

# Organizational Manual

Qassim University

1433 H - 2012

Prepared by:

Prof.SulaimanA.Al-Yahya

Eng. Haroon Sharif





Kingdome of Saudi Arabia  
Ministry of Higher Education  
Qassim University  
Vice President for Planning, Development and Quality



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**Custodian of the two Holy Mosques**  
**King Abdullah bin Abdulaziz Al**  
**Saud**

**May Allah protect him**



**His Royal Highness Prince**  
**Salman bin Abdulaziz Al Saud,**  
**Crown Prince and Minister of Defense**

**May Allah Protect him**



**His Excellency Minister of Higher Education**

**Dr. Khalid ibn Mohammad Al Anqari**



**His Excellency Deputy Minister of Higher Education**

**Dr. Ahmed ibn Mohammad Al Saif**



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## Preface by the University President

Qassim University is proud to present the first edition of its organizational manual. Since its inception in 2003, the university has put a strong emphasis on imparting organization and structure to all its deanships and departments.

By developing this organizational structure the University is keenly doing what it takes to respond to an era of global competition and to achieve excellence in academic and administrative work for the betterment of university, and to organize a distinctive model of the educational institution that is bound to achieve development and quality.

Due to the importance of the administrative structure, the University Vice Presidency of Planning, Development and Quality has adopted distribution of an organizational manual prepared by the department of information for understanding the administrative organization. The manual includes the university name, historical profile, University vision and mission, its objectives, and its organizational structure. It also shows reporting inter-relations, scope of supervision and administrative levels. This manual provides details about the positions with illustrated diagrams of the organizational chart for each department to bring out the administrative divisions, objectives, vision & mission, functions, competences, reporting relations along with the administrative and academic tasks for each college council and the section council.

We hope this manual with the Blessing of Allah is of great benefit and interest for the acknowledgement of effectiveness and efficiency in administration and the eradication of overlapping and multiplicity to achieve our higher goals.

I ask Allah's facilitation and help for all.

**Prof. Khalid bin AbdulRahman Al-Hamoudi**

**The President**



## Introduction

Organization is an important tool to achieve University objectives. Also, Organization is a continuous process and renewable one all the time. While constructing any educational or administrative organization, it is necessary to design an organizational structure for any entity so it may perform its tasks and obligations effectively and efficiently for which it was established.

Therefore, the organizational structure of Qassim University is the general framework that highlights organizational relations between its academic and administrative units of which it is made. These departments carry out activities and works required to achieve goals and objectives identified between the different sections and divisions.

Qassim University organizational manual prepared by Vice Presidency for Planning, development and quality assurance is considered master manual and an important tool that may be referred to by whoever interested or concerned to know the administrative organization of or in situation of dispute in functions of departments.

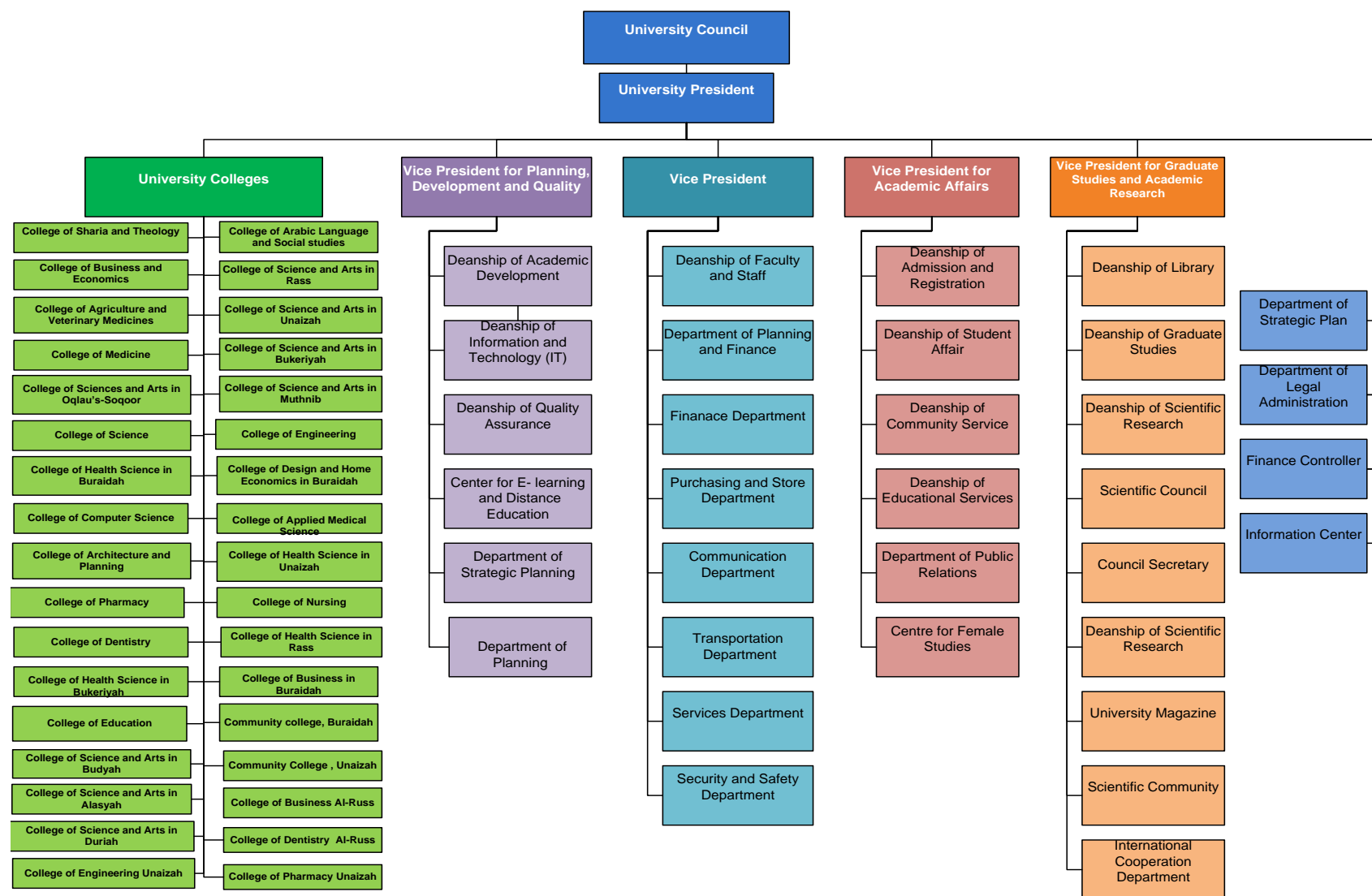
This manual is a general frame work which shows the organizational relationships between academic and administrative units, and describes the activities and actions required to achieve its objectives.

I am very glad that we are presenting this Organizational Manual 2012 for the guidance and reference of students, teachers, university employees and general public. We are thank ful 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**

## Organizational Structure of Qassim University



## *History, Location, Vision and Mission*

## Introduction to Qassim University

Qassim University is one of the public comprehensive universities in the Kingdom of Saudi Arabia. It accommodates over 59 academic specializations in various disciplines: Religious Islamic Studies, Arabic Studies, and many other humanitarian disciplines in addition to the scientific, engineering, and health disciplines. The University grants all academic degrees after high school.

Qassim University was established to implement the national plan to expand higher education and universities. Qassim University is one of the first modern universities, after the seven universities, in terms of establishment, development, and expansion. The Royal Decree: NO. 07 /B/22042 was issued to establish Qassim University in the academic year 1423/1424 AH; prior to that date, it had seven colleges that were affiliated to both Imam Muhammad Bin Saud Islamic University and King Saud University branches in the Qassim region.



## Location

Qassim University is located in a midway among the cities and the provinces of Qassim region. It is 4 km north of the regional airport of Qassim. The area of the site is 7.8 square km. The highway to Medina is to the south-west through. Its colleges are distributed over the main campus and the satellite campuses in the other governorates and centres of Qassim region as follows:

- Main Campus (12 Colleges)
- Buraidah (7 Colleges)
- Unaizah (5 Colleges)
- Al-Bukairiah (2 Colleges)
- Al-Rass (4 Colleges)
- Al-Miznib (1 College)
- Uklat Al-Sukoor (1 College)
- Al-Badaiea (1 College)
- Dhuraiyya (1 College)
- Al-Assyah (1 College)

## 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 techniques in management, technology and information processing, by fostering national and international partnerships, and by boosting university's resources.



## QUALITY FOCUS

### ABET

Qassim Engineering College has been awarded the prestigious accreditation by the Accreditation Board for Engineering and Technology (ABET).

### QS Stars

The university has applied for 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 the National Commission for Academic Accreditation and Assessment (NCAAA).

### COE

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

### ASI Ne.V.

Qassim University is also undergoing the certification of quality management systems in systems accreditation.

## International Collaboration

Qassim University has collaborations with following universities:

Leland Stanford Junior University, USA

University of Southern California, USA

Durham University, UK

Xinjiang Medical University, China

University of International Business and Economics, China

Huazhong Agriculture University, China

Peking University, Health Sciences Center, China

The University of Adelaide, School of Dentistry, Australia

The University of Maastricht, Holland

University of Istanbul, Turkey

University of Ankara, Turkey



## *Organizational Charts of Colleges*

## ***College of Agriculture and Veterinary Medicine***

### ***Vision:***

Development of the educational programs, training of employees and staff members, development of links with the local, regional and international scientific organizations in an endeavour to achieve scientific superiority in veterinary and agriculture in both plant and animal sectors, obtaining international recognition and accreditation.

### ***Mission:***

1. Bringing high mental and professional knowledge to students in different areas of specializations during their academic life by introducing modern curricula and intensive training.
2. Graduation of specialized national staff in the field of veterinary medicine agriculture in both plant and animal sectors and training them to be highly efficient and professional in discovering and solving the agricultural and veterinary problems that confront the agriculture and veterinary community.
3. Developing and expanding the concept of safe and ideal usage of chemicals in agriculture and contributing to the irrigation water economy and natural resources by employing innovative and advanced scientific approaches.
4. Establishing the college as a pioneer in scientific research by conducting distinguished and innovative research.
5. Community and environment services and offering of veterinary and agricultural consultation to farmers and related bodies.

### ***Aims:***

1. Qualifying a national cadre specialized in agriculture, nutrition and veterinary medicine to participate in the development of plans

laid down by the Kingdom for agriculture, food processing, nutrition and veterinary medicine. This is to be achieved through the study programs offered by the College departments.

2. Carry research and intensive academic studies, provide laboratory and field experiments facilities, and field application of research results, to develop agriculture and animal production and upgrade all aspects of veterinary services, as well as the nutrition and nutritional programming in the Kingdom.
3. Environmental and community services in the fields of agriculture, nutrition and veterinary medicine and solve the emerging problems pertaining farmers, livestock owners and citizens especially in the Qassim area and in the Kingdom at large.

The Master Degree of Veterinary Medicine (MVM) was the first graduate program established by the College of Agriculture and Veterinary Medicine. It is organized by the Department of Veterinary Medicine. The first qualified veterinarians with MVM, graduated in the academic year 1425/1426H. The master degree program in the Department of Plant Production and Protection was started in academic year 1428/1429H. The College is currently planning to lay down an MS program in animal production, which is currently in its final touches. This will be followed by MS programs in the Food Science and Human Nutrition in near future.

### ***About:***

Teaching started in the College of Agriculture and Veterinary Medicine in 1402/1403H. From this date, the College has witnessed continuous developments in various academic programs, scientific research and infrastructure. These developments can be perceived in a general context of a scientific vision that coincides with the objectives of the needs of the Kingdom. To this day 1,519 students have graduated from the different specialties of the College.

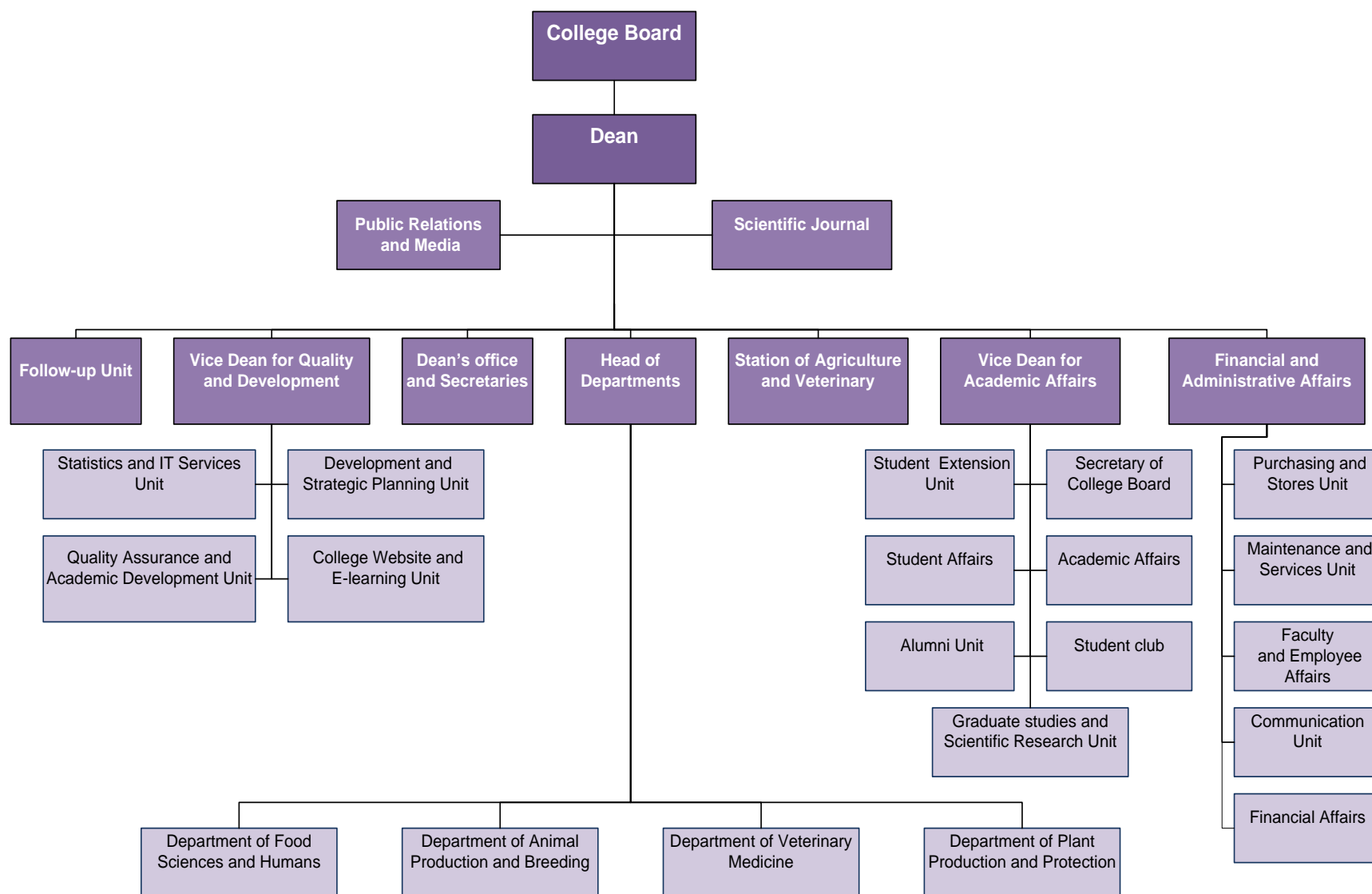
### Tasks

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Food Sciences and Humans
2. Department of Animal Production and Breeding
3. Department of Veterinary Medicine
4. Department of Plant Production and Protection

Organizational Structure - College of Agriculture and Veterinary Science



## College of Applied Health Science in Al-Rass

### *Vision:*

To achieve excellence in 'Health Education' and to create distinct faculties at par with national and international standard to support the sustainable development in Qassim region and to extend cooperation in raising the general awareness of community health.

### *Mission:*

To provide a conducive and educated environment for preparation of national health education cadres to contribute in covering the needs of the labor market, and the provision of community services. It will also facilitates the applied research for elevating local health community standard and contribute to the growth of knowledge in finding solutions regarding health problems.

### *Aims:*

1. To produce qualified graduates with high level of knowledge and skills in various health disciplines.
2. To contribute in filling needs of labour market of workers in all health disciplines.
3. To create health awareness in the community.
4. To conduct scientific research that will lead to find appropriate solutions to health problems.
5. To produce highly skilled staff in various health disciplines through post-graduation program.

### *About:*

It came into existence under the name "College of Health Sciences for boys at Al-Rass", in the academic year of 1994-1995H. Originally, it was

owned by the "Ministry of Health" which awarded diploma certificates in health disciplines of nursing, anaesthesia, nutrition, clinical laboratory, dental assistant, pharmacy and operation room techniques.

The college was taken over by the 'Ministry of Higher Education' under the University of Qassim. The University issued a recommendation at its first meeting in the academic year of 2007-2008 held on 21/10/2008 A.D. to restructure the College. Since then, it is known as College of Applied Health Sciences consisting of the following branches:

1. Clinical Nutrition.
2. Diagnostic Radiology.
3. Medical devices.
4. Oral and dental health.
5. Dental Technology.

Students have been accepted in the preparatory year since the academic year of 2008-2009H and will be joining the faculty in beginning of the academic year 2009-2010H, according to the new structure.

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without wage, provided it doesn't affect the teaching and mustn't get any financial assistance from the University.
2. Approve the participation in the exams, discussion of the M.A and PhD thesis in various Universities and Colleges inside the Kingdom

provided it doesn't affect the teaching and mustn't get any financial assistance from the University.

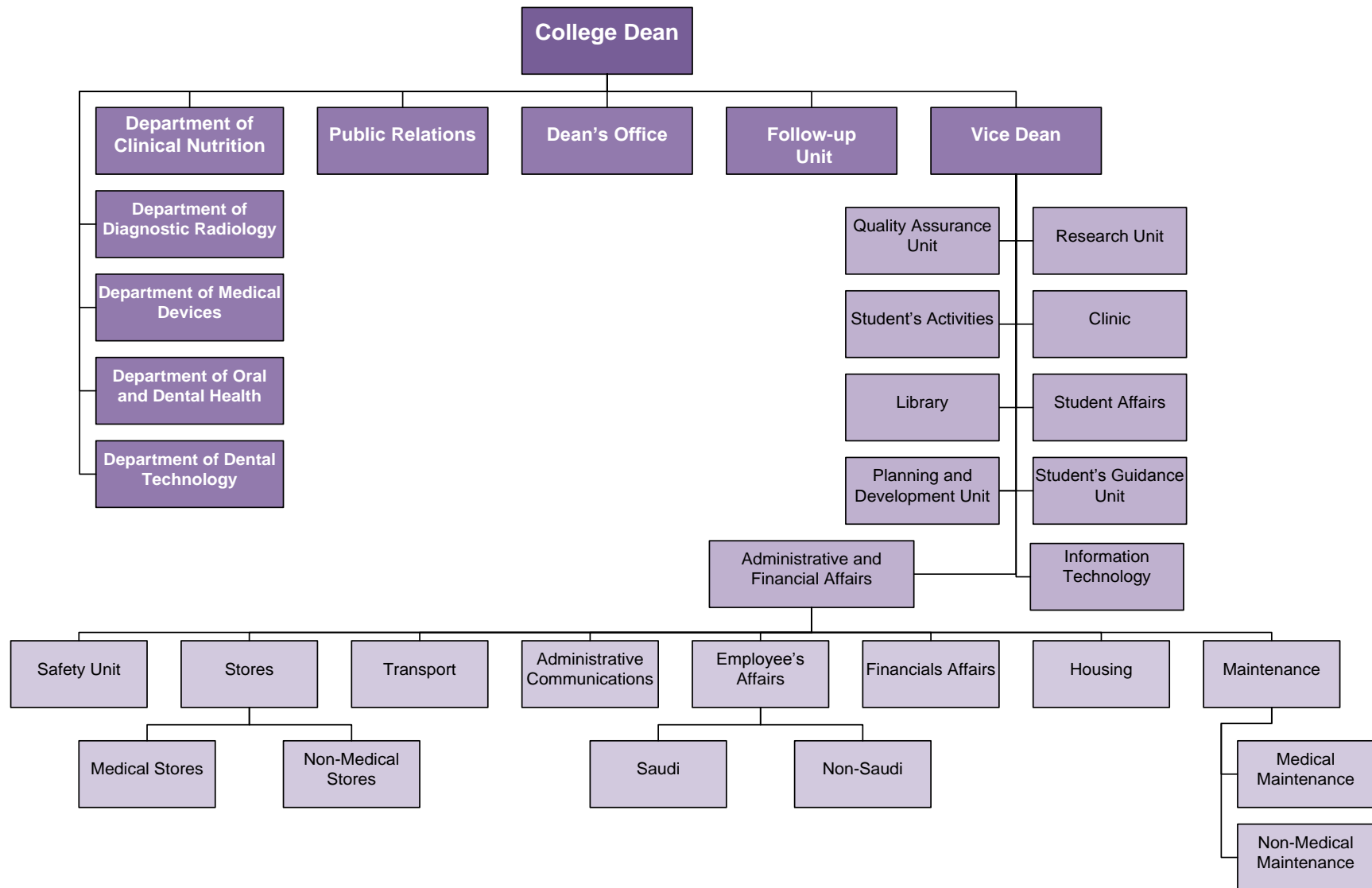
3. Approval of the payment of bonus to professors who gets assignment from outside the University to participate in the evaluation study plans o to check master's or doctoral thesis.
4. Take the necessary measure towards attracting faculty members to achieve the vision of the college and university's educational process, research and community service. To establish coordination between the College and University to overcome the obstacles faced by the administration.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers on the condition of final approval from the University.
6. To attract students, researchers and graduate students who have distinct qualities to support educational process and research in the college.
7. Follow-up performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process ate the level of bachelor degree.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave duly completed by the Deanship of faculty and staff – in accordance with the university norms..
11. The signing of certificates and IDs to all employees of the Colleges or institution except certificate of expertise or letters of thanks.
12. Direct contact with ministries and governmental department and agencies in all matters related to their duties.

### *Departments*

1. Department of Clinical Nutrition.
2. Department of Diagnostic Radiology
3. Department of Medical Devices
4. Department of oral and Dental Health
5. Department of Dental Technology



Organizational Structure - College of Applied Health Sciences in Al-Rass



## College of Applied Medical Sciences

### *Vision:*

Provide leadership in the field of Applied Medical Sciences and excellence in teaching and scientific research to achieve what meets the aspirations of the community.

### *Mission:*

College seeks to become a national symbol in providing medical services and an academy through lesson plans of high quality research, and unique and effective medical services in the field of Applied Medical Sciences, which will be a significant addition to the health services system.

### *Aims:*

1. Rehabilitation and graduation of cadres enabling them to meet the needs of medical care in the community.
2. To contribute in solving the problems of society and the environment by scientific research.
3. Preparation of cadres specialized in medical applied sciences with high standard of excellence.
4. Participation in the dissemination of health awareness in various aspects of health at individual and society level.
5. Contribute to the development in the services for various health disciplines managed by the College.
6. Preparation of the specialized cadre in applied medical science with a distinct standard.
7. Exchange of experiences and knowledge with the corresponding colleges within and outside the Kingdom.
8. Contribute to the development of the medical assistance professions boards and support their plans and future programs.

9. Offering advice and conducting applied research related to health problems in the Kingdom.

### *About:*

The College of Applied Medical Sciences was established by the Royal decision, in the face of unprecedented advancements in the medical and diagnostic sciences and due to the ever increasing size and capacity of the health care institutions in Saudi Arabia. The advancements in medical sciences dictated the need of graduates who can support the existing medical programs and systems.

The college's role, in the society, will be, to add to the health and safety of the Saudi Society. Also, the college will continue to include consultative and research facilities. The latter will be used to contribute in the health research in the Kingdom.

Duration of Study in this college is five years including the preparatory year. Before graduation, students will undergo a full calendar year of hospital training.

### *Tasks*

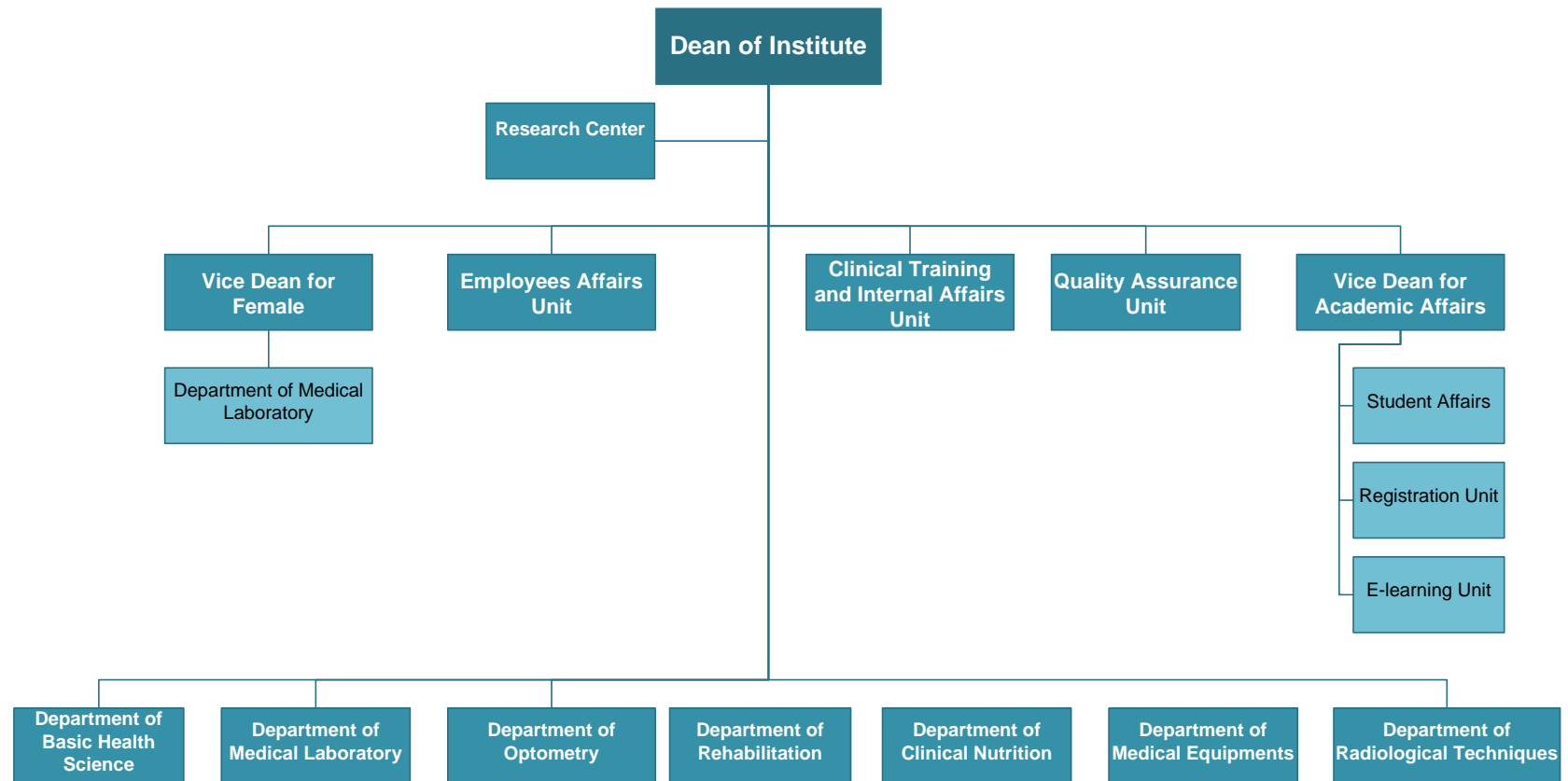
1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.

3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
  4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
  5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
  6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
  7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
  8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
  9. Authorize the disbursement form the warehouse
  10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
  11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
  12. Direct contact with ministries and government department and others in all relevant matters.
2. Department of Medical Laboratory
  3. Department of Optometry
  4. Department of Rehabilitation
  5. Department of Clinical Nutrition
  6. Department of Medical Equipments
  7. Department of Radiological Techniques

### *Departments*

1. Department of Basic Health Science

Organizational Structure - College of Applied Medical Sciences



## College of Arabic Language and Social Studies

### *Vision:*

A distinctive college which is supportive of the continuous educational learning and community service, and qualified for academic accreditation.

### *Mission:*

The college is committed to provide the students with the best educational opportunities, the necessary skills and the impart ethical values to graduate students who have the ability to deal with the new technology in order to compete in the labor market - pursue graduate studies programs and scientific research in order to contribute to community development and meet the national needs.

### *Aims:*

1. The enhancement of the professional performance of the faculty members to explore imaginative ways of teaching in the field of education and scientific research and use of the modern methods for complying with global standards.
2. Application of variety of academic programs - according to the specifications which are capable of development of society and proportionate to the needs of labor market.
3. To provide conducive environment for academic excellence.
4. Providing the students with the skills necessary for use and application of modern technology, qualifying them to pursue their graduate studies and scientific research.
5. Availability of graduate studies programs in different specializations.
6. To provide training and academic programs to the local community.

7. Providing the gradulators with continuous programs which suite the labor market.
8. Availability of good qualified experts of citizens who are qualified scientifically according to the improvement plans of the kingdom.
9. Graduation of students with high skills set, adapt in use of new technologies in their majors and capable of competing with the students of other universities and capable taking over the labor market.
10. To cooperate with the governmental and private sectors for the betterment of the society.

### *About:*

The College of Arabic Language and Social Studies was established under the name of the College of Sharia and Arabic Language. Initially, it was part of the Islamic University of Imam Mohammed Ibn Saud, but eventually it became part of Qassim University. The college's principal area of interest is the Arabic language, arts, history, geography, sociology, education, psychology, the English language, translation and special education. It offers classes in both Arabic and English.

### *Tasks*

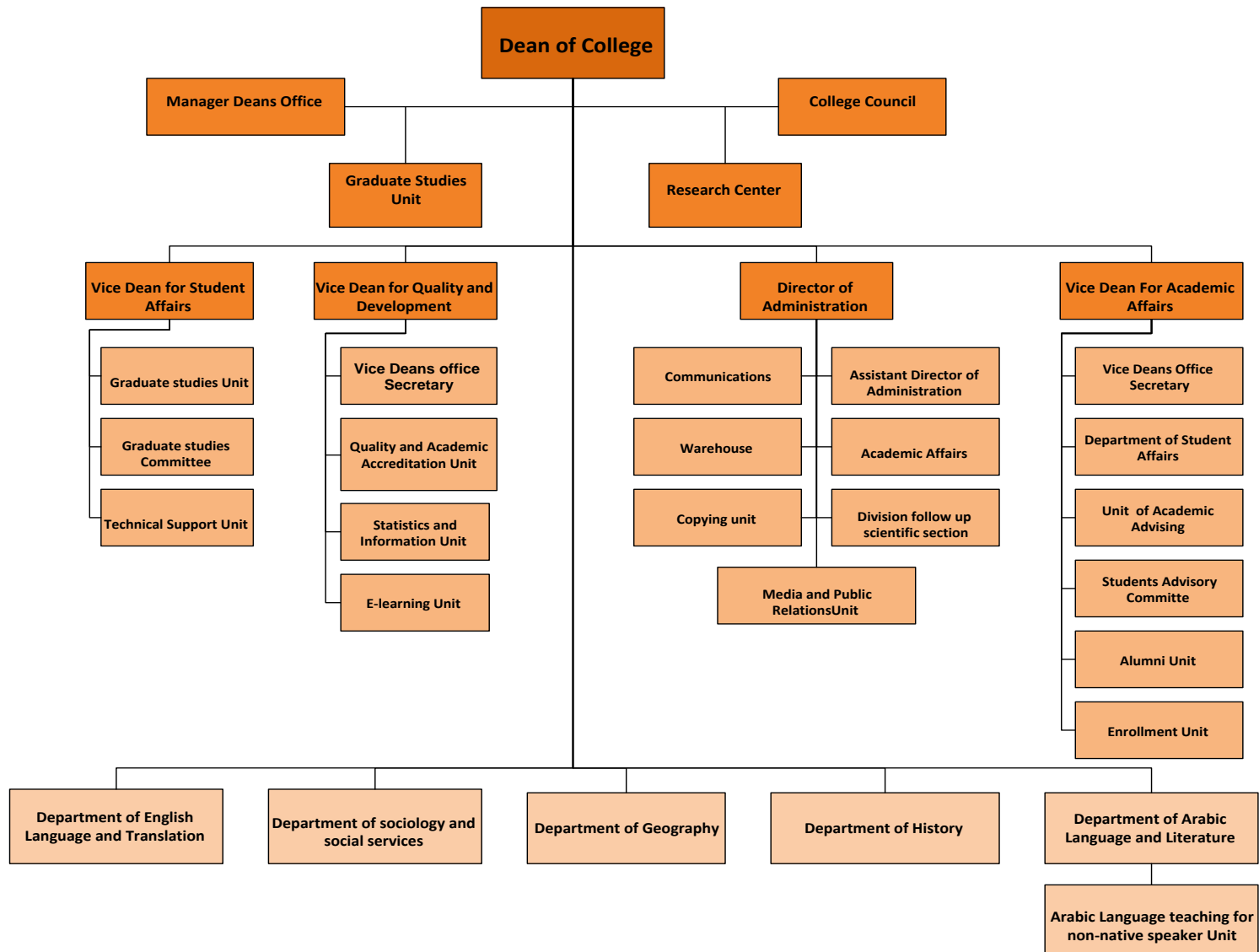
1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.

3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement from the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of English Language and Translation
2. Department of Sociology and Social Services
3. Department of Geography
4. Department of Histology
5. Department of Arabic Language and Literature

## Organizational Structure - College of Arabic Language and Social Studies





## College of Architecture and Planning

### *Vision:*

The College of Architecture, Planning and Design (CAD&P) is committed to providing a comprehensive education that will enable its graduates to make significant contributions to the region and the broader global community through conscientious practice.

### *Mission:*

The College of Architecture, Planning and Design (CAD&P) grounds its curriculum in the conviction that good design results from a combination of deep understanding of culture, ethical engagement in society and respect for the creative skills, needed to build a sustainable material culture. Against this background, the school is committed to the primary objective of providing its students with relevant, professional instruction in the fields of architecture, interior design, industrial design and visual communication.

### *Aims:*

1. The College of Architecture, Planning and Design (CAD&P) meets its objectives through degree programs that feature the followings:
2. An environment that encourages achievement and personal growth.
2. A faculty of with the desire for excellence in teaching
3. A comprehensive student counselling system that tracks student development and provide a general education curriculum offering a solid foundation.
4. A clear and consistent approach that is evident throughout the curriculum.

5. A variety of courses that are continually updated to reflect rapidly changing design practices and the growing role of digital communication.
6. A respect for culture, traditions and needs of society.

### *About:*

The Architecture and Design College (ADC) is committed to preparing professionals in the design and architectural sectors through professional undergraduate programs in the academic areas of Architecture, Interior Architecture, Industrial Design, and Visual Communication. Collaboration, community engagement, innovation, global connection and critical practice are core values intertwined in all of the programs at the College of Architecture, and Design. ADC students learn in unique and flexible settings from innovative faculty and through progressive pedagogical models. The College of Architecture and Design maintains the right to limit enrolment in all programs and may retain student work for exhibition or for records and accreditation purposes.

Architecture and Design College, Qassim University is among the modern colleges in Saudi Arabia. The Royal Decree to establish the college was issued on 18/1/1430 Hijri. The college received its first batch of students in the academic year 1430-1431 Hijri. Enrolled student must pass the preparatory year and are assigned by the Deanship of Admissions and Registration in the University. They are further required to pass qualifying skill tests of the College as well as the personal interview. The study plan follows the rules of the semester figures as the college education system is based on studio-based learning. Study language is English. Study duration is five years after the preparatory year, including the professional year at the end of program.

### Tasks

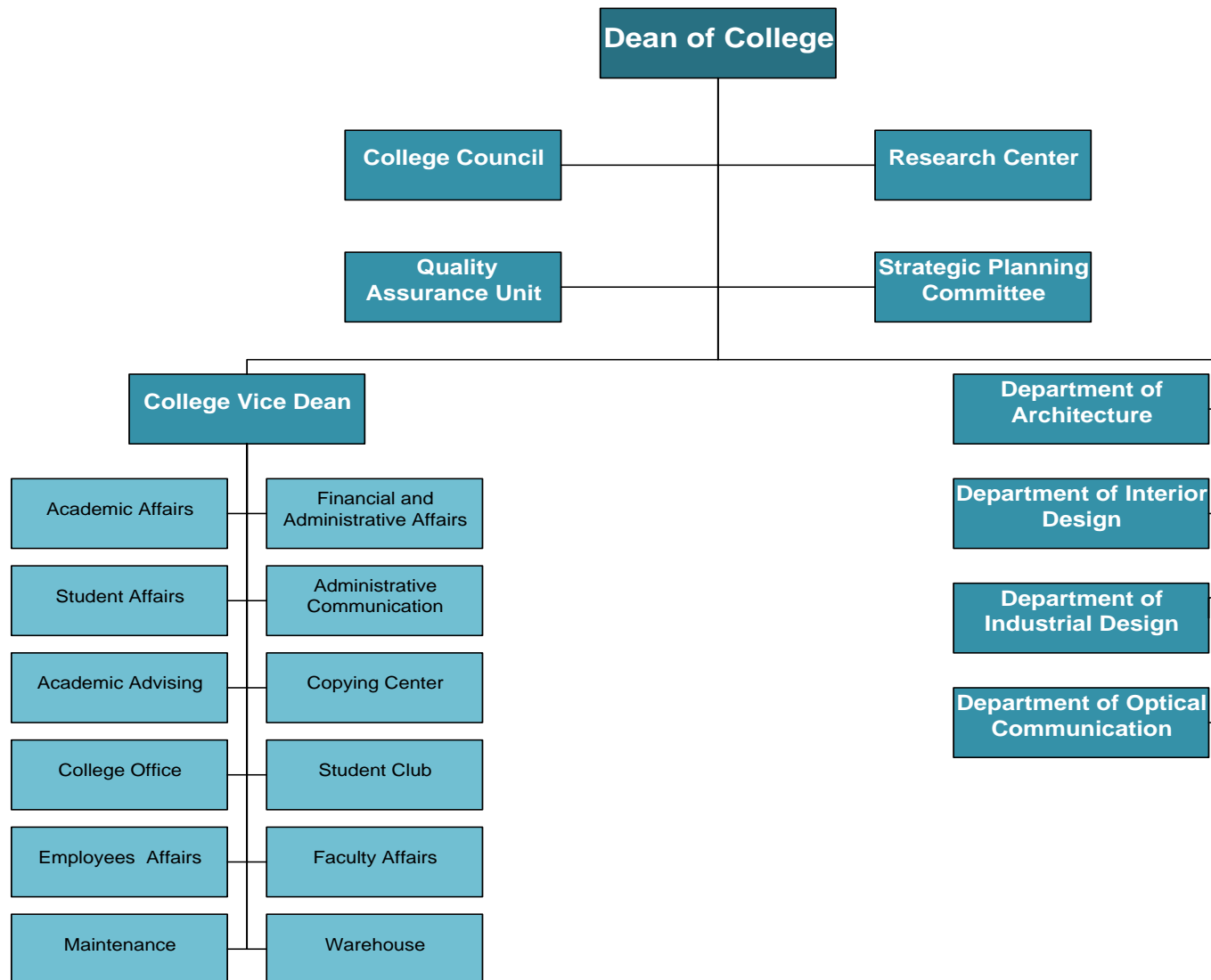
1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.

8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Architecture
2. Department of Interior Design
3. Department of Optical Communication
4. Department of Industrial Design

Organizational Structure - College of Architecture and Planning



## College of Business and Economics

### *Vision:*

Regional excellence in Business and Economics education and research to realize future social ambitions in economics and business.

### *Mission:*

An excellent entity in Business and Economics, both locally and internationally. Our mission is to develop a dynamic environment that is conducive to the preparation and development of advanced and accredited educational programs for business graduates who are trained and qualified - effective participation with theoretical and applied research to realize the aspirations of the social institutions of the society.

