, and enabling them to work in an appropriate scientific environment .

(H) Organizing communications between research centers outside the university (local and foreign) and developing cooperation with the previous to benefit from latest developments.

(I) establishing an information database for ongoing and completed research in the university and exchanging research information with other universities and research centers.

(J) Studying the annual report and final accounts for scientific research activities at the university as a prelude to their review by the Vice-Dean for Postgraduate Studies and Scientific research.

(K) Supervising and following up the research financed from other agencies outside the university but falling within its interests or specialization. .

(L) Establishing specialized committees from its members or others according to specific requirements.

(M) Studying all materials forwarded to it from the University Rector or the Vice-Dean for Postgraduate Studies and Scientific research.

Article (7)

The Dean for Scientific Research is responsible for managing financial, administrative and technical affairs relating to scientific research at the university using laws and regulations in place - and has the following duties:

(A) Supervising the university's annual research plan and necessary budgets as a prelude to be reviewed by the deanship council.

(B) Spending from the allocated research budget within his financial authority.

(C) Technical and administrative follow up on various activities conducted by the deanship and devising plans and working programs and following up on their implementation.

(D) Supervising research centers' activities affiliated with the Scientific Research Deanship and following up and evaluating their performance.

(E) Cooperating and coordinating with research center, institutes and foundations within and outside; the university, communicating with foreign research centers and institutions and mobilizing findings for modernizing Scientific research capability at the university.

(F) Coordinating with the Postgraduate Deanship in all aspects pertaining to conducting

postgraduate students' researches and working to provide all available resources and research capability for completing their research and/ or scientific dissertations.

(G) Permanent follow up on scientific research and securing finances for this objective in order to bankroll researches from within and outside the university.

(H) Recommending signing up contracts with researchers, employees and technicians for limited periods based on the research projects' budget supervised by the deanship.

(I) Evaluating staff performance at the deanship and forwarding respective reports to the university management.

(J) Preparing the deanship's draft budget and its annual report and its annual report as a prelude to be reviewed by the deanship council.

Article (8)

Each research center following the Scientific Research Deanship is to be managed by:

(A) The center's council. (B) The center's director.

Article (9)

The center's council is comprised as follows:

(A) The center's director, head of the council, appointed from the Saudi staff members of the faculty by a decision from the university director based on the nomination from the Dean of Scientific Research - supported by recommendation from the Vice-Dean for Postgraduate Studies and Scientific Research for a two year renewable term. The director is financially regarded equivalent to a department head.

(B) A number of the staff members of the faculty renowned for excellence in scientific research (maximum five members) appointed by the university director based on the nomination of the Dean of Scientific Research and a recommendation from the Vice-Dean for Post-graduate Studies and Scientific Research for a two year renewable term.

Article (10)

The center's council is responsible for all concerning issues and especially:

(A) Proposing an annual research plan and preparing the necessary draft budget.

(B) Studying research projects from the staff members of the faculty and their equivalents and following up their implementation.

(C) Studying research and studies' projects ordered by parties outside the university and selecting researchers for their implementation and follow up and proposing bonuses for those responsible based on regulations in place.

(D) Recommending spending from the research budget within the regulations in place.

(E) Studying the center's annual report, final accounts and draft budget and forwarding them to concerned authorities.

(F) Studying all incoming issues from the Scientific Research Deanship.

Article (11)

The Scientific Research Center director is responsible for the following:

(A) Supervising and following up the progress of research activities conducted by staff members of the faculty their equivalents and assistant researchers including direct supervision on the center's administrative and technical apparatuses.

(B) Communicating with scientific department and encouraging staff members of the faculty to conduct research, coordinate between their researches and provide necessary means and capabilities for speedy completion and publishing.

(C) Communicating and coordinating with other research centers inside and outside the university in all issues pertaining to the nature of researches conducted under the center's supervision or those carried out on behalf of external parties.

(D) Preparing an annual budget draft for the center as a prelude to review by the center's council and further review by higher authorities at the university.

(E) Preparing an annual report on the center's activities and forwarding it to concerning authorities.

Article (12)

Researches financed from the university's budget are selected by an initiative from the researcher or respective scientific authorities according to the plan in place and regulating procedures. Consequently the scientific council within the following financial ceilings:

(A) A monthly bonus of SAR1200 is dispensed to the prime doctorate researcher and SAR1000 per month to each member of the faculty staff members participating in the research and those in their equivalent (holding doctorate degrees) during the basic time

interval outlined in the research plan.

(B) A monthly bonus of SAR30 per hour (maximum SAR800 per month) is dispensed to research assistants (holding masters degree) during the basic time interval outlined in the research plan (maximum three researchers).

(C) A monthly bonus of SAR25 per hour (maximum SAR600 per month) is dispensed to graduate degree holders during the basic time interval outlined in the research plan.

(D) A monthly bonus of SAR20 per hour (maximum SAR400 per month) is dispensed to undergraduates, technician and/or technicians during the basic time interval outlined in the research plan.

(E) A bonus of SAR500 is dispensed to counselors from inside the city for every day of consultation (maximum SAR7000 per year).

(F) A bonus of SAR1000 is dispensed to counselors from outside the city for every day of consultations (housing and living stipends inclusive - maximum SAR14000 per year) plus a roundtrip ticket.

(G) A monthly bonus of SAR2000 is dispensed to counselors from outside the kingdom for every day of consultations (housing and living stipends inclusive - maximum SAR20000 per year) plus a roundtrip ticket.

(H) The above bonuses are withheld from researchers who are fully devoted to scientific research.

Article (13)

The university rector can assign Saudi members of the staff members of the faculty to prepare researches and studies for specific purposes falling outside the realm of the university's publishing programs - provided the bonus for each researcher does not exceed SAR10000 per research - and a report on this should be forwarded to the head of the university council at the end of each year

Article (14)

Necessary services for research and studies conducted by a personal initiative on behalf of the researcher are provided for publishing and/or promotion even outside of the allocated budget.

Article (15)

Researches financed from government or other institutions are implemented based on the regulations issued by these institutions provided the scientific research council presents a recommendation to this effect to the Scientific Research Deanship.

Article (16)

Taking into account the regulating rules that in the charters regulating organize the affairs of the Saudis enrolled in universities from staff members of the faculty and their equivalents; the university council formulates the rules and procedural codes governing the research conducted by faculty staff members during their vacations devoted to research.

Article (17)

Encouraging bonuses can be dispensed every year for distinguished researches determined by the university council based on a recommendation from the scientific research council.

Article (18)

Encouraging bonuses can be dispensed every year for distinguished researches determined by the university council based on a recommendation from the scientific research board according to the following criteria:

- (A) The research is appraised as original and innovative and has been published for no longer than two years ago.
- (B) The research should be completed at the university and subjected to its evaluation standards.
- (C) The research should not have received preceding prizes or rewards.
- (D) The research should not be derived from a masters or doctorate degree.

Article (19)

Each prize consists of an appreciation certificate and a financial reward (maximum SAR20000) determined by the university council based on a recommendation from the scientific research board. More than one researcher can subscribe to the same prize, to be shared equally amongst them.