### *Aims:*

1. Developing the abilities and capabilities of the College graduates in Business and Economics sciences who have competitive advantage in the labor market through emphasis on quality in study programs and syllabi that are varied and up to date.
2. Effective contribution in the enrichment of scientific knowledge in Business and Economics sciences through the support and encouragement of research and theoretical and applied studies and the participation of the teaching staff in local and international conferences.
3. Building and developing educational and research practices and trends based on Islamic thoughts, in the fields of Business and Economics.
4. Developing practical and professional abilities and capabilities for the College affiliates, thus transforming the college into an expert house which offers confidence and credibility to private and government organizations.
5. Enhancing and strengthening relationships with the Saudi and Arab academic institutions and universities.
6. Developing the material and technical capabilities of the College in a way that helps in realizing excellence in the research and educational processes.

7. Responding to community needs through effective participation in programs that are related to the fields of economics and business.
8. Achieving the requirements of obtaining academic accreditation and maintaining it.

### *About:*

Teaching started in the College of Agriculture and Veterinary Medicine in 1402/1403H. From this date, the College has witnessed continuous developments in various study programs, scientific research and infrastructure. The development has occurred in a general context of a scientific vision that coincides with the objectives set by the Kingdom. To this date, 1519 students have graduated from the different specialties of the College.

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that

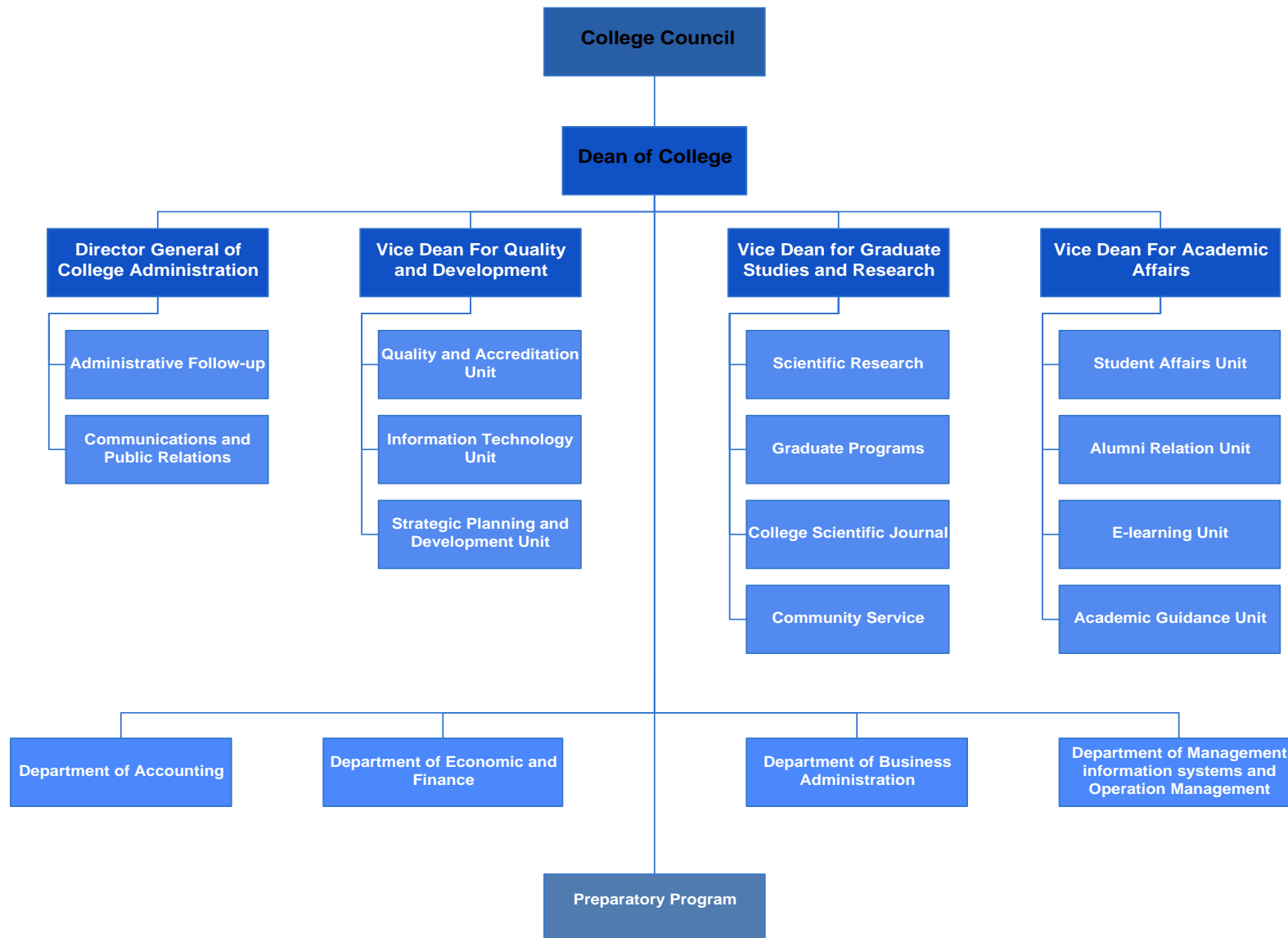
are faced by administrative department in dealing with the related authorities.

5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement from the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of Accounting
2. Department of Economic and Finance
3. Department of Business Administration
4. Department of Management Information Systems and operations Management

## Organizational Structure - College of Business and Economics



## College of Computer

### *Vision:*

The College of Computer aspire to achieve the reconnaissance in the education and the scientific research in all fields of computer.

### *Mission:*

To prepare superior and highly qualified scientific and technical cadres who are ready to work and compete in Computer fields and are willing to peruse for postgraduate studies, to achieve the reconnaissance in researches and scientific studies and in transmitting knowledge and in the settlement of technology to serve and to develop society..

### *Aims:*

1. Prepare student in fundamentals of Computer fields.
2. Suitable preparation of student for postgraduate and research in Computer fields.
3. Create the suitable atmosphere for students to apply the gained knowledge and experience in Computer fields.
4. Improve students' professional capabilities towards analytical and innovative thinking.
5. Encouragement of staff and students for scientific research towards servicing the society through problem solving
6. Settlement of knowledge and technology in Computer fields.
7. Continuous development and renewing of the academic plans in order to match the fast and successive alterations in this fields.

### *About:*

As the global arena is witnessing a rapid development in various areas of computer, and since the working fields need the scopes of computers to address the issues faced by computer users – graduates with enhanced skill set are needed for the necessary developments of the services

provided in these areas. The Custodian of the Two Holy Mosques, the Prime Minister, Chairman of the Board of Higher Education Council, has issued his approval for the resolution of the Higher Education Council at its 35<sup>th</sup> meeting on 12/35/1426, to establish a college of computer in the Qassim University concerning all fields of computer. The academic plan includes five years, one year of which is a preparatory year, followed by four years of specialized study in three departments, these include: Computer Science Department, Computer Engineering Department, and Information Technology Department. The College also has an Information Technology Department for females.

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
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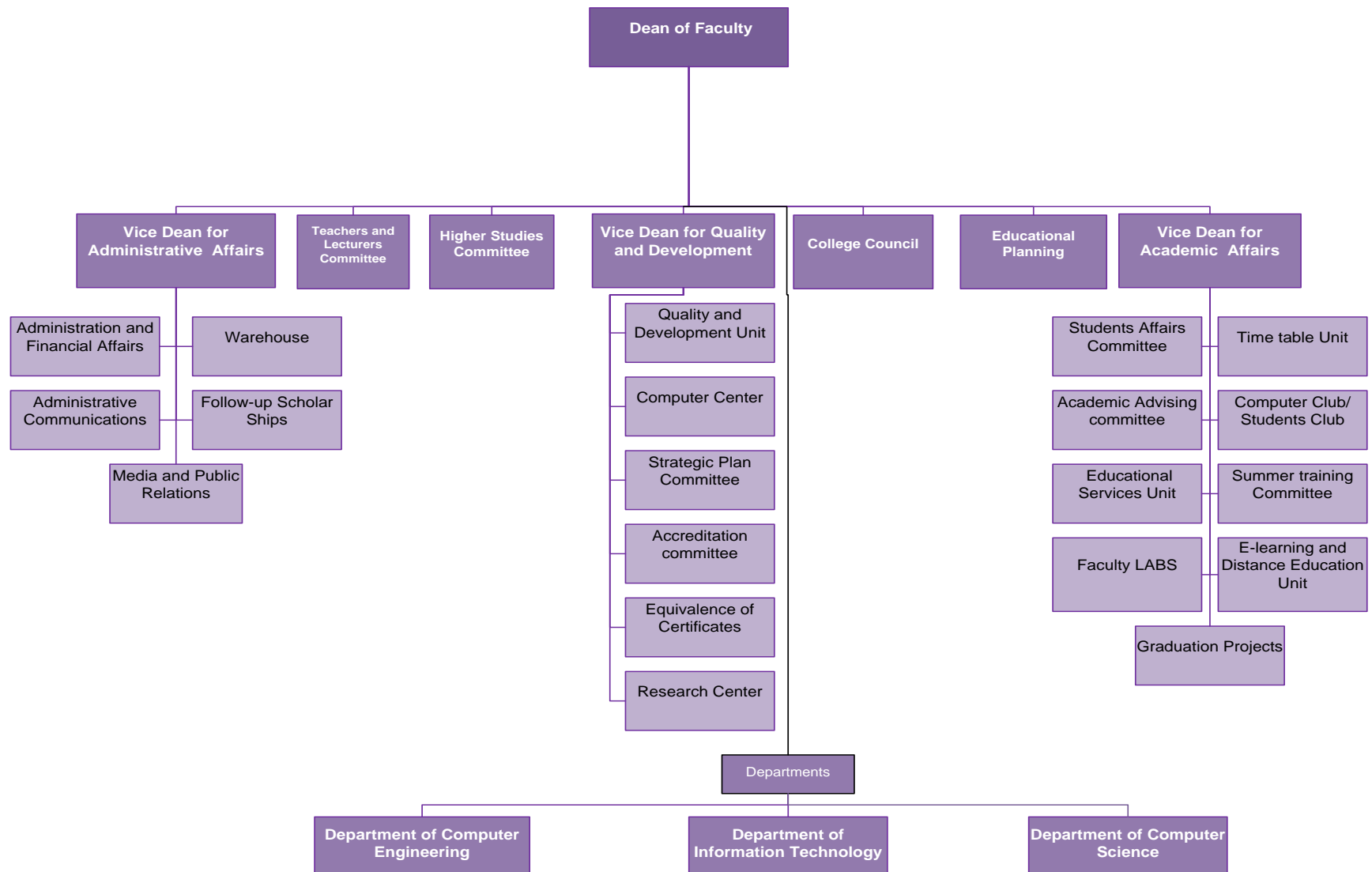


5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Directly contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of Information Technology
2. Department of Computer Science
3. Department of Computer Engineering

## Organizational Structure - College of Computer



## College of Dentistry

### *Vision:*

Nationally distinct college in dental education and applied researches, in support of the promotion of oral and dental health in Qassim Society.

### *Mission:*

Graduation of highly skilled dentists with higher scientific and research skills, (who are committed to continuous education and the development of the profession to meet the needs of the labor market), provide a dental treatment that is consistent with the international quality standards in the field of Dentistry, perform a distinct awareness role within the community, and to strengthen the national and international partnership.

### *Aims:*

1. Prepare and graduate dentists at a high level of knowledge and clinical skills to provide services in all areas of Dentistry.
2. Fill labor market needs of dentists.
3. To provide distinct therapeutic services for patients in all disciplines of dentistry by students under the supervision of a team of teachers who has the scientific and practical experience, and who are able to use the modern technologies in the areas of treatment and diagnosis.
4. Raise awareness of community health and prevention methods needed to maintain oral health.
5. Contribute to the continuing dental education for all dentists.
6. Conduct scientific research to find appropriate solutions to the problems of oral and dental health in the community.
7. Provide dental and technical advice to various sectors in the field.

8. Prepare specialized staff in different fields of dentistry through the Graduate Program. .

### *About:*

College of Dentistry, Qassim University is one of the modern colleges among Saudi Arabia. The Royal Decree to establish the college was issued on 18 / 1 / 1426 Hijri. The college had received its first batch of students starting from the academic year 1428-1429 Hijri.

Enrolled student must pass the preparatory year and shall be assigned by the Deanship of Admissions and Registration in the University, and then it is required to pass qualifying skill tests of the College as well as the personal interview.

Based on the decision of the Council of Higher Education No. 9/57/1431, college departments were restructured to be: Basic Oral and Medical Sciences Department (BOM), Community Oral Health and Epidemiology Department (COE), Maxillofacial Surgery and Diagnostic Sciences Department (MDS), Conservative Dental Sciences Department (CDS), Prosthetic Dental Sciences Department (PDS), Ortho-Pedodontics Department (OPD), Periodontology and Oral Medicine Department (POM), and Dental Informatics and Dental Education Department (DIE).

The study plan follows the rules of the yearly figures as the college education system is based on problem-based learning. Study language is English. Study duration is five years after the preparatory year followed by a clinical training internship year, and it is divided into three phases: Basic Phase: first and second years, Clinical Phase: third, fourth, and fifth years, and Internship Phase: sixth clinical training year after graduation.

### Tasks

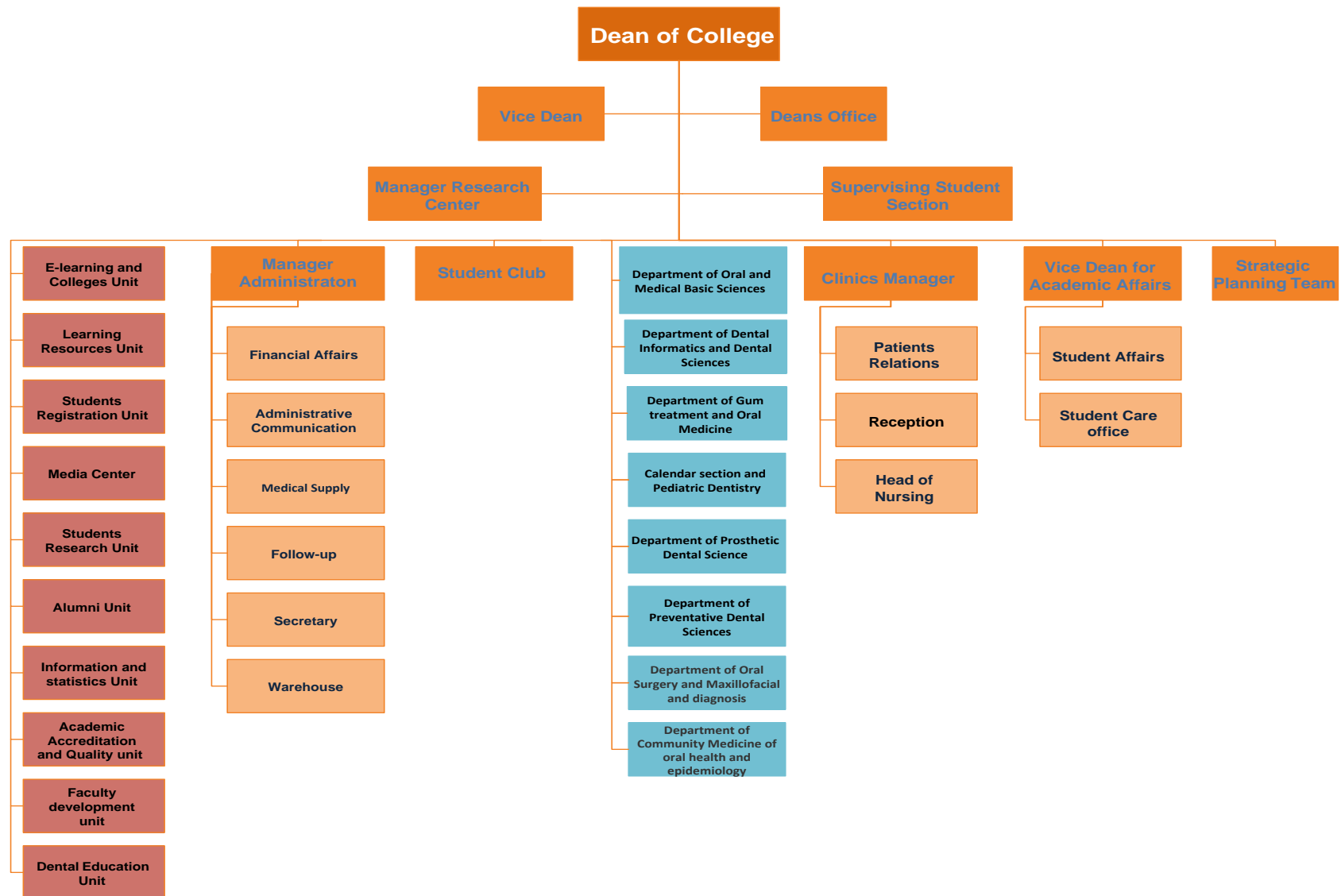
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### Departments

1. Department of Oral and Medical Basic Sciences
2. Department of Dental Informatics and Dental Sciences
3. Department of Gum treatment and Oral Medicine
4. Calendar section and Pediatric Dentistry
5. Department of Prosthetic Dental Science
6. Department of Preventative Dental Sciences
7. Department of Oral Surgery and Maxillofacial and diagnosis
8. Department of Community Medicine of oral health and epidemiology

## Organizational Structure - College of Dentistry



## *College of Design and Home Economics, Buraidah*

### *Vision:*

Upgrade academy aspects to create a development strategy for Saudi girls in the areas of specialization and spread culture of development production as efficient marketing ideas.

### *Mission:*

Quest for leadership through preparation of graduates who are competent (Accuracy, taste and creativity), carries College's message in order to reach self-sufficiency and open production channels and compete in the field within the national requirements and the educational policy of the Qassim University through the development of applied special programs.

### *Aims:*

1. Development of Islamic values for students to build integrated character.
2. Scientific preparation of students in specialized areas which suit with their nature to be able to play their role efficiently.
3. Development of student innovation and training to use the scientific method for thinking.
4. Attention to the training courses and workshops related to specialization for the development of student's skills in collage.
5. Development of plans, Courses and teaching methods according to modern educational trends and social needs.
6. Create a university environment characterized by creativity, excellence and positive interaction.

7. Graduation specialized staff to meet the field needs in different areas.
8. Encourage scientific research, directing it toward study the local and global problems and develop the production to be benefit for productive institutions.
9. Prepare scientific and technical staff able to participate in the competitive global researches.
10. Contribute to the establishment of investment projects that can attract college graduates and contribute to the economic development of the family and society.
11. Communication with scientific and educational institutions in the community.
12. Participate with seminars and national and international conferences In the areas of specialization and other relevant disciplines.
13. Communicate with the college graduates and real participation in the development of graduates with supported idea.

### *About:*

In 1413, Department of Home Economic and Art Education which related to Collage of Teachers Preparation was opened aiming to prepare primary school teachers with Bachelor degree.

In 1418 (under the decision number 47640/4/35kf) this department was developed to be independent college "Education for Home Economics and Art Education College", including three sections:

- Nutrition and Food Science Department
- Clothing and Textiles Department.
- Art Education Department.

It aims to prepare teachers for all general education levels.

In 1428, the college was joined to Qassim University, at this stage the college has seen a great development and quantitatively growth, varied disciplinary as literary and scientific departments. Then the college was restructured under the decision number 56/A at 6/1/1430, and changed its name to 'Design and Home Economic College', target to push qualified specialized graduates to keep up with Saudi society requirement and marketing competition to achieve self-sufficiency and contribute to economic development. The college seeks to communicate with alumni to provide them with scientific and technical advice, as well as it seeks to provide possible support to develop process so that graduated can face their practical life successfully.

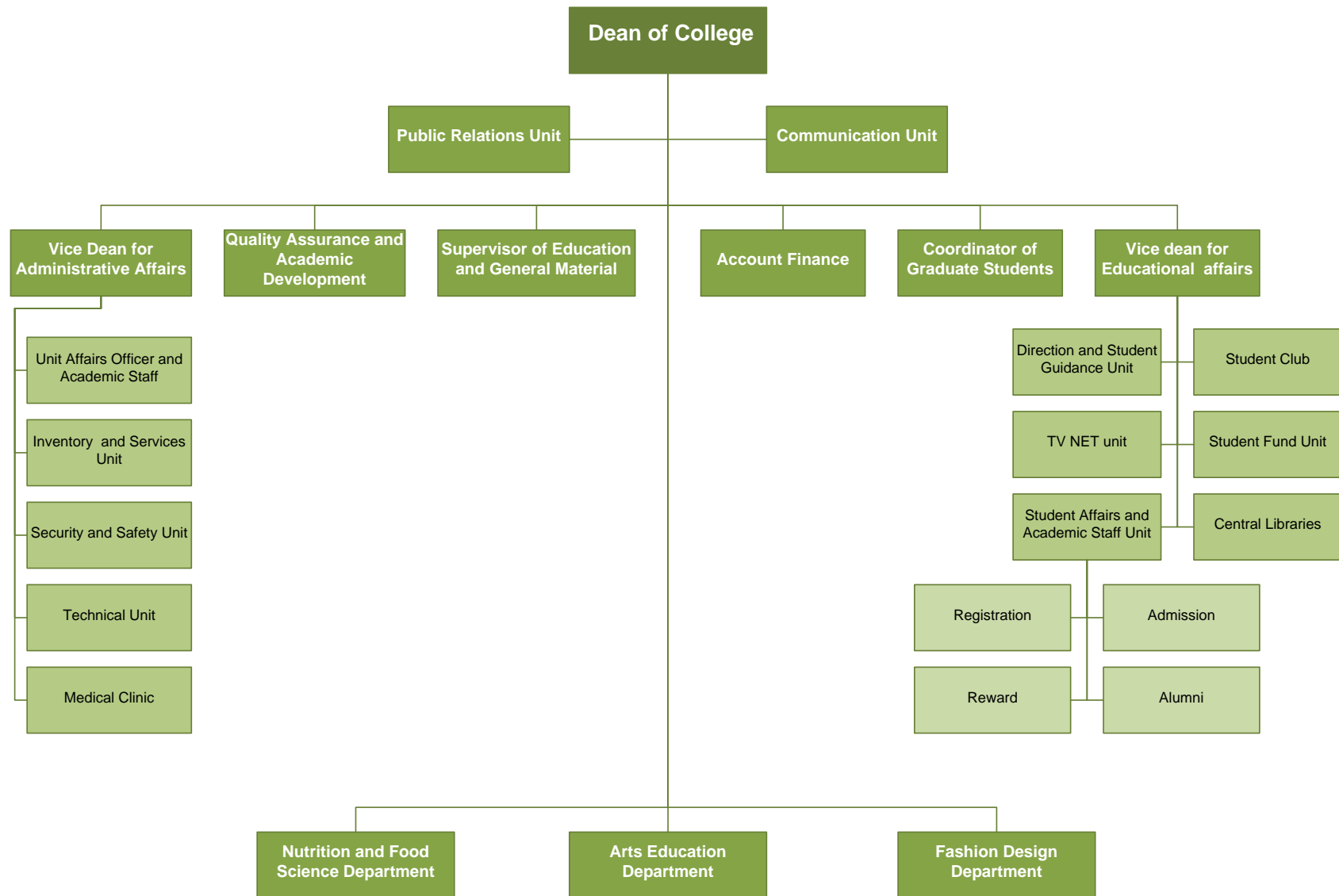
### Tasks

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12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Nutrition and Food Sciences
2. Department of Arts Education
3. Department of Fashion Design

Organization Structure – College of Design and Home Economics





## College of Education

### *Vision:*

To be outstanding Faculty in graduating teachers and educational cadres to contribute to the development of the community so as to support the scientific and applied researches.

### *Mission:*

Preparation of educational competencies with advanced academic education and a high professional and competitive culture in the labor market as well as the provision of community services and applied researches that contribute to the of upgrading the local community, using administrative, technical, and information methods.

### *Aims:*

1. Provide an outstanding education to contribute to the preparation and training of teachers and graduates to be qualified academically, culturally, and professionally to fulfill the tasks of teaching in the general education, the educational work, and in the field of special education with its different specializations.
2. Development of scientific research and graduate studies in psychological and educational fields to improve the quality of outputs and to meet the needs of the community.
3. Establish partnerships with Saudi and Arab community institutions and by holding lectures, courses, seminars and conferences related to the educational process and issues of the Saudi community.
4. Continuous development and improvement of the organization on the academic, administrative, and educational side of the Faculty.
5. Contribute to building up an environment for an integrated learning community dominated by creativity, excellence, and positive interaction within the Faculty or outside.

### *About:*

On tracking the history of establishing Faculty of Education, Al-Qassim University, it began as a department of Education and Psychology in the academic year 1405 AH in Faculty of Arabic and Social Sciences, branch of Al-Imam Mohammad Ben Sa'oud Islamic University in AL-Qassim (the first nucleus of Faculty of Education). After the issuance of the High approval # 7 / B / 22042 dated 05/10/1425 AH to transfer the two branches of the Islamic University and The King Sa'oud University located at Al-Qassim area to Al-Qassim University, the department was still a sub to the Arabic language and Social Studies Faculty. In 22/4/1426 AH, the High approval has been issued no. #5640/ mb to open the Special Education department affiliate to the Arabic language and Social Studies University, where the study began in the academic year 1425 – 1426 AH. In 30/2/1429 AH, the High approval has been issued no. #10209/mb to establish Faculty of Education at AL-Qassim University including Seven departments: Curricula and Teaching Methodology Foundations of Education – Learning Techniques – Special Education – Psychology – Preparatory Education. In 14/3/1431 AH, the High approval has been issued no. #2487/m to establish the physical Education and kinetics Science department. In order to activate the extra-curricular activities the college has been developing a set of centers and units mentioned as follows:

- Student Advising Center
- Educational Research Center
- Excellence Center
- Quality and Academic Accreditation Center
- Field Education Unit
- Strategic Planning Committee

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to

participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.

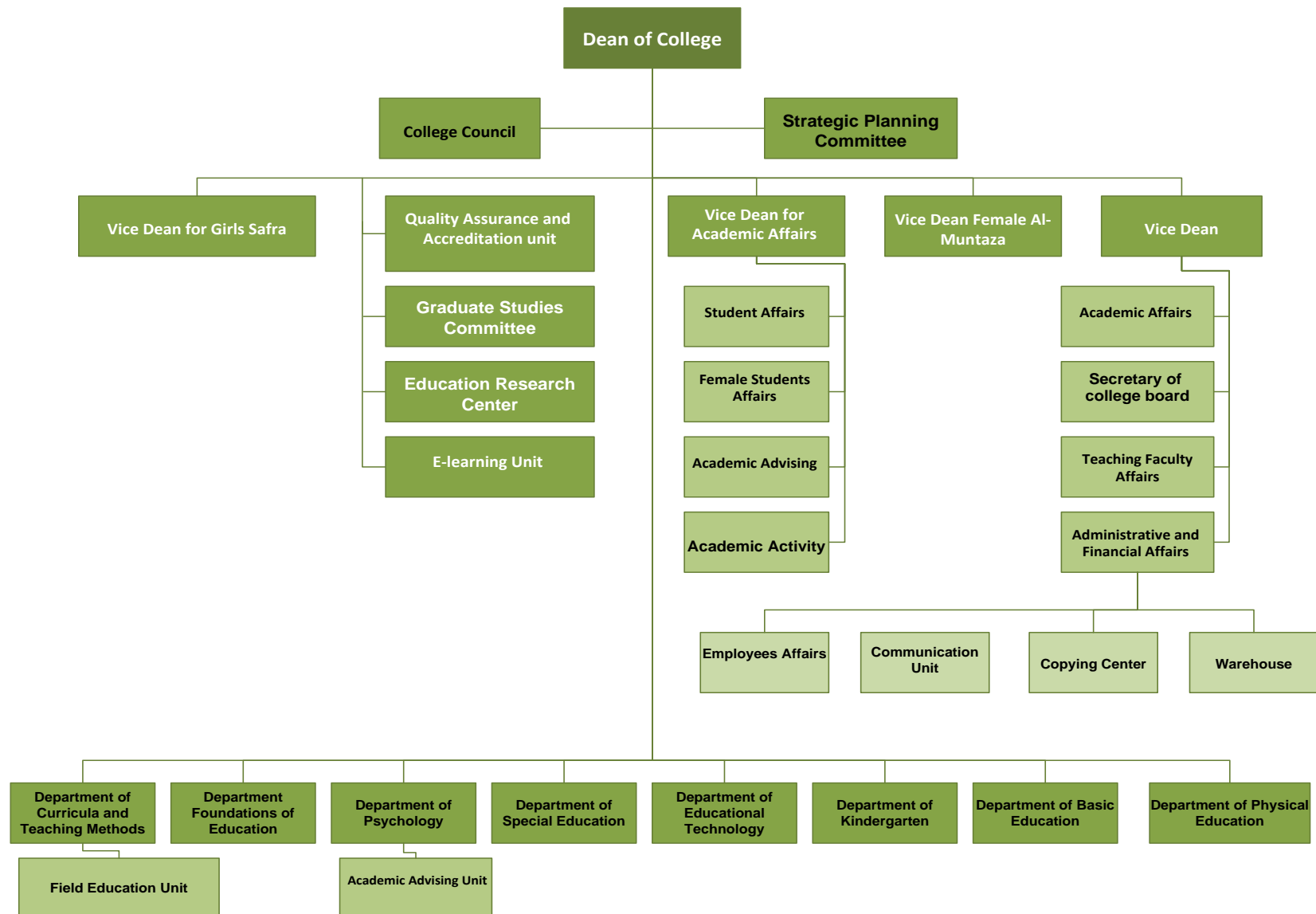
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### *Departments*

1. Department of Curricula and Teaching Methods
2. Department of Basic Education
3. Department of Psychology
4. Department of Special Education
5. Department of Educational Training
6. Department of Kindergarten
7. Department of Foundation of Education
8. Department of Physical Education

## Organization Structure – College of Education



## College of Engineering

### *Vision:*

A locally and regionally distinguished college in the engineering education and scientific research which supports the sustainable development in Qassim region and Kingdom.

### *Mission:*

College of Engineering at Qassim University seeks to offer a developed and accredited engineering education to satisfy the needs of the job market, and to offer society and research services which support the sustained development in the Kingdom and participate in the knowledge economy.

### *Objectives:*

#### **I-College Educational Objectives**

1. Preparation of the graduates to have a successful career as engineers in the governmental and private sectors.
2. Preparation of the graduates to pursue their professional development through self learning and advanced degrees.
3. Preparation of the graduates to advance to positions of leadership in their profession.
4. Preparation of the graduates to effectively participate in the sustainable development of the Saudi Society.

#### **II-Research Objectives:**

1. To establish research links with the industry, energy and construction organizations to help develop and promote these organizations.
2. To establish research centers which participate in developing the scientific research and supporting the academic staff and post-graduate students from inside and outside the university

3. To offer post-graduate programs which focus on research subjects that serve the Saudi society.

#### **III-Community–Service Objectives**

1. To contribute and support the different university committees such as committee of missions and training, demonstrators committee and the scientific council, etc.
2. To participate, in cooperation with the university community service deanship, in the promotion of the engineering profession through offering training courses and workshops for engineers and technicians in different engineering fields.
3. To conduct engineering studies and field surveys, and to present technical consultations for solving the society problems.
4. To conduct standard tests on constructions, engineering systems, equipment, machines, devices and materials.

### *About:*

On 17/1/1423 H, the King Saud University (KSU) council recommended the transformation of the Department of Agriculture Engineering, College of Agriculture and Veterinary at its Qassim Campus into a full Engineering college with three departments, Civil, electrical, and mechanical engineering. In "1425" Qassim University decided to adopt the Preparatory (Foundation) Year Program (PYP) for all scientific colleges. It was a good chance for Engineering College to enhance and improve its programs with the objectives of satisfying the new university –system (PYP) in addition to the job market and accreditation requirements.

Engineering College is providing excellent educational services to its students by continuously improving of its curricula to be compatible with similar programs in the internationally recognized universities around the world. Studying in the Engineering College is provided fully in English language and using highly recognized and up-to-date textbooks. The college laboratories are according to the international

standards and equipped with the state of art equipment. Civil, Electrical, and Mechanical Engineering programs have been accredited by the Accreditation Board for Engineering and Technology (ABET) in the USA (see: [www.abet.org](http://www.abet.org)). The college website ([www.qec.edu.sa](http://www.qec.edu.sa)) publishes all the necessary information about students, departments and studying programs. Hence, the graduates of the Engineering College at Qassim University are qualified and well prepared to pursue their graduate studies at higher education institutes in the USA and Canada. *The college holds staff from different nationalities (Algeria, Egypt, India, Canada, UK, Kenya, KSA, Morocco, Pakistan, Philippines, Sudan, Syria, Turkey, and more). In addition; the Engineering College is going to offer M.Sc. programs in different fields*

### Tasks

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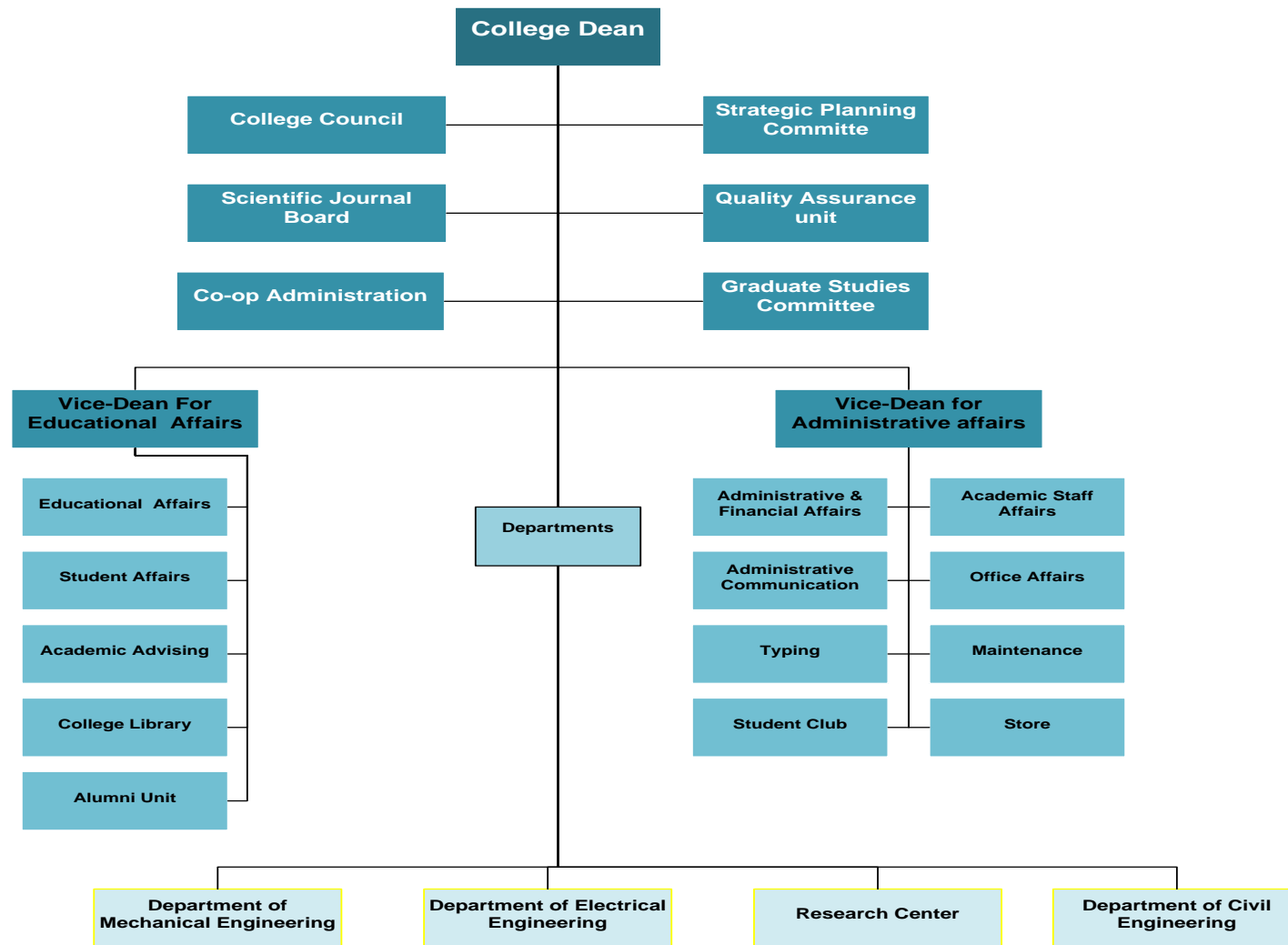
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5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
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12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Civil Engineering
2. Department of Mechanical Engineering
3. Department of Electrical Engineering

## Organizational Structure – College of Engineering



## *College of Medical and Applied Health Sciences in Unaizah*

### *Vision:*

National distinct faculty of health education in support of sustainable development at Qassim region to contribute in raising awareness of community health.

### *Mission:*

It provides a developed and educated environment for preparation of national health educated cadres who eligible to contribute for covering the needs of the labor market, and the provision of community services and applied research for elevating local health community and contributes to growth of knowledge and health problems solutions finding.

### *Aims:*

1. National qualified graduation at high level of knowledge and skills in various health disciplines.
2. Contribute filling needs in labor market of workers in all health disciplines.
3. Health awareness spreading in the community.
4. A scientific research performance and contribute in finding appropriate solutions to health problems.
5. Preparation of high specialized staff in various health disciplines through post-graduation programs.

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to

participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.

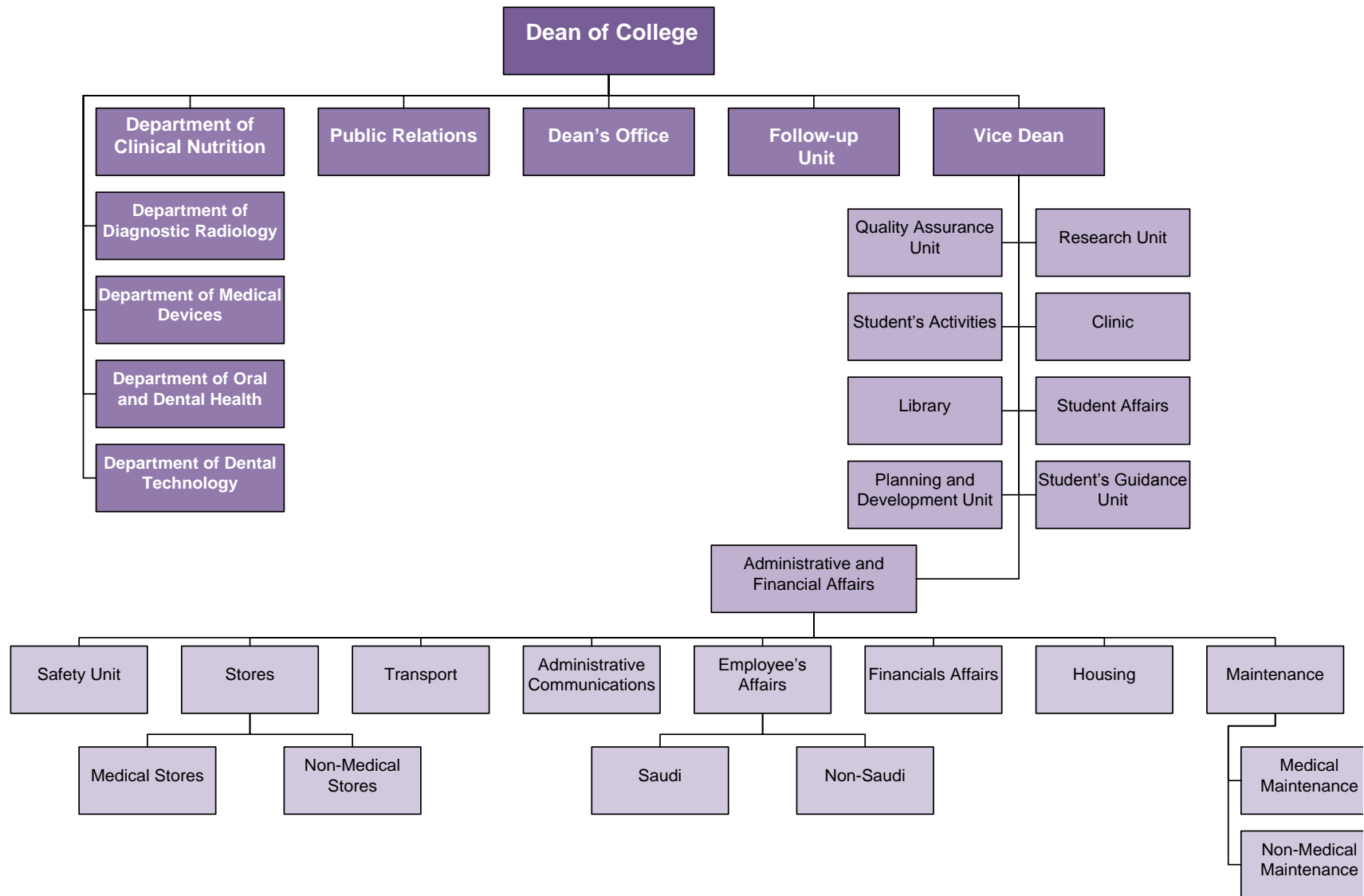
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12. Direct contact with ministries and government department and others in all relevant matters.

*Note: College will start in next academic years*



## Organizational Structure – College of Medical and Applied Health Sciences in Unaizah



## ***College of Medical Rehabilitation in Buraidah***

### ***Vision:***

Achievement of regional and national excellence in academic and research fields in the areas of medical rehabilitation to meet the health's aspirations of the community.

### ***Mission:***

Providing academic programs that approved for preparation of qualified health contributors who will raise the level of health care introduced to the community in the areas of medical rehabilitation through using the latest academic and administrative programs that supported by a modern techniques to improve performance and provide opportunities that will enable the students to obtain a high level of professional knowledge and problem solving skills. And actively participate in ultimate applied research in the areas of medical rehabilitation.

### ***Aims:***

1. Raising the quality of learning and excellence in disciplines of medical rehabilitation and to seek accreditation of national and international levels.
2. Achievement of outstanding levels of skills, experience and ethical standards in the practice of medical rehabilitation for students.
3. Strengthening the role of faculty in the service of society and establishing the principles of rehabilitation in the field of health care.
4. Contribution in the development of knowledge and profession in the field of medical rehabilitation through the promotion of scientific research practice.
5. Upgrading the administrative and technical facilities in the college.

6. Exchange of experience with colleges and counterpart institutions within and outside the Kingdom.

### ***About:***

College of Medical Rehabilitation will grant a bachelor degree in new specialties that will be contributed to improve the quality of health:

1. Physical Therapy
2. Speech and Hearing disorders
3. Occupational Therapy
4. Prosthetics and Orthotics.
5. Sports Medicine.

And includes also Psychological and Mental Rehabilitation (service department does not grant a degree).

### ***Tasks***

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that

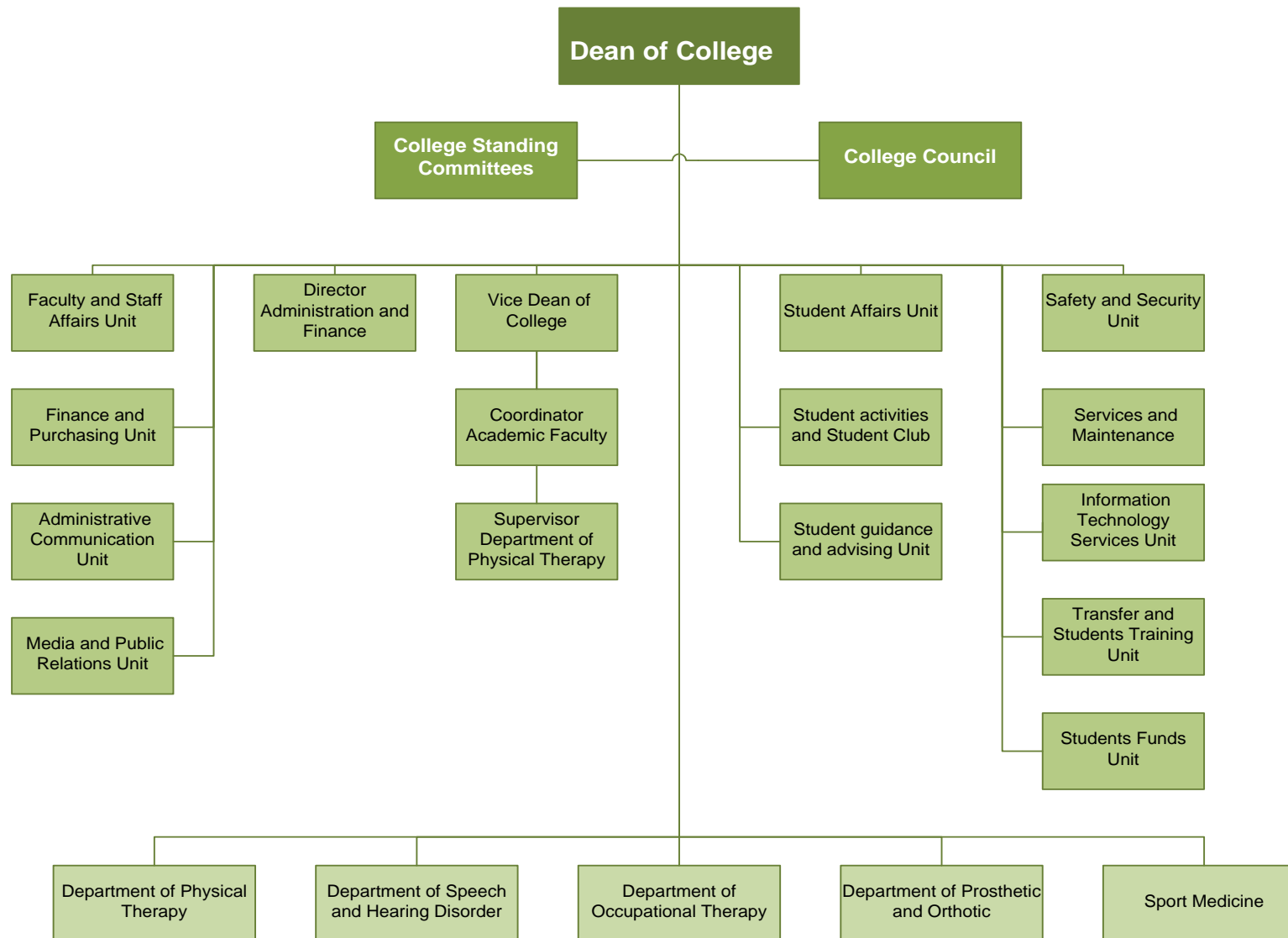
are faced by administrative department in dealing with the related authorities.

5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement from the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of Physical Therapy
2. Department of Speech and Hearing Disorder
3. Department of Occupational Therapy
4. Department of Prosthetic and Orthotic
5. Department of Sports Medicine

Organizational Structure – College of Medical Rehabilitation in Buraidah



## College of Medicine

### *Vision:*

To be a leading national and internationally accredited and recognized college in innovative medical education. This is accomplished by adopting a didactic strategy of problem-based, self-directed, student-centered learning, and community-oriented education. Promoting faculty development, research and collaboration with national and international partners.

### *Mission:*

To prepare competent and compassionate physicians who are able to meet and respond to the changing health-care needs and expectations of the community, through innovative medical education, research, and health services collaborating with local and international partners.

### *Objectives (Attributes and Competencies) of the Graduate*

1. At the end of the program each student is expected to:
2. Utilize his skills in information management effectively to retrieve relevant information, analyze it critically and apply it to the solution of clinical/health problems in a scientific reasoning manner;
3. Use an evidence-based approach to apply the most effective and up-to-date knowledge, skills, values and attitudes in his medical practice and in his pursuit of postgraduate studies and life-long learning;
4. Identify, diagnose, evaluate and manage common or serious health problems competently in individual patients, families and the community with special reference to Saudi.
5. Educate and counsel patients and others (especially in the promotion of health and healthy life style, prevention of disease and securing consent) using effective communication skills;
6. Observe medical ethics strictly in his practice, in the efficient and optimum use of available resources and their equitable allocation especially for minority, disadvantaged and high-risk groups
7. Help patients adjust to their condition when managing clinical problems with due consideration to the family and social environment and the personal needs, limitations and abilities of each patient;
8. Refer cases beyond his capacity whenever required and extend support, empathy, respect and friendliness to the patient, family members and relatives without traversing the bounds of professionalism and medical ethics;
9. Diagnose and manage common emergencies and deal with unfamiliar situations;
10. Work effectively and harmoniously within a health team that includes physicians, other health and health-related personnel and community members or agencies;
11. Participate in peer review activities and respond positively to constructive criticism;
12. Act as a change agent and contribute to community development with special reference to the development and success of health care programs and health institutions;
13. Conduct relevant health research (especially health system research) to contribute to the solution of health problems and the evolution of medicine.

### *About:*

College of Medicine in Qassim University was established in the academic year 2000-2001, and became a regional leader in medical education. It is the first medical college in Saudi Arabia adopts the Problem-Based

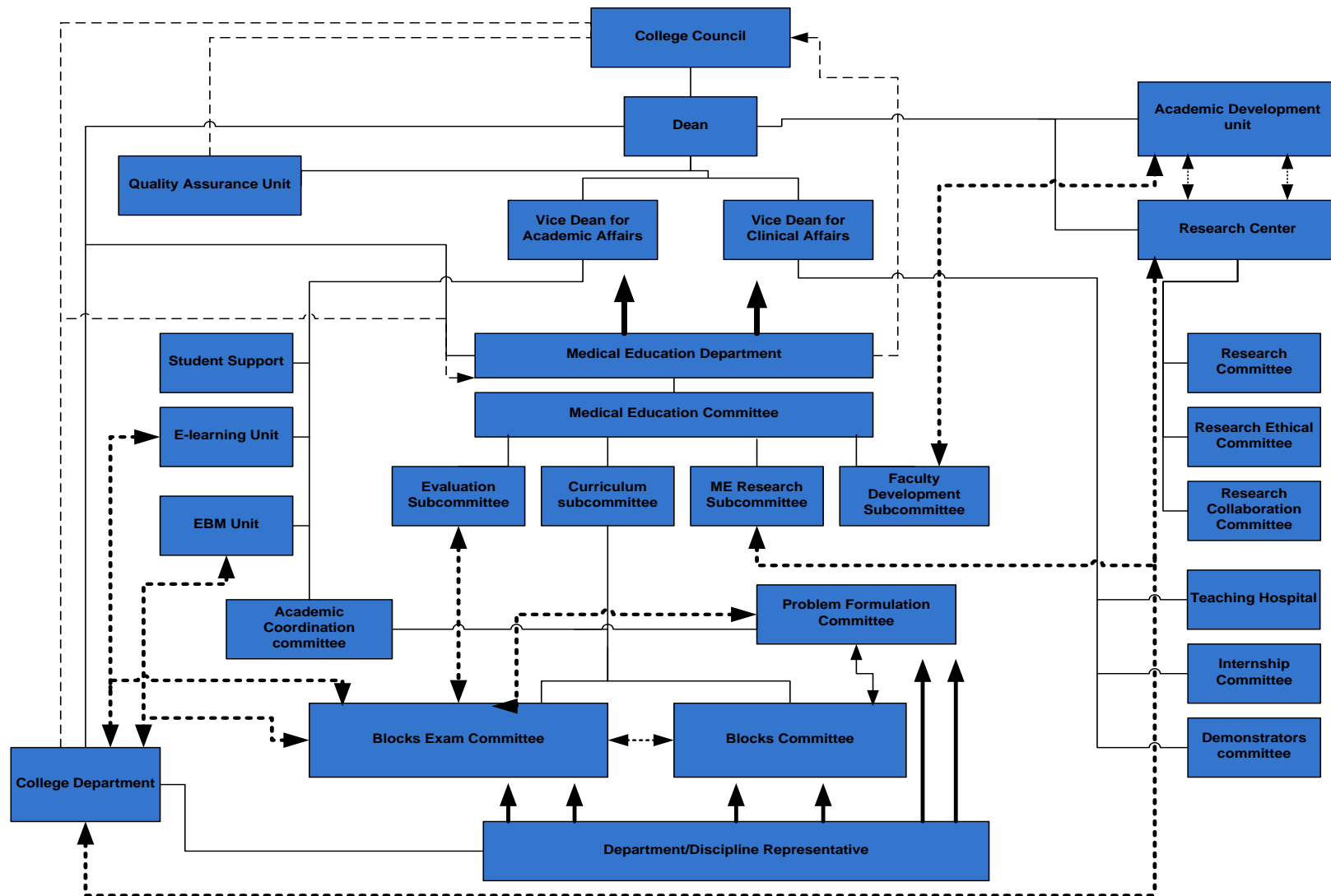
learning (PBI) curriculum, as well as integration within basic sciences and between basic and clinical sciences.

The curriculum is oriented towards training students to undertake the responsibilities of a physician of first contact who is capable of looking after preventive, promotive, curative and rehabilitative aspects of medicine. Curriculum aims to ensure that our graduates have a good working understanding of biological, psychological and social mechanisms and processes, as well as their impact on health and disease, based on principles of learning drawn from cognitive psychology.

### Tasks

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8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
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12. Direct contact with ministries and government department and others in all relevant matters.

## Organizational Structure – Academic Activities - College of Medicine



## College of Nursing

### *Vision:*

The College of Nursing (CON) at Qassim University (QU) envisions being a globally recognized learning institution, committed to graduating nurses' competitive professionals, supporting sustainable development of health care in Qassim region, contributing to advance a knowledge –based society in nursing and health sciences.

### *Mission:*

The college of nursing is committed to excellence in nursing education, research and community service, providing a high quality student-centered nursing education through graduating competent and compassionate nurses able to meet and respond to the changing health care needs and expectations of the Saudi community, in collaboration with national and international partners.

### *Aims:*

1. Provide the highest quality nursing education and obtaining national and international academic accreditation.
2. Raising the aptitude and competitiveness of nursing students.
3. Raising the effectiveness of community services and applied research to fulfill the needs of development.
4. Raising the institutional administrative, technological and informational performance.
5. Enhancement of cooperation and partnership in local, national and international institutions.
6. Raising the rates of efficiency, satisfaction and retention of human resources.

### *About:*

The College of Nursing provides a community based and community oriented educational program that adopts the problem based learning approach in teaching and learning as an educational strategy. Integration between the nursing disciplines together with the medical sciences and humanities is an integral issue of the program. This program philosophy gives a great opportunity for students to be responsible about their own learning and a great ability to graduate highly competent nurses able to be lifelong learners. Being a community based program, nursing students perform their clinical training in the available health care settings in Qassim region including ministry of health hospitals and primary health care units. Being a community oriented program, allows a continuous revision of the program to include emerging priority health problem. This demonstrates great relevance of the program to the mission of the institution.

### *Tasks*

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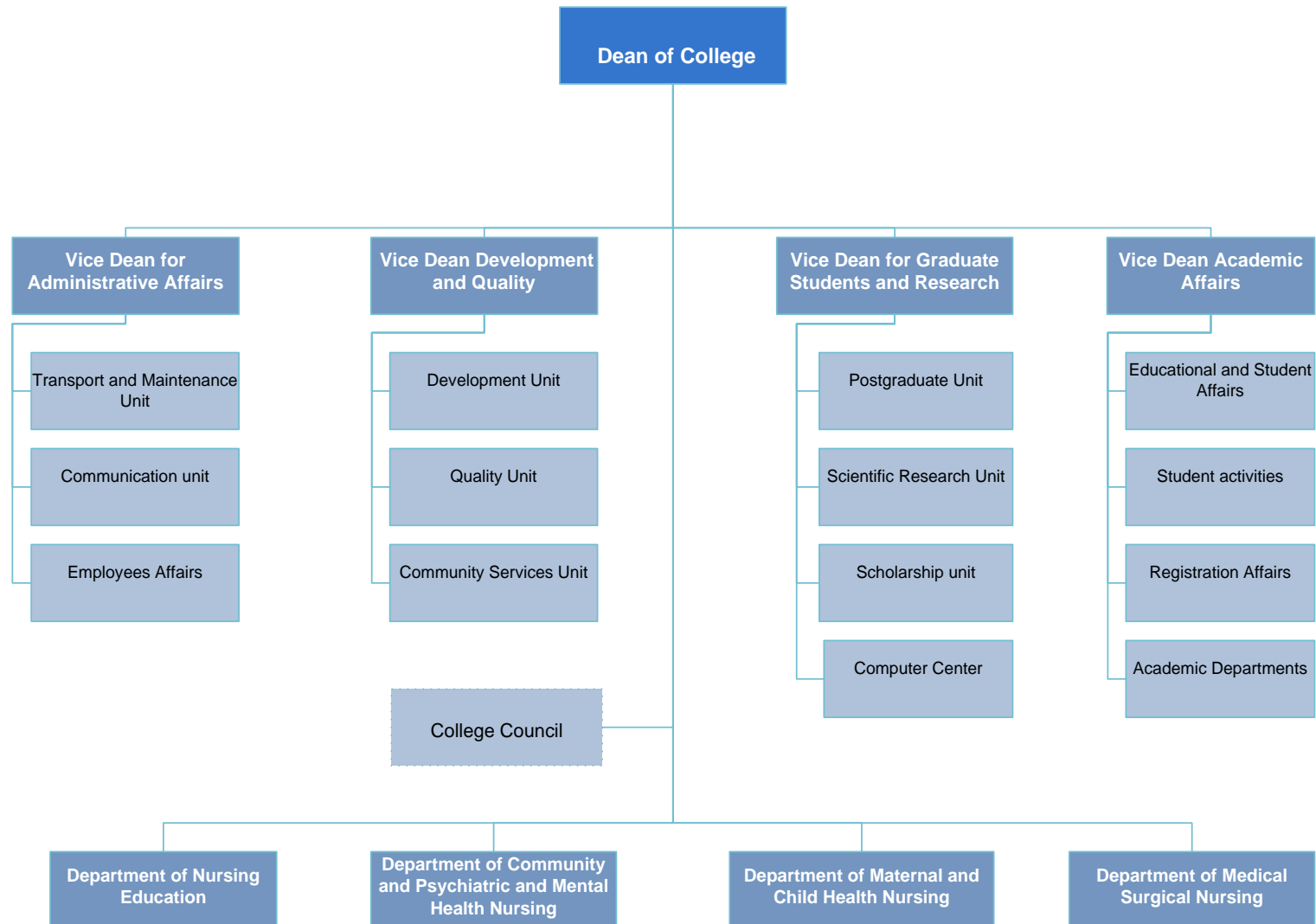


4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of Nursing Education
2. Department of community, Psychiatric and Mental Health Nursing
3. Department of Maternal and Child health Nursing
4. Department of Medical Surgical Nursing

## Organizational Structure – College of Nursing



## College of Pharmacy

### *Vision:*

For the college pharmacy to become a leader in a timely and high quality pharmacy education that is able to provide contemporary high quality pharmaceutical education yielding confident graduates and highly competent pharmacists.

### *Mission:*

To introduce up to date pharmaceutical care practice and pharmaceutical education according to the best international standards applicable in the area through practice and research oriented patient-centered practitioners.

### *Aims:*

The college of Pharmacy at Qassim University will be working towards graduating clinical pharmacists who are professionally confident, motivated, and committed to achieve the following objectives:

1. Gaining the best of available pharmaceutical knowledge
2. Building the necessary pharmaceutical and clinical skills that enable them to provide the optimum pharmaceutical care
3. Enabling themselves to be an effective part of the health care system by linking various basic as well as clinical pharmaceutical sciences, and make best use of that for the benefit of individual patients and general population
4. Continuously developing their intellectual and professional abilities to properly deal with arising challenges locally and globally
5. Confidently selecting the appropriate pharmaceutical field of clinical and/or general pharmaceutical practice to advance in higher education.
- 6.

### *About:*

The college of Pharmacy is one of the exceptional Qassim University institutions which is, as an integral part of health sciences, highly concerned with the promotion, advancement, and building of state-of-the-art health care system for Saudi population

The start of the century has witnessed a rapid advancement in pharmacy education resulting in a number of creative therapeutic **approaches for treatment and production of medicines**. Thus, it has become inevitable for colleges of pharmacy, including Qassim University College of Pharmacy to cope with the demands of this tremendous revolution and change. This emphasizes the urgent need for advancements in strategic planning and programs of the college, well trained academic staff, establishment of excellent laboratories, scientific research, and graduate programs for quality research. These entire top our priority agendas that we are certain to achieve since the Kingdom is determined to rekindle and spread the noble virtue of learning through the generous funding made available for the advancement of education in the country. The Pharmacist profession is no longer confined to the classical sale of prescribed medicines. Instead, today's pharmacist constitutes an essential membership in all health care systems and industry including treatment options and planning, pharmaceutical industries, drug and poison regulation, information, and monitoring centers, research and development, and consultancy.

The demand for pharmacists has been increasing steadily in the market; however, there is still a shortage of Saudi pharmacists.

The college strategy is focused on three plans; namely, the student, the program, and the society. The student is intensively trained and well educated to reflect the attributes of university graduates in terms of ethics, punctuality, and entertainment of highest quality knowledge that makes him go beyond confined disciplinary expertise or technical knowledge. The program courses are designed based on timely and

world-class approaches in teaching and learning, and are consistent to **ACPE (American Council of Pharmaceutical Education)**. **With regard to society, the college emphasizes the role of awareness and society education in use and storage of drugs.** We always hope for success in our service to our university and that our strategic plans would lead to advanced level education.

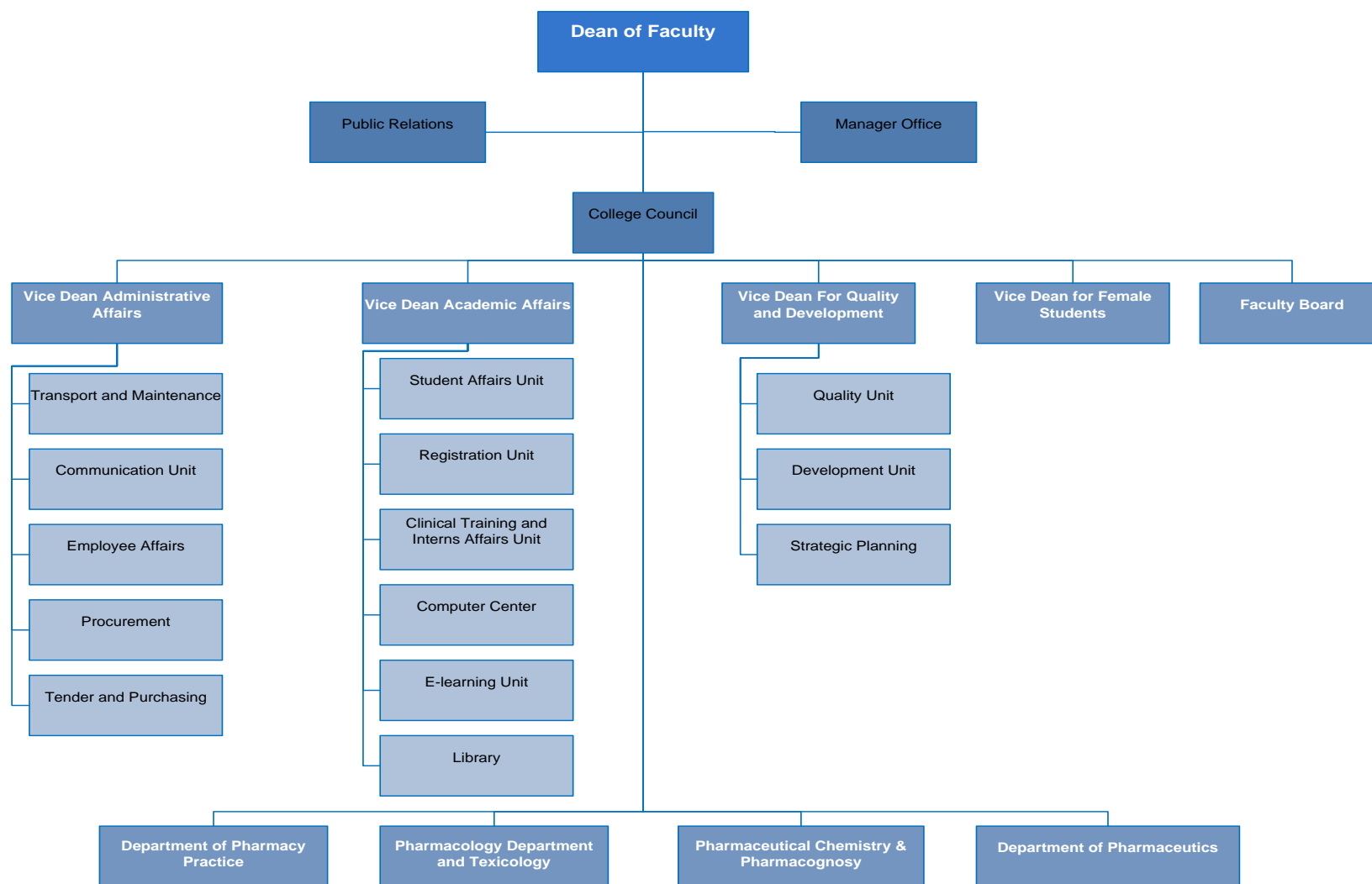
### Tasks

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2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
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12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Pharmacy Practice
2. Department of Pharmacology and Toxicology
3. Department of Pharmaceutical Chemistry and Pharmacognosy
4. Department of Pharmaceutics

## Organization Structure – College of Pharmacy



## *College of Public Health and Health Informatics in Bukeriyah*

### *Vision:*

A nationally distinguished college of Public Health and Health Informatics, qualifying professional cadres, supporting scientific research and sustainable development.

### *Mission:*

Provision of high-quality accredited educational programs, producing qualified competent national graduates, offering research services and consultation in the public health and health informatics, fostering sustainable development in Qassim, and building channels of national and international cooperation and partnership in specialized health fields.

### *Aims:*

1. Improving the quality of education in the college to become one of the academically distinguished colleges in Saudi Arabia and to have its study programs accredited by **NCAAA**.
2. Enhancing the capability and competitive potentials of the students.
3. Boosting the college's role in local community services, conducting applied research, and offering consultations that address the health issues to achieve the concept of health development.
4. Fostering the administrative, technical and informative performance of the college.
5. Building and maintaining mutual cooperation with national and international institutions that works on similar academic programs.
6. Raising the competency levels while satisfying and maintaining human resources.

### *About:*

The College of Public Health and Health Informatics (previously known as Health Sciences College) started to grant an intermediate university degree in three majors; namely, Health Services Management, Medical Secretary and Medical Records. The College was under the supervision of the Ministry of Health until the Royal Decree No. 11032 was issued on 22/12/1428H that included transferring all Health Sciences Colleges (for boys and girls in Kingdom of Saudi Arabia) to the supervision of the Ministry of Higher Education. In order to improve the outcomes of these Colleges (quantity and quality) including this College, a decision was issued to raise its academic level and to rename it to become "College of Public Health and Health Informatics" to grant Bachelor degree in order to graduate qualified trained Saudi students. Therefore, the College has started restructuring its disciplines to grant Bachelor degree in new fields; namely, Public Health, Epidemiology, Health Informatics, Health Services Administration and Health Insurance. The duration of the study is four years preceded with one preparatory year and followed by one internship year.

This modern public health and health Informatics College is located on an estimated area of 90,000m<sup>2</sup> in the Northern Province of Bukeriyah city, about 20 kms far from the main campus of Qassim University. The building includes administrative offices, classrooms, laboratories, support services, and recreation hall. It is surrounded by parking lots and lush green lawns.

In the year 1431/1432 H, the college started one program; namely, Public Health. This program has been revised by the educational plans committee (headed by the College Dean) along with participation of some international consultants in this field. The public sectors represented by the Ministry of Health (Directorate of Public Health Affairs in Qassim) will be the future area to implement the training programs for the College graduates.

### Tasks

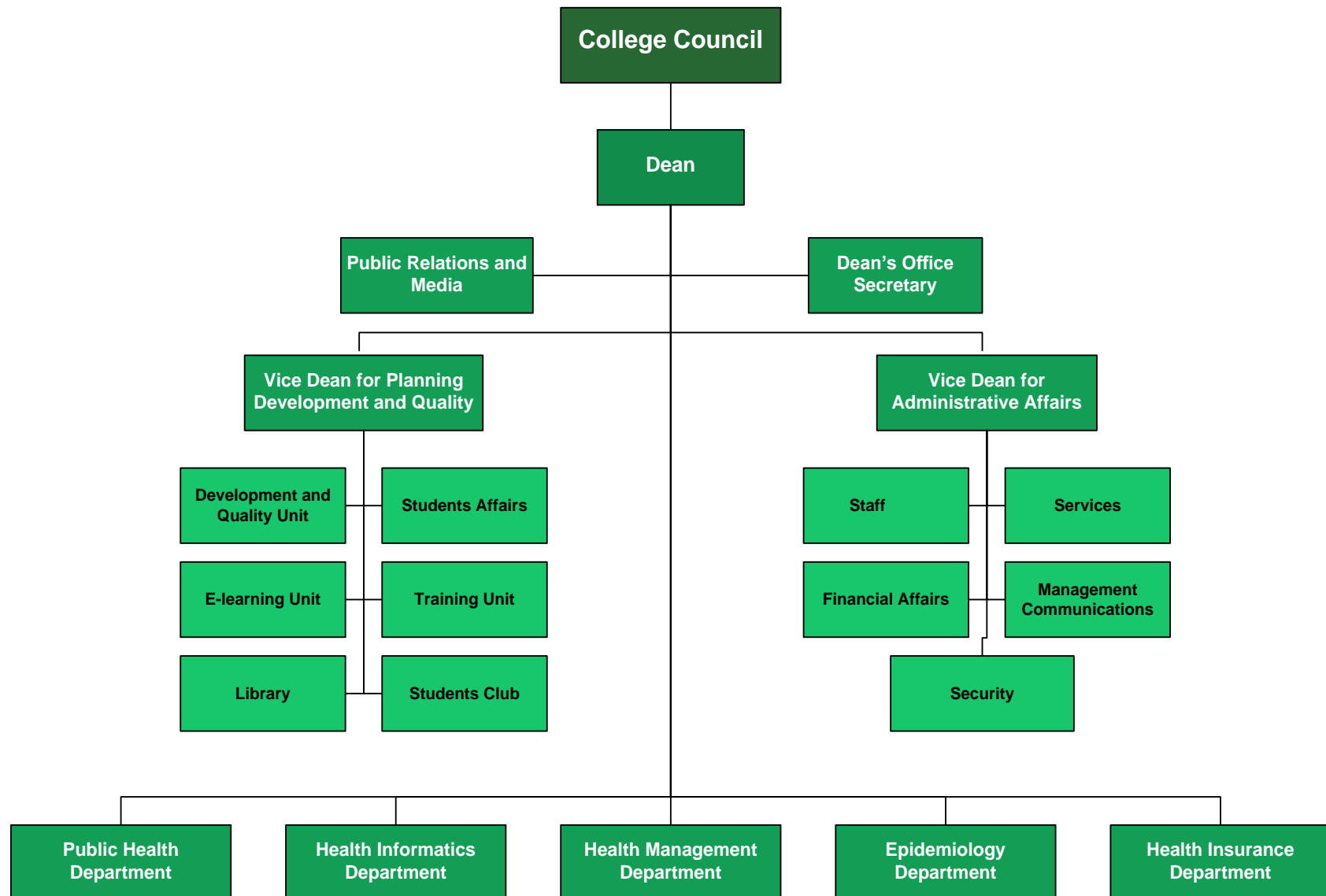
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12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Public Health
2. Department of Health Informatics
3. Department of Health Management
4. Department of Epidemiology
5. Department of Health Insurance

## Organizational Structure – College of Public Health and Health Informatics





## College of Science

### *Vision:*

The College of Science seeks to become a leader in educational and technological innovation, scientific discovery and creativity amounting the other local and international colleges of science. This happens through fostering an atmosphere of intellectual inspiration and partnership for the prosperity of society.

### *Mission:*

The idea of establishing the college of Science in Qassim came as a natural response to the educational revival the Kingdom enjoyed since its foundation to respond to the local community requirements by identifying and diagnosing the problems the community is facing in order to find the answers. It also aspires to meet the educational and development needs of society by providing high-quality academic programs, pioneering innovative research and creative articulation, and through active involvement in the community for the prosperous culture and economic development of the country. In addition, it aims at qualifying its students to face the rapid global changes while preserving our identity and principles which emanate from our glorious religion

### *Values:*

The College of Science values an academic environment that facilitates intellectual growth through open and honest expression. It is committed to excellence on all levels of the educational and creative experience, to the success of all its students and to the development of their capacity to arrive at sound and perceptive conclusions that respect differences and diversity in ideas. It is also dedicated to lifelong learning, which encourages the continual use of the mind. The college plays a vital role in the life of the surrounding community, in society as a whole and as a catalyst for economic development..

### *Aims:*

The College aims to make valuable contributions to the Kingdom's scientific, technological, and economic sectors through the research activities of faculty and graduates. More specifically, the objectives include:

1. To provide advanced teaching programs in the various basic sciences and supply the community with competencies and trained specialists in the modern scientific techniques.
2. To conduct studies and researches in order to build a technological research database to serve the needs and to solve the community's problems.
3. To spread knowledge within the college and the community and to achieve publications and translation work.
4. To offer scientific and experimental services in the field of preserving the environments and community service.
5. To participate in the development of the university education and to establish the scientific and academic ties with the higher education institutions inside and outside the kingdom to serve the strategic development in the Kingdom of Saudi Arabia.
6. To incite to use instructional technology in the field of teaching in order to improve the graduates performances.
7. To participate in the intellectual development and the thinking maturity of the specialized Saudi cadres and to qualify them with analytical skills to enable them to fully participate in the achievement of the objectives of the total economic development.
8. To encourages the creation of new knowledge and the preparation of students to have a positive influence on national and international levels.
9. To promote lifelong learning inside and outside the college community, to guarantee continued growth and welfare of the society.

*About:*

The College of Science was established in 1997, and the college proved to be another building block in establishing Qassim University as a modern institution of higher education. Students began studying at the college in AY1997–1998. The first class of students completed their studies and graduated in AY2001–2002. The college awards a bachelor's degree in science. The college aims to increase the students' knowledge in a wide range of scientific fields and to develop the skills they need to be an expert in individual areas of specialization. In addition, the college provides the students with an education foundation in computer programming and English, as required by the country's labor market.

*Tasks*

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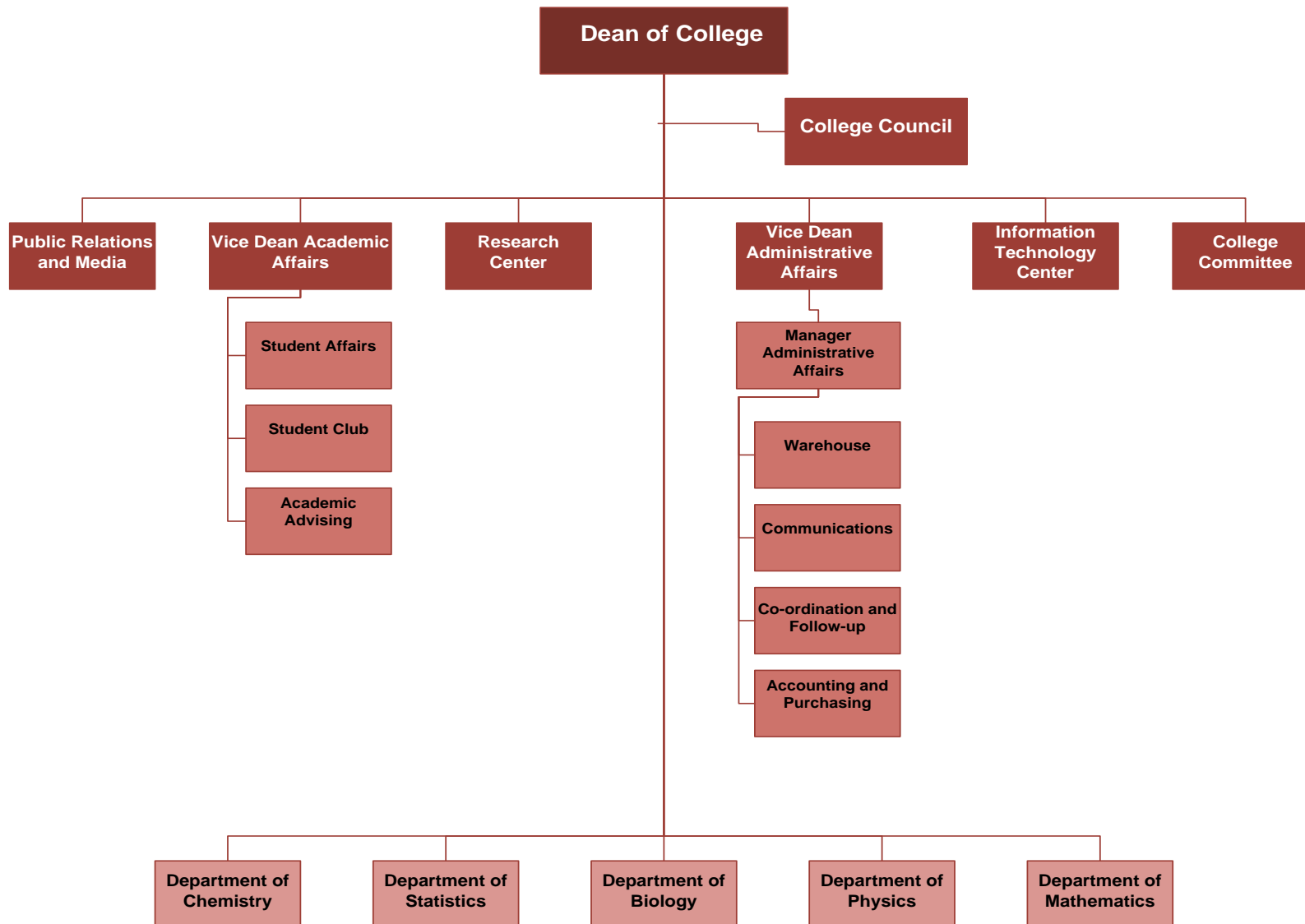
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5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
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*Departments*

1. Department of Chemistry
2. Department of statistics
3. Department of Biology
4. Department of Physics

Organizational Structure – College of Science



## College of Science and Arts in Bukeriyah

### Vision:

A distinctive college educationally, supportive of the continuous learning and community service, qualified for academic accreditation.

### Mission:

Through its educational career the college is committed to provide the students with the best educational opportunities, the necessary skills in addition to the values and behaviors to graduate students who have the ability to deal with the new technology in order to compete in the labor market and pursue graduate studies and scientific research in order to contribute in community development and face the national needs by its developed programs.

### Aims:

1. The Development of the professional performance of faculty members to keep up with the imaginative ways of teaching in the field of education and scientific research and using of the modern methods of copying with global standards.
2. Application of a variety of academic programs according to the quality specifications capable of development of society and proportionate to the needs of labor market.
3. Providing conducive environment for academic excellence.
4. Providing the students with the skills necessary for using modern technology and its applications, then qualifying them to pursue their graduate studies and scientific research.
5. Availability of graduate studies programs in different specializations of the college.
6. Providing training and academic programs to the local community.
7. Providing the graduators with continuous programs which suit the labor market.

8. Availability of good qualified experts of citizens who are qualified scientifically according to the improvement plans of the kingdom.
9. Graduation of students whose high qualification of using new technologies in their majors and capable to compete the students of other universities and capable of pursue of graduate studies and strongly entering the labor market.
10. The cooperation with the governmental and private sectors to benefit of the opportunities and minimizes the threats.