Article (20)

The scientific council lays down the rules regulating the nomination mechanism for prizes and rewards presented to the university or those declared by other scientific agencies.

Article (21)

Material forwarded for publishing at the university should include the following:

- (A) Scientific dissertations

- (B) Scientific researches.
- (C) Books used in educational curricula.
- (D) Library references
- (E) Translated references and other books and texts.
- (F) Corrected references.
- (G) Scientific encyclopedias and glossaries.
- (H) Journals deemed for publishing by the scientific board and harmonious with the university's objectives.

Article (22)

Upon receiving approval from the scientific council; some masters and doctorate dissertations can be published if relevant to developmental goals in the Kingdom.

Article (23)

If the dissertation is written in a foreign language and the scientific council deems it for publishing in Arabic a bonus is declared for its translation.

Article (24)

For publishing purposes; dissertations completed by other universities inside the Kingdom and abroad can be considered if they meet the university's goals.

Article (25)

A bonus of SAR8000 is dispensed to the researcher in return for publishing the master's dissertation on and SAR150000 for a doctorate dissertation.

Article (26)

The scientific board can accept all incoming materials for publishing in the name of the university (researches authored - translated and corrected materials) provided it meets the university's goals and is original.

Article (27)

The scientific council devises the detailed criteria for publishing any scientific materials based on stipulations of article (21) of these regulating rules.

Article (28)

Material presented for publishing is appraised by at least two specialist members and the rules and procedural codes for judging and review are laid down by the scientific council.

Article (29)

Authors, correctors and translators receive a bonus determined by the scientific board based on reports presented by reviewers and according to the individual topics at hand and the scientific value of the material (maximum SAR50000 per book).

Article (30)

Bonuses for authoring and translation of encyclopedias are determined based on procedural codes formulated by the scientific council (maximum SAR50000 per volume).

Article (31)

A bonus is dispensed for authorizing book corrections and reviewing (Maximum SAR2000) from inside and outside the university

Article (32)

A bonus is dispensed for linguistics correctors maximum SAR2000 per book published by the university).

Article (33)

A bonus is dispensed to those taking part in evaluating and inspecting scientific materials presented for promotion (maximum SAR500 per research and SAR3000 for the whole scientific production).

Article (34)

Owners of scientific material presented for publishing should correct typing mistakes and put together comprehensive glossaries. The university should furnish the owner with 100 original copies of the printed volume.

Article (35)

Translated material should adhere to the following:

(A) Material presented for translation should be of high scientific quality and/or tangible application worth.

(B) The material should be subjected to appraisal by at least one (or more) reviewers.

(C) Translator and reviewer should fully command both languages from which, and to which, the translation is taking place.

(D) Translator should adhere to observations made by the reviewer and proposed amendments.

(E) Obtaining rights for translation and publishing from concerned authorities prior to

launching the effort.

Article (36)

The sum paid to authors in return for publishing rights waives their rights to royalties from selling the volume for a period of five years starting the date of consent by the scientific council.

Article (37)

Upon reprinting material by the university the original owners are compensated as follows:

(A) If the material had been compiled through research bankrolled by the university or fully purchased its printing rights or completed by university professors then the owners are deprived of new financial compensation upon reprinting.

(B) Materials compiled by the owners and partially purchased by the university receive a bonus not exceeding the initial sum upon reprinting.

Article (38)

The university preserves the right to reprint published material for a period of five years. If owners conduct additions to the original volume over the period - then the scientific council estimates a new bonus for the additions payable upon endorsement from the reviewer (inspector).

Article (39)

After five years from the scientific board's approval to publish the volume ownership is fully returned to the author and his/her heirs and reprinting of the work is subjected to a new agreement with the university.

Article (40)

The scientific council retains the right to reconsider republishing material not previously published by the university or had been sold out if the university deems the volume of particular scientific importance. A bonus is estimated by the scientific board in this case.

Article (41)

Scientific journals are published by a decision from the university council based on a recommendation from the scientific council.

Article (42)

The university council appoints an editing board based on a proposal from the scientific council for two-year renewable terms - with members and heads of editing boards holding no less than the title of associate professor.

Article (43)

The editing board is ethically liable for material published in the journal and the board supervises the issuing of the journal and determines the number of copies.

Article (44)

Researches and articles are not allowed to be published in university journals prior to an approval for publishing by two expert reviewers - at least one of them must be from outside the university.

Article (45)

The scientific council dispenses an annual review bonus to the editing board valued at SAR5000 to the editorial chief and SAR3000 per editor.

Article (46)

A bonus of SAR1000 can be dispensed to those subscribed by university journals in return for publishing appraised scientific material in these journals.

Article (47)

A bonus is dispensed (maximum SAR500) in return for inspecting research presented for publishing in university journals, research centers, conferences or scientific seminars held by the university. The same is applicable to research projects presented for financing from the university.

Article (48)

The editing board presents an annual report to the scientific council detailing all its activities throughout the year.

General Rules

Article (49)

Without violating any article included in this unified regulating rules; the scientific council formulates based on a proposal from the Scientific Research Deanship the detailed organizational and internal regulating rules for conducting, publishing and

rewarding research achievements on the levels of the university, faculty, institute and research centers' levels.

Article (50)

These unified regulating rules are charter is effective starting from the date of endorsement by the Higher Educational Council and replace all conflicting articles from previous charters.

Article (51)

The Higher Education Council retains the right for explaining these unified regulating rules.



9.0 University Policies and Ethics

Qassim University has specific policies regarding most of the issues related to the university academic and research life. The policies include:

1. Grievance Policy
2. Harassment Policy
3. Health and Safety Policy
4. IT Purchasing Policy
5. Plagiarism Policy
6. Research Ethics Policy-It is in the following page
7. Teaching and Learning Plan – It is in Arabic book. Its translation under process.
- 8- University general Ethics- It will come after Research ethics.

The details of the policies can be found with their respective deanships.

Scientific Research Ethics Policy

Introduction:

Qassim University, represented by the Deanship of Scientific Research, is keen to insure staff member's safety and rights as well as the privacy of their scientific research; the University is also keen to preserve the environment and institution's safety. Moreover, the University supports scientific activities which meet the international standards so as to boost up the University's position as one of the most distinguished research centers. This document therefore has been written to achieve these goals, and to fulfill the scientific research benefactor's requests. The following are some of the limitations on scientific research:

Article one: Type of research

Theoretically, each research involves ethical issues; however some research raises more ethical issues than other types of research especially those which involve human beings under study, health care research, animal experiments research, environmentally harmful research, and socially and politically sensitive research.

Article two: Researchers

The researcher must be the first one responsible for the ethical ramifications of his research, starting from the idea selection to the end of his/her research project. The researcher must be aware of the scientific research ethics policy and he/she must apply them in their research. This policy applies to any research done under the University supervision whether on campus or off campus.

1- The researcher must get the prior approval of all the participants in his research; he/she must explain the purpose of study and state its financing resources. Participants must be given the right to withdraw from the research project or to refrain from participating in it. If the participants are not aware of the research area, such as when the participating subjects are patients, in that case the researcher must seek specialized people's help.