### About:

The college has five programs:

1. Computer
2. Mathematics
3. Physics
4. English Language & Translation
5. Arabic Language and Literature

In addition to preparatory year and the preparatory year natural Science and intensive course, all sections cooperate to prepare students in a distinctive academic preparation in the above specializations through the academic programs which suite the new sciences in all majors, also improve their skills of communication and thinking which are very beneficial in their career and competition in labor market.

### Tasks

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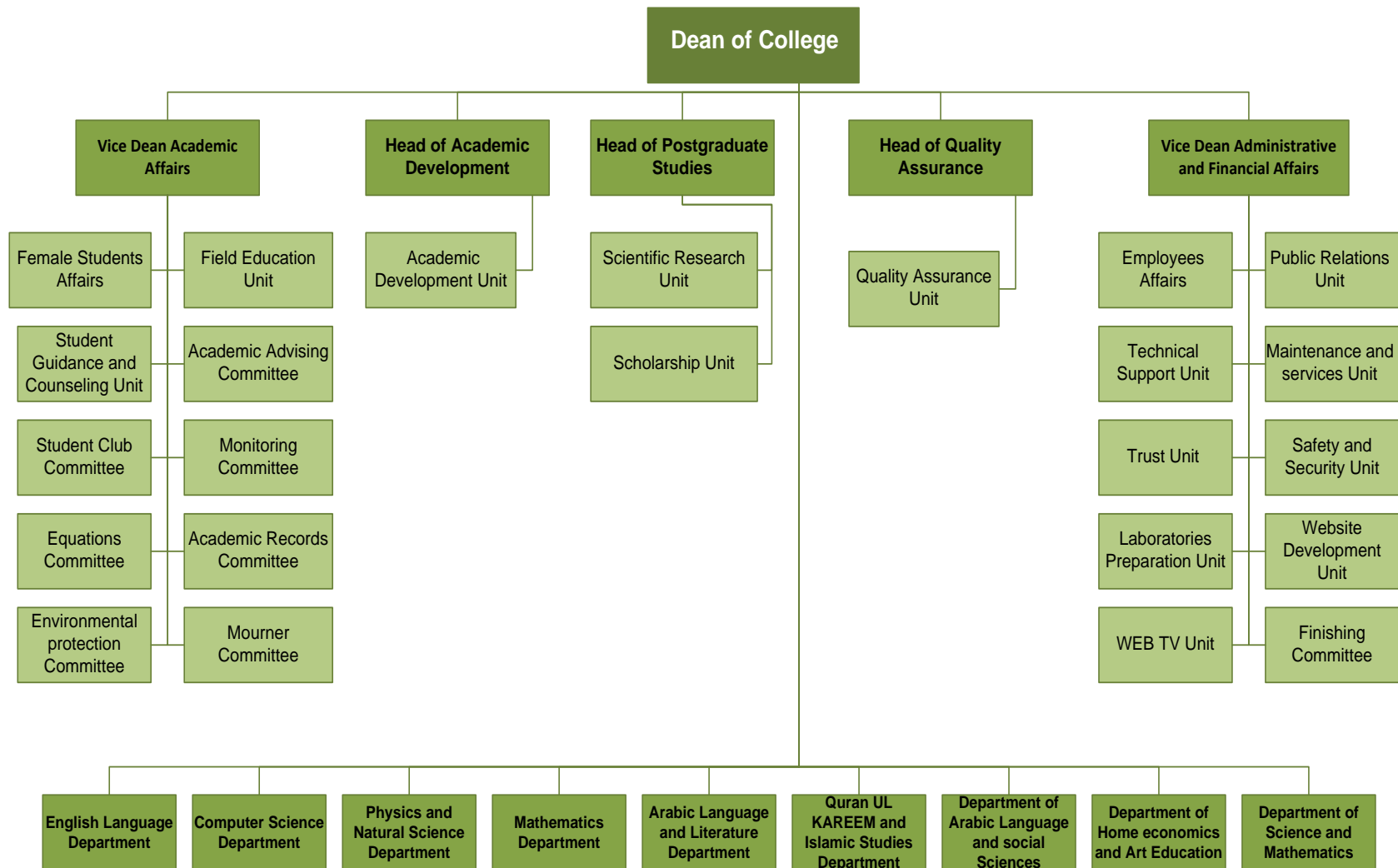
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11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of English
2. Department of Computer Science
3. Department of Physics and Natural Science
4. Department of Mathematics
5. Department of Arabic Language and Literature
6. Department of Quran UL Kareem and Islamic Studies
7. Department of Home Economic and Arts
8. Department of Science and Mathematics
9. Department of Arabic Language and Social Sciences

Organization Structure – College of Science and Arts in Bukeriyah



## *College of Science and Arts in Muznib*

### *Vision:*

Our vision is to have an academically distinctive college, supportive of the continuous learning and community service, and qualify for International Academic Accreditation.

### *Mission:*

The college is committed to provide the students with the best educational opportunities, the necessary skills in addition to proper values and behaviors. It also intends to equip graduate students with the ability to deal with the new technology in order to compete in the global market, and pursue graduate studies and scientific research. Further, it is targeted at sharpening the skills of students to contribute to community development and meet the country's national needs.

### *Aims:*

1. Developing the professional performance of faculty members to keep up with the innovative ways of teaching, and scientific research, plus using of the modern techniques of coping with global standards.
2. Application of a variety of academic programs according to the quality specifications capable of developing the society and proportionate to the requirements of labor market.
3. Providing conducive environment for academic excellence.
4. Providing the students with the skills necessary for using modern technology and its applications, then qualifying them to pursue their graduate studies and scientific research.
5. Providing graduate-studies programs in different specializations of the college.
6. Providing training and academic programs to the local community.

7. Providing the graduates with continuous programs which suit the labor market.
8. Qualifying competent citizen as professionals for developing plans of the Kingdom.
9. Up-dating students with recent technological trends in their majors so as to be competent enough with their counterparts at other universities and aiming at pursuing further studies, and confident joining of labor market.
10. Cooperating with the governmental and private sectors to avail the opportunities and minimize threats.

### *About:*

The College of Science and Arts, Muznib was established under the name "College of Education for Girls" on 23 July 2001. Its name was changed to "the College of Science and Arts" according to Higher Education Council Resolution No. 10/50/1429H on 13 July 2008. At present, the college includes the following departments: Islamic Studies, Arabic Language, English Language and Translation, Mathematics, Physics, and Computer Science.

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, voluntarily, provided this does not affect the performance of the staff in their faculties, nor shall the university bear any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD thesis in various universities and colleges inside the Kingdom provided it does not affect the performance of the staff of their faculties, nor shall the university bear any financial costs.
3. Approval of the payment of bonus to professors who get assigned from outside the university to participate in the evaluation study plans or checking of master's or doctoral theses.

4. Take the necessary measure towards attracting faculty members to achieve the mission of the college and university's educational process, research and community service.
5. Coordination within the college and university to overcome the obstacles that stand in the way of the administrative coordination with the related authorities.
6. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional to final approval from the university.
7. To attract students, researchers and graduate students who have distinct qualities to support educational process and research in the college.
8. Follow-up graduate students, performance who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor degree.
9. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
10. Authorize the disbursement from the warehouse
11. Approval of grant regular and emergency leave which is to be completed by the Deanship of faculty and staff – in accordance with the university system.
12. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
13. Direct contact with ministries and government departments and others in all matters related to their duties.

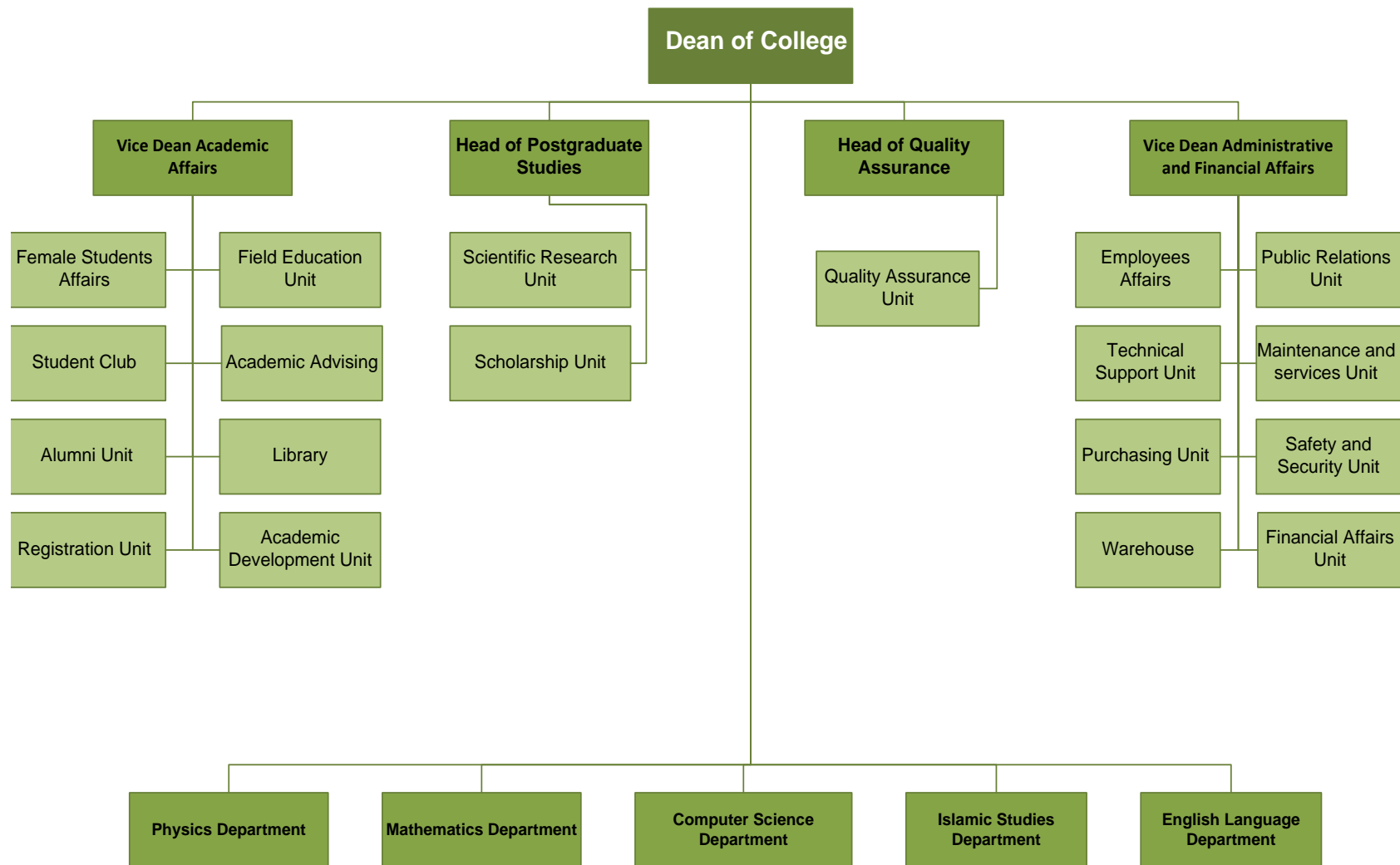
### 5. Department of Islamic Studies

### *Departments*

1. Department of Physics
2. Department of Mathematics
3. Department of English
4. Department of Computer Science



## Organizational Structure – College of Science and Arts in Muznib



## College of Business AL-Rass

### *Vision:*

Regional excellence in Business and Economics education and research to realize future social ambitions in economics and business.

### *Mission:*

An excellent entity in Business and Economics, both locally and internationally. Our mission is to develop a dynamic environment that is conducive to the preparation and development of advanced and accredited educational programs for business graduates who are trained and qualified - effective participation with theoretical and applied research to realize the aspirations of the social institutions of the society.

### *Aims:*

1. Developing the abilities and capabilities of the College graduates in Business and Economics sciences who have competitive advantage in the labor market through emphasis on quality in study programs and syllabi that are varied and up to date.
2. Effective contribution in the enrichment of scientific knowledge in Business and Economics sciences through the support and encouragement of research and theoretical and applied studies and the participation of the teaching staff in local and international conferences.
3. Building and developing educational and research practices and trends based on Islamic thoughts, in the fields of Business and Economics.
4. Developing practical and professional abilities and capabilities for the College affiliates, thus transforming the college into an expert house which offers confidence and credibility to private and government organizations.
5. Enhancing and strengthening relationships with the Saudi and Arab academic institutions and universities.
6. Developing the material and technical capabilities of the College in a way that helps in realizing excellence in the research and educational processes.

7. Responding to community needs through effective participation in programs that are related to the fields of economics and business.
8. Achieving the requirements of obtaining academic accreditation and maintaining it.

### *About:*

Teaching started in the College of Agriculture and Veterinary Medicine in 1402/1403H. From this date, the College has witnessed continuous developments in various study programs, scientific research and infrastructure. The development has occurred in a general context of a scientific vision that coincides with the objectives set by the Kingdom. To this date, 1519 students have graduated from the different specialties of the College.

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that

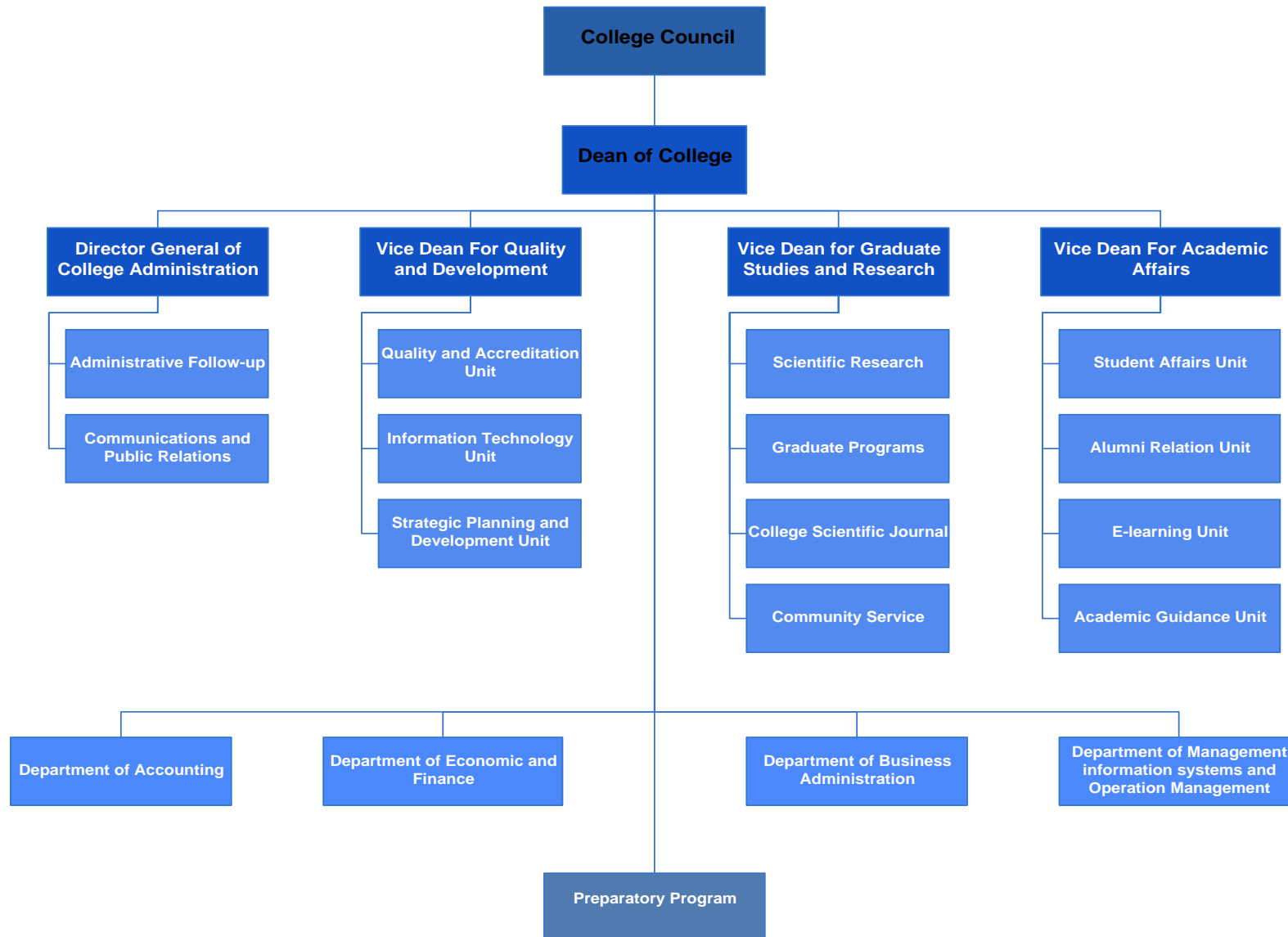
are faced by administrative department in dealing with the related authorities.

5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of Accounting
2. Department of Economic and Finance
3. Department of Business Administration
4. Department of Management Information Systems and operations Management

Organizational Structure - College of Business and Economics AL – Rass



## *College of Dentistry Al-Rass*

### *Vision:*

Nationally distinct college in dental education and applied researches, in support of the promotion of oral and dental health in Qassim Society.

### *Mission:*

Graduation of highly skilled dentists with higher scientific and research skills, (who are committed to continuous education and the development of the profession to meet the needs of the labor market), provide a dental treatment that is consistent with the international quality standards in the field of Dentistry, perform a distinct awareness role within the community, and to strengthen the national and international partnership.

### *Aims:*

1. Prepare and graduate dentists at a high level of knowledge and clinical skills to provide services in all areas of Dentistry.
2. Fill labor market needs of dentists.
3. To provide distinct therapeutic services for patients in all disciplines of dentistry by students under the supervision of a team of teachers who has the scientific and practical experience, and who are able to use the modern technologies in the areas of treatment and diagnosis.
4. Raise awareness of community health and prevention methods needed to maintain oral health.
5. Contribute to the continuing dental education for all dentists.
6. Conduct scientific research to find appropriate solutions to the problems of oral and dental health in the community.
7. Provide dental and technical advice to various sectors in the field.

8. Prepare specialized staff in different fields of dentistry through the Graduate Program. .

### *About:*

College of Dentistry, Qassim University is one of the modern colleges among Saudi Arabia. The Royal Decree to establish the college was issued on 18 / 1 / 1426 Hijri. The college had received its first batch of students starting from the academic year 1428-1429 Hijri.

Enrolled student must pass the preparatory year and shall be assigned by the Deanship of Admissions and Registration in the University, and then it is required to pass qualifying skill tests of the College as well as the personal interview.

Based on the decision of the Council of Higher Education No. 9/57/1431, college departments were restructured to be: Basic Oral and Medical Sciences Department (BOM), Community Oral Health and Epidemiology Department (COE), Maxillofacial Surgery and Diagnostic Sciences Department (MDS), Conservative Dental Sciences Department (CDS), Prosthetic Dental Sciences Department (PDS), Ortho-Pedodontics Department (OPD), Periodontology and Oral Medicine Department (POM), and Dental Informatics and Dental Education Department (DIE).

The study plan follows the rules of the yearly figures as the college education system is based on problem-based learning. Study language is English. Study duration is five years after the preparatory year followed by a clinical training internship year, and it is divided into three phases: Basic Phase: first and second years, Clinical Phase: third, fourth, and fifth years, and Internship Phase: sixth clinical training year after graduation.

### Tasks

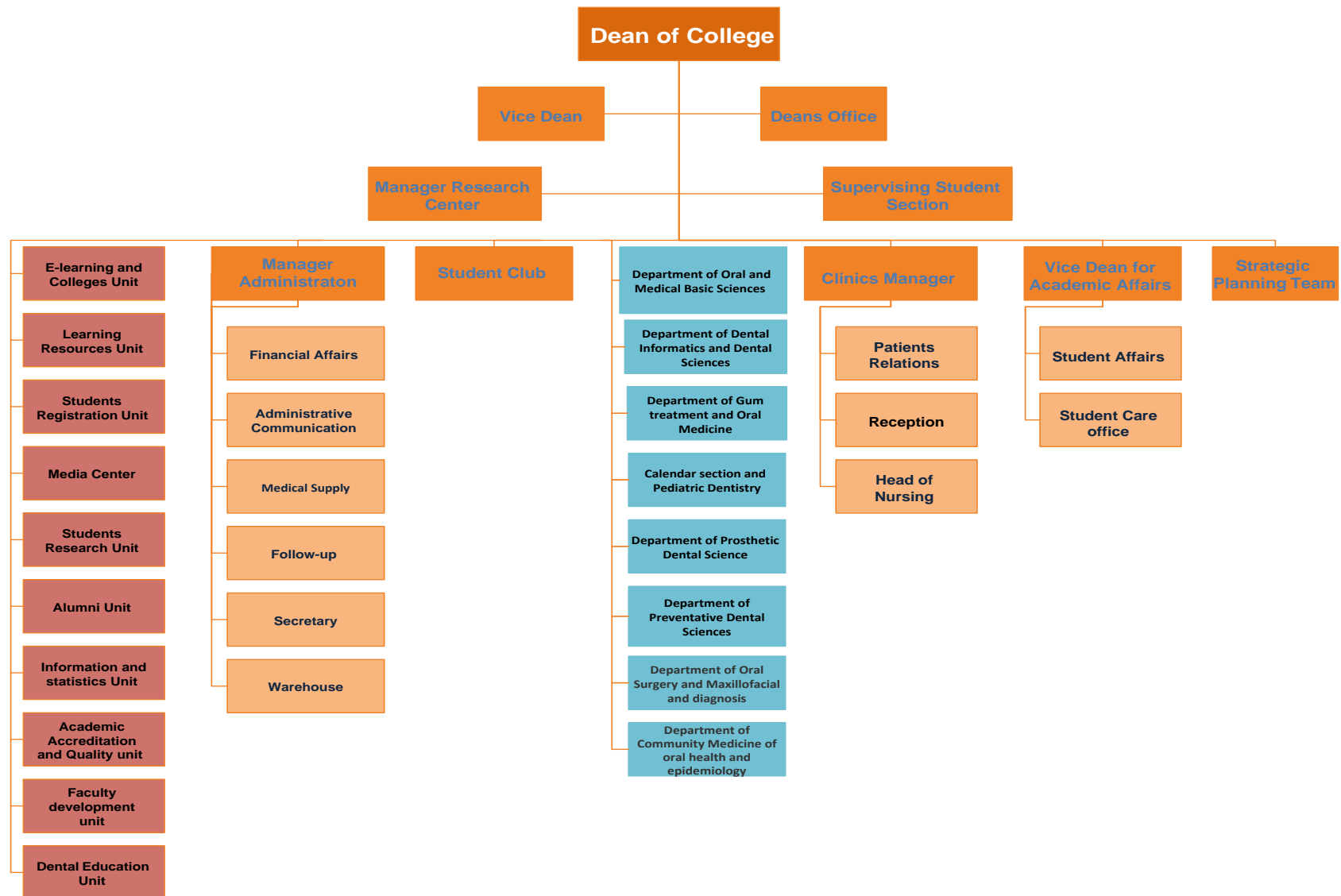
1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.

8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Oral and Medical Basic Sciences
2. Department of Dental Informatics and Dental Sciences
3. Department of Gum treatment and Oral Medicine
4. Calendar section and Pediatric Dentistry
5. Department of Prosthetic Dental Science
6. Department of Preventative Dental Sciences
7. Department of Oral Surgery and Maxillofacial and diagnosis
8. Department of Community Medicine of oral health and epidemiology

## Organizational Structure - College of Dentistry AI – Rass



## College of Science and Arts in Duriyah

### Vision:

A distinctive college educationally, supportive of the continuous learning and community service, qualified for academic accreditation.

### Mission:

Through its educational career the college is committed to provide the students with the best educational opportunities, the necessary skills in addition to the values and behaviors to graduate students who have the ability to deal with the new technology in order to compete in the labor market and pursue graduate studies and scientific research in order to contribute in community development and face the national needs by its developed programs.

### Aims:

1. The Development of the professional performance of faculty members to keep up with the imaginative ways of teaching in the field of education and scientific research and using of the modern methods of copying with global standards.
2. Application of a variety of academic programs according to the quality specifications capable of development of society and proportionate to the needs of labor market.
3. Providing conducive environment for academic excellence.
4. Providing the students with the skills necessary for using modern technology and its applications, then qualifying them to pursue their graduate studies and scientific research.
5. Availability of graduate studies programs in different specializations of the college.
6. Providing training and academic programs to the local community.
7. Providing the graduators with continuous programs which suit the labor market.

8. Availability of good qualified experts of citizens who are qualified scientifically according to the improvement plans of the kingdom.
9. Graduation of students whose high qualification of using new technologies in their majors and capable to compete the students of other universities and capable of pursue of graduate studies and strongly entering the labor market.
10. The cooperation with the governmental and private sectors to benefit of the opportunities and minimizes the threats.

### About:

The college has five programs:

1. Computer
2. Mathematics
3. Physics
4. English Language & Translation
5. Arabic Language and Literature

In addition to preparatory year and the preparatory year natural Science and intensive course, all sections cooperate to prepare students in a distinctive academic preparation in the above specializations through the academic programs which suite the new sciences in all majors, also improve their skills of communication and thinking which are very beneficial in their career and competition in labor market.

### Tasks

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the



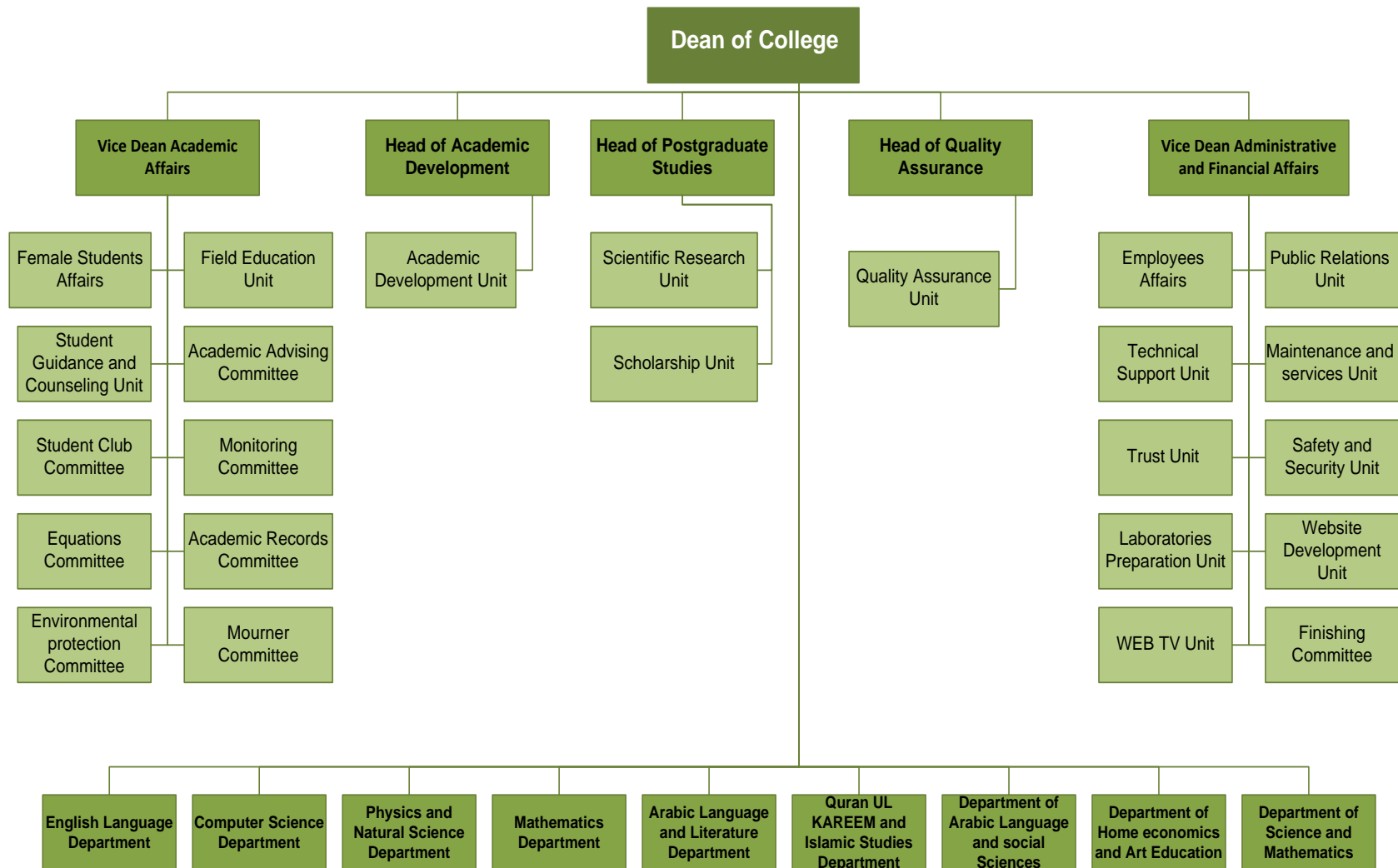
Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.

3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of English
2. Department of Computer Science
3. Department of Physics and Natural Science
4. Department of Mathematics
5. Department of Arabic Language and Literature
6. Department of Quran UL Kareem and Islamic Studies
7. Department of Home Economic and Arts
8. Department of Science and Mathematics
9. Department of Arabic Language and Social Sciences

### Organization Structure – College of Science and Arts in Duriah



## College of Science and Arts in Al-Asyiah

### *Vision:*

A distinctive college educationally, supportive of the continuous learning and community service, qualified for academic accreditation.

### *Mission:*

Through its educational career the college is committed to provide the students with the best educational opportunities, the necessary skills in addition to the values and behaviors to graduate students who have the ability to deal with the new technology in order to compete in the labor market and pursue graduate studies and scientific research in order to contribute in community development and face the national needs by its developed programs.

### *Aims*

1. The Development of the professional performance of faculty members to keep up with the imaginative ways of teaching in the field of education and scientific research and using of the modern methods of copying with global standards.
2. Application of a variety of academic programs according to the quality specifications capable of development of society and proportionate to the needs of labor market.
3. Providing conducive environment for academic excellence.
4. Providing the students with the skills necessary for using modern technology and its applications, then qualifying them to pursue their graduate studies and scientific research.
5. Availability of graduate studies programs in different specializations of the college.
6. Providing training and academic programs to the local community
7. Providing the graduators with continuous programs which suit the labor market.

8. Availability of good qualified experts of citizens who are qualified scientifically according to the improvement plans of the kingdom.
9. Graduation of students whose high qualification of using new technologies in their majors and capable to compete the students of other universities and capable of pursue of graduate studies and strongly entering the labor market.
10. The cooperation with the governmental and private sectors to benefit of the opportunities and minimizes the threats.

### *Tasks*

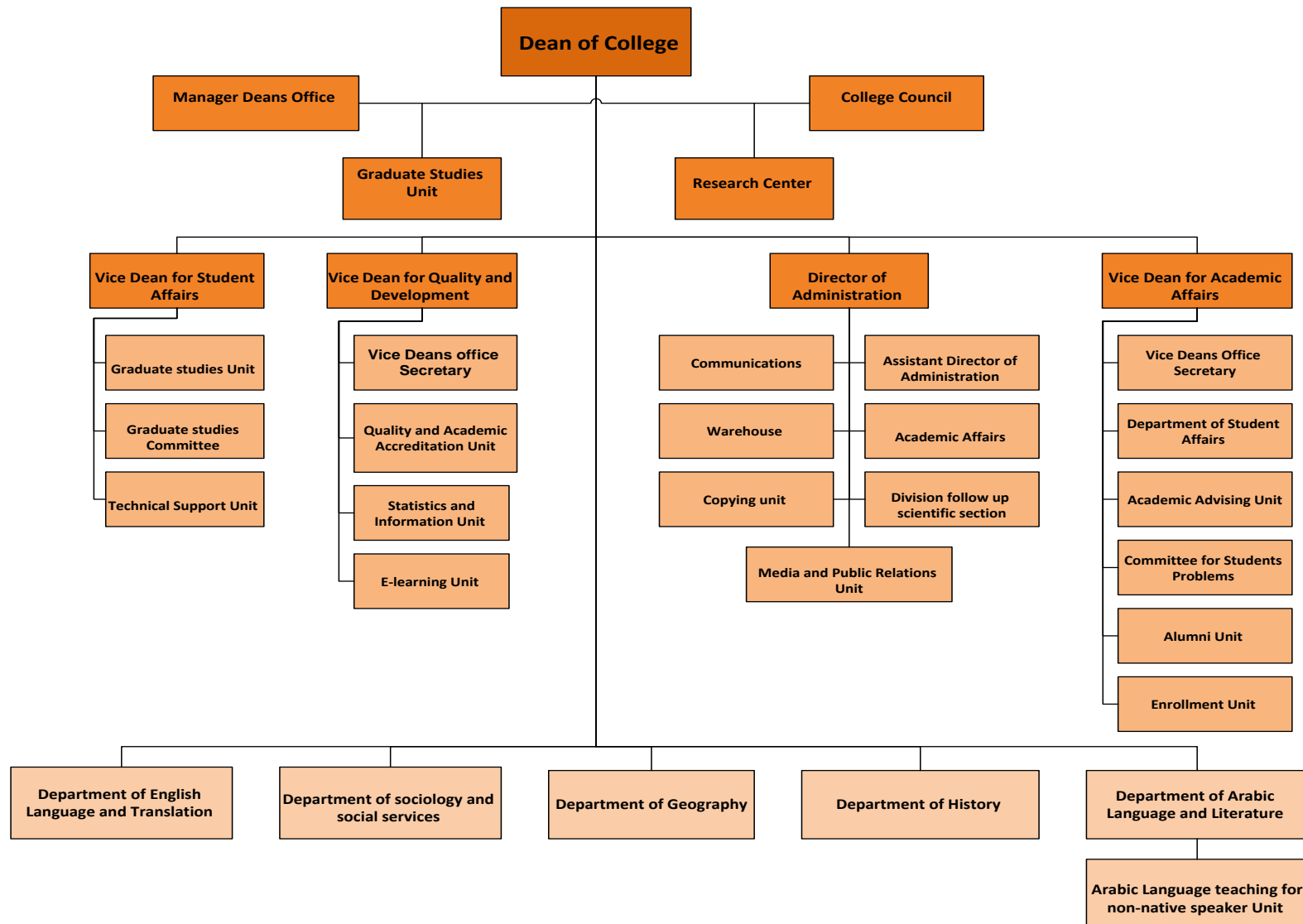
1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.

6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of English Language and Translation
2. Department of Sociology and Social Services
3. Department of Geography
4. Department of Arabic Language and Literature
5. Department of History

## Organizational Structure – College of Science and Arts in Al-Asyah



## College of Science and Arts in Badayah

### *Vision:*

A distinctive college educationally, supportive of the continuous learning and community service, qualified for academic accreditation.

### *Mission:*

Through its educational career the college is committed to provide the students with the best educational opportunities, the necessary skills in addition to the values and behaviors to graduate students who have the ability to deal with the new technology in order to compete in the labor market and pursue graduate studies and scientific research in order to contribute in community development and face the national needs by its developed programs.

### *Aims:*

1. The Development of the professional performance of faculty members to keep up with the imaginative ways of teaching in the field of education and scientific research and using of the modern methods of copying with global standards.
2. Application of a variety of academic programs according to the quality specifications capable of development of society and proportionate to the needs of labor market.
3. Providing conducive environment for academic excellence.
4. Providing the students with the skills necessary for using modern technology and its applications, then qualifying them to pursue their graduate studies and scientific research.
5. Availability of graduate studies programs in different specializations of the college.
6. Providing training and academic programs to the local community.
7. Providing the graduators with continuous programs which suit the labor market.

8. Availability of good qualified experts of citizens who are qualified scientifically according to the improvement plans of the kingdom.
9. Graduation of students whose high qualification of using new technologies in their majors and capable to compete the students of other universities and capable of pursue of graduate studies and strongly entering the labor market.
10. The cooperation with the governmental and private sectors to benefit of the opportunities and minimizes the threats.

### *About:*

The College of Sciences and Arts in Muthnib was established under the name College of Education for Boys and Girls on 23 July 2001. Its name changed to the College of Science and Arts according to Higher Education Council Decision No. 10/50/1429H on 13 July 2008. The college includes the following departments: Islamic Studies, Arabic Language, Mathematics, Physics, Biology and Computer Science.

### *Tasks*

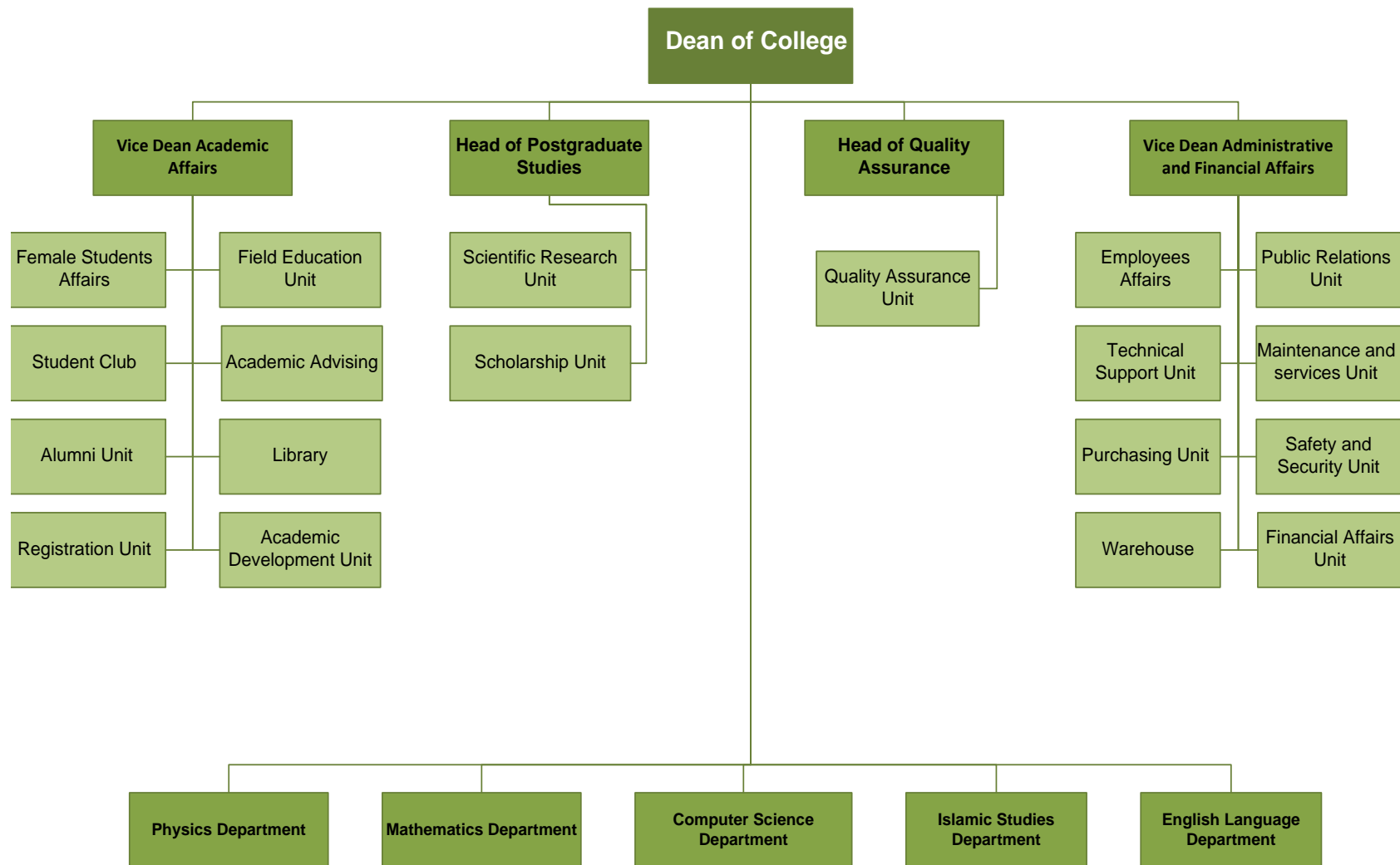
1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.