2- If the participants are not aware of the nature of the research or the value of their participation in it such as kids, their parents must provide a written approval for their participation.

3- If getting participants acquainted with the nature of the research helps to reach better findings then the researcher must expose them to the nature of his/her research.

4- It is better for the researcher to seek experts help in the field of his/her research or one of his fellow researchers once needed especially when the research deals with the following areas:

- Biological or mental stress.
- Invading people's privacy.

5- The researcher must expose the participants to the nature of his research and get their prior approval to participate in his/her research. He/she must provide a list of their names including names of their employers.

6- Participants must be warned off not to reveal any of the research findings or make use of them until the research is completed and published.

Article three: General principles and research ethics

1- Integrity and honesty: The researcher must maintain integrity and honesty throughout the research including data collection, recording findings, research methodology, writing and publishing.

2- Objectivity: The researcher must avoid bias towards any point of view; also he/she must not reach certain conclusions before analyzing the findings, collecting data, putting the research plan and reviewing related literature.

3- Precision: the researcher must maintain precision, seriousness; he/she also must keep records of the research procedures and findings.

4- Scientific research requires cooperation; sharing ideas, data and equipment; offering advice and help; accepting criticism and suggestions.

5- Respect: The researcher must respect the participants' points of view and suggestions and must protect underage people which the research might deal with.

6- Respecting the rights of intellectual property, such as patents, copyrights and other types of intellectual property.

7- Privacy: protecting the individual's privacy and the secrecy of information all through the research.

8- The researcher must establish justice and treat other people fairly and respect their rights.

Article four: Rules and regulations which govern scientific research.

1- The researcher must follow the regulations and rules established by the National Committee of Biological and Medical Ethics.

<http://bioethics.kacst.edu.sa/>

2- The researcher must follow the University's regulations and rules or the faculty and department's regulations.

3- The researcher must show ethical responsibility in the first place including all the aforementioned general principles and ethics.

4- The researcher must follow the regulations of the benefactors, the participating governmental parties or any party authorized to take part in the research.

5- The researcher must take measures for his own safety and must be responsible for the participant's safety including fellow researchers, assistant researchers and other staff members. He/she must also keep the safety of the institution and the environment.

6- The researcher must get rid of all kinds of harmful wastes safely.

7- The researcher must be acquainted with the regulations and must abide by them including the regulations of scientific research misbehavior.

Article five: Rules and regulations which govern the effect of scientific research on human-beings.

Research and studies carried out on human-beings, such as genetic research which includes the DNA or RNA or Human Tissue, must be conducted according to the following regulations:

1- The researcher must adhere to Islamic Sharia laws and regulations as well as the scientific principles which govern his study.

- 2- The participant must be well informed about the research topic.
- 3- Once the participant is acquainted with the research details, his participation remains voluntary out of his own free will.
- 4- People under study must be respected and protected; they must be given details about the research and its harmful effects and risks if there is any.
- 5- The field of the research must be ethically acceptable and must not break the common conventions of the region.
- 6- The researcher must get the written approval of the participant or his guardian.
- 7- If necessary, the participants should be exposed to the findings of the study
- 8- Participants' privacy and research data and information must be protected and respected.
- 9- Any relevant information especially personal information must be protected.
- 10- The researcher must protect all the participants whether participating subjects, researchers or assistants. He/she must also keep the safety of the institution and the environment.
- 11- For further inquiries and information, researchers can visit the following websites:

- Medical Research Council: www.mrc.ac.uk
- The Royal College of Pathologists: www.rcpath.org
- National Institutes of Health: www.nih.org
- National Committee of Biological and Medical Ethics: <http://bioethics.kacst.edu.sa>

Article six: Rules and regulations which govern the effect of scientific research on animals.

Conducting experiments on animals is one of the most helpful factors in applied medical research therefore any scientific research which includes animals must follow these regulations and rules:

- 1- The researcher must adhere to Islamic Sharia laws and regulations as well as the scientific principles which govern his study.
- 2- The researcher must follow and apply the regulations and rules of scientific research.
- 3- The number of animals must be kept to the minimum in scientific research.
- 5- Experiments on animals must only be carried out by well trained people.
- 6- Animals which are under the threat of extinction must not be used in research.

- 7- The institution must have a healthy space for experiment animals all through the research.
- 8- The researcher must protect all the participants whether participating subjects, researchers or assistants. He/she must also keep the safety of the institution and environment.

Article seven: Rules and regulations which govern the effect of scientific research on the environment.

Human beings are considered as an essential part of the environment, they depend on its resources; therefore the protection of the environment and its resources must be the responsibility of all participants. All types of research which is related to the environment will follow these regulations and rules:

- 1- The researcher must adhere to Islamic Sharia laws and regulations as well as the scientific principles which govern his study.
- 2- The researcher must explain the research procedures thoroughly, estimate the environmental damages and suggest alternative solutions if available.
- 3- The researcher must endeavor to lessen the environmental harms, including human beings, animals, plants and natural resources.
- 4- The research must be carried out narrowly not on a large-scale basis so as to be able to estimate the accompanying damages.
- 5- The researcher must respect individual and public properties and this involves some coordinating efforts.
- 6- The researcher must get rid of all kinds of harmful wastes safely.
- 7- The researcher must protect all the participants and natural resources.

Article eight: Other restrictions and rules which must be taken into consideration:

Conflict of interests, protecting the environment and the institution, impartiality, respecting privacy, protecting intellectual property, the researchers written agreement, the benefactors written agreement, risk estimation, purchase management, financial administration, analysis of cost and expected outcomes, training, supporting students and faculty members.

Article nine: Scientific research misbehavior policy.

The University and the Deanship of Scientific Research expect the researchers who work on campus or off campus to abide by the regulations and rules of scientific research which are mentioned above and any violation of these regulations will be dealt with seriously

in order to minimize the amount of damage which results from such violations and to protect the status of scientific research and the University's reputation as one of the pioneering scientific research centers.

If anyone violates the regulations of the scientific research ethics policy, he/she will be turned over to the research centre to make its recommendations to the Scientific Research Ethics Committee at the University.

Article (1): Application.

The scientific research misbehavior policy must be applied all through the research starting from finding the concept, research proposal, review of related literature, procedures, references, the final report, researchers, assistants and benefactors.

Article (2): Definition.

Scientific research misbehavior is defined as follows:

- Falsifying reports and research procedures or fabricating findings or biased selection of certain findings and concealing certain ones.
- Plagiarism which may take place in any of the research steps.
- Mistakes and damages which result from violating the scientific research regulations.
- Scientific research misbehavior policy excludes unintentional mistakes and the researchers' subjective points of view.

Article (3): Getting a proof.

In order to prove the researcher's misbehavior in scientific research one of the following may happen:

- An unacceptable mistake or a non-scientific practice takes place.
- A mistake is committed intentionally by the researcher or because of his recklessness and violating the regulations.
- Evidence is offered to prove that there is a mistake.

Article (4): Whose responsibility?

Everyone is responsible for informing about scientific research misbehavior; anyone having doubts about the researcher's scientific behavior must inform the faculty's dean or the dean of the Deanship of Scientific Research.

Article (5): Investigation

Benefactors including the Deanship of Scientific Research takes over the investigation procedures to uncover any misbehavior in the research resorting to whatever means they find

helpful. The Deanship of Scientific Research also takes over the external communications with public and private participant institutions then all the documents are handed to the Scientific Research Ethics Committee to take its decision.

Article (6): Anticipated penalties.

After the investigation and collecting evidence and hearing sessions, the anticipated penalties for scientific research misbehavior vary according to the severity of the committed mistake, these penalties might be applied to different stages of the research.

- Stopping financial support once asked for.
- Scrutinizing the researcher's work exclusively.
- Suspending the researcher in a certain research project.
- Stopping or reducing the researcher's financial support of any future research projects.
- Giving a written reprimand letter to the researcher which may also be kept in his file.
- Deduction of his monthly salary or the annual allowance.

Other penalties might be applied by external participants based on their regulations and rules.

Acceptance form of the Scientific Research Ethics Committee

All research proposals presented to the Deanship of Scientific Research at Qassim University must be assessed by the Scientific Research Ethics Committee based on this form:

1. Research title.

2. Purpose of the study.

3. Researchers names.

4. Methodology of sample selection.

5. The participation policy and term.

6. Risks.

7. Description of any profit if found.

8. Expected reimbursements.

9. Private information protection methods.

10. The participant has the right to reject or withdraw from the research.

11. Information resources.

12. The researcher's signature and the participant or his guardian's signature.

13. Signatures of witnesses if there is any.

--

- I have been notified of all the regulations that govern scientific research.
- All attached information is correct and up to date.
- The complete research proposal must be attached.

Researcher's name

Signature

Research centers recommendation:

☐ It has been accepted and will not be turned over to the Scientific Research Ethics Committee

☐ It has been rejected.

☐ Documents are recommended to be sent to the Scientific Research Ethics Committee whereas the Research Center has to choose from the different specializations.

Scientific Research Ethics Committee

☐ Accepted

☐ Rejected

Ethics and Students rights:

Code of Ethics

Introduction

The Code of Ethics primarily aims at providing all faculty members, staff, as well as students at Qassim University with clearly stated criteria of behavior and manner. All of them, however, have to confirm being informed of the code of ethics and that they fully comprehend its items, and are fully aware of all the consequences in case of violating any of these criteria. The violation of these criteria may take two forms: academic or non-academic. If any of those attend academic or non-academic off-campus activities as representative to the university, and violate the criteria, the same disciplinary actions may be taken against them.

Based on its broad vision which is to be promoted, mission which is to be established, and values which are to be encouraged and preserved, Qassim University expects the utmost and faithful adherence from its student to the highest standards of behavior and to effectively employ these standards whenever deal with or treat their teachers, staff workers, their colleagues, and all the university community in general and vice versa. The university also expects them to act maturely and responsibly in their relationship with each other.

In light of that, each student, faculty member, or staff members are expected to officially sign a copy of the Code of Ethics to be kept in their personal files, and those who violate it will be blamed for their behavior, and disciplinary actions may be taken against them to reach the termination of employment or to be faced with instant dismissal from the University of Qassim. Copies of the Code of Ethics are available on the University's website.

The Code of Ethics—General Pledge

As an employee\ faculty member \ a student at Qassim University, I hereby pledge to clearly understand, fully comprehend, and willingly accept the Code of Ethics at Qassim University. And I pledge to commit myself to the highest standards of faithfulness, honesty, in academic and non-academic activities. And I, in no means, will degrade or violate, explicitly or implicitly, this Code of Ethics or any other policy in the university. In light of that I agree on the following:

- Supporting and complying with all policies of the university and helping my colleagues to comply too.
- Performing tasks and activities with the highest level of good intention, objectivity, transparency, competence, and achieving required care and professionalism.
- Committing myself to the highest standards of good conduct.
- Refraining from any act that can be seen directly or indirectly as violation of my job's professional ethics.
- Dealing with my colleagues in spirit of friendship and excellent behavior.

- Being accountable and responsible of my actions and mistakes, and to participate in promoting the trust culture in the community.
- Doing my best to support and promote the university as a pioneering institute supporting academic excellence.
- Adhering to the principles of equality and non discrimination in addition to honesty, integrity, and respect in all types of duties.
- Following the utmost standards of morality and ethics mentioned above even in cases of disputes or complaints.

Important Note:

The university seeks to establish and formulate a set of ethical principles which are considered as a crucial part of the Code of Ethics and has been added to the guide of faculty members. We hope all faculty members conform to them.

Covenant of Rights

Students' Rights

(A) In the academic matters

1. To have student handbook, which contains information about the university, its regulations, and its facilities?
2. To have an orientation program addressed to newcomers.
3. To take their feedback into account after education assessment in order to improve the quality of education at the university. Students will evaluate the material they have studied and the faculty members who taught them (attached is the form of the assessment questionnaire) provided that students treat this issue with high credibility-- free from any personal, partisan, or tribal prejudices.
4. To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
5. To get the learning material and have an access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
6. To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period; to take registration priorities into account when achieving the wishes of all students becomes impossible.
7. To withdraw from or add any course, or to drop the entire semester, according to what the system of registration at the university permits during the period specified for that purpose.
8. The full commitment of the faculty members to the date and time of lectures, and commitment to teach the theoretical and practical material effectively, and never cancel a lecture or changing its date unless there is a necessity. If that happened, after

announcing alternative lectures, lectures should be given in coordination with the students and the department concerned.

9. Asking questions and discussing the material with the professors without restraints whether that was during the lecture or during the specified office hours.
10. Exam question should be taken for the material which was taught, or the topics which were discussed or highlighted during class, and grades should be fairly distributed between topics
11. To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.
12. To be provided with model answers for the examinations questions of each semester and the distribution of points according to which the evaluation of the students' performance stands.
13. To revise his\her answer sheet of examinations in accordance with the provisions and regulations issued by the university concerning these matters.
14. To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.
15. To know the results obtained in the all monthly, quarterly, and final exams performed after they have been corrected and approved.
16. Commitment of the faculty members and the staff workers to show respect to students and entail them their academic and human rights.
17. Using the electronic system to monitor grades and documenting absence provided that that it should not be delayed more than a week.
18. Notify the student of his\her total scores of their practical and quarterly works.

(B) In the Non-Academic Matters

1. To enjoy subsidized care and social services provided by the university, and to participate in the activities undertaken in accordance with the university regulations and instructions concerning these matters.
2. To enjoy adequate health care treatments at the health care centers and the hospitals of the university.
3. To use the services and facilities of the university (the book - electronic and branch libraries - the gym – the cafeteria ... etc.) and in accordance with the rules and regulations in place at the university.
4. To get incentives and rewards and other regular financial aids especially for distinguished students.
5. To be nominated to training courses and internal and external programs and tours, and to increase their participation in the cultural activities and the activities of community services and voluntary works
6. The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university. The complaint or grievance process has to be followed in accordance with the rules of the organization for the Protecting Students Rights Unit, and enable the student to know the result of his\her complaints by the party responsible for them.