4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
9. Authorize the disbursement form the warehouse
10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of Mathematics
2. Department of English
3. Department of Computer Science
4. Department of Islamic Studies

## Organizational Structure – College of Science and Arts in Badayah





## College of Science and Arts in Al- Rass

### *Vision:*

The faculty aims at providing a high-quality type of instruction, an enthusiasm-provoking and stimulating educational environment and brand new curricula that are coping with modern trends in development and innovation. The faculty also aspires to prepare an efficient teacher who is religiously committed and who is strongly attached to his homeland, a teacher who is innovative and ever developing. This is the teacher who takes a strong hold of constants and originality, taking into consideration what is new and participating effectively in developing future generations.

### *Mission:*

The faculty aims at preparing the prospective teacher who is religiously committed; the one is attached strongly to his homeland. This teacher should be a good model for his students in his work and behavior. He should be at a high level of professionalism. Learning instinct and love for the career should be part and parcel of him. He should be completely experienced and fully aware of his role in facilitating learning approaches. He should be continuously developing in his field of specialty as well as his teaching styles. He should have the traits of the strong leader who has the ability to convince others and to prove that his opinion is correct. He should attain the capacity of making a decision and of shouldering the responsibility. He should be able to plan well and to put into consideration individual differences among students. He should be a good thinker possessing all types of thinking skills. He should be able to develop these skills in his students. He should have the traits of a social pioneer who has the ability to communicate effectively with his society and to cooperate in solving its problems. He should be ever renewing in how to deal with modern technology and how to function it properly in all instructional settings. He should be a guide taking charge

of directing the instructional process in fulfilling its targets and solving its problems.

### *About:*

Al-Rass Teachers' Faculty was inaugurated in 1397AH under the title of The Intermediate Faculty for Preparing Teachers. It granted the graduates the diploma degree whether they were secondary school students (art and science sections and their equivalents), or general education teachers who joined the faculty to pursue their study. Study used to last for two academic years, four semesters at least.

Beginning in 1409AH, the faculty started granting the degree of the bachelor emulating other graduating systems in other Saudi Universities. Study began to span eight semesters at least which the student had to pass successfully.

Al-Rass Teachers' Faculty progressed dramatically in all executive and scientific disciplines due to the increase in admission, in addition to its peculiar position in Qassim Province. The faculty provides services to numerous cities, and a lot of students come from such cities as Buraidah, Unaizah, Al-Rass, Bada'e, Bukeriyah, and other cities and villages all over Qassim to enroll in it.

A decree was issued joining faculties of teachers to the Ministry of Higher Education. After that, Al-Rass Faculty of Teachers got adjunct to Qassim University.

In 1427/1428AH, His Excellency the Royal Prince endorsed the decree of the higher education council as for renaming Al-Rass Faculty of teachers as Al-Rass Faculty of Arts and Sciences, developing it and launching new academic departments in it.

### *Tasks*

1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or to

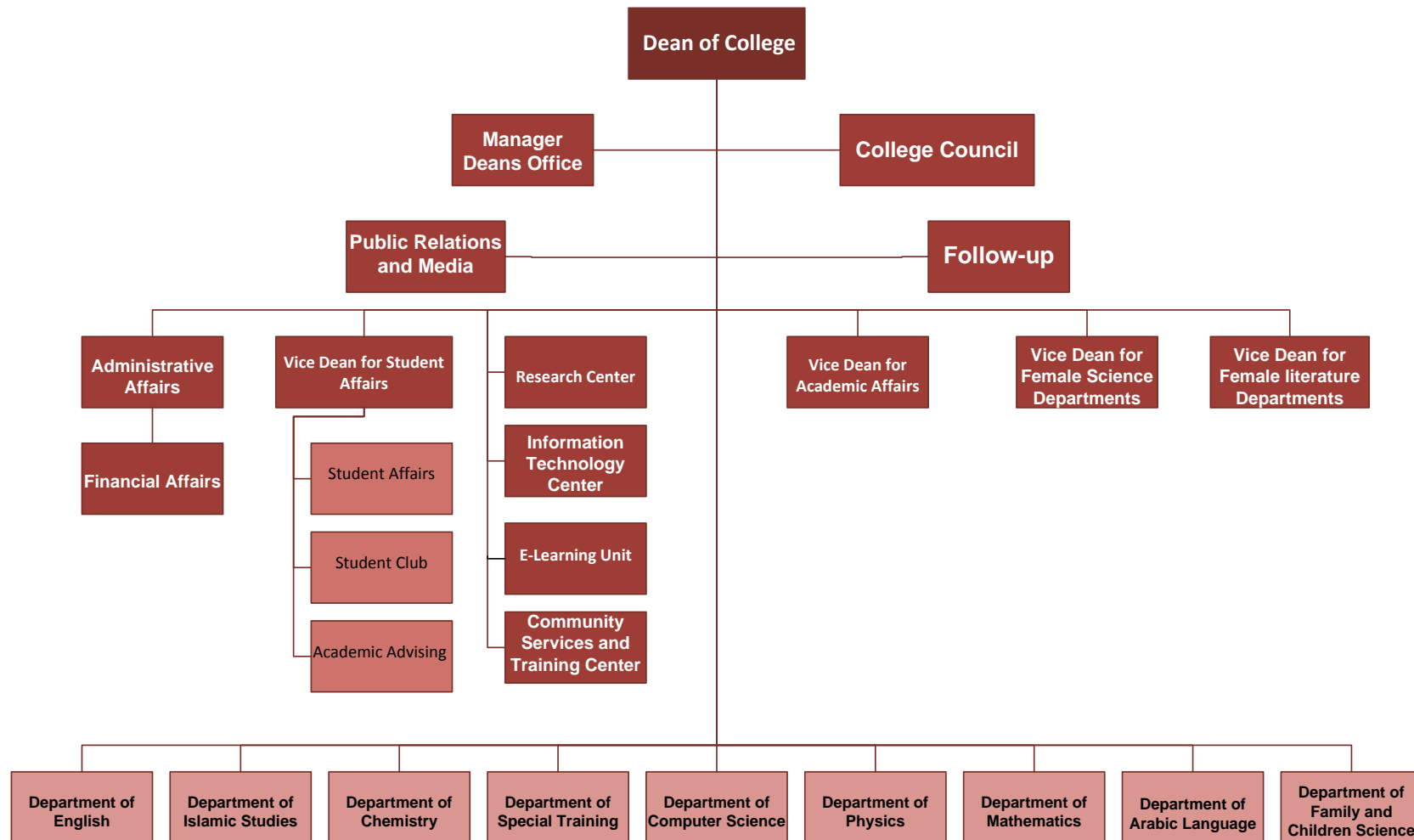
- participate in scientific research for a short period, without compensation, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
2. Approve the participation in the exams, discussion of the M.A and PhD. theses in various universities and colleges inside the Kingdom, provided the performance of the staff of related faculties is not affected, nor shall the university bears any financial costs.
  3. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or to check Master or Doctoral theses.
  4. Take the necessary measure towards attracting faculty members in achieving the vision of the college and university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that are faced by administrative department in dealing with the related authorities.
  5. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
  6. To attract students, researchers and graduate students who have distinct qualities of conducting successful research in different fields.
  7. Review performance of graduate students who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process at the level of bachelor level.
  8. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
  9. Authorize the disbursement form the warehouse

10. Approval to grant regular and emergency leave – to be completed by the Deanship of faculty and staff – in accordance with the university system.
11. The signing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
12. Direct contact with ministries and government department and others in all relevant matters.

### *Departments*

1. Department of English
2. Department of Mathematics
3. Department of Computer Science
4. Department of Physics
5. Department of Chemistry
6. Department of Islamic Studies
7. Department of Special Training
8. Department of Family and Children Sciences
9. Department of Arabic Language

Organizational Structure – College of Science and Arts in Al-Russ



## College of Science and Arts in Oqlatu'sSoqoor

### *Vision:*

A distinctive college educationally, supportive of the continuous learning and community service, qualified for academic accreditation.

### *Mission:*

Through its educational career the college is committed to provide the students with the best educational opportunities, the necessary skills in addition to the values and behaviors to graduate students who have the ability to deal with the new technology in order to compete in the labor market and pursue graduate studies and scientific research in order to contribute in community development and face the national needs by its developed programs.

### *Aims:*

1. The Development of the professional performance of faculty members to keep up with the imaginative ways of teaching in the field of education and scientific research and using of the modern methods of copying with global standards.
2. Application of a variety of academic programs according to the quality specifications capable of development of society and proportionate to the needs of labor market.
3. Providing conducive environment for academic excellence.
4. Providing the students with the skills necessary for using modern technology and its applications, then qualifying them to pursue their graduate studies and scientific research.
5. Availability of graduate studies programs in different specializations of the college.
6. Providing training and academic programs to the local community.

7. Providing the gradutors with continuous programs which suit the labor market.
8. Availability of good qualified experts of citizens who are qualified scientifically according to the improvement plans of the kingdom.
9. Graduation of students whose high qualification of using new technologies in their majors and capable to compete the students of other universities and capable of pursue of graduate studies and strongly entering the labor market.
10. The cooperation with the governmental and private sectors to benefit of the opportunities and minimizes the threats.

### *About:*

This college is located in Oqlatu's-Soqoor city and has the following departments: Islamic Education, Mathematics, Physics and Computer Science. The college introduced several qualifying programs that offer diplomas (associate's degrees) for female students.

### *Tasks*

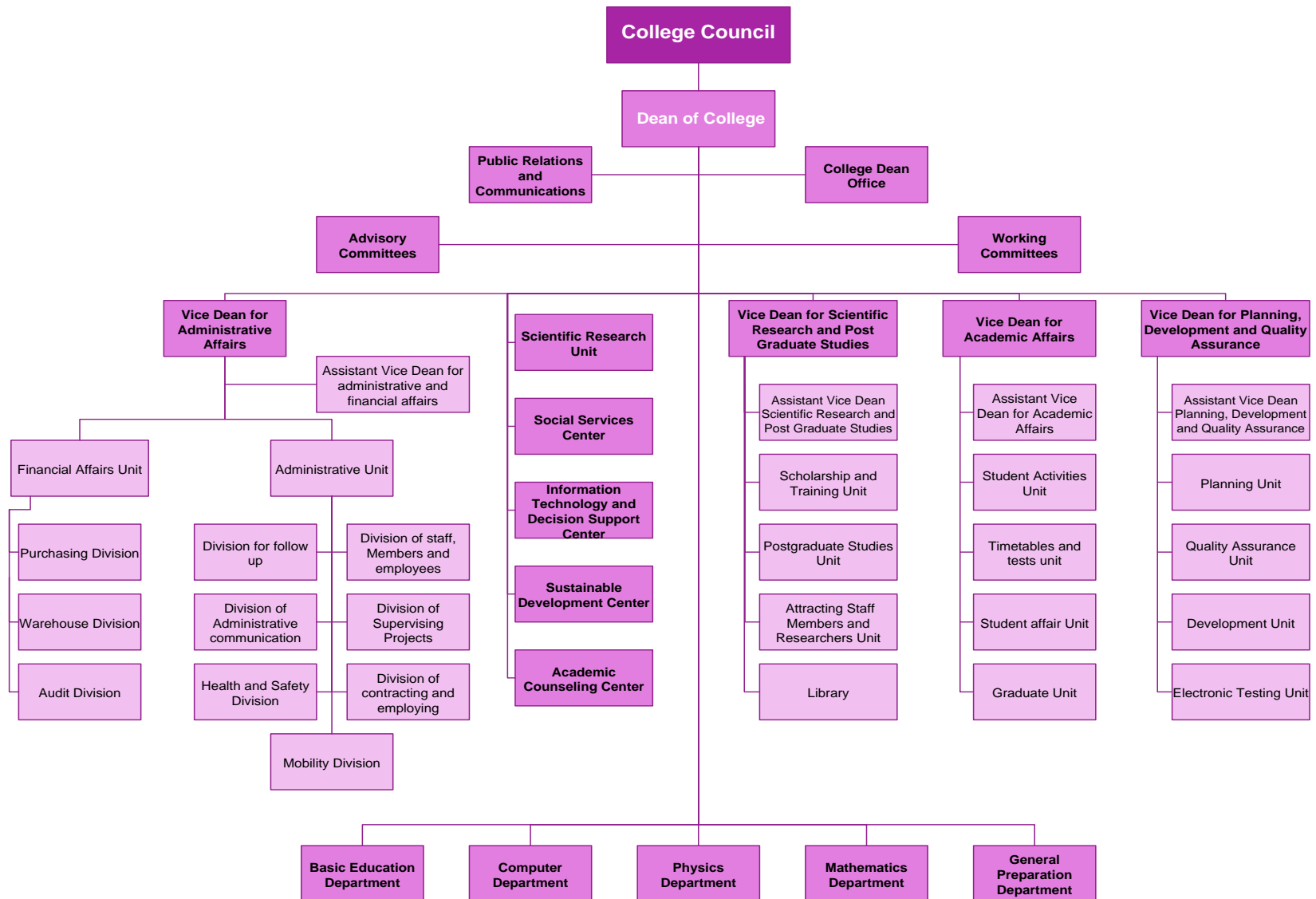
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  12. Direct contact with ministries and government department and others in all relevant matters.
5. Department of Basic Education

### *Departments*

1. Department of Mathematics
2. Department of Health Physics
3. Department of English
4. Department of General Training

Organizational Structure – College of Science and Arts in Oqlatu'sSoqoor



## *College of Science and Arts in Unaizah*

### *Vision:*

The College of Sciences and Arts in Unaizah hopes to be one of the prominent institutions of higher Education in Saudi Arabia. It strives hard to provide knowledge and develop it at all levels, including pre-university and higher education, for the benefit of the Saudi society.

Furthermore, the college looks forward to supply the market-place with qualified graduates who are competent and skillful, able to take the responsibilities of serving the country, and keeping its resources in the fields of economics administration and education.

### *Mission:*

The College of Sciences and Arts in Unaizah is a government institution with great heritage, firmly committed to the educational, cultural and community service policies of the kingdom of Saudi Arabia. The stated mission of the college is fostering efficient, creative, professional development and personal growth among Saudi female nationals. These are established through taking measures and careful planning for life-long learning that integrates sound scientific knowledge together with human values. Healthy learning environment in the college promotes continuous development of educational and research programs. Positive interpersonal relationships help members to communicate and interact with scientific and cultural developments in the outside world; at the same time it helps them to meet the growing needs of the local society. This is expected to facilitate a comprehensive human resource development to compete in accordance with national, regional and world labor market requirements.

### *Aims:*

The vision for the learning and teaching programs offered in the college rests on the following principles:

1. That the teaching profession is developing amazingly fast.
2. Understanding the changes in the new role of the teacher from just transmitting information to students into a facilitator for learning, group work and self-teaching, allowing students to be active learners not passive receptors.
3. That the competent and excellent teacher is an important element in order to achieve and secure students success, and meet college objectives.
4. That the college has a social and cultural role to play, over and above training and graduating student teachers.
5. That education is essential to achieve national security , and that the college has a central role to play in this respect

### *About:*

The College of Sciences and Arts in Unaizah has undergone several stages of developments since it was first established as an Intermediate College in 1399 offering diploma in 3 specializations namely: Islamic studies, Arabic Language and Mathematics.

In 1405 H, the college witnessed major developments; some new courses and specializations were introduced and others were reorganized into : Islamic Studies, Arabic language and Social Studies, Science and Mathematics, Kindergarten and Home Economics .

In 1415 H the Intermediate College expanded in terms of capacity and range of courses being offered .Then it became a College of Education with eight areas of specializations, namely : Islamic Studies, Geography , English language , Home Economics , Biology , Physics and Math's . Successful graduates were awarded the Bachelor of education in their specialization. In 1427 H the College of education affiliated to Qassim University.

Since 1429 H its name has changed into The College of Sciences and Arts in Unaizah in accordance with the recommendation of the Council of

Higher education NO. 10 / 50 / 1429 dated 10 / 7 /1429 concerning the reorganization of girls' colleges under QassimUniversity.

### Tasks

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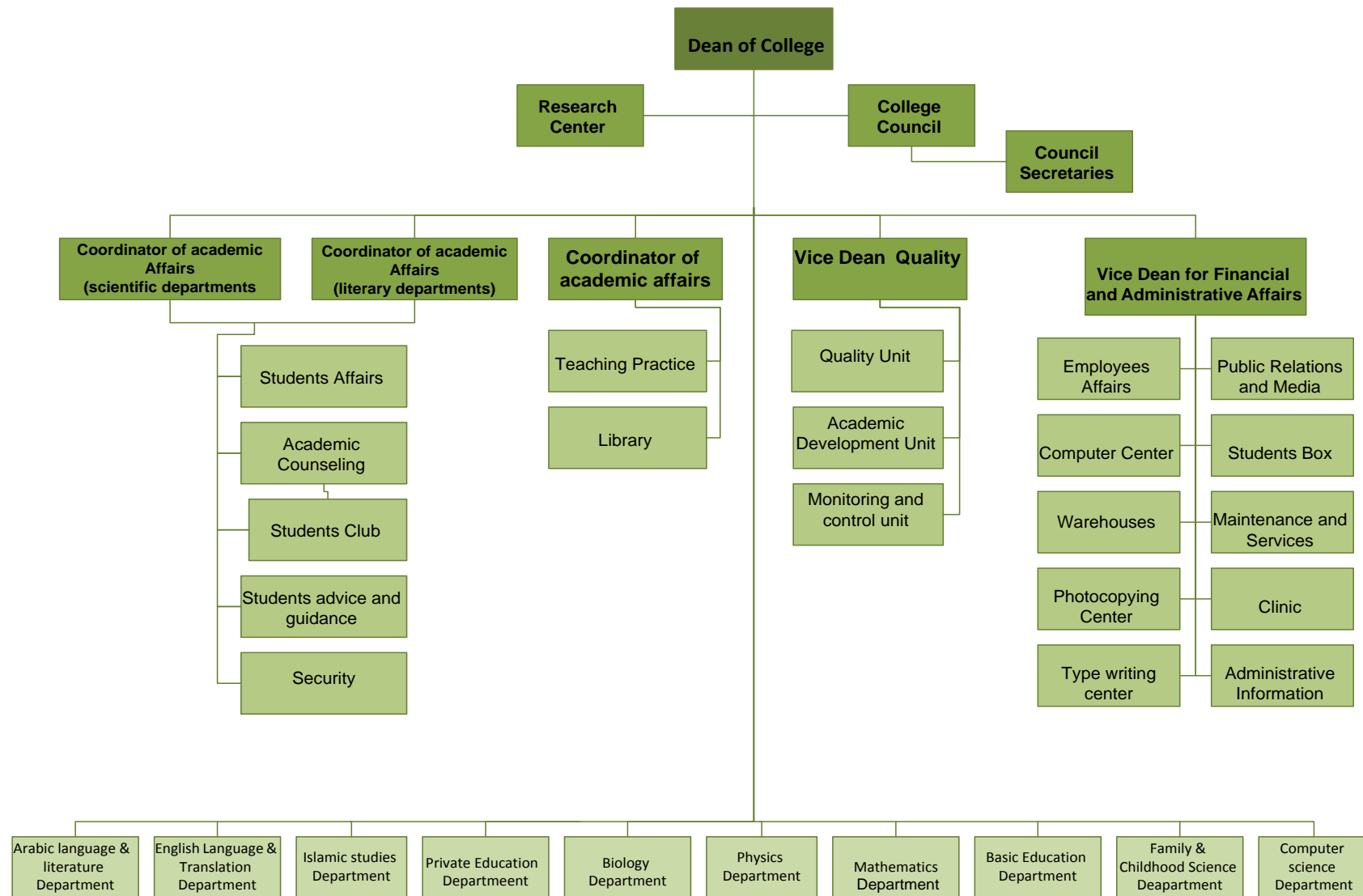
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12. Direct contact with ministries and government department and others in all relevant matters.

### Departments

1. Department of Computer Science
2. Department of English Language and Translation
3. Department of Biology
4. Department of Physics
5. Department of Arabic Language and Literature
6. Department of Private Education
7. Department of Islamic Studies
8. Department of Basic Education
9. Department of Mathematics
10. Department of Family and Childhood Science



Organizational Structure – College of Science and Arts in Unaizah



## *College of Sharia and Theology*

### *Vision:*

#### ***Under Development***

### *Mission:*

#### ***Under Development***

### *Aims:*

#### ***Under Development***

### *About:*

The College of Sharia and Theology was established in AY1976-1977 under a different name. On its inauguration, it was part of the Islamic University of Imam Mohammad Ibn Saud. After a series of changes in affiliation, it became one of the colleges of Qassim University.

Today, the College of Sharia and Theology is one of the most effective colleges of the University. The college produces many graduates who eventually go on to become professionals in various fields of Islamic law. Professions include judges, assistants judges, legal investigators, attorneys, legal consultants, justice clerks and exaction clerks as well as teachers and officials working in da'wah (Islamic propagation) and iftaa' (Islamic guidance and education). The college also produces individual graduates who are well versed in Islamic Creed, Quran Studies and Sunnah Studies (Prophetic Studies). Many of these students go on to work in areas such as da'wah, education and hisba (combating vice). The college has two principal departments, Islamic Law and Religious Fundamentals.

### *Tasks*

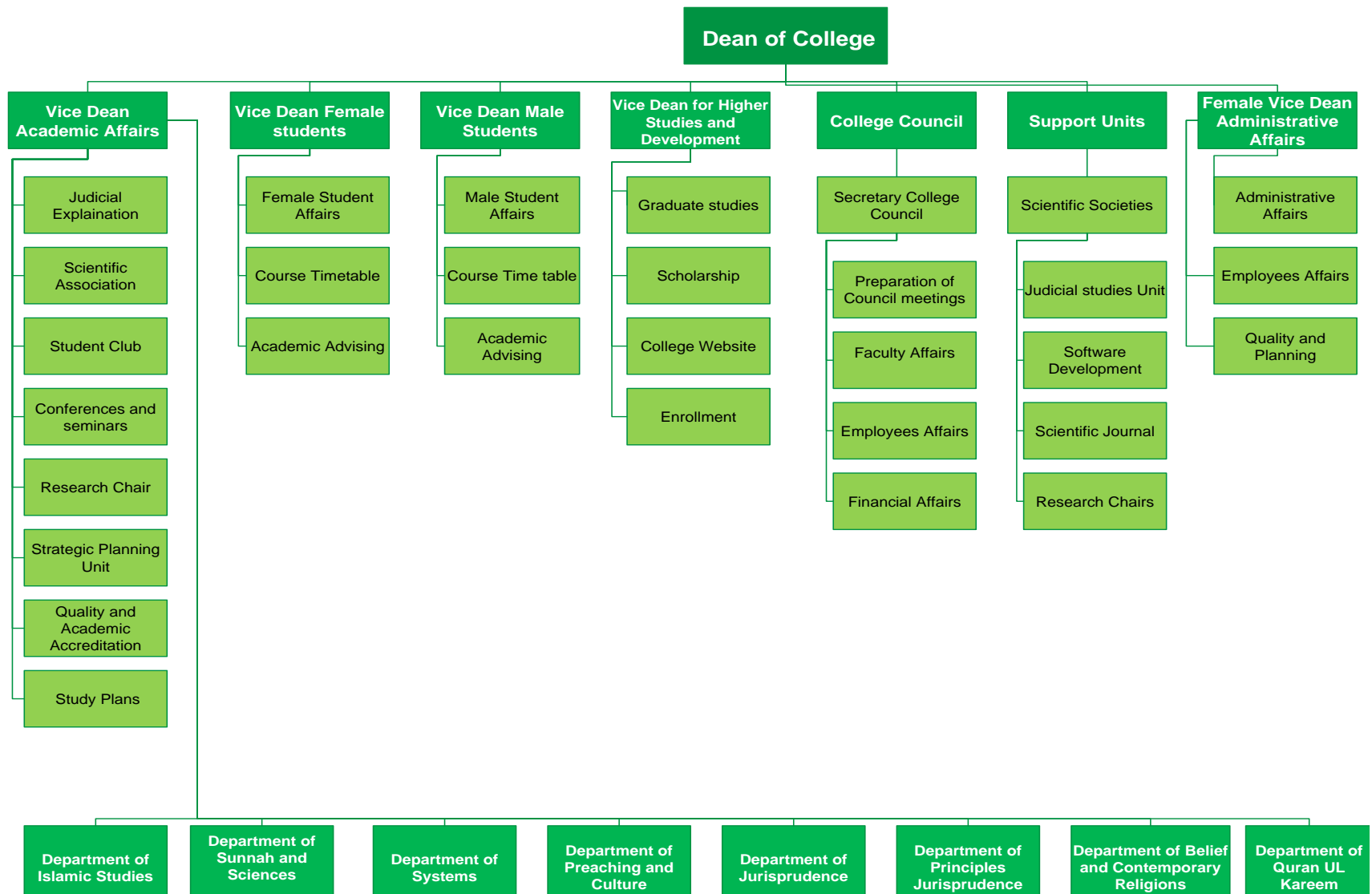
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### *Departments*

1. Department of Islamic Studies
2. Department of Jurisprudence
3. Department of Preaching and Culture
4. Department of Principles of Jurisprudence
5. Department of Sunnah and Sciences
6. Department of Belief and Contemporary Religions
7. Department of Quran UL Kareem
8. Department of Systems

## Organizational Structure – College of Sharia and Theology



## Community College of Buraidah

### *Vision:*

A nationally unique community college in education, participating in local development.

### *Mission:*

Developing the cognitive and applied capabilities of individuals by providing a highly advanced and accredited education to meet the needs of the labour market, providing appropriate opportunities for university education, providing a stimulating work environment and developing resources and partnership with the parties concerned.

### *Aims*

#### **1. Goal-1: Academic Programs**

Buraidah Community College will offer and develop high quality, responsive and flexible academic programs according to the ambitions of the students and matching the requirements of the labour market.

#### **2. Goal-2: Study Courses**

BCC will update the present study courses to meet the requirements of modern knowledge and skills.

#### **3. Goal-3: Students**

BCC will produce graduates with associate degree being able to compete in the workforce market.

#### **4. Goal-4: The faculty**

BCC will upgrade the quality of its faculty and other human resources.

### *About:*

Community college in Buraidah was accredited by COE The Council on Occupational Education (COE) in 2012 Kingdom of Saudi Arabia is

endeavoring to develop all fields of life through different plans, strategies and efforts. Special emphasis is on imparting quality education to the citizens. There are a lot of schools, colleges, universities, and technical institutes. Community colleges are part of the educational plan providing quality education in order to achieve advancement in knowledge and to fulfill the needs and requirements of the Saudi community and the job market.

Buraidah Community College is one of these community colleges, established under the royal decree bearing NO: 1402 dated: 08/08/1426 H, playing its role in imparting quality education, according to national standards, to the Saudi students. Keeping in view the objectives of the community colleges, BCC is making utmost efforts to educate and train the students to make them suitably skilful and trained to meet the requirements of the community and the local business and job market.

In order to fulfill these tasks, Buraidah Community College has devised strategic plan for next 10 years (2010-2019) to meet the above mentioned objectives and to execute the educational plans of the government of Saudi Arabia.

### *Tasks*

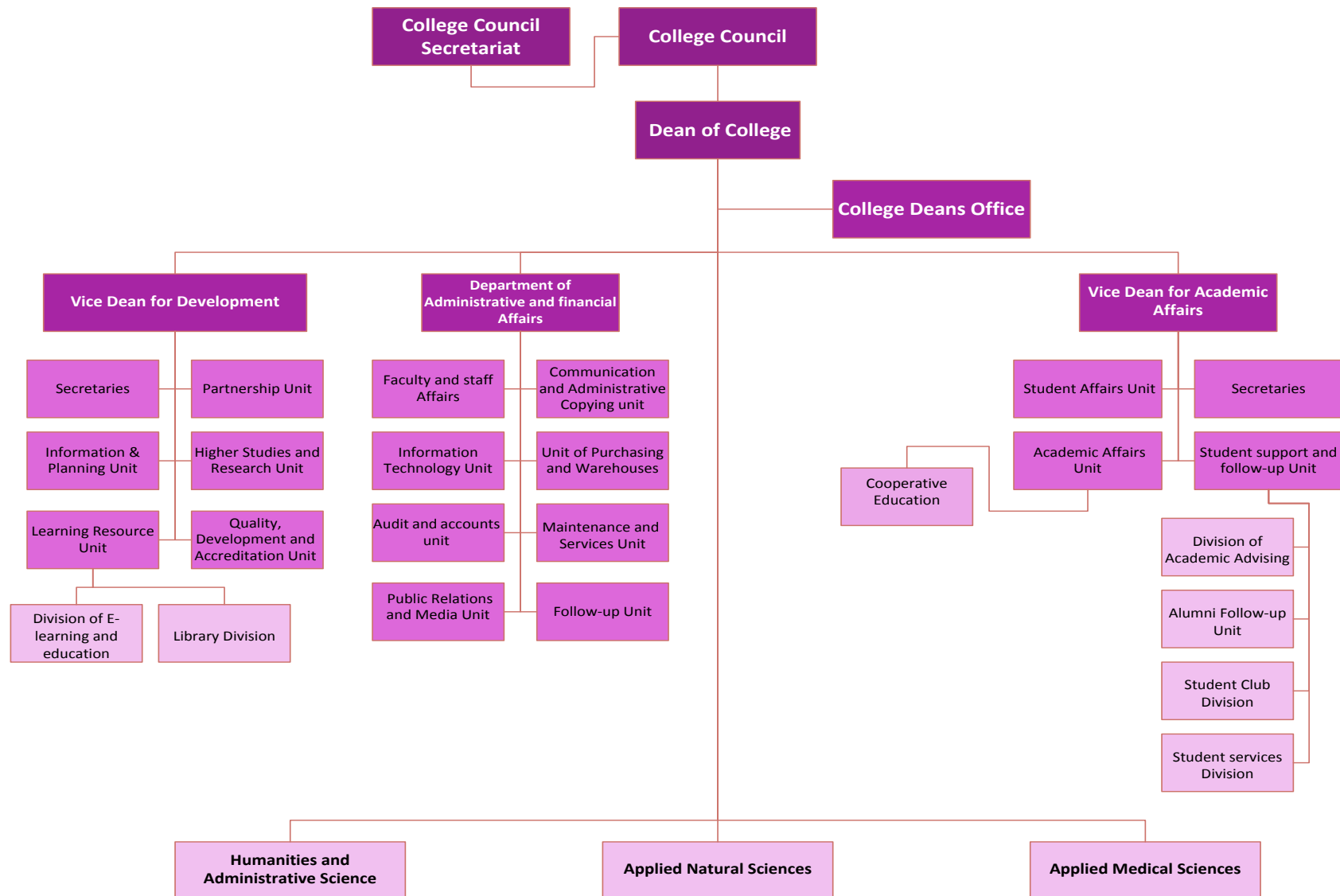
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### *Departments*

1. Department of Applied Medical Sciences
2. Department of Humanities and Administrative Sciences
3. Department of Applied Natural Sciences

## Organizational Structure – Community College Buraidah



## College of Engineering -Unaizah

### *Vision:*

A locally and regionally distinguished college in the engineering education and scientific research which supports the sustainable development in Qassim region and Kingdom.

### *Mission:*

College of Engineering at Qassim University seeks to offer a developed and accredited engineering education to satisfy the needs of the job market, and to offer society and research services which support the sustained development in the Kingdom and participate in the knowledge economy.

### *Objectives:*

#### **I-College Educational Objectives**

1. Preparation of the graduates to have a successful career as engineers in the governmental and private sectors.
2. Preparation of the graduates to pursue their professional development through self learning and advanced degrees.
3. Preparation of the graduates to advance to positions of leadership in their profession.
4. Preparation of the graduates to effectively participate in the sustainable development of the Saudi Society.

#### **II-Research Objectives:**

1. To establish research links with the industry, energy and construction organizations to help develop and promote these organizations.
2. To establish research centers which participate in developing the scientific research and supporting the academic staff and post-graduate students from inside and outside the university

3. To offer post-graduate programs which focus on research subjects that serve the Saudi society.

#### **III-Community–Service Objectives**

1. To contribute and support the different university committees such as committee of missions and training, demonstrators committee and the scientific council, etc.
2. To participate, in cooperation with the university community service deanship, in the promotion of the engineering profession through offering training courses and workshops for engineers and technicians in different engineering fields.
3. To conduct engineering studies and field surveys, and to present technical consultations for solving the society problems.
4. To conduct standard tests on constructions, engineering systems, equipment, machines, devices and materials.

### *About:*

On 17/1/1423 H, the King Saud University (KSU) council recommended the transformation of the Department of Agriculture Engineering, College of Agriculture and Veterinary at its Qassim Campus into a full Engineering college with three departments, Civil, electrical, and mechanical engineering. In "1425" Qassim University decided to adopt the Preparatory (Foundation) Year Program (PYP) for all scientific colleges. It was a good chance for Engineering College to enhance and improve its programs with the objectives of satisfying the new university –system (PYP) in addition to the job market and accreditation requirements.

Engineering College is providing excellent educational services to its students by continuously improving of its curricula to be compatible with similar programs in the internationally recognized universities around the world. Studying in the Engineering College is provided fully in English language and using highly recognized and up-to-date textbooks. The college laboratories are according to the international



standards and equipped with the state of art equipment.

The college website (<http://www.enuc.qu.edu.sa>) publishes all the necessary information about students, departments and studying programs. Hence, the graduates of the Engineering College at Qassim University are qualified and well prepared to pursue their graduate studies at higher education institutes in the USA and Canada. *The college holds staff from different nationalities (Algeria, Egypt, India, Canada, UK, Kenya, KSA, Morocco, Pakistan, Philippines, Sudan, Syria, Turkey, and more). In addition; the Engineering College is going to offer M.Sc. programs in different fields*

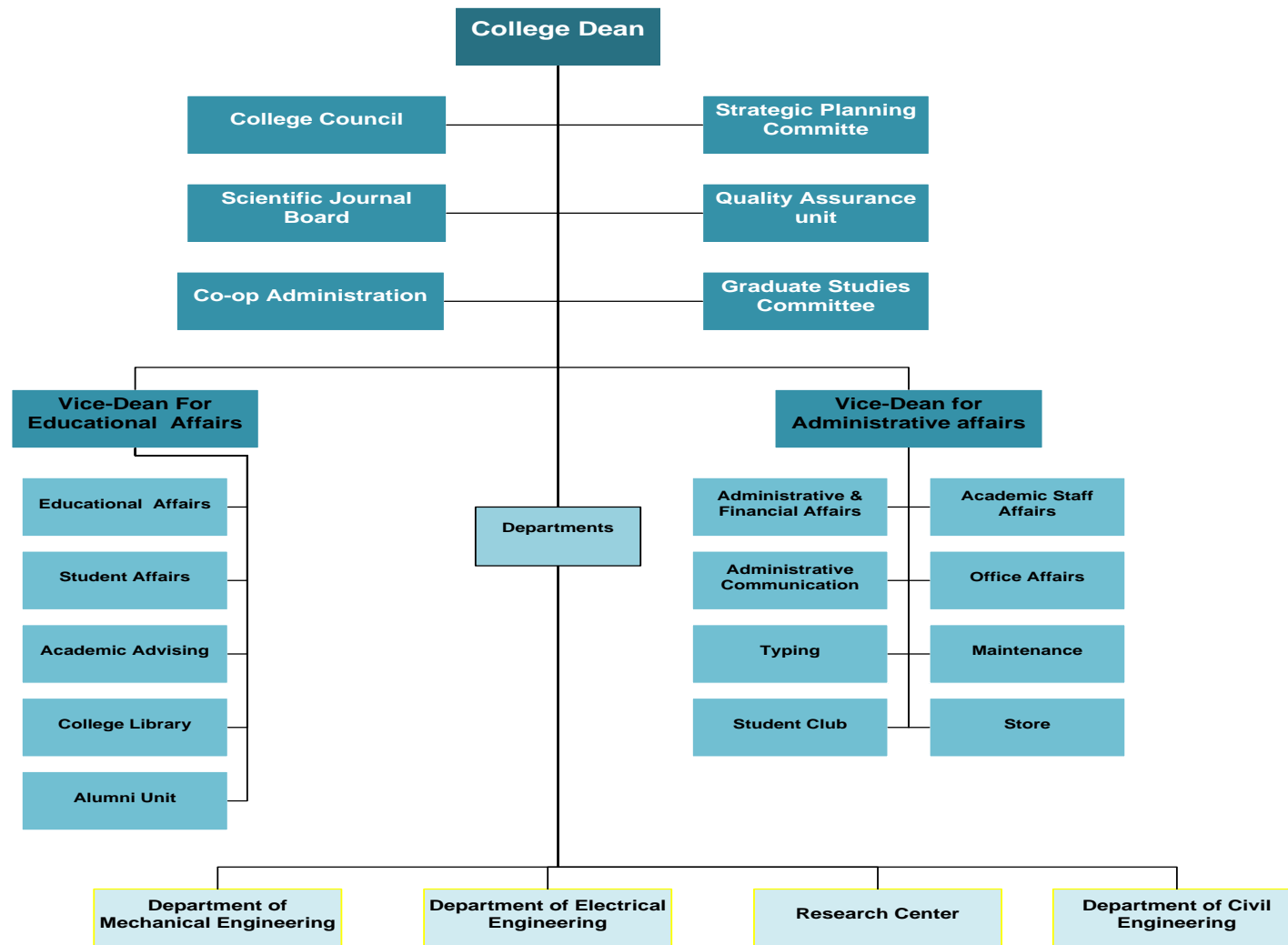
### Tasks

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### Departments

1. Department of Civil Engineering
2. Department of Mechanical Engineering
3. Department of Electrical Engineering

Organizational Structure – College of EngineeringUnaizah



## *Community College Unaizah*

### *Vision:*

To contribute in the community development by providing education and training programs, locally and nationally, and to meet the needs of the labour market.

### *Mission:*

To provide a learning environment for students to complete their university education, and preparation of qualified skills to meet labour market requirements, and contribute to community development, using the latest tools and techniques.

### *Aims:*

1. Qualifying students in disciplines that are more in need the labor market and do not require a university degree.
2. To enable the students to continue their studies who are unable to join the University for their Studies.
3. To enable the students, who are not graduated from the university due to certain academic reasons, to have a university degree.

### *About:*

Unaizah Community College was established by a decision of the Council of Ministers vide order No.73 dated 5-3 -1422. The first group of students got admission in the second term of the academic year 1423 /1424 H, and their number was then 900. The college is seeking, from its inception, to the creation of a comprehensive development of all aspects of the educational process and academics by modifying and developing plans and programs, linking them directly to the requirements of the labor market, and establish partnerships with companies and institutions.

The college has created partnerships with a number of companies and institutions at national level, for training and employment. The college has an agreement with the United Community College Houston, U.S.A. for joint programs and exchange of faculty members and students.

An ambitious college does not stop at this point, as it strives for further agreements of partnership. These agreements are important for the academic and professional development of the students, and it has positive impact on the process of development in the college.

The college aims to produce qualified graduates to provide the labor market with its needs of people with expertise and specialties in different areas.