7. To enable the student to defend himself\herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he\she attend the session and gives his\her account of the story. If the student did not attend with no acceptable excuse, a default judgment will be issued an hour after the student being summoned for the second time.
8. To appeal the disciplinary decision issued against the student accordance with the rules laid down in this regard under the provisions of disciplining students.
9. Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself\herself or their guardians or there authorized representative by investigators or the judiciary or other governmental entity.
The university shall not disclose the contents of a student's file unless the publication comes as a result of the decision of disciplinary punishment against the student.
10. The right of the students with special needs to receive an appropriate service which meets his/her needs according to the regulations and rules considered.

Obligations of the University Student

Firstly: in the Academic Field:

1. The students' full commitment to attend their classes and doing the required tasks.
2. The student's full commitment to respect faculty members, staff workers, and other people on campus.
3. The student's full commitment to respect the rules and arrangements relating to the operation of the lectures.
4. The student's full commitment in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
5. The student's full commitment to the rules and arrangements for the exams and the system and disciplinary action will be taken against students for cheating in any form.
6. The student's full commitment to the directions and instructions given by the official in the testing room.

Secondly: in the Non-Academic field:

1. The student's full commitment to university systems , regulations, instructions and decisions issued.
2. The student's full commitment to carry the ID card while at the university.
3. The student's full commitment not to cause any damage in the facilities of the university.
4. The student's full commitment to the instructions of arranging, organizing and use of university facilities and equipment.
5. The full commitment of the student to the dress code and behavior suitable for undergraduate and Islamic norms.

6. The student's full commitment to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

Review of an example of Student Rights:

The request for reviewing exam sheets is one of the most examples students need with the end of each semester. We can explain this procedure in details and other rights can be found and explained in the student guide book.

Request for a Review of Exam sheet

The thirty-ninth article of the list of the study and exams of the list of the Council for Higher Education states:

The council of the faculty in which the program is running may, if necessary, approve some cases on reviewing the answer sheets in a time no longer than the beginning of exams in the next semester. Qassim University has developed an operational foundation for this article according to the following rules:

1. The student submits a review of course grade petition to the dean of the faculty concerned during two weeks from the date when the students' GPA's have been submitted according to university academic calendar or the announcement of the results. In the Petition, the student states reasons for the change, and he\she pledges that the information he\she provided are all correct.
2. The collage concerned prepares a form including the following data: student name; university ID number; number, code, and title of the course; number of the student's section; the grade of the quarterly works; the semester; the student's GPA; number of academic warnings, if any; name of the instructor; date of having the exam.
3. The college council, where the course is taught, may take a decision concerning the petition submitted by the student.
4. Reviewing the test answer sheet must be done in time not exceeding two weeks from the beginning of the following semester.
5. If the petition has been accepted, the council of the concerned collage forms a committee to revise the test sheets. Then the committee submits the acceptance report to the faculty council to take its decision which is the final decision.

The Colleges Procedures:

In general, through this operational foundation, the collages may follow the following procedure for reviewing a grade.

1. The student, who has questioned his grade, submits exam review petition form no longer than two weeks from the announcement of the grade concerned. The form is submitted to the concerned department. By that,

his\her request enters the academic system and he\she is given a notice (using the review form attached).

2. The head of the department shows the student his answers in comparison to the modal answer sheet. If the student is convinced of the correctness of the review, he\she signs a waiver, and the then file is saved after shall be signed by the head of the department.
3. In the case that the student is not convinced of the result of the review, the head of the department forms a committee includes two faculty members from the department- the teacher of the course concerned is not one of them. Then the committee submits a report to the head of the department to take his decision of either changing the grade or not. Then the student will immediately be informed.
4. In the case that the student is still not convinced, he\she may re-appeal to the collage council within two weeks from the date he\she is informed. The appeal is submitted officially to the dean of the collage explaining reasons and justifications of this appeal, supporting his/her case with tangible and convincing set of evidence. The appeal should also include a statement from the deanship of admission and registration showing the previous requests of review submitted by the student if any, along with the decisions taken concerning them.
5. If the collage council rejects the case once more and does not agree on the grade change, it takes the decision to close the case.
6. If the collage council agreed on the grade change, it forms a committee of at least three faculty members, one of them is to be from outside the department, and the teacher of the course should not be one of them. The committee gathers to re-correct the student's answer sheet. And then it submits its report to the collage council within fifteen days from the day of its establishment. Then the appeal is discussed by the council to take the final decision in its next session.
7. Councils of collages may add what they see appropriate and does not go against or violate article number thirty two of the list of Study and exams from the list of the Higher Education Council besides its operational foundation from Qassim University.

Violations of the Code of Ethics:

Firstly: academic violations:

It includes the following examples:

Cheating:

- To copy other student's answers during the test.
- To copy answers which have been copied somewhere on the body organs, on clothes,...etc.
- To gain a copy of the test questions or any clues about its content prior to the test.
- To use references or notes during the exam where such thing are not permitted.

Plagiarism

- Using references such as books, newspapers, encyclopedias, the world wide web...etc, without documentation.
- Presenting the same work for different classes.
- Purchasing an academic work or submitting a work that has been made by someone else.
- Submitting a work without respecting the particularities if documenting quotations inside the text.

Providing Untrue Information and Facts

- Counterfeiting of the results of a certain survey or an experiment with the intention to do so.
- Counterfeiting the data of a study or a project.
- Counterfeiting the topic of certain study.

Submitting False Certificates.

- Claiming holding TOEFL\IELTS.
- Providing counterfeited copies about the school file.
- Submitting false health treatment cards.
- Using a personal card of someone else.

Submitting a Collective Work as done by an Individual

- When two students or a group of students work together on a homework that is supposed to be done individually.
- Asking for or having someone's help in doing a homework that is supposed to be done individually.

No Real Participation in a Collective Work:

- Claiming the participation in a collective work.
- Claiming that he\she has participated in the works of others.

Inappropriate Replacement

- When a student attends an academic exam or an activity on behalf of another.

Participating in Academic Misleading:

- When a student helps another or tries to help another in committing one of the acts of academic misleading, such as doing the job of others, designing or producing a project for a student, voluntarily providing others with answers during the exam, even calling a student while having an exam to provide him\her with the answers. Another form is giving a student in advance a copy of the exam or leaving related material accessible in the exam scene, and so changing the results.

Interfering in others' works:

- When a student intentionally interferes in the works of other students, and spoiling their laboratory experiments, and their electronic research files, or providing them with misleading information.

Secondly: Non Academic Violations:

Non-academic violations of the Qassim University include (but not limited to) the following:

1. To enter without any permission any of the university properties including the buildings, establishments and the facilities,.
2. To hurt people physically or verbally, and/or terrifying the colleagues, visitors and the workers of the university.
3. To act in a destructive and abusive behavior on campus.
4. To act in a life-threatening behavior which puts the life of others and their physical or emotional security in danger.
5. The act of theft which covers stealing the services, personal or university properties on campus or at any activates under the name of the university.
6. To break the rules of the acceptable and compatible clothing with Qassim University conventions. The university takes into account cultural variations and respects the requirements of creating productive learning environment, and on their turn, students have to respect the local culture and conventions in the way they dress, since any incompatible dress whether by males or females will not be accepted and the student wearing it will receive the appropriate disciplinary measures.
7. To destroy the belongings of the university or the belongings of others.
8. To have keys for the university buildings and facilities, or copying and using them without permission.
9. To enter the facilities of the university or using them without permission including the computer equipments.
10. To put signs, notifications, without permission. Such notifications have to be pinned on by authorized boards or in other specific places. It is not permitted to stick them on trees or walls, doors or on glass surfaces. As for the announcements of the students' activities which are distributed and displayed in most of the buildings, they have to be authorized and having the stamp of the department of students activities.

Procedures and Guidelines

The following procedures are to be followed in all cases of student's academic misconduct/disciplinary actions:

1. In all cases of misleading, plagiarism or vandalism, the immediate and spontaneous reaction is the full and total responsibility of the faculty member; In any case of academic misconduct on the part of student, the faculty member is to fill in the necessary form (misconduct form) which is also to be recorded in the student's file in the faculty archive and in the office of the Vice Rector for student affairs. This procedure allows the university to plan and report a follow-up to all repeated academic cases of student's misconducts within the university campus.
2. In the case that the faculty member is convinced that the misconduct originated from a misjudgment on the behalf of the student, and it was not a deliberate action, the

faculty member needs to advise the student of other acceptable academic tasks or assignments, and record that in the student's file. In such cases, the faculty member, for example, may compel the student to rewrite the original work or assignment, or to submit completely a new task or an assignment.

3. The faculty member in charge of misleading allegation forms should report these cases or incidents within three working days, and should send a copy to the Dean of the Faculty and the Head of the Department in charge.
4. After discussing the act of academic misconduct with the faculty member and the student, the head of the department reports his opinion depending on how serious the misconduct was
5. The form is then referred to the dean of the college who carries the responsibilities to solve the case or report it to the dean of student affairs in order to refer it to the permanent committee of student rights.
6. In all cases, academic misconduct must be recorded in the student's file.
7. In all cases, the student must attend all meetings required by the university or college in which the misconduct took place.
8. If the student refuses to attend the meetings, the decision shall be reached based on the facts available and presented.
9. If the faculty member refuses the decision taken by the faculty committee, he can appeal for grievance to the Chairman of the Permanent Committee of student rights.

As for non-academic misconducts, any member of the university staff can submit a complaint about any student for such deed. The people in charge of filling in the forms should fill in a "non-academic violation form" within three days, and the offense will be reported to the Dean of Student Affairs, who shall in turn inform the student, interview him and determine whether the Code of Ethics has been violated and then shall decide the appropriate action accordingly.

Student Grievances and Complaints.

Academic complaints or grievances shall include: admission, grades, academic suspension, deception, plagiarism, deliberate falsification of information, submission of an assignment prepared for a previous course in another course, in addition to copyright violation. Examples for such violations are harassment (verbal or physical), threats, vandalism on campus, fines, fees, the exclusion from the use of a particular service, discrimination, imposed access to the records and violating policies.

Al Qassim University adopts a fair policy in dealing with students and their relationships with administrative or faculty members, staff or other members of the University community, aiming at establishing and implementing academic or non-academic student grievance policies, and therefore, a student rights protection unit was established.

Student Rights Protection Unit

Avenue: University's Legal Department, and is directly linked to His Excellency the Rector, and managed by a qualified member in order to insure the implementation of the Code of Ethics sufficiently.

Objectives: Enforce the principles of justice and fairness as a backbone in building a perfect society on campus.

Related Committees:

Firstly: The permanent committee for protecting student rights within the university campus.
Secondly: Sub-committees within faculties.

Firstly: The Permanent Committee:

Committee members: the director of the legal department at the University, and the membership of a sufficient number of male and female members specialized in the legal field.

Mechanism of action: The permanent committee meets continuously to handle technical and administrative tasks. It considers and investigates complaints issued by the subcommittees, and the other complaints that the sub-committees have not adjudicated yet within the legal period, which is 60 days, or the complaints that the sub-committees sought to forward immediately to the Permanent Committees. The Permanent Committee also discusses the grievances and complaints that are referred to it by the Rector; these complaints are usually private, confidential and under special circumstances. The Permanent Committee has the right to report its recommendations to refer the student that submitted the complaint to a disciplinary committee and punished according to the rules and regulations of the committee if the complaint was found vexatious. After adjourning the investigations, the Committee issues its recommendations about the complaints within 30 days from the date of submission or from the date of referral. These complaints are presented to the Rector for approval or to make the right decision. The Rector may present the decision to the University Council to approve it. The decision of the Rector or the Council in this case is final, not subject to grievance and will be announced to those concerned.

Secondly: The Sub-committees:

Members of the sub-committees: A subcommittee is established and formed in every faculty affiliated to the University. The sub-committee is established upon the dean's requested at the beginning of every academic year. It consists of one of the male or female vice rectors, and two of the faculty members, in addition to two distinguished and accomplished student from the same faculty.

Duties of the sub-committee: This committee specializes in receiving complaints and grievances forms submitted by students (Form A) on any academic problems, even if the complaint was addressed against one of the faculty members. The complaint or grievance is submitted according to the form prepared for the issue at hand.

Judging the Complaint: The complaints are judged over a period of 30 days from the date of filing the complaints, and the decision issued by the sub-committee is effective only from the date of approval from the person who assumes full authority to the case according to the rules and regulations. The decision is then announced to those related to the matter, and can be appealed within 15 days from the day of announcement. The appeal shall be before the Permanent Committee at the University (Form B).

Settlement of Grievances and Complaints

Unofficial Settlement:

First of all, the student should try hard to resolve his or her disagreements amicably and unofficially seizing any opportunity available to discuss it with the concerned faculty member. In case of the absence of a satisfactory solution between the student and the faculty member, the student should raise his grievance to the Head of the Department in which the concerned faculty member is teaching. If not resolved, the issue shall be discussed with the Dean. During these discussions, the Dean and the Head of the Department should act as mediators to resolve the dispute; The Dean and the Head of the Department can speak with the student or the faculty member either or both and individually or together, and look into

any evidence or documents either parts would like to submit, but if the students grievance was against the Dean or any of the faculty members, the dispute shall be discussed with an administrative of a higher rank.

Requiring the student to resolve the dispute unofficially is considered a violation of the regulations and is considered a kind of pressure on the student into giving up their rights granted to them by the rules and regulations enforced by the Kingdom and by Sharee'ah.