### *Tasks*

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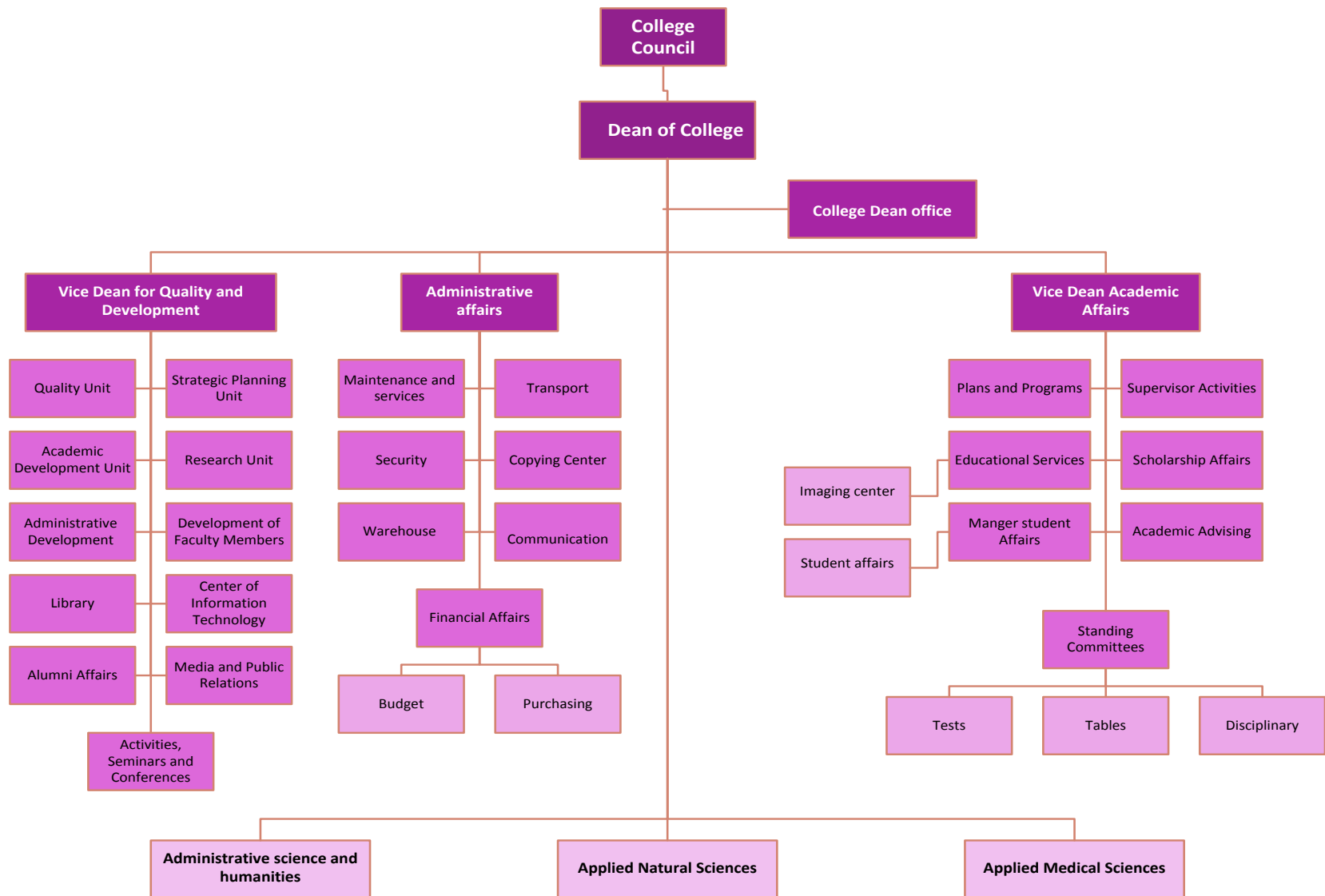
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### *Departments*

1. Department of Applied Medical Science
2. Department of Applied Natural Science
3. Department of Humanities and Administrative studies

## Organizational Structure – Community College Unaizah



## College of Pharmacy – Unaizah

### *Vision:*

For the college pharmacy to become a leader in a timely and high quality pharmacy education that is able to provide contemporary high quality pharmaceutical education yielding confident graduates and highly competent pharmacists.

### *Mission:*

To introduce up to date pharmaceutical care practice and pharmaceutical education according to the best international standards applicable in the area through practice and research oriented patient-centered practitioners.

### *Aims:*

The college of Pharmacy at Qassim University will be working towards graduating clinical pharmacists who are professionally confident, motivated, and committed to achieve the following objectives:

1. Gaining the best of available pharmaceutical knowledge
2. Building the necessary pharmaceutical and clinical skills that enable them to provide the optimum pharmaceutical care
3. Enabling themselves to be an effective part of the health care system by linking various basic as well as clinical pharmaceutical sciences, and make best use of that for the benefit of individual patients and general population
4. Continuously developing their intellectual and professional abilities to properly deal with arising challenges locally and globally
5. Confidently selecting the appropriate pharmaceutical field of clinical and/or general pharmaceutical practice to advance in higher education.

### *About:*

The college of Pharmacy is one of the exceptional Qassim University institutions which is, as an integral part of health sciences, highly concerned with the promotion, advancement, and building of state-of-the-art health care system for Saudi population

The start of the century has witnessed a rapid advancement in pharmacy education resulting in a number of creative therapeutic **approaches for treatment and production of medicines**. Thus, it has become inevitable for colleges of pharmacy, including Qassim University College of Pharmacy to cope with the demands of this tremendous revolution and change. This emphasizes the urgent need for advancements in strategic planning and programs of the college, well trained academic staff, establishment of excellent laboratories, scientific research, and graduate programs for quality research. These entire top our priority agendas that we are certain to achieve since the Kingdom is determined to rekindle and spread the noble virtue of learning through the generous funding made available for the advancement of education in the country. The Pharmacist profession is no longer confined to the classical sale of prescribed medicines. Instead, today's pharmacist constitutes an essential membership in all health care systems and industry including treatment options and planning, pharmaceutical industries, drug and poison regulation, information, and monitoring centers, research and development, and consultancy.

The demand for pharmacists has been increasing steadily in the market; however, there is still a shortage of Saudi pharmacists.

The college strategy is focused on three plans; namely, the student, the program, and the society. The student is intensively trained and well educated to reflect the attributes of university graduates in terms of ethics, punctuality, and entertainment of highest quality knowledge that makes him go beyond confined disciplinary expertise or technical knowledge. The program courses are designed based on timely and

world-class approaches in teaching and learning, and are consistent to **ACPE (American Council of Pharmaceutical Education)**. **With regard to society, the college emphasizes the role of awareness and society education in use and storage of drugs.** We always hope for success in our service to our university and that our strategic plans would lead to advanced level education.

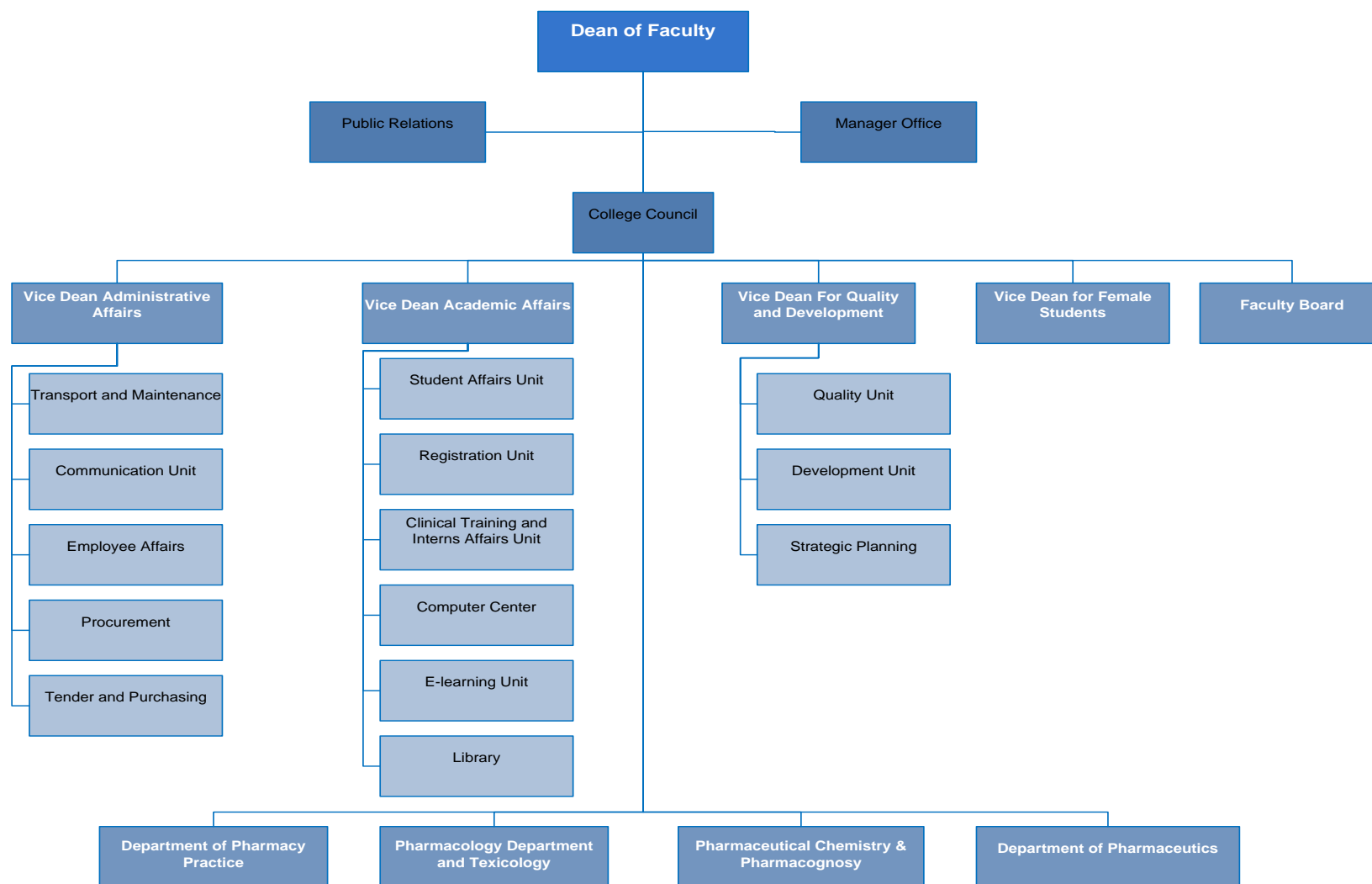
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### Departments

1. Department of Pharmacy Practice
2. Department of Pharmacology and Toxicology
3. Department of Pharmaceutical Chemistry and Pharmacognosy
4. Department of Pharmaceutics

## Organization Structure – College of Pharmacy -Unaizah





## *Organizational Charts of Deanships*

## *Deanship of Academic Development*

### *Vision:*

The deanship of academic development is for the development of the University academic and administrative cadres, in the vital areas of its work and to settle within the University experience, taking advantage of the available human and material resources and are looking to be the best deanship of academic development in the Kingdom.

### *Mission:*

Draw attention to the development of public policy at the university, and supervise their implementation, and adoption of plans and the requirements of academic and administrative development, and stimulate distinguished individuals and various University bodies.

### *Aims:*

1. Standardize development path within the University, and find full coordination between channels development-related undergraduate University in the areas of teaching and research.
2. Ensure the quality of the output of the educational process at the University through the continued development of academic programs, and improving the performance of members of the Faculty in the areas of education, learning and research.
3. Application of the criteria for evaluation and accreditation of educational University programs through networking, cooperation with those responsible for evaluation and accreditation to local and regional.
4. Utilize various techniques to transfer and resettlement of educational process and scientific research within the University.
5. To provide scientific advice and the development of practical solutions, and research studies that enhance the academic side of the University.

6. Definition of the university administration on a regular basis by the university in the fields of education and scientific research and community service through the preparation of special reports on the level of university performance in accordance with the approved criteria, and comparative studies with local and foreign universities.
7. To develop the administrative and financial functioning of the University through follow-up performance of the administrative units and financial assistance and other units at the University and working with officials in those units to eliminate all shortcomings and provide good performance.
8. Follow-up to the University's strategic plans and monitor their implementation, and to update them.
9. Monitoring the implementation of rules and regulations within the University academic and administrative systems.
10. To provide statistical data and information about the University; to meet the needs of decision makers in the University or other such information.
11. Adoption of Research and Strategic Studies, which is based on attention to planning and future development, and monitoring of local and regional changes particularly with regard to higher education.

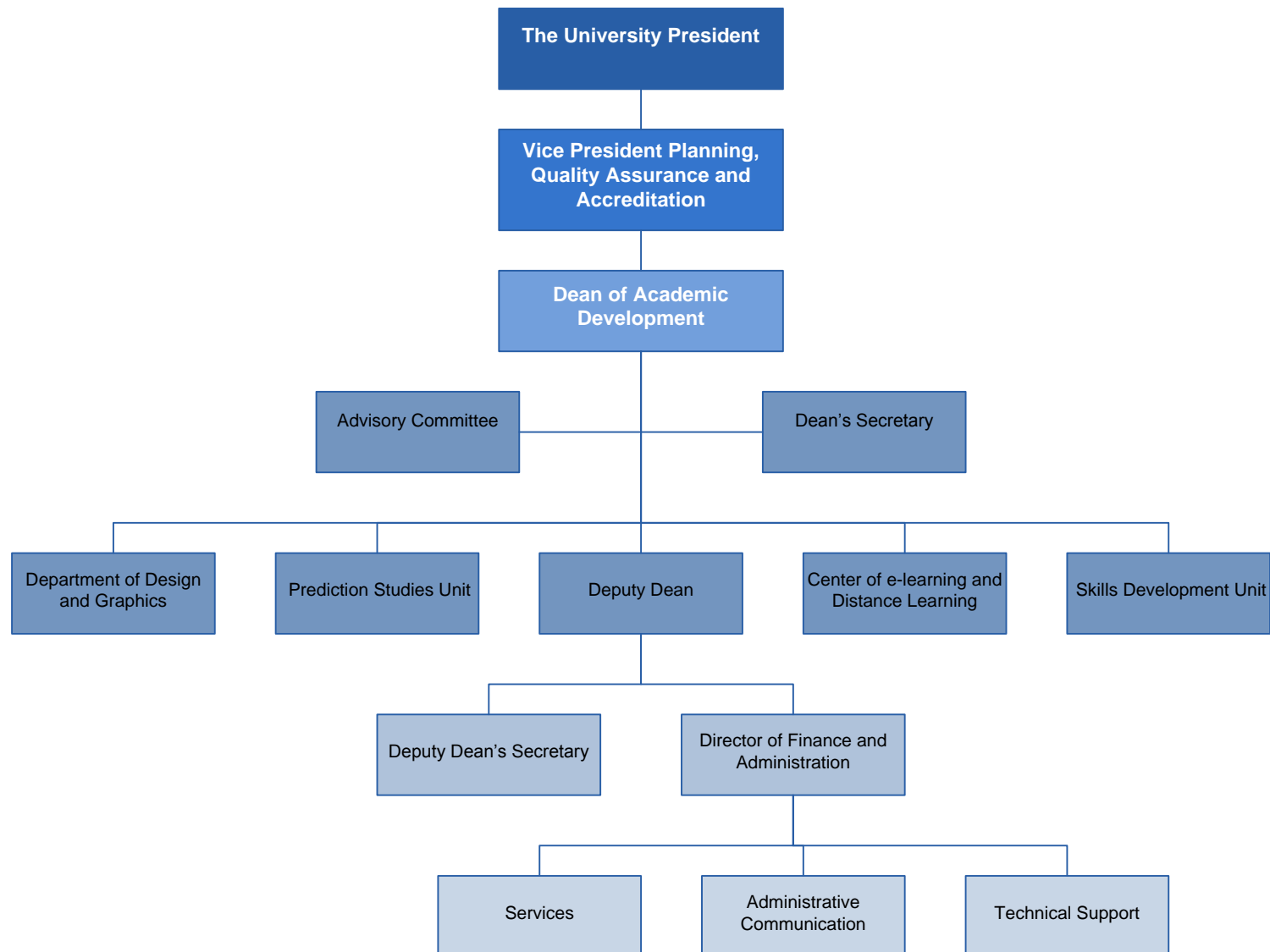
### *Tasks:*

The deanship is seeking to apply the styles and methods that achieve its objectives with high efficiency. These methods include:

1. Conduct studies, researches, statistics and reports that contribute in developing the university units in the administrative and academic fields.

2. Hold workshops and symposiums inside and outside the university to discuss the development solutions and programs and innovative think tanks.
3. Recruit local and international expertise to contribute in development and constant advancements.
4. Issue brochures and awareness manuals, assessment models and follow up university and units.
5. Apply modern technology in setting solutions and engineering processes, procedures and communications.
6. Permanent contact with the expertise agencies, higher education institutes and private sector inside and outside the Kingdom of Saudi Arabia, and reinforce the global participation in university education.

## Organization Structure – Deanship of Academic Development



## *Deanship of Educational Services*

### *Aims:*

A lot of students may wonder about the reasons Qassim University implemented the PYP. Before we explain the objectives and purposes of the PYP, it is worth mentioning that all Saudi universities apply PYPs for the scientific and health specializations since they are fully convinced of their importance and necessity. Qassim University has decided to implement the PYP to realize the following objectives:

1. To support the chances of employment for the scientific college graduates (Engineering, Computer and Science) in both private and public sectors by improving their English and computer skills
2. To support the use of English as a medium of instruction in the scientific and medical specializations. The students are prepared for this objective by being taught English in the PYP and by improving their abilities there. The student studies a total of 16 communicative hours weekly, distributed among the four language skills (reading, listening, speaking and writing). In addition, the subjects the student had studied in the secondary level such as Mathematics and Natural Sciences (Physics, Chemistry and Biology) are repeated in English.
3. To develop the students' computer skills through accrediting the International Computer Driving License program (ICDL) as the curriculum for the computer course.
4. To remedy the phenomenon of students facing obstacles and dropping out of the scientific and medical colleges. The PYP gives the students – males or females – equal chances to acquaint themselves with their cognitive and psychological abilities, and thus join a medical or scientific college and continue studying there
5. To provide the students with a new, fair chance of competition after the variance in the assessment they underwent at the end of

the secondary level. The students are distributed to the targeted colleges by a system of comparison depending on their GPAs after passing all the courses of the study plan of the PYP, bearing in mind that the average of the secondary certificate is not included. All students, once again, undergo new unified circumstances that disregard the differences of study and evaluation that existed in the secondary level. Thus, they are reassessed based on criteria and conditions deemed suitable by the university, and in accord with the requirements of the collegiate study in all specializations.

6. The GPA the student achieves in the PYP is not calculated to his GPA after joining a targeted college. The student's average is calculated in the college that he joins apart from that of the PYP. This method achieves the strategic goal of the PYP, which is providing the students with a chance to experience a new university environment without affecting their GPAs (after specializing in a medical or scientific college). This is done by giving them the period of a complete academic year to adjust to a relatively new environment, taking into consideration that the GPA of the PYP is for the competition between the students in joining the targeted colleges according to the vacancies.

### *About:*

Qassim University council considered the adoption of the Preparatory Year Program for science colleges on 14/05/1426 then attached a medical program in the following year.

The administration of Qassim University considered the adoption of the Preparatory Year Program for the scientific and medical colleges in order to achieve a number of objectives that accrue to the student's benefit and interest before, during and after college. All efforts in this regard take the form of a partnership project between the student and the

university. The student is the one who benefits from this partnership. This is a distinctive feature of the Preparatory Year Program.

### *Tasks:*

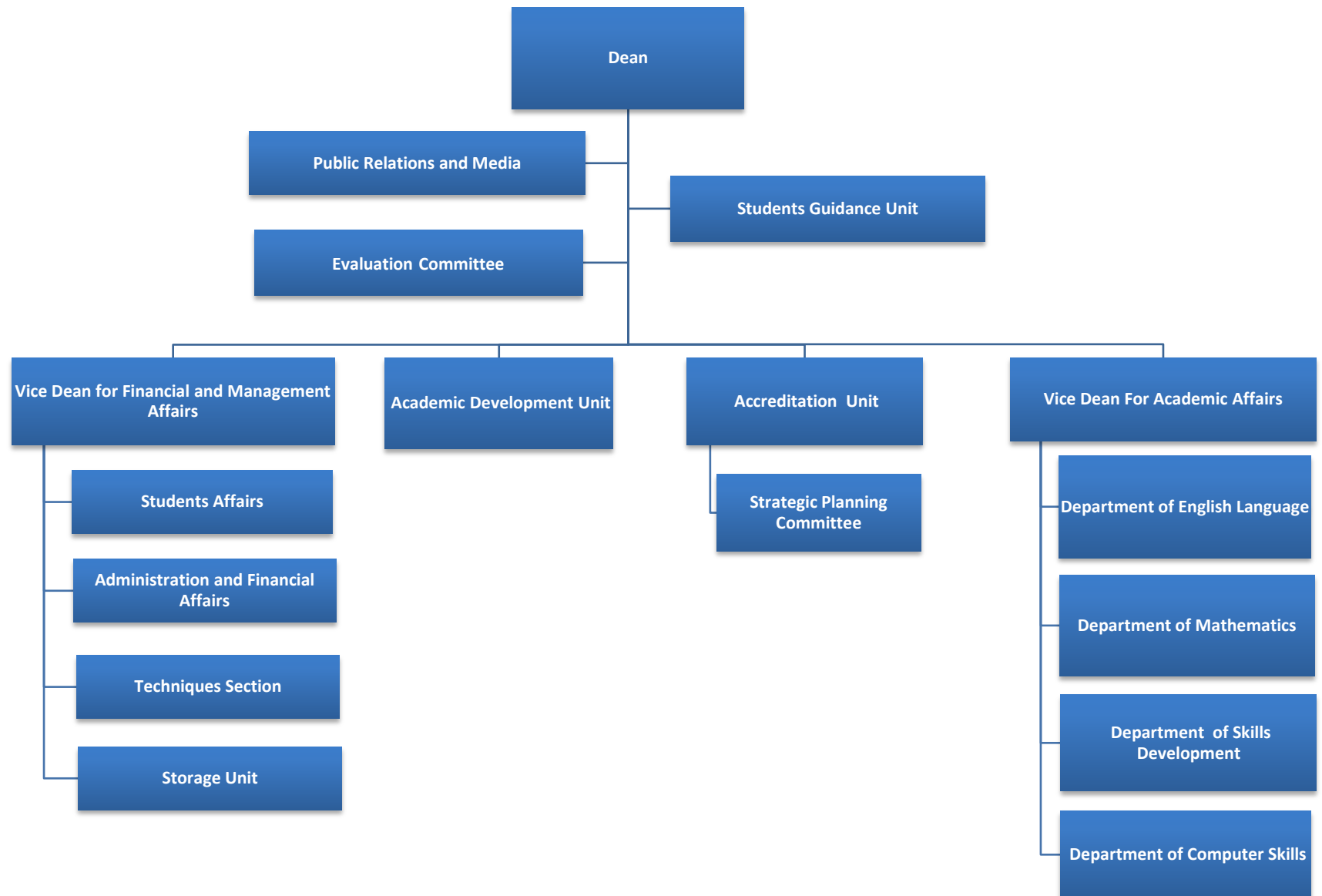
1. Approval of the requests submitted by the public entities to receive help from the staff to deliver non-curricular activities or participate in scientific research for a short period, without wage, provided no to affect the performance of the staff on their faculties, nor shall the university bear any financial costs.
2. Approval of the payment of bonus to professor who gets assigned from outside the university to participate in the evaluation study plans or checking master's or doctoral thesis.
3. Take the necessary measure towards attracting faculty members to achieve the vision of university's educational process, research and community service. And coordination within the college and university to overcome the obstacles that face the administrative coordination with the related authorities.
4. To negotiate with expatriates candidates for membership of the faculty and send them initial offers conditional upon final approval from the university.
5. To attract students and researchers who have distinct qualities to support educational process and in the college.
6. Follow-up performance of students and who are covered by grants from the university and make sure they comply with the goals set for them and support the educational process.
7. Authorize the disbursement of the advance payment for college according to the rules of exchange of the advance payment with the exception of office furniture and cars.
8. Authorize the disbursement form the warehouse.
9. Approval to grant regular and emergency leave and to be completed by the Deanship of faculty and staff – in accordance with the university system.

10. The singing of certificates and IDs to all employees of the colleges or institute except certificate of expertise or letters of thanks.
11. Direct contact with ministries and government department and others in all matters related to their duties.

### *Departments*

1. Department of Computer Science
2. Department of Mathematics
3. Department of English

# Organizational Chart - - Deanship of Educational Services



## *Deanship of Graduate Studies*

In 2004, a royal decree was issued transforming the branches of Imam Mohammad bin Saud Islamic university and King Saud University in the Qassim province to form together one unified university under the name of Qassim University. Deanship of Graduate Studies (DGS) was established in 2005 (1425 AH) to support education in Saudi Arabia in general and in Qassim region in particular.

DGS has witnessed gigantic endeavors and developments in such a short period of time. There are now 33 programs that award Master's and doctoral programs in various disciplines in addition to other programs that are still under study and will be launched in the near future.

### *Vision:*

A nationally distinguished deanship of graduate studies in its programs, research and educational outputs supporting local sustainable development.

### *Mission:*

Provision of a high quality and accredited graduate education producing competent graduates in research and science that meet labor market and community needs, and enhance the resources of sustainable development and knowledge economy through providing motivational environment and using the most advanced techniques and developing partnerships with established national and international institutions.

### *Objectives:*

1. Enhancing the quality of graduate programs and achieving academic accreditation.

2. Upgrading the performance of graduate studies in administration, information technology and informatics.
3. Enhancing cooperation and partnership with national and international institutions at the graduate level.
4. Raising the competitive capabilities of research performance for graduate students.
5. Improving the effectiveness of academic services for students and alumni.
6. To contribute to improving the level of the university programs to interact with the programs of graduate studies.

### *Tasks:*

The council of the deanship of Post-Graduate Studies will consider issues relating to graduate studies in the University in general and make the necessary decisions within its authority as per the Unified Regulations; specifically, the Council will:

1. Propose 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 regulations 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 decisions in matters relating to graduate students affairs in the University.



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

## ***Colleges***

### ***College of Arabic & Social Studies***

- Doctor of Islamic History
- Doctor of Modern History
- Doctor of Linguistic Studies
- Doctor of Literary Studies
- Master of History
- Master of Linguistic Studies
- Master of Literary Studies
- Master of Geography
- Master of Sociology
- Master of Applied linguistics.

### ***College of Sharia & Islamic Studies***

- Doctor of Comparativejurisprudence
- Master of Comparativejurisprudence.
- Master of Quran Sciences
- Master of Sunnah Sciences
- Master of Islamic creed & modern doctrines
- Fundamentals of jurisprudence

### ***College of Agriculture & Veterinary Medicine***

- Master of Veterinary Medicine
- Master of Plant production
- Master of Plant prevention
- Master of Animal production
- Master of Poultry production
- Master of Food Sciences
- Master of Human nutrition

### ***College of Education***

- Master of Curriculum & Instruction
- Master of Educational Psychology
- Master of Fundamentals of Education
- Master of Educational Technology

### ***College of Economy & Administration***

- Master of Business administration
- Master of Economy

### ***College Of Science***

- Master of Mathematics

### ***College OF Medicine***

- Master of Health Professions Education

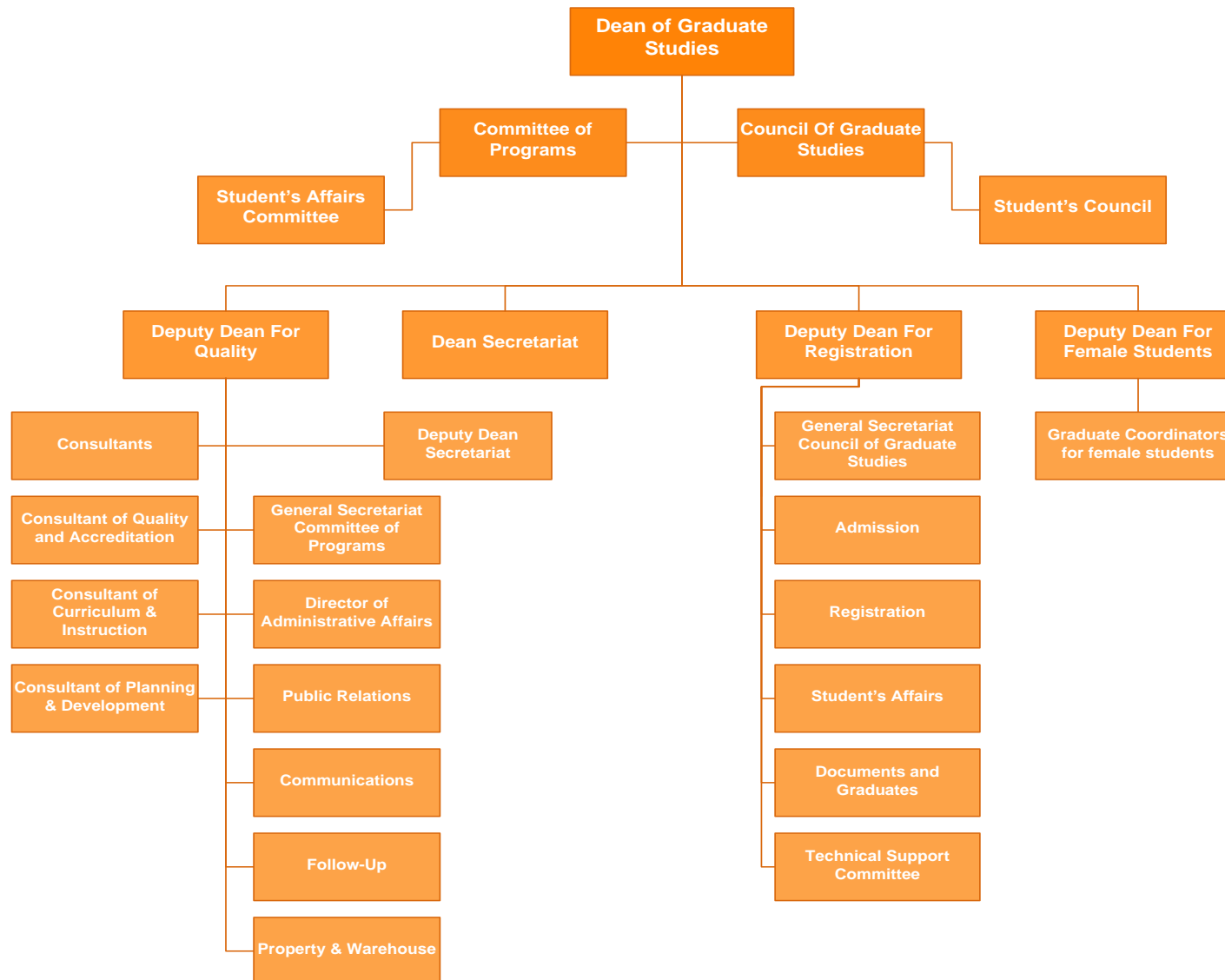
### ***College OF Computer***

- Master of Computer Sciences

### ***College of Designs & Home Economics***

- Master of Fashion Design

## Organization Structure – Deanship of Graduate Studies



## *Deanship of Admission and Registration*

### *Vision:*

The deanship of admissions and registration has a distinct model to follow in Arab area-level universities in their creations in student service, new or regular, so the student can finish in Qassim University all admission and registration procedures and by using advanced technical means.

### *Mission:*

To facilitate and streamline student admission and registration procedures in Qassim University, using advanced technology, with full commitment to accuracy and privacy of the Student Academy. As we increase the awareness of student status and academic affairs and related regulations and systems, and enable it to follow up and keep them whenever he wishes through self-service electronic.

### *Objectives:*

1. Each student should achieve admission requirements to find a seat at the University.
2. To attract the best students to University high school graduates from within and outside of Qassim.
3. Make the effort to educate the student regulations and systems of study and tests through different means within and outside the university.
4. Documenting student academic records, and modernize it electronically.
5. Work on the development and adaptation of technology in the Deanship so the student can pursue academic affairs from anywhere willing.
6. Ensure timely payment reward student receivable and address deficiencies hit her.

7. To work on documenting and processing graduated student with easy access during the specified period in the University Calendar.

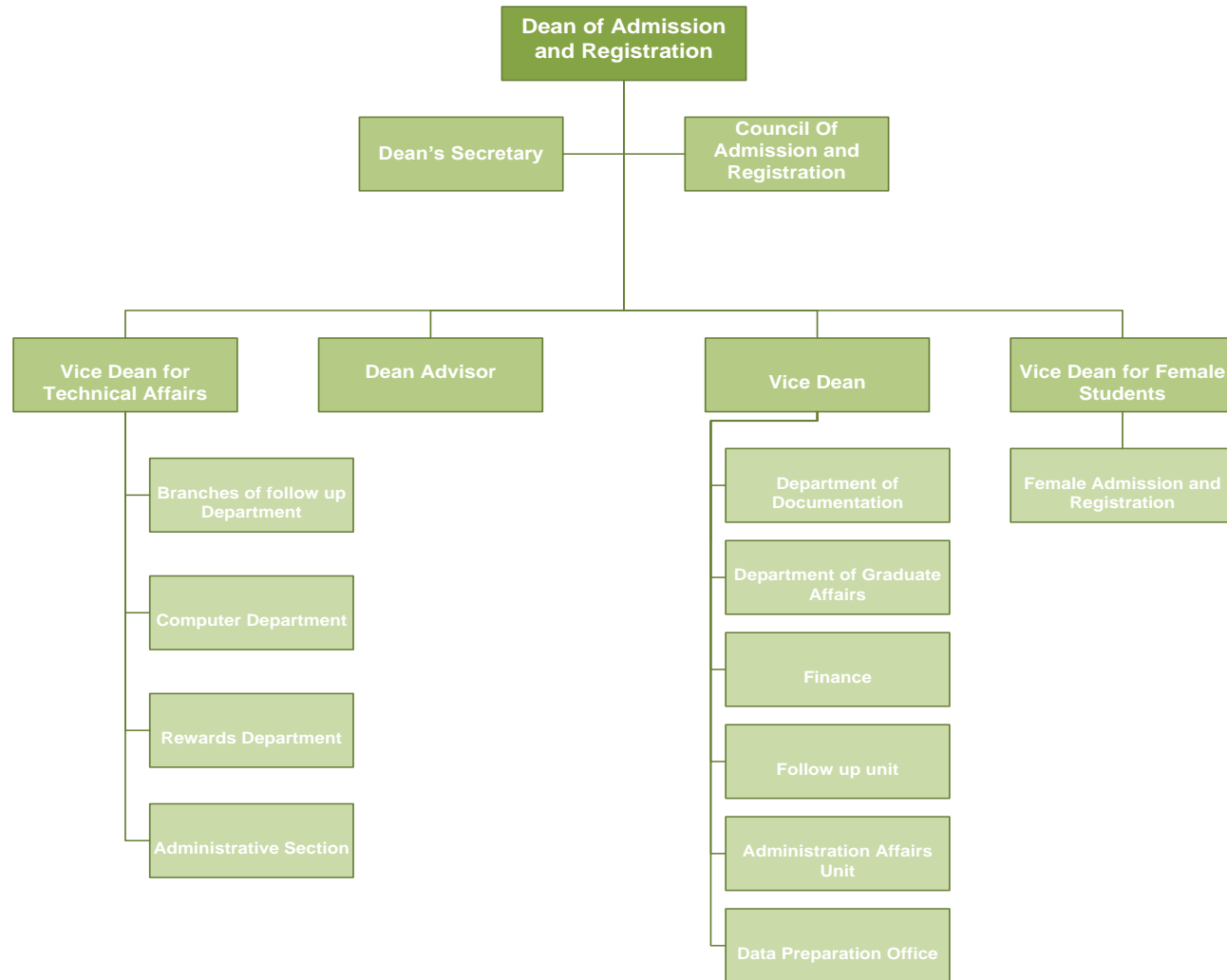
### *Tasks:*

The deanship is currently shouldering important responsibilities, in addition to following up the academic affairs of students until graduation from the university. It receives the enrollment applications at the beginning of each semester regarding new students and those referred by other universities or institutes, As well as categorizing the applications in accordance with the term of admission for each college.

Taking the necessary decision for the admission and preparing admission and transfer requirements and preparing the cards that permit registration of new students as well as students of external and internal scholarships. Prepare the necessary data regarding the students nominated for admission in faculties to present them before the admission committee. Make a decision based on the stipulated number in cooperation with the faculty in making the admission test and interviews the applicants.

It also evaluates the terminated, withdrawn and deprived students and prepares complete academic data about them and submits it to all concerned bodies to take appropriate actions against them. Take necessary actions to receive the application, issue admission notices, contact female students outside Qassim who registered and provide them with the curriculum and material, answer enquiries and handle problems they may encounter and those connected with studying issues. The deanship witnessed continuous development all its administrative and technical duties in transferred procedures from old classical paper work to electronic systems and develops the required programs and systems which facilitate its work.

## Organization Structure – Deanship of Admission and Registration



## *Deanship of Community Services*

### *Vision:*

### *Under Development*

### *Mission:*

### *Under Development*

### *Objectives:*

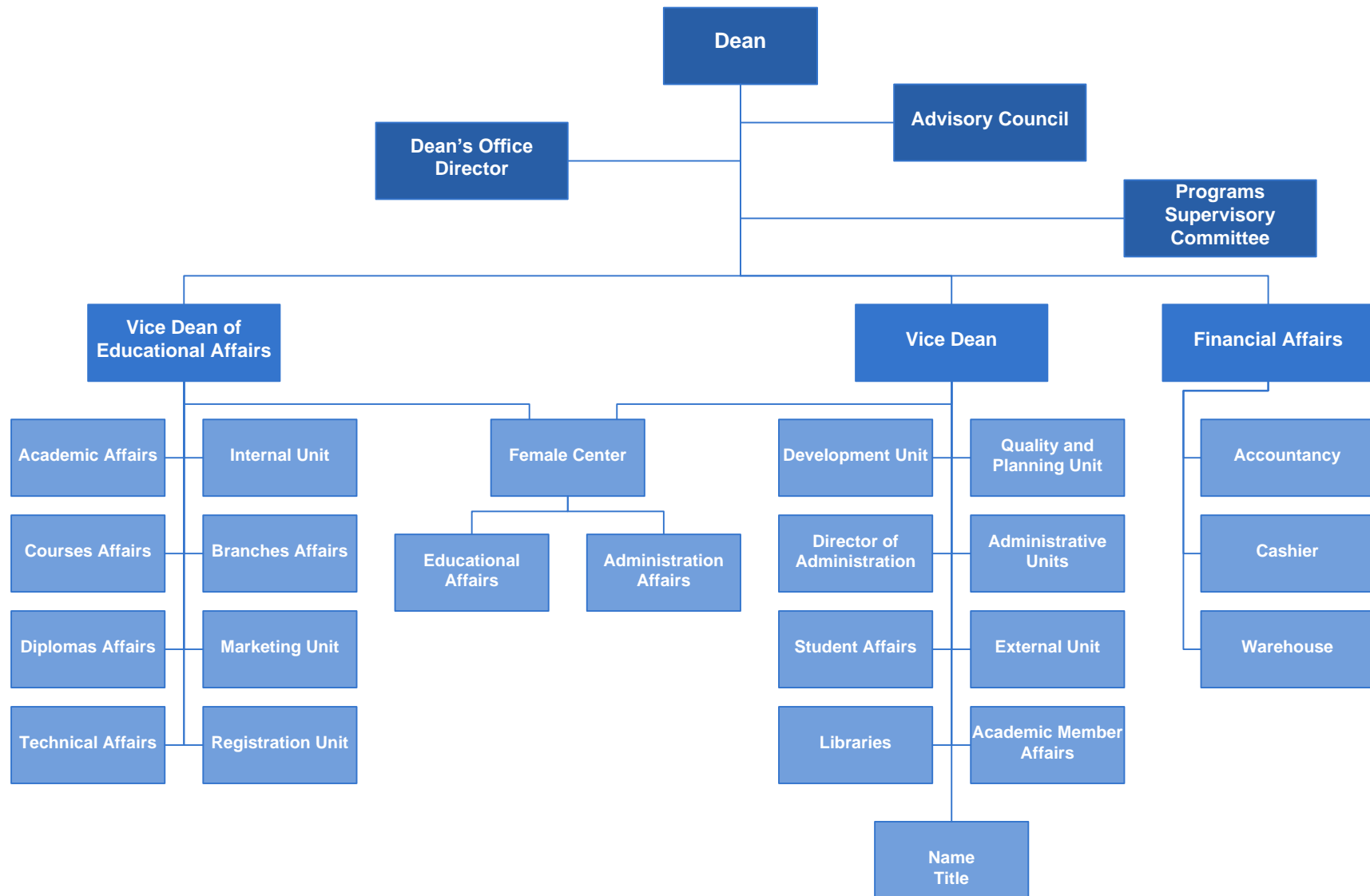
### *Under Development*

### *Tasks:*

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 the Unified Regulations; specifically, the Council will:

1. Propose 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 regulations 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 decisions in matters relating to graduate students affairs in the University.
9. Approve the formation of thesis and dissertations committees and report the relevant committee's decision.
10. Formulate the general guidelines for research plans; set up rules and regulations for writing theses or dissertations; print, submit and develop forms for their defence and evaluation.
11. Evaluate periodically the graduate studies programs at the university through committees from within the university or from outside; study the periodic reports submitted by academic departments in the university.
12. Study the annual reports presented by concerned departments.
13. Study the items referred to it by the University Board, or its Board chairman, or the Rector.