The Official Settlement:

Submitting the complaints, the students should commit to a number of procedures:

- 1) The student should submit the complaint to the sub-committee within his faculty, even if the complaint is raised against one of the faculty members from another faculty offered to teach a course or more to the students in the faculty where the complaint is received and dealt with.
- 2) The complaint should be submitted within 30 days from the date of the incident, whatever the complaint might be; (for example, announcing exam results, assaulting the student verbally or physically, excluding the student from practicing one of the rights mentioned in the Student Rights and Obligations document...etc).
- 3) Students cannot submit their complaints after 30 days from the date of the incident. Students also cannot issue more than one case about the same incident.
- 4) Students should fill in the complaint form and all the required information in a brief, clear and accurate summary (the grievance form to subcommittees attached - all other forms are available on the university's website and can be dealt with electronically)
- 5) Students should handle the form to the secretary of the committee and receive a receipt that proves the submission, together with case number in the record of the committee. (Receipt form is attached)
- 6) Students should follow-up on their complaints for 30 days from the day of submission by checking with the secretary in the office prepared for the matter.
- 7) In the case of the absence of a decision from the sub-committee regarding the subject of the complaint within the legal period of 30 days, the student who submitted the complaint is then allowed to approach the Permanent Committee with a request to investigate the subject of his complaint using the form regarding this procedure (The attached grievance form to the Permanent Committee)
- 8) A faculty member chosen by the student is assigned to represent the student to defend himself before the committee, and if it is not possible to do so, it is the Committee's responsibility to assign a member.
- 9) Students may appeal against the decision of the sub-committee in the following cases:
Case one: Issuing a decision to dismiss or reject the complaint.
Case two: Issuing a decision which doesn't achieve the desire of the student or doesn't return full rights claimed in the complaint.
- 10) The appeal is always before the Permanent Committee in The Deanship of Student Affairs office administrated by the University (For male students), and the Center of University studies (For Female Students) within 15 days from the date of the student signing the acknowledgement of the decision reached by the subcommittee. The appeal is then submitted when the student fills in the required form in the Permanent Committee office, and receives a receipt from the secretary of the committee confirming the submission of his complaint.

Educating the Community of Qassim University and raising the Level of Awareness.

The office of the Vice Rector of Planning and Development, Quality and the Deanship of Student Affairs and the Student Affairs units within the faculties conduct and organize awareness campaigns regarding Code of Ethics through conducting a series of meetings with students and faculty members at the beginning of each academic year. The main goal of such meetings is providing information relevant to the structure and regulations of the Code of Ethics, and the penalties in cases of violation.

Implementation of the Provisions of Violating the Code of Ethics

Firstly: Students: The implementation of what is included in the list of Student Disciplinary Actions. Students are punished according to the disciplinary actions introduced in the list if they commit misconduct.

Secondly: Staff: In case of committing any misconduct, they are disciplined according to Article 32 on the list of disciplinary actions in the civil service system.

Thirdly: Faculty members: Faculty members are disciplined according to section of disciplinary actions and regulations issued by the Universities regulations or by the Council of Higher Education.

Professional Ethics and the Responsibilities of the Students:

Since students are the focus of the University, their responsibility towards the implementation of the provisions of the Code of Ethics is one of the University's main issues. Therefore, students are responsible for the following:

- Reading the terms of the Code of Ethics, and grasping a full understanding of them.
- Reporting any disciplinary actions or misleading cases, whether confirmed or suspected
- Asking for guidance and assistance from the Office of the Vice Rector of Planning and Development and Quality, or from the Deanship of Student Affairs and Student Affairs units within the faculties.
- Using all sources of information provided for them by the faculty members, the Dean, the Deanship of Student Affairs and Student Affairs units.
- Requiring explanations and clarifications regarding the Code of Ethics from the Deanship of Student Affairs and Student Affairs units.

Code of Ethics and the Responsibilities of Faculty and Staff Members

It's the responsibility of both the Faculty members and the Administration in the University to reflect the most refined ethical values, to respect the culture, traditions and to practice the laws of the Kingdom of Saudi Arabia; All faculty members and staff members are responsible for encouraging the spirit of learning, teaching, researching and academic service in addition to displaying high standards of professional ethics and academic integrity.

Therefore, faculty and staff members are responsible for the following:

- Supporting and Working by the terms of the Code of Ethics
- Supporting the efforts implemented to enforce the application of the Code of Ethics
- Explaining and clarifying the terms of the Code of Ethics to students and give them

all the clarification about the consequences of violating the terms.

- Dedicating a portion of their first classes to explain and clarify what is meant by cheating and intellectual plagiarism.
- Properly supervising students during examinations.
- Guiding students towards using all the information resources available to them by the Office of the Vice Rector of Planning and Development and Quality and the Deanship of Student Affairs and Student Affairs unit.
- Reporting all cases of violation or any suspected cases in order to take the necessary actions.

Plagiarism

Plagiarism is considered one of the most common actions, which is an indicator to the lack of knowledge or misunderstanding on the behalf of both students and teachers.

Among the reasons that lead to such violation of rules are :

- The false and incorrect assumption among some students and professors that as long as the information is accessible to everyone, as in the case of the internet, then there is no reason to prevent them from using such information in their writings.
- The lack of knowledge of the appropriate methods of quoting and documentation
- The false assumption that the use of what others have written is not considered an offense.
- The Lack of time and poor planning for completing research projects and preparation for exams.
- The belief that there is nothing wrong with committing plagiarism as long as other students and teachers are doing it.
- The belief that it would be difficult for the teacher to detect it.

Reduction of Plagiarism


In order to minimize cases of plagiarism, students should be introduced to the following basic points:

- **It is your responsibility to inform the teacher that your work isn't a 100% your effort.**
- **Refraining from mentioning the source of any information is considered lying, and lying is not acceptable in all standards and in all societies regardless of the underlying reason.**
- **Claiming that someone else's work as your own complete effort is considered stealing, or intellectual theft to be exact.**

Kingdom of Saudi Arabia Ministry of Higher Education Al- Qassim University	
--	--

Exam Sheet Re-correcting Application Form

This part is filled in by the student	<div style="text-align: right;">Student</div> Student name..... number..... Course name..... Course Code..... Section number..... Name:..... Signature..... Date.....
This part is filled in by the student affairs	Student cumulative Average..... Number of warnings..... Previous similar applications number..... Semester works score..... Percentage.....% (1) Final exam score.....Percentage.....%(1) Percentage(1) – percentage(2) =% Director of Student Affairs. Signature..... Date.....
This part is special to the Faculty of Academic Affairs	-The application is accepted and be referred to the department to form a committee to re-correct () -The application is not accepted and the student is to be informed with this () Note: In case the application is accepted, the committee must report the result of re-correct to the Department of Academic Affairs to be then presented before the Faculty Council for a decision during two weeks from the date of referring to the department. The Dean of Faculty of Academic Affairs. Signature..... Date.....

Kingdom of Saudi Arabia Ministry of Higher Education Al- Qassim University	
--	--

A form of recording the Academic Disciplinary Actions of the Code of Ethics

To: The Dean

Subject: Violating the Code of Ethics.

Date.....

The following description is about an Academic violation of the Code of Ethics

.....

Date of incident:

Course lecturer:

Email:

Course title and number:

Student name:

Student number:

Nature of the Violation: -Plagiarism - Inappropriate cooperation - Inappropriate representing
 - Deception in the exam - presenting the research paper for a certain course in another one -
 falsifying information intentionally -Participating in the Academic Deception -Copyright
 Violation - Other.....

The lecturer of the course must meet the student within two days from the date of the action,
 and must fill in this form which includes student's argument. The student who is accused of
 committing any violation must sign on one of these options:

- 1- I am the involved student, I carry the responsibility of my violation and the punishment I may deserve, which is issued by the university.
- 2- I am the involved student, I carry the responsibility of the violation, and I don't accept the punishment and I must complain against it.
- 3- I am the involved student, I do not carry the responsibility of the violation and I must complain against that.

Date..... student signature..... lecturer signature..... Head of
 Department signature.....

A form of non-Academic Violations

To: The President of University

Subject: Violation of the Code of Ethics.

Date.....

The following description is about non-Academic Violation of the Code of Ethics

.....
.....
.....

Date of incident:

Please locate the incident:

Name of incident reporter:

Email:

The building and room:

The students and involved staff:

1-

2-

3-

4-

10.0 Medical Care

11.1 Inside University Campus

Medical Care is provided on 4th floor Qassim University Building. It includes a General Physician and Dental Clinic.

11.2 QU Medical Dispensaries

For further treatment of self and family, medical services are provided in QU Medical Dispensary situated in Iskan, Buraidah. The Dispensary has doctors with specialties related to females and children. The dispensary is open 9 am to 4 pm on working days.

11.3 Children and Maternal Hospital

The Children and Maternal Hospital is situated opposite Jareer Book store in Buraidah. It also provides emergency services outside office hours.

11.4 King Fahad Hospital

King Fahad Hospital is a general public hospital catering to different specialties. However you must be referred by the QU Medical Dispensary to receive services in King Fahad Hospital.

Besides there are many other private hospitals providing services for a fee.



11.0 Recreation

Buraidah and Unaizah have many places for recreation with family.

Some of the famous restaurants are listed below:

(i) Dajan (Arabian fast food)

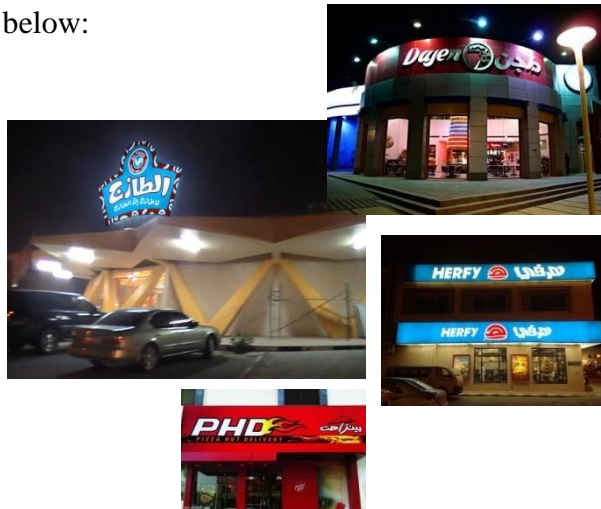
(ii) Tazij

(iii) Taj Mehal (Indian)

(iv) Mashaal (Indian)

(v) Chinese restaurant

(vi) Seneez (Middle Eastern)



Besides you will find Pizza hut, McDonalds, KFC, Herfys, Subway and other international chain restaurants.

12.2 Shopping Malls

Nakheel Plaza is the largest shopping Mall. Besides you will find Chain stores like Carrefour, Panda etc.



12.3 Parks and Play lands

Every neighborhood has its own park (Muntaza) where you can go with family. There is a Women's only park near Othaim Mall.



12.4 Desert Safari

Desert Safari is also available at many places.



Every neighborhood has good gyms and swimming pools.

12.0 Travel

13.1 Umra

There are many companies which will take you for Umra over the weekend. Most of these buses start from Khubaib.



13.2 Madina

Madina is a 5 hour drive from QU. It is advisable to book a hotel before you go.



13.3 Riyadh

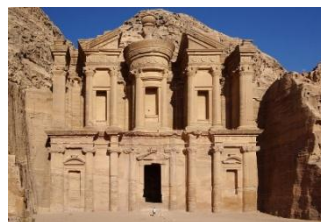
Riyadh is a 4 hour drive from QU. It has many parks, museums, zoos and places for sightseeing.

13.4 Yanbu

Yanbu is a beach resort on Red Sea, two hours north of Madina. You can do boating and many other sea activities.

13.5 Madain Saleh

Madain Saleh is a historical site. It is situated north west of Hail.



13.0 Important Phone Numbers*

General

Place	Phone
Al-Ras General Hospital (Al-Ras)	063330284
Buraidah Central Hospital (Buraidah)	063250487
Electricity emergencies	933
Fatwa main home (MEKKAH)	025589825
Fire fighting	998
Fixed phone malfunctions	907
General Police	989
Human rights national community	920008989
Immigration	992
King Fahd Hospital (Buraidah)	063252000
King Saud Hospital (Unaizah)	063644655
Natural Disaster	966
Phone information	905
Roads security	996
Securities on Duties	999
Talking Clock	1222
Traffic Accidents	993
Water emergencies	80044111110

Related to the University

Place	Location	Phone
Al-Rajhy Bank (University Branch)	The main lobby at the fourth floor QU-building	1212 3800543
Salary Unit	At the sixth floor QU-building (QUB)	1155,7,8
Saudi Airlines office	The main lobby at the fourth floor QUB	1062 0920022222
The Human resources affair	At the sixth floor QUB	1183,4,5
The immigration office	At the sixth floor QUB	1164
The main college store (A, Al-houm aid)	Room 2188 – at the second floor QUB	5015
The university post office	The main lobby at the fourth floor QUB	1218
The university staff-clinic	Omar Ben Alkhtab Road in Buraidah (20 minutes' drive from the university)	063822657
Central University Library	The main lobby at the 2 nd floor QUB	1470,27,58

The Deanships

Deanship	Phone
Deanship of Student Affair	1222
Deanship of Libraries Affair	1823
Deanship of Scientific Research	1356
Deanship of Academic development	1842
Deanship of Admission and registration	1231 – 1837
Deanship of Community Service & Community Education	4068
Deanship of Graduate Studies	1860

* With acknowledgements of Faculty Handbook, College of Engineering

14.0 Important Web Links*

Important Links

Al-Rajhy Bank (home page)	: http://www.alraibank.com.sa/ar/Pages/home.aspx
Al-Rajhy Bank (login page)	: http://www.almubasher.com.sa/retail/LogonRetail.jsp
Saudi Airlines home page	: Saudiairlines.com
Saudi Telecom communication	: Stc.som.sa
The main University home page	: www.qu.edu.sa
The Qassim University journal	: www.quj.org.sa
Ministry of Education web site	: www.moe.gov.sa

* With acknowledgements of Faculty Handbook, College of Engineering



Qassim University
KSA - Qassim - Buraydah
P.O.Box 6666-51452
Tel: +966 6 3800050
www.qu.edu.sa

↘ www.qu.edu.sa