Organization Structure – Deanship of Community Services



## *Deanship of Library Affairs*

### *Vision:*

### *Mission:*

### *Objectives:*

1. Continuous supply of Central Library and branch libraries information resources required by the researcher and the most recent follow-up and supply.
2. The application of modern techniques to gain access to knowledge related to the use of systems.
3. Care heritage of manuscripts and documents and placed in the Dean and made available to researchers.
4. To take Care of heritage of manuscripts and documents and their placement in the Deanship and availability to researchers. ..
5. Facilitate library services to all beneficiaries of the University staff, society and enable them to access the best sources of knowledge.
6. Contribute to community service through University partnerships represented by the deanship in scientific activities.

### *Tasks:*

1. Proposing the general policy of the University's libraries in the light of the academic university programs and the needs of scientific research in every college, and to present them on the permanent consulatory committee of the university's libraries in order to accredit them.
2. Carry out the university's policy in providing the needs of library and the subsidiary libraries with all information sources like books, references, periodicals, treatises, newspapers, maps,

electronic means and other educational materials and equipment and the means that aid research in the limit of available capacities, as well as to coordinate between these needs.

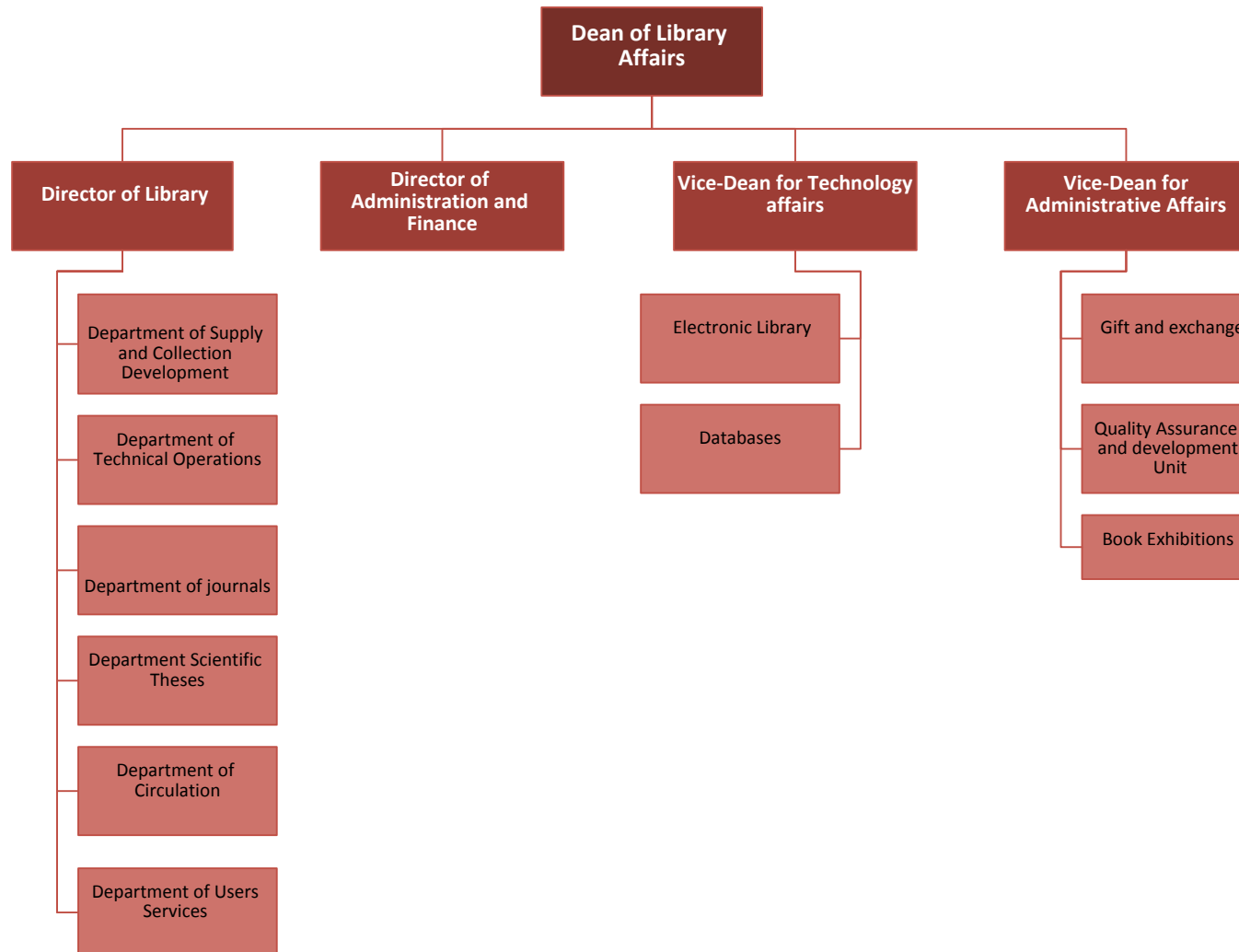
3. Selecting the library's materials and sources and what this necessitate of the acquisition of necessary selecting equipment and communicating with local and international publishing houses and the joint co-operation between the members of college and specialized librarians in the Deanery in order to organize and select the materials scientifically in accordance with the requirements of the academic programs in the university.
4. Providing the university libraries with various materials and publications by direct provision.
5. Receiving publications and various materials, inspecting their compliance with the required, following-up the requests and carry out the procedure of paying its value.
6. Registering, classifying and indexing the publications and various materials and distributing them to all libraries in according to the existent plans, as well as, to prepare the necessary cards indices.
7. Exchanging books and other publications and to give them as present to the scientism institutes in order to establish scientific relations between the University and the scientific community.
8. Holding and supervising book exhibitions and facilitate their procedures.
9. Preserving and developing the University's acquisitions like manual scripts, organizing them and setting the rules of its usage,

along with providing and organizing photocopying services for students and the members of the college and other and photocopying manuscripts and scientific researches.

10. Carrying out the work of admitting the computer in the technical works of the library like provision, indexing, classification, lending works and the storing and retrieving of information.
11. Organizing training and expedition programs of the Deanery personnel in order to support the library with scientific and technical experience necessary to the appropriate professional performance in cooperation with the Management of Expedition and Training in the university and other relevant bodies.
12. Contributing in establishing the Information center of Arab peninsula and Arab Gulf Countries in order to take care of the history and local and territorial heritage of the Arab Peninsula and Gulf countries, and developing special groups for this purpose and designating special halls and providing them with various materials and publications like books, references, documents, reports and articles related to the historical, political, social and other affairs.
13. Supporting the libraries collections with official governmental documents and publications issued by territorial and international countries, organizations and bodies and to organize them pursuant to their special nature in order to make researchers profit from them like the publications of the United Nations and its specialized agencies.
14. Submitting an annual report to the university management about the achievements of the Deanery and the accredited plans and programs and what have been carried out, as well as the difficulties of execution and the Deanery's proposals to solve these problems.
15. To make aware of the intellectual and scientific production of the university like books, researches and scientific periodicals by participation in national, Arab and international book exhibitions.



## Organization Structure – Deanship of Library Affairs



## *Deanship of Scientific Research*

### *Vision:*

Stimulating research environment to achieve leadership in scientific research and applied nationally, and excellence in the areas of scientific research, and contribute effectively to the development of society, and to support sustainable development at local and regional level.

### *Mission:*

Advancement of scientific research to the degree of excellence, formation and dissemination of knowledge and its application, and providing outstanding applied research, to promote the role of University leadership to local, regional and global levels, through capacity-building and institutional, and provide an enabling environment for innovation and creativity, scientific and practical, as well as the use of the latest methods of technical and Informatics, contribute to practical solutions to the problems of environment and society, to support the national economy, and enrich the scientific and technological progress.

### *Aims:*

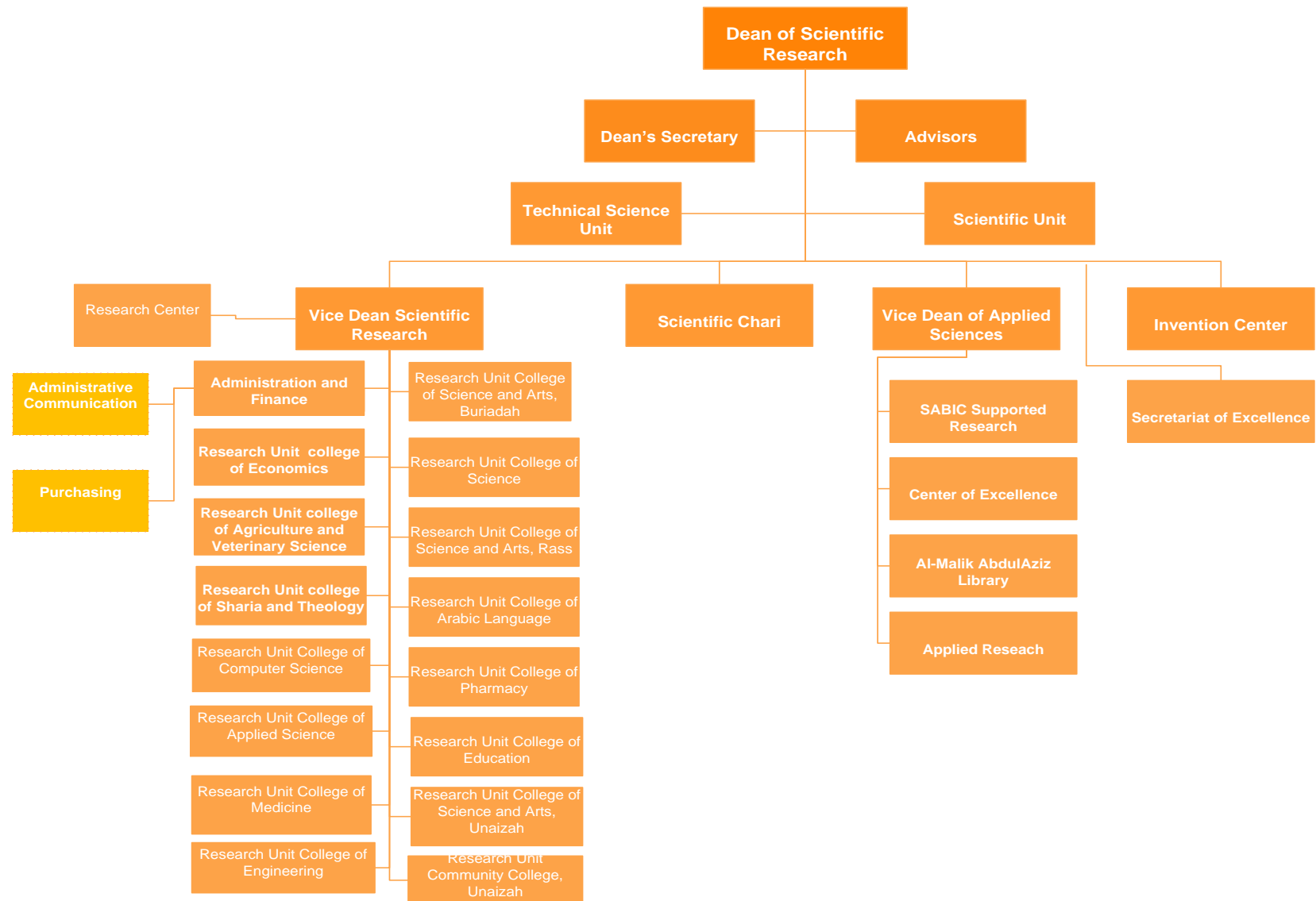
1. Development of infrastructure for scientific research.
2. Encourage scientific research, support and upgrade it to community service and development.
3. Interaction with societal problems and keep pace with contemporary global developments.
4. To contribute to the effective dissemination of knowledge.

### *Tasks:*

1. Supervisions and follow-up achievements and activities of the research centers.
2. Preparing for the annual meeting for managers of research centers.
3. Study human and financial requirements and equipment for research centers.

4. Developing the capacity of the staff, particularly in terms of computer skills.
5. Preparing and updating the handbook guide for Deanship of Scientific Research.
6. Study the issues referred to it by the council of Deanship of Scientific Research.
7. Proposing priorities of scientific publishing at the University.
8. Follow up what is related to scientific publishing in the university
9. Coordination between Deanship of Scientific Research and Research centers.
10. Study topic that may hinder Scientific Research in University
11. Follow-up financial reports submitted by research centers.

## Organization Structure – Deanship of Scientific research



## *Deanship of Student Affairs*

### *Vision:*

Discrimination and national activities and student services and community participation in the Qassim region.

### *Mission:*

Provide student services and activities contribute to the distinct outputs of university advancement commensurate with the labor market and the development requirements of the environment through integrated student equipment.

### *Aims:*

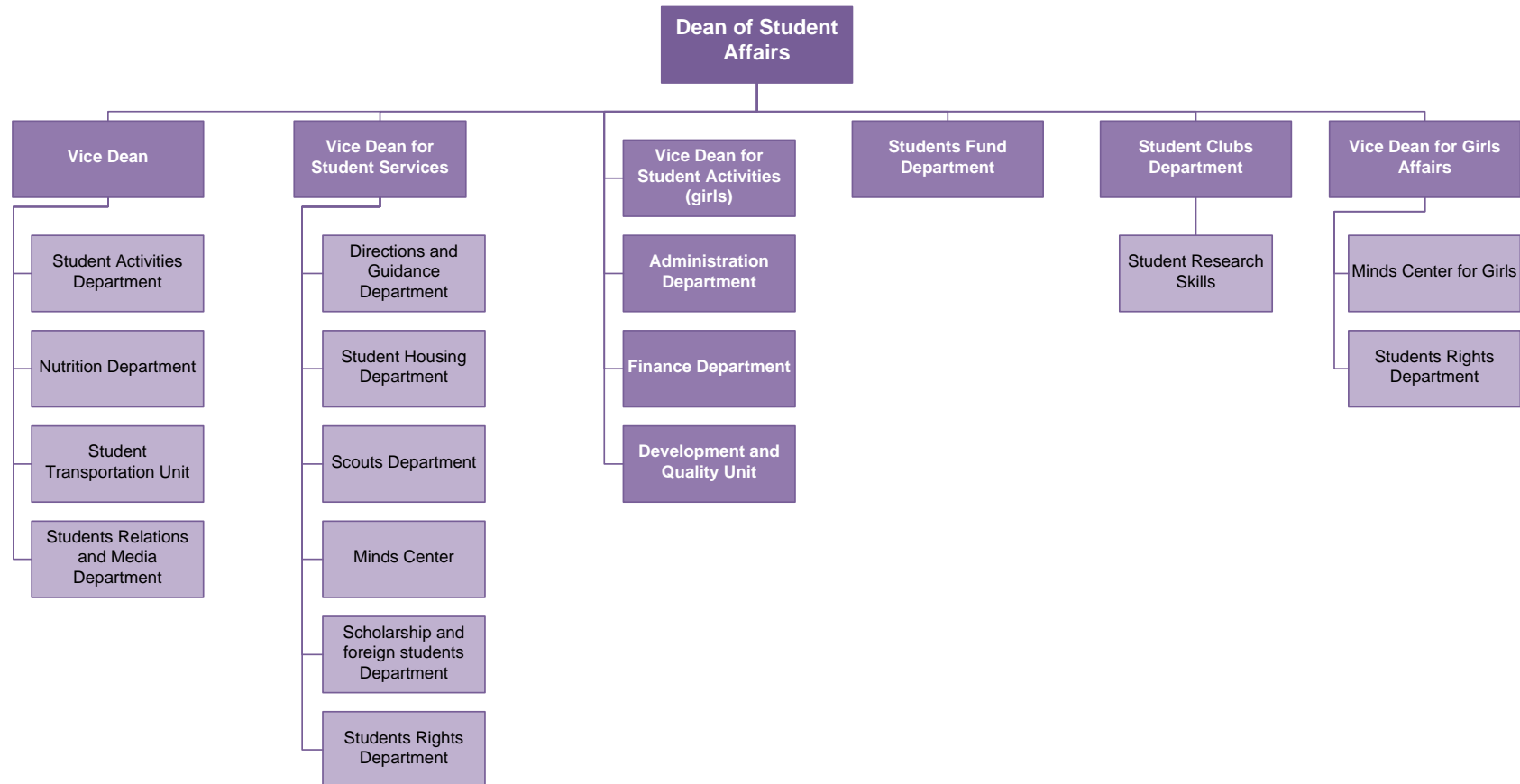
### *Tasks:*

1. Managing The Deanship affairs within the rules, regulations, decisions and directives.
2. Propose extracurricular activity plans for approval in accordance with the rules and regulations.
3. Supervision of student's activities and services.
4. Continuing the work of the student activity committees and everything related to students affairs.
5. Proposing the rules governing the activities of the student and determine the procedures.
6. Supervision of students on the facilities and create the best ways to take advantage of it.
7. Apply for the issuance of entry visas for the Kingdom for the students (and their families) who were given scholarships in accordance with the rules and regulations issued by the concerned bodies.
8. Sign the transportation orders for the students.
9. Issue the decision for the study scholarships after approval of the concerned entity and providing a notice to the Deanship of

Admission and Registration thereof, as well as issuing the decisions to terminate the scholarships after drop out based on the decisions which the Deanship of Admission and Registration might issue.

10. Issue a permission to spend from the advance payment assigned to the Deanship of Student Affairs in accordance with the specified purposes, rules of spending from the permanent advance, but spending for office or house furniture or vehicles included within this power.
11. Approve spending from the warehouses of the departments affiliated to him.
12. Delegating the Department of Procurement and warehouses to perform direct purchase for an amount that does not exceed S.R. 5000 per purchase request except furniture and transport.
13. Signature of the Introduction certificates provided not to be experience or appreciation certificates.
14. Approve giving the ordinary, forcible and exceptional vacations for the staff of the units affiliated to him, and to notify the General Administration for the Teaching Staff and Employees Affair to complete the p[rocedures according to the law.
15. Direct communication with the ministries, public entities and other organizations according to their profession.

Organization Structure – Deanship of Student Affairs



## *Deanship of Quality and Accreditation*

### *Vision:*

Excellence in the application of best practices and quality standards and accreditation in units of the University.

### *Mission:*

Promote a culture of quality and ensure the application of standards at the university, and to provide effective support for continuous improvement of the quality of their activities, and contribute effectively in evaluating the performance of the university and its units.

### *Aims:*

1. Promote a culture of quality in University
2. Contribute to the quality requirements and accreditation
3. Provide effective support in the field of quality of University units
4. Develop and evaluate the academic and institutional performance

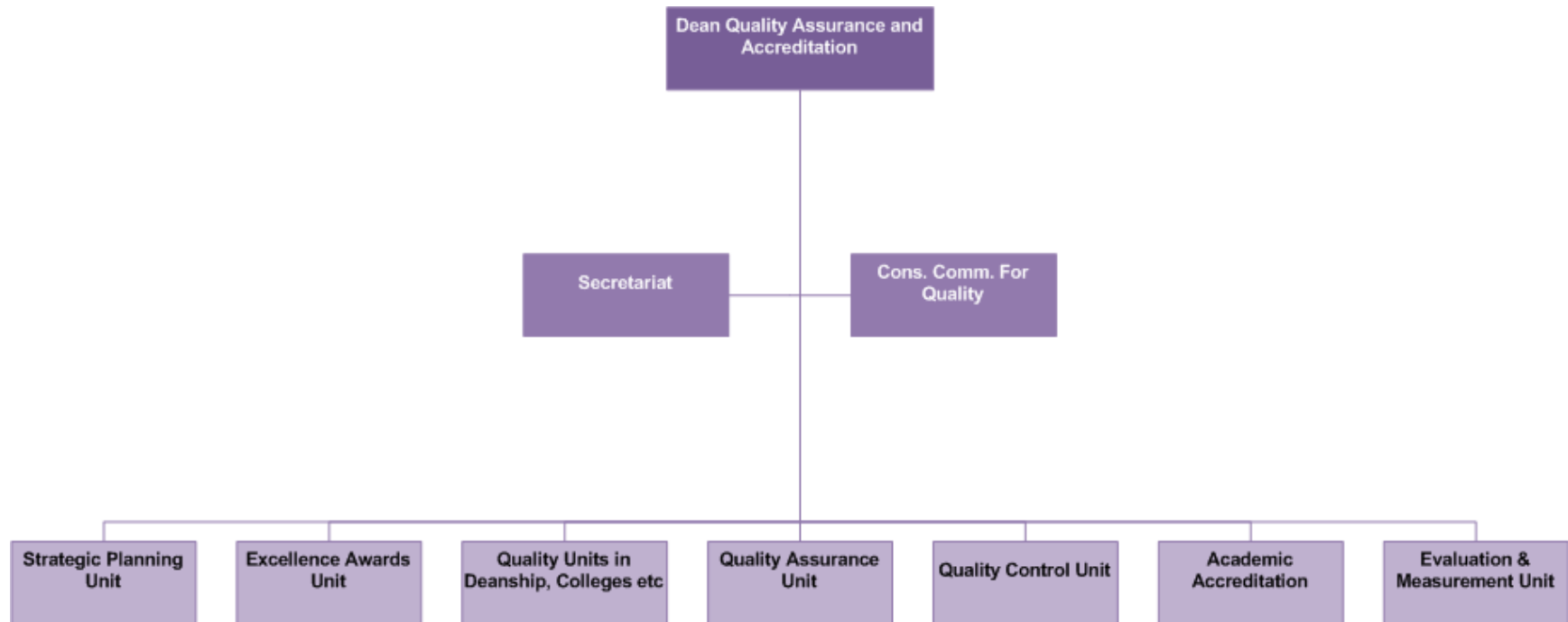
### *Tasks:*

1. General Supervision of all authorities having to do with the quality administration; layout the role of the underlying units, approve their work plans and keep on their continuous development.
2. Approval to form committees related to departments and units having to do with the administration for fulfillment of its objectives.
3. Use of different means to spread and propagate quality culture and strategic planning as well as data related to evaluation and academic accreditation across academic and administrative departments of the university.
4. Setting an integrated continued self evaluation scheme for the university performance as well as quality assurance measures for its academic and administrative units; also setting rules,

regulations and necessary procedures for the fulfillment of the university objectives in quality and academic accreditation.

5. Working towards the organization of all universities activities related to the preparation and execution of evaluation and academic accreditation plans and quality assurances in all academic and administrative university units.
6. Development of criteria and indicators for management of performance.
7. Study the administrative and organizational problems faced by the units of the university and the proposal solutions.
8. Dissemination and development of questionnaires for the report of the academic activity of a member of the faculty and alumni.
9. Control and monitor the level of quality in the various units of the university units.
10. Authorize disbursement of the advanced payments.
11. Study the annual reports presented by concerned departments.
12. Study the items referred to it by the University Board, or its Board chairman, or the Rector.
13. Direct communication with ministries, public entities and other organizations according to their profession.
14. Evaluation of performance of administrative staff.

## Organization Structure – Deanship of Quality Assurance and Accreditation



## *Deanship of Employees and Faculty Affairs*

### *Vision:*

### *Mission:*

### *Aims:*

1. Increase the representation of the administrative affairs of the faculty and staff to the Council and the university administration.
2. The involvement of faculty members belongs to them of financial and administrative affairs.
3. Improve and develop services provided to faculty and staff.
4. Unification of the administrative work of reference, and the rest of the faculty member to review other destinations far apart.
5. Provide comprehensive information documented for the faculty member and the employee and all its activities and related work for the benefit of the stimulus and other purposes.

### *Tasks:*

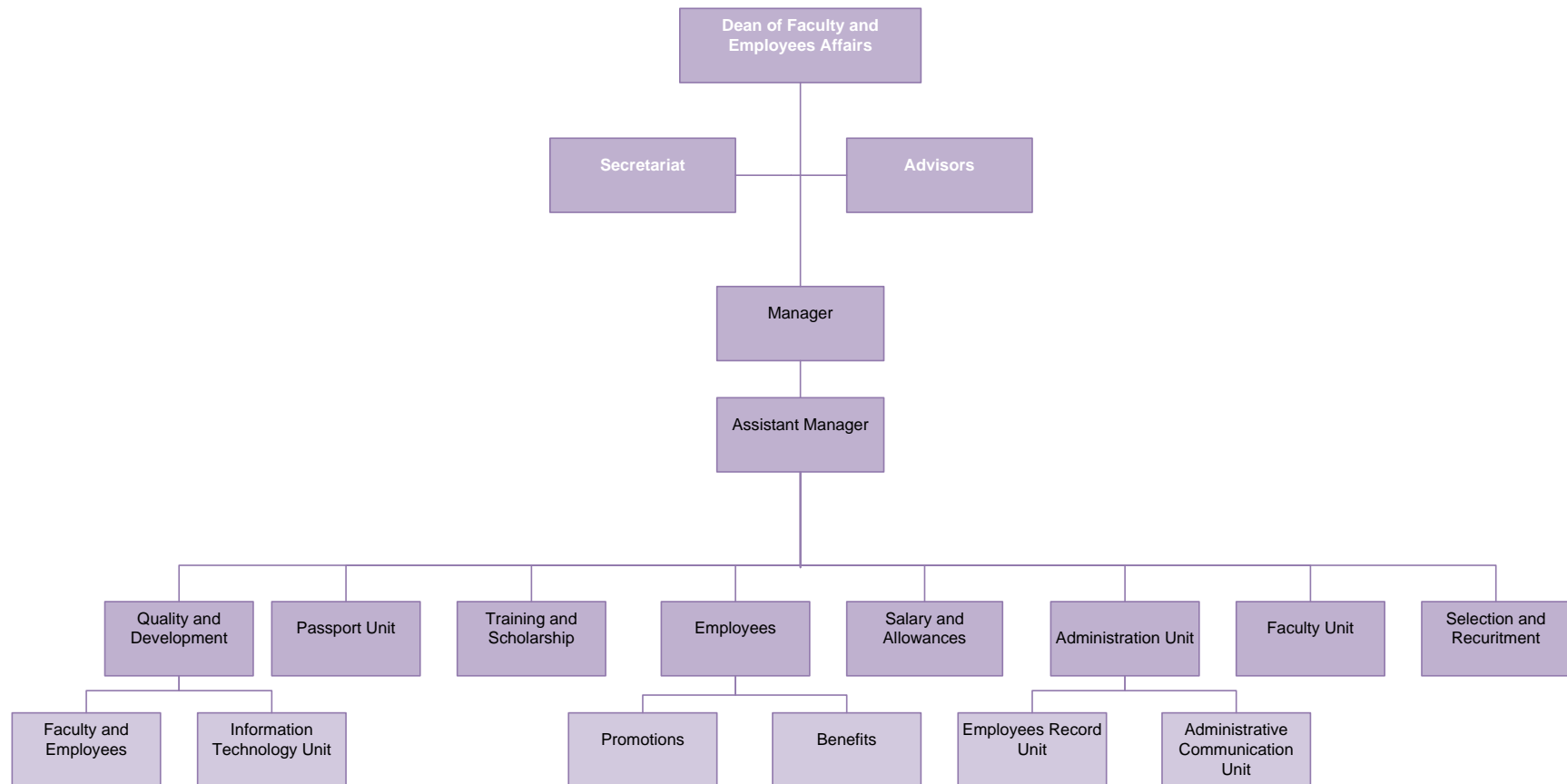
1. Recommend approval of assignments and contract with Saudis for vacant jobs in light of the need for service.
2. Take necessary actions to contract and present the same to the university deputy to complete the remaining action in case of hiring approval.
3. Complete assignments procedures and wind up Saudis and contractor's journal and whatever arises to their services, salaries and allowances.

4. Issue assignment decisions, promotion, transport, delegation, seconding and wind up journal, dispatching, allowances, leaves, penalties based on the approval of the competent bodies for all university cadres except college members and the likes.
5. Issue dispatching and training decisions.
6. Issue deduction decisions on absences based on notifications by certain bodies.
7. Commit employees and servants to retire having come to legal age, disburse their allowances or issue an extension based on the competent body approval.
8. Issue additional promotions.
9. Compensate Saudis and contractors leave with the approval of the competent body to cancel the leave and permit to pay what they deserve of indemnities and awards at the end of the service.
10. Permit to pay dispatch allowance within the determined period with the dispatching decision provided after submitting task performance report. The scientific or technical support shall be attached according to the competent body.
11. Carry out training programs whether inside or outside the university or what is assumed to competent training bodies as per training course contract. Supervise implementation of training course after obtaining the approval of the dispatch committee, and to sign disbursement orders accordingly.
12. Follow up dispatch and training activities.
13. Sign transport and compensation orders.



14. Sign service certificates.
15. Take necessary actions to amend job titles after obtaining the rector's approval.
16. Advertise on the papers for jobs having obtained approval of the rector.
17. Ask for visas to enter the Kingdom with regard to university units with the exception of the invitees and granted students.
18. Finalize communications of recruitment to personnel relatives.
19. Grant exceptional leave of more than 30 days. Grant ordinary and emergency leaves and complete such procedures pursuant to the by-laws.
20. Direct contact with the ministries and government departments and others in whatever part of his competence provided the contact is with his counterparts.
21. Dispatch and finalize travel expenses.
22. Charge with overtime.
23. Disburse allowances for lectures of cooperation
24. Grant annual bounces to the university faculty and grant increase on the health regulation.
25. Ordinary, emergency exceptional and accompany leaves.
26. Ordinary leaves, study leaves, and deductions and other penalties.
27. Commit to retire.
28. Finalize resignations, transfers and absences.
29. Procedures for scholarships for postgraduate studies at home and

Organization Structure – Deanship of Faculty and Employees Affairs



## ***Deanship of Information Technology***

### ***Vision:***

### ***Under Development***

### ***Mission:***

### ***Under Development***

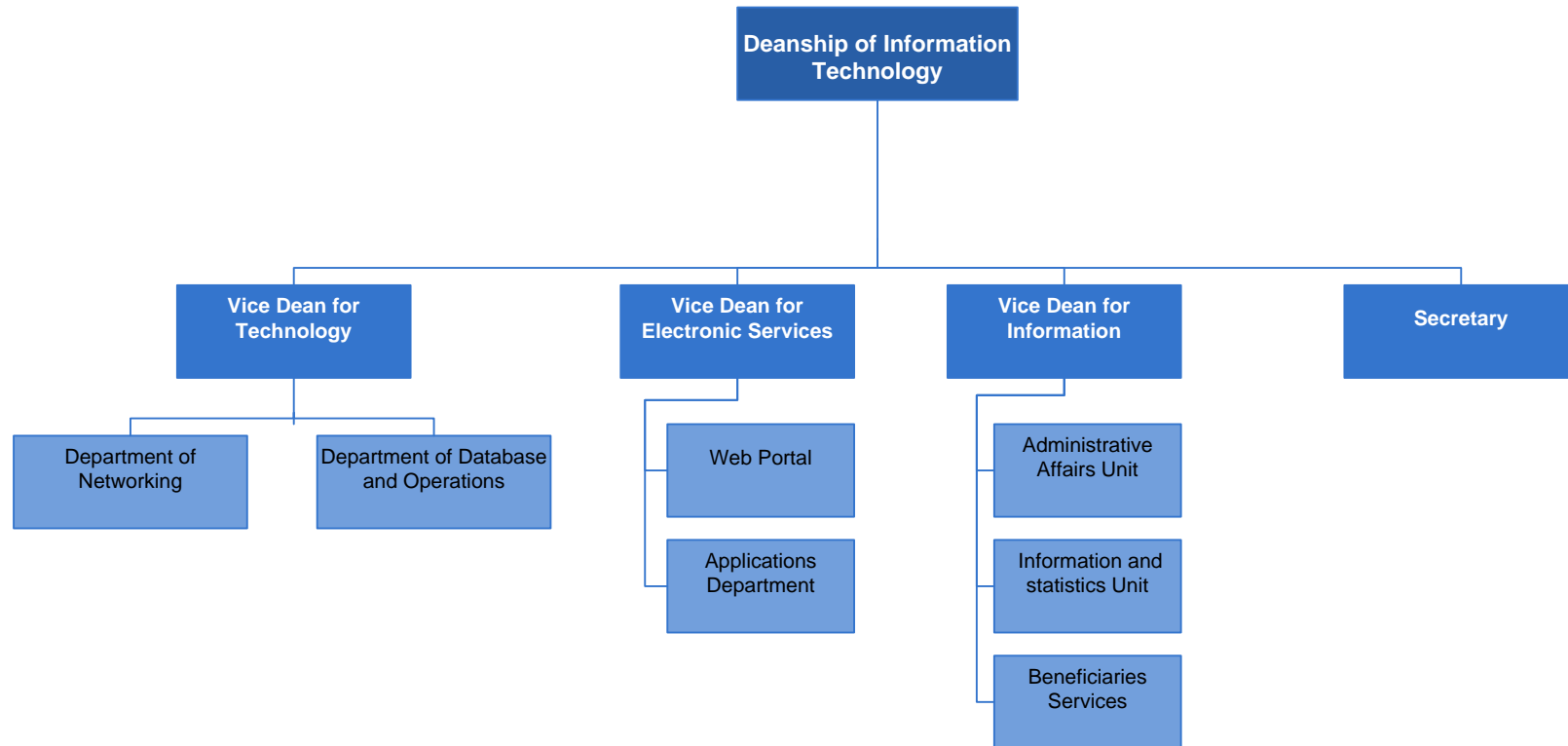
### ***Aims:***

### ***Under Development***

### ***Tasks:***

1. Applying strategy adoption and determining University Information Technology needs.
2. Supervising the maintenance of main computer servers and personal computers in the university.
3. Support and maintain University Network and the Internet.
4. End User requirement specifications, design and development of University web portal.
5. Managing the university web portal content through continuous communication with college's web managers.
6. Installing and supervising different software packages as per university requirements.
7. Quotations, purchasing and management of IT equipment.
8. Checking the University IT infrastructure on regular basis.
9. Selection & Recruitment of information technology staff.
10. Conserving the security of the stored data from hackers and crackers.
11. Taking information backups on tapes and hard disks.
12. Holding training courses for updating the skill of employees.
13. Make decisions in matters relating to outsourcing of projects and services.
14. Study the annual reports presented by concerned departments.
15. Study the items referred to it by the University Board, or its Board chairman, or the Rector.

Organization Structure – Deanship of Information Technology



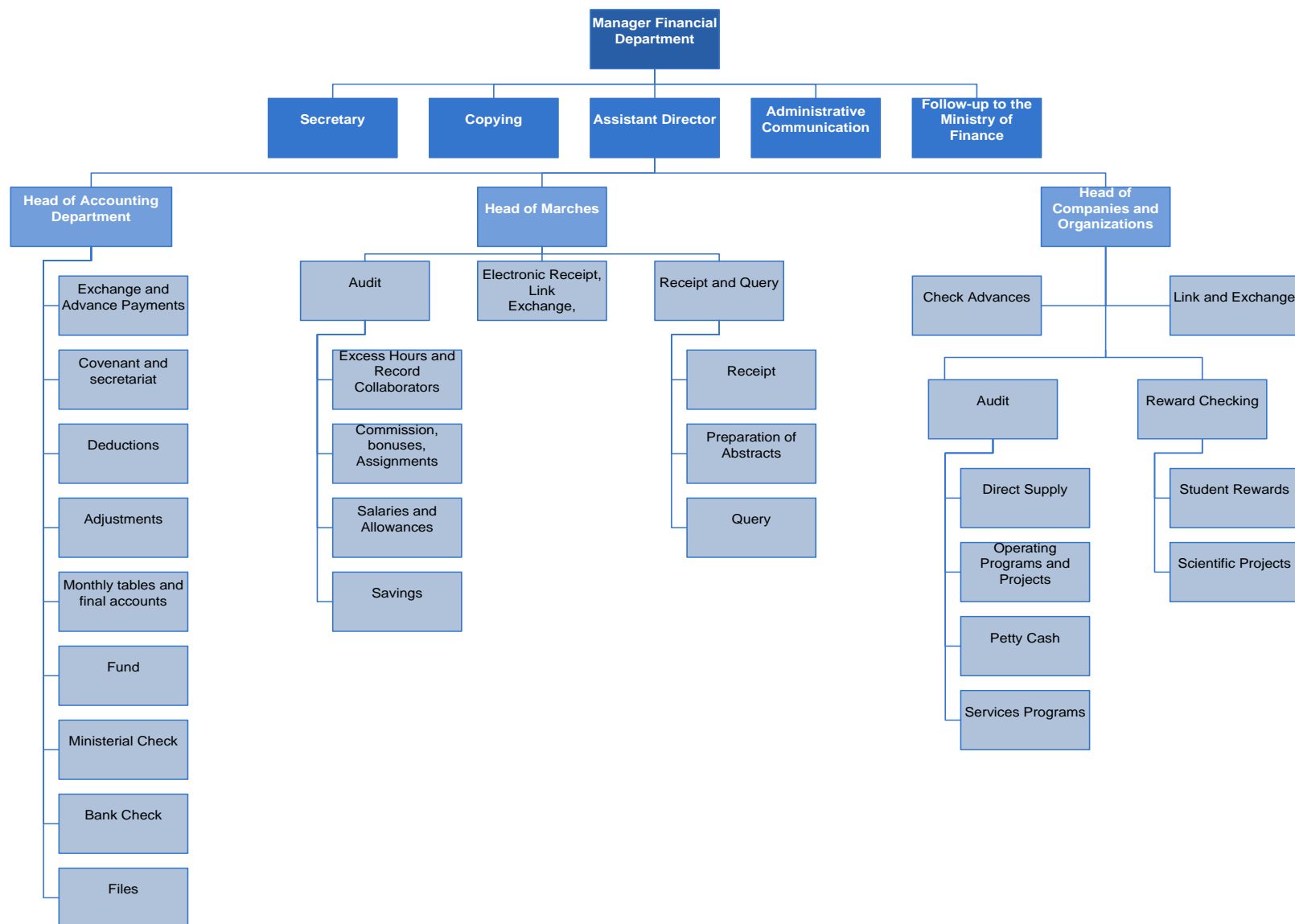
## *Organizational Charts of Departments*

## *Department of Finance*

### *Tasks:*

1. Commence all financial and accounting activities assumed as per the issued instructions within the Royal Decree of the University's budget.
2. Use of computer in all financial and accounting works with regard to the disbursement and extract daily, weekly, monthly and annual financial reports, prepare of statements and statistics related to the department works and provide the internal and external bodies with what they need of statements within the jurisdiction delegated.
3. Accounting record keeping for the four budget chapters.
4. Prepare memos of transfer to and from budget item credits.
5. Take procedures for the university dues collection.
6. Supervise the university fund and disbursement paymasters to the sudden inventory to the funds.
7. Prepare the final account of the university.
8. Prepare an annual report about the department activity and accomplishment besides proposals to improve performance in the future.

## Organization Structure – Department of Finance



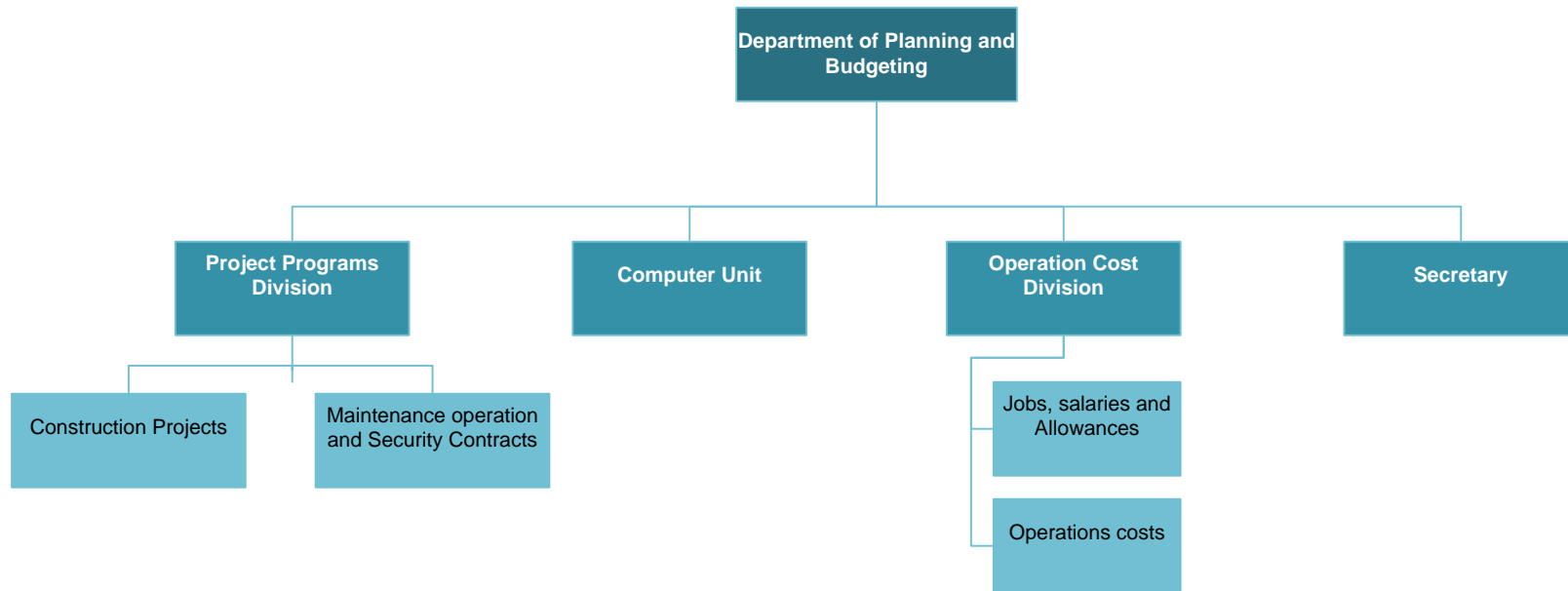
## *Department of Planning and Budget*

### *Tasks:*

1. Develop a plan for the preparation of the university budget project.
2. Assemble proposals of bodies to the budget project.
3. Prepare estimates of the budget items.
4. Conduct certificates over the budget project.
5. Prepare amendments to the budget project in accordance with the opinion of the competent authorities.
6. Discuss the project before the Ministry of Finance.
7. Receive the university budget following attestation, summarize it and file it with updating to the top management and then disseminate data and instructions provided by the Ministry of finance and national economy on the implementation of the budget to the various university bodies.
8. Study the final account reports and file comments to the university officials.
9. Prepare studies to pursue contracts and projects.
10. Follow up the implementation of the approved budget.
11. Follow up financial transfers between items.
12. Prepare studies of the financial data.
13. Combine data and prepare necessary statistics to the administration unit.
14. Computer works of creating files to the management and retrieve required data.
15. Study management of costs of projects and contracts of deficit.
16. Study support and cherish deficit items.
17. Follow up settlement of dues for contractors.



Organizational Chart - - Department of Planning and Budget

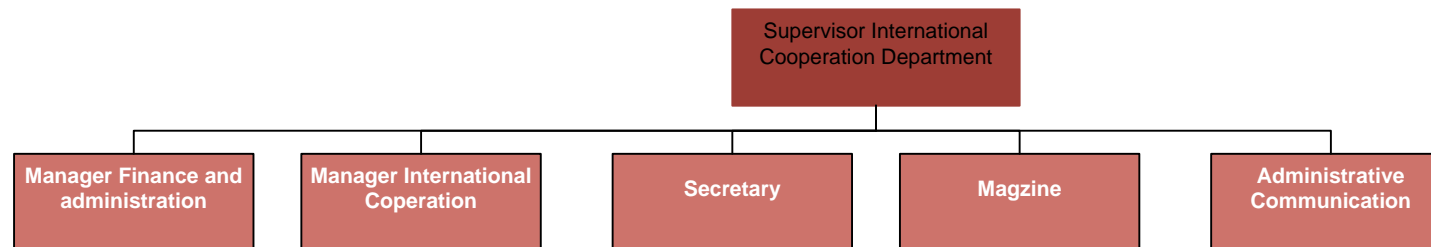


## *Department of International Cooperation*

### *Vision:*

The administration of the international cooperation concerns in increasing and activating this cooperation in the field of higher education with the universities, institutions and organizations so as to realize the objectives of the university.

### **Organization Structure – Department of International Cooperation**

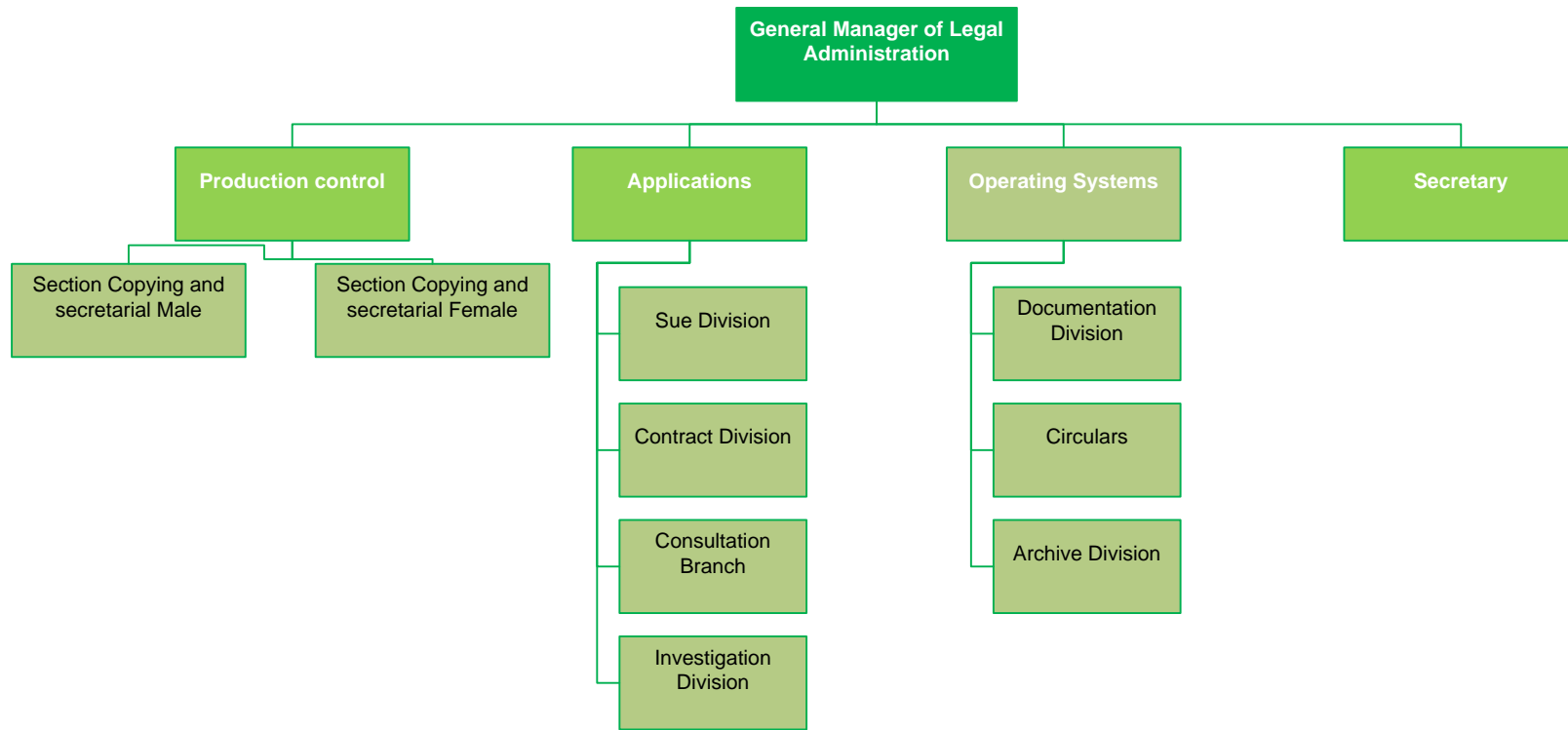


## *Department of legal administration*

### *Tasks:*

1. Supervising the personnel in the legal administration and its divisions.
2. Looking in all the legal cases that the legal administration receives from the university members, and taking the matter to the appropriate authority.
3. Representing the university in all the legal cases and laborer communities and the cases that the university is a party in.
4. Revising the paperwork that includes legal complexity and giving an expert opinion to the person in charge.
5. Consideration of complains received by the legal department for either University employees or others, and forwarded to the authorized person.
6. Revising the legal records for the college councils, centers, institutions, funds associations and boards that are directed to the administration from the university rector and supporting with legal notes.
7. Arranging the legal frame for all the contracts, bills, administrative and disciplinary decisions.
8. Association with the needed university committees.
9. Assembling the explanation concerning the appliance of the regulations and bills when necessary.
10. The permeation for ordinary, urgent and exceptional leaves in addition to providing the notice for the general administration for the personnel and teachers affairs for completing the required procedure.
11. Establishing direct connections with the other authorities in the range of his specialty on the condition that the connection is with the same or lower occupational position.

## Organization Structure – Department of Legal Administration

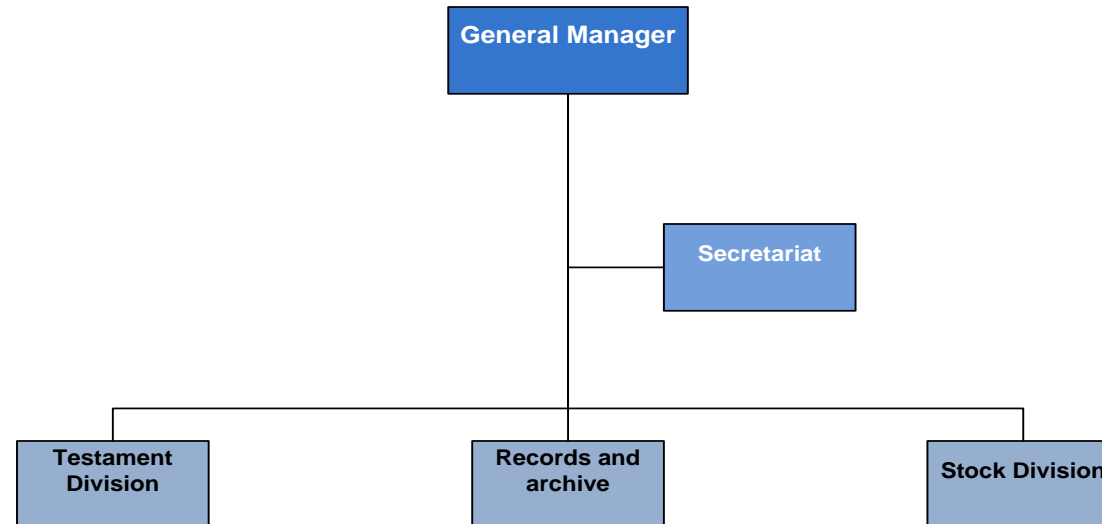


## *Department of Purchasing*

### *Tasks:*

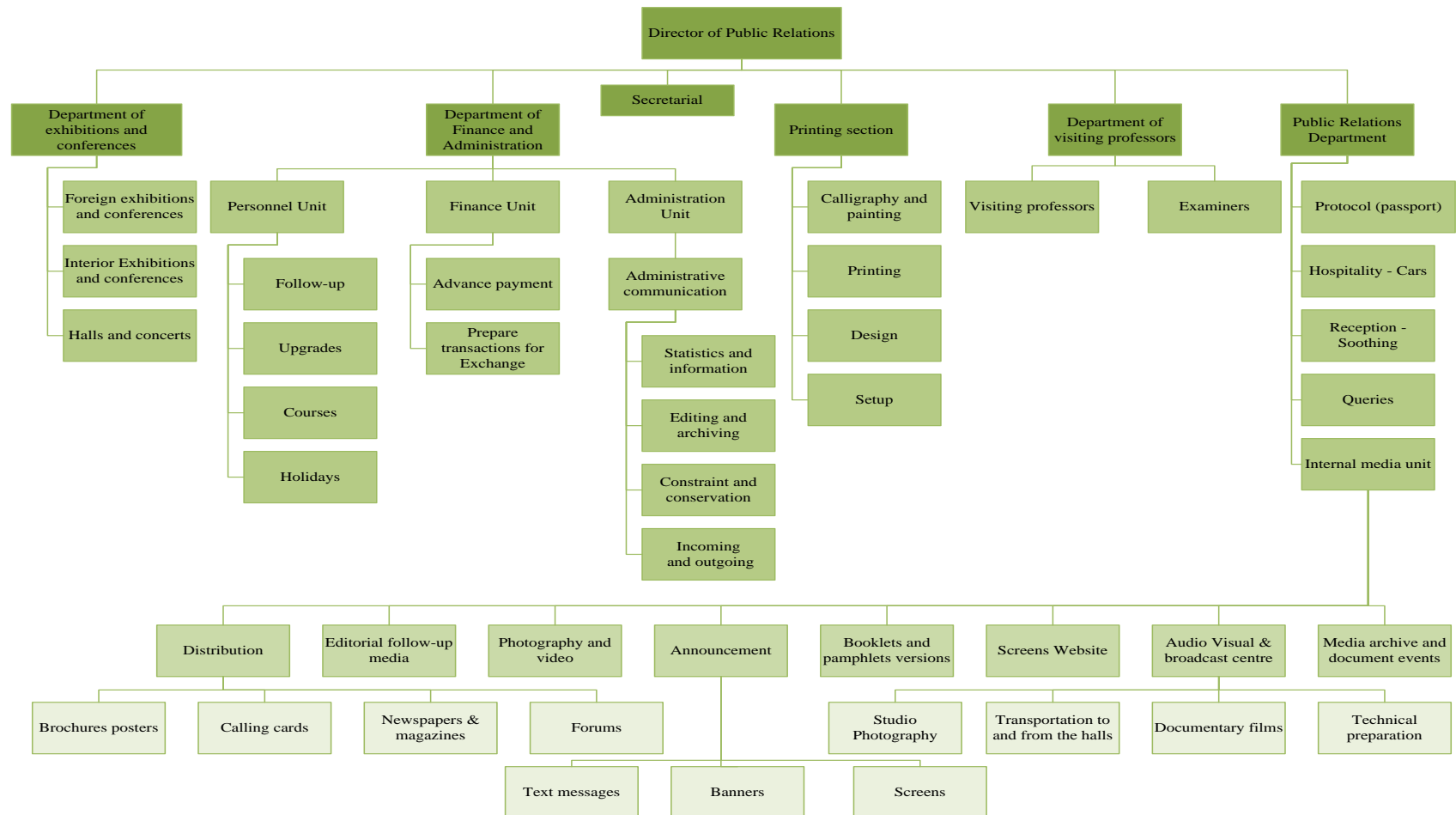
1. To maintain the assets of the university in all its warehouses and units.
2. To attain the best system for storage.
3. Make sure and ensure service delivery to all University destinations.
4. Safety application and implementation of systems and procedures under the general regulations.

### Organization Structure – Department of Purchasing



## Department of Public Relations

### Organization Structure – Department of Public Relations

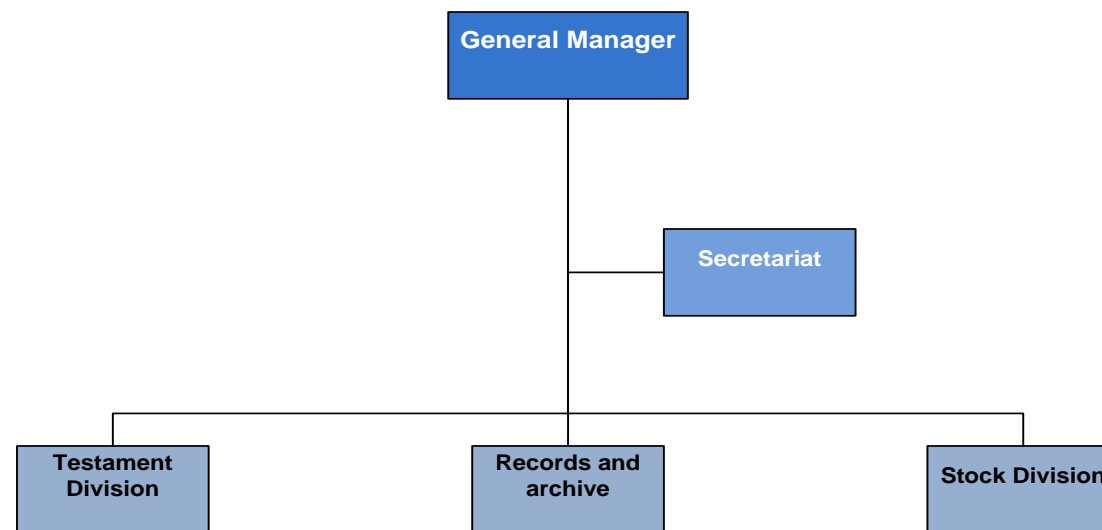


## *Department of Warehousing*

### *Tasks:*

1. To maintain the assets of the university in all its warehouses and units.
2. To attain the best system for storage.
3. Make sure and ensure service delivery to all University destinations.
4. Safety application and implementation of systems and procedures under the general regulations.

### Organization Structure – Department of Warehousing



## *Department of Project Management and Maintenance*

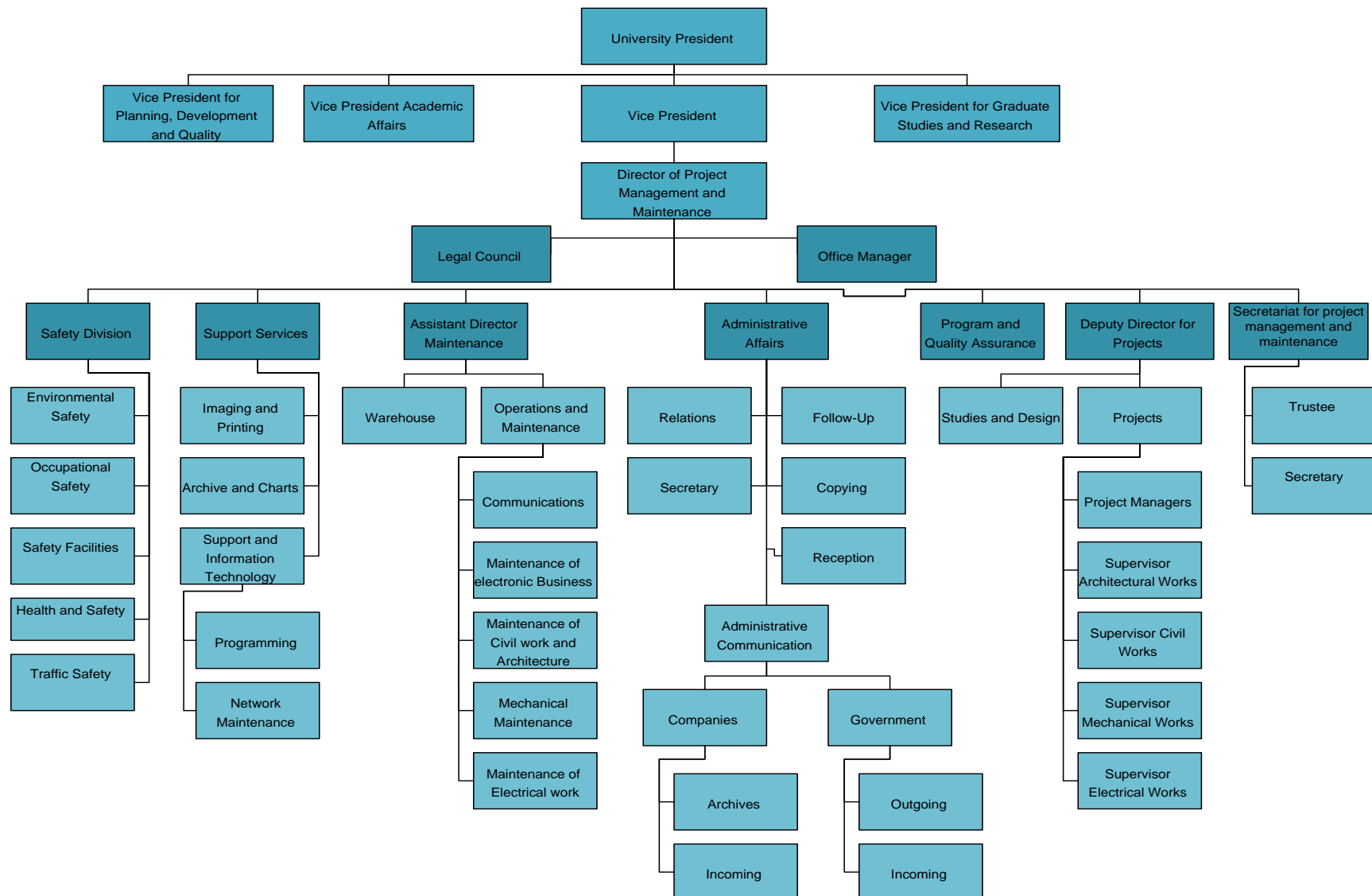
### *Tasks:*

1. Study the requirements of operation and maintenance projects.
2. Preparation of General Terms and Conditions for the operation and maintenance contracts.
3. Contracting with companies and institutions specializing in the field of operation and maintenance.
4. Self- regulation by the Department for the implementations of those contracts.
5. Supervise the work of the maintenance and operation contractors in all the university buildings in Dareyaa except the housing, buildings, follow up implementation of detailed plans of projects and maintenance, prepare monthly reports in light of the follow up outcomes.
6. Follow up all maintenance programs, prepared either in the university or through contractors and consultants, for facilities in the university.
7. Work to achieve the fullest possible use of the labor force according to the possibilities available.
8. Follow up plans for maintenance, develop it and define its needs from tools, equipments and organize its uses.
9. Identify the maintenance needs of the workforce and to propose the necessary plans in coordination with the Deanship of faculty staff and employees affairs; to find the necessary qualified personnel.
10. Utilizing all data from data base to follow up deficiencies implementation of maintenance operations.
11. Recommend approval of the studies and specifications provided by the contractors for the maintenance and operations of facilities program.
12. Recommends contractors list that are qualified to enter the bids of the maintenance projects.
13. Organize delivery of sites to the consultants and contractors.
14. To form technical committees to study proposals, preliminary and final takeover committees.
15. Propose names for the oversight committees on assessing the offers provided to the maintenance department.
16. To prepare terms, conditions, specifications and necessary maintenance and operation documents for contracts convened with the contractors.
17. Recommend the approval of subcontractors and competent contractors belonging to consultants, and approve samples within certain specifications in conjunction with competent bodies.
18. Recommend approval for appointment of maintenance contractor's employees.
19. Approval for appointment of maintenance contractor's technicians and engineers.
20. Approve the contractor's execution certificates.
21. Approve samples of materials and the work of contractors in accordance to the specifications of contract.
22. Direct assignment of works and direct procurement of not more than fifty thousand SR per purchase order.
23. Signing of memoranda of receipt.
24. Permit disbursement from the administration warehouses.
25. Follow up delivering materials and spare parts; observe their disbursement and delivery to warehouse.
26. Organize delivery of telephones and provide telephone services according to rules and regulations.
27. Provide advice on contractors request for visas.
28. Provides advice and technical support for the needs of the University facilities and maintenance in accordance with the requirements of the expansion and development of university facilities and suggest priorities.



29. Prepare budget needs for maintenance projects in the university.
30. Reporting on dates of commencing or leaving the work for all employees of departments associated to him.
31. To grant emergency leaves and regular workers in coordination with other departments in accordance with other departments in accordance with the rules and regulations and co-ordinate the scheduling of leaves as is compatible with the requirements and workload.
32. Schedule the regular vacation of the associated department's staff in accordance with the work needs and to recommend cancellation if there is a need for that.
33. Recommend training programs for the eligible personnel to raise their efficiency for the benefit of the work.
34. Sign Id identifications certificates other than service and letter of thanks certificate.
35. Evaluation of the performance of the administration employees.
36. Direct contact with ministries and government services and others within his range of authority.

# Organization Structure – Department of Project Management and Maintenance

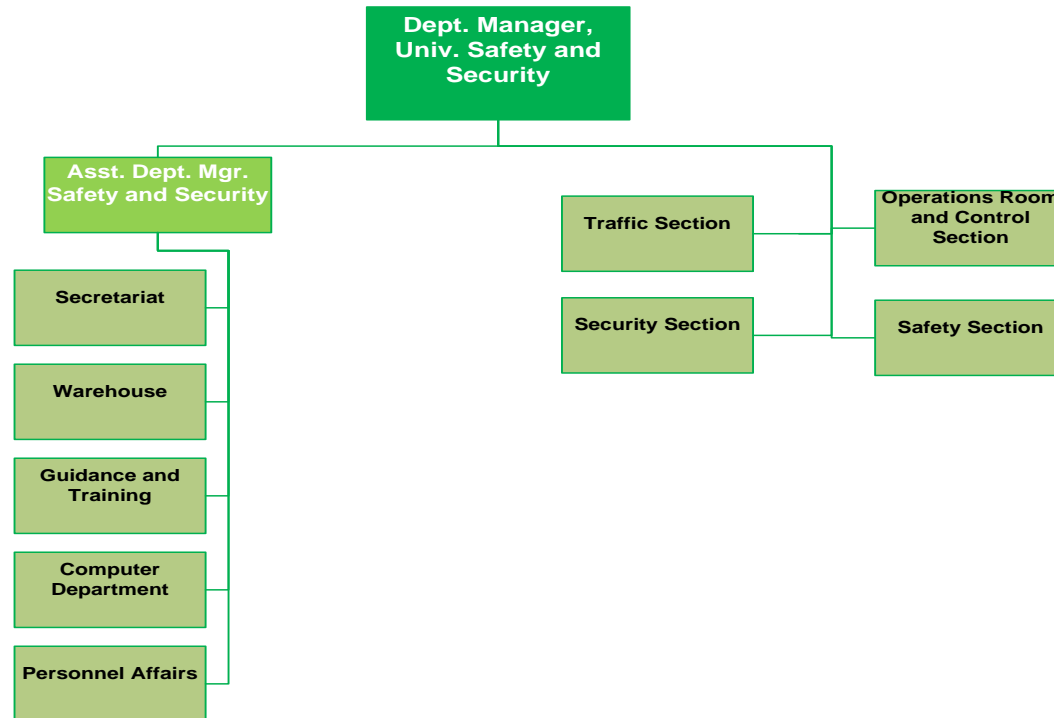


## *Department of Security*

### *Tasks:*

1. Run all safety and security processes and prevent accidents, address them when they occur and avoid emergent damages.
2. Investigate problems and accidents that take place whether referred to by officials or detected by the safety and security dept.
3. Control the university entrances and exits and other university units and check personnel ID when necessary.
4. Issue university entry permits.
5. Disseminate awareness concerning safety and security.
6. Oversee employees and corporate personnel who visit the university.
7. Supervise traffic and organize parking areas and identify traffic violations without compromising other regulations.
8. Prepare guarding shifts during work days, holidays and vacation leaves.
9. Develop personnel capacity through trainings, in conjunction with specialized bodies.
10. Propose a budget that covers activities in conjunction with the university units.

## Organization Structure – Department of Security

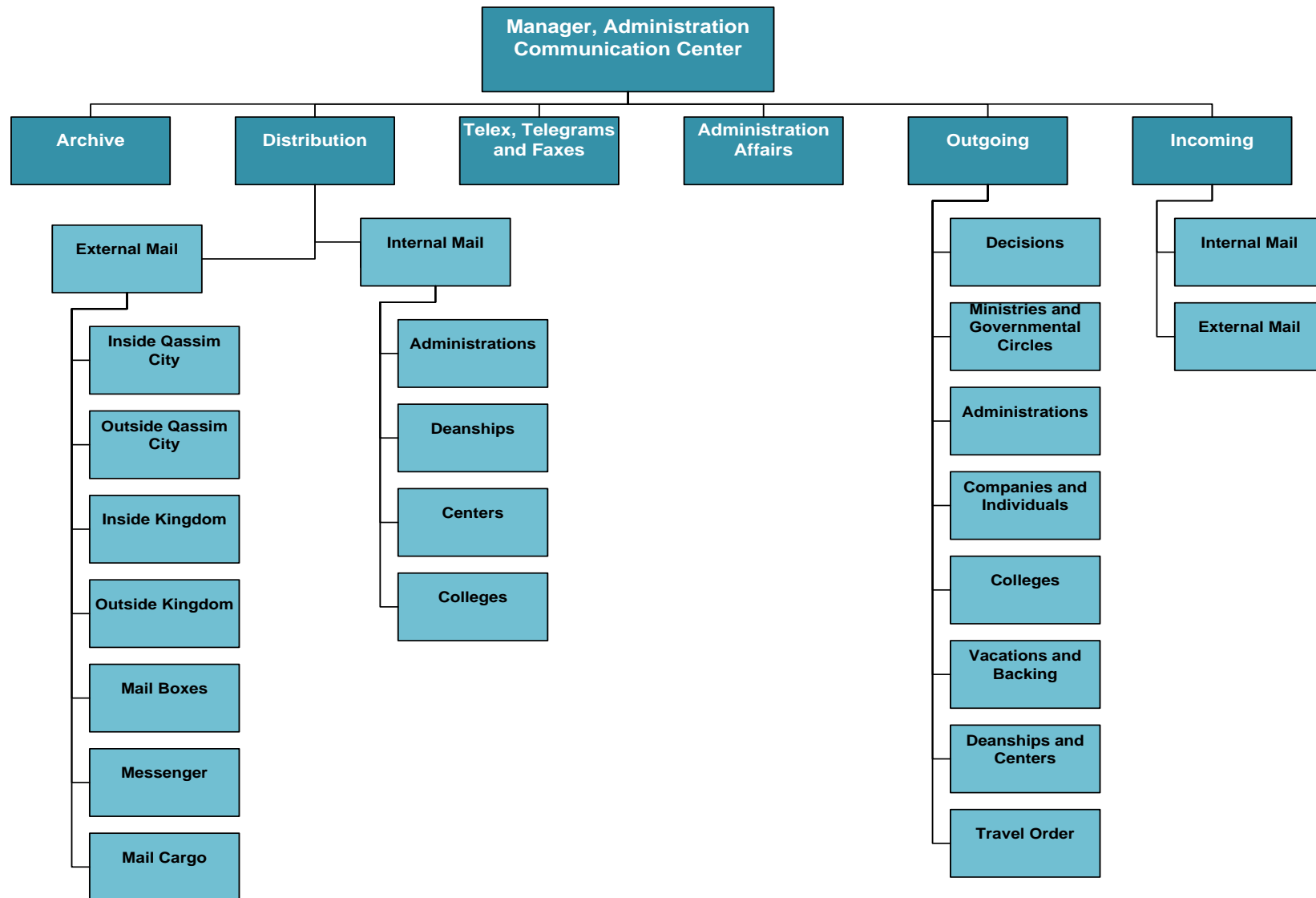


## *Department of Administrative Communication*

### *Tasks:*

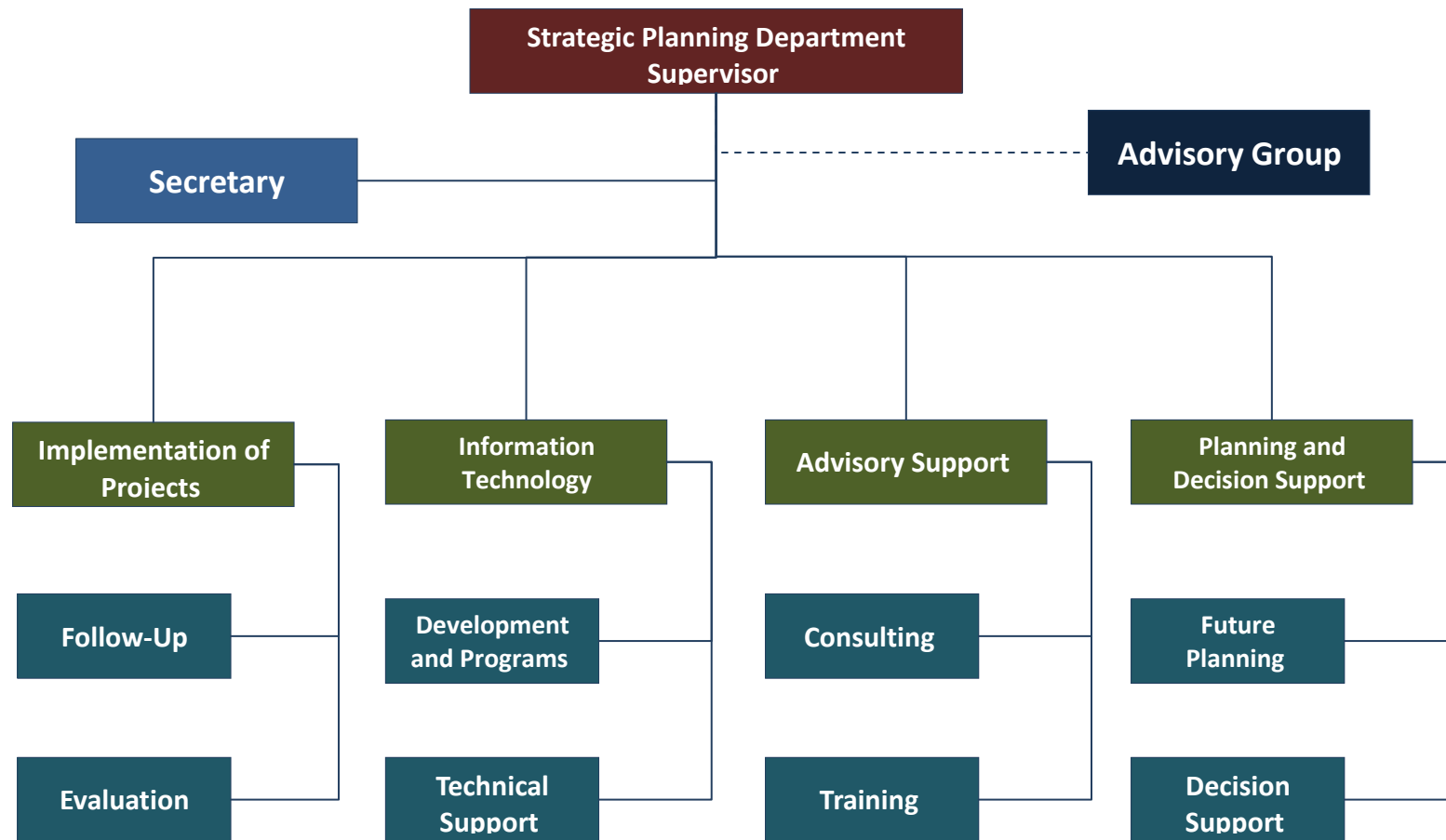
1. Supervising the work of the Center and to identify needs of manpower and work to develop the center.
2. Receive incoming transactions from the top management.
3. Export all prepared transactions by different departments and distribute them.
4. Organize distribution channels in/outside the university to smooth flow of transactions.
5. Preparing files that includes copies of the letters.
6. Propose the needs of the center of equipment and tools to raise the efficiency.
7. To direct the activity and services of the Center in a manner that would help to raise the level of performance and efficiency.
8. Approval of granting regular and emergency leaves, and completing it by the Deanship of the faculty and staff according to the rules.
9. Reporting directly about the punctuality of employees of the center and follow-up attendance.
10. Direct contact with ministries and government departments in all matters relating to the center.

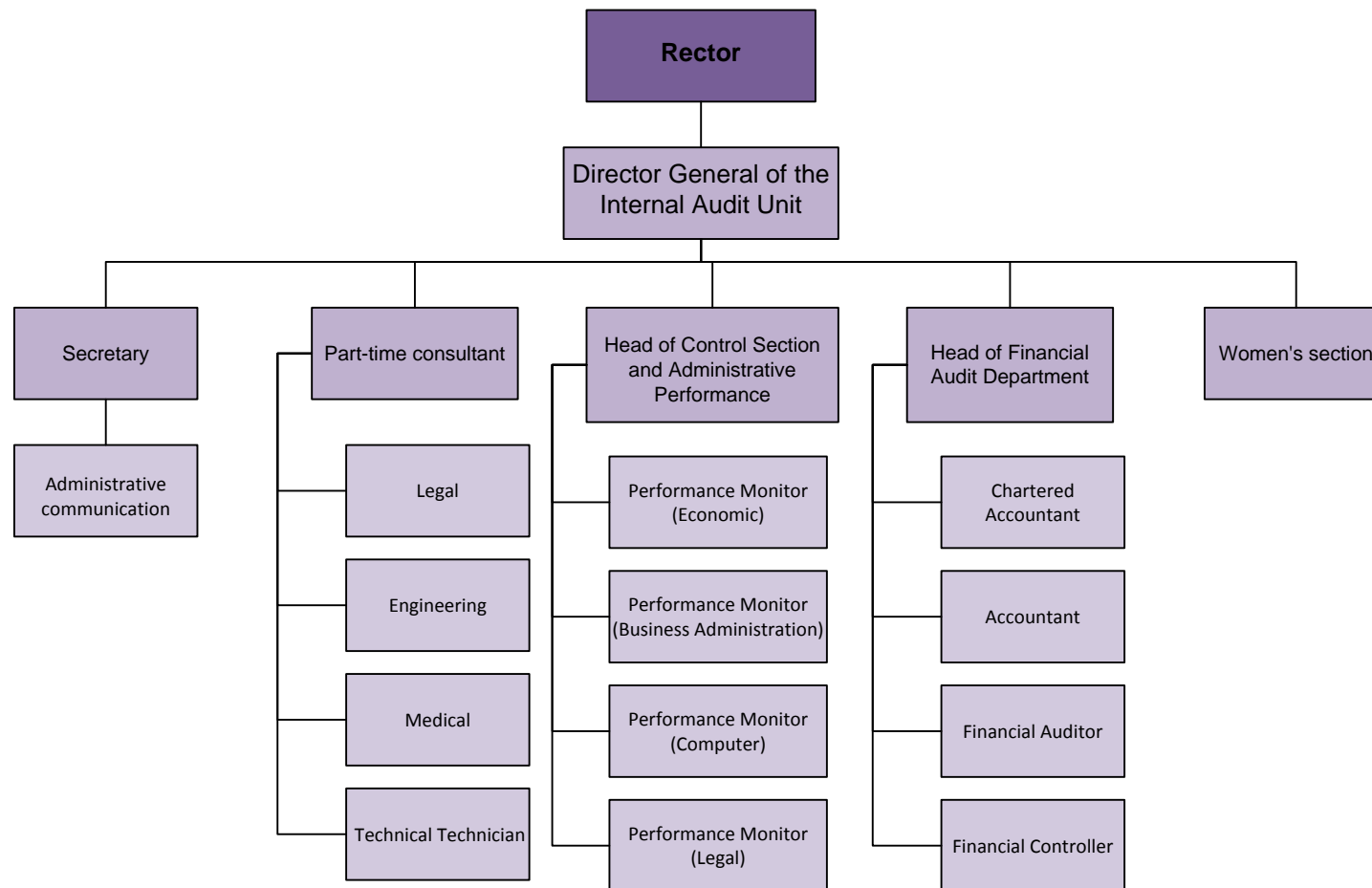
## Organization Structure – Department of Administrative Communication



*Department of Strategic Planning*

## Organization Structure – Department of Strategic Planning



*Department of Internal Audit***Organization Structure – Department of Internal Audit**



## *Department of Transport*

### *Tasks:*

1. Provide transportation to male and female students, university cadre and visitors. Implementation of tasks related to move tools and furniture in accordance with the regulatory instructions. Supervise traffic and provide fuel, oil and grease to the vehicles pursuant to a sound system that achieves adequate control over consumption. Transfer tools and furniture and materials as requested by the competent bodies.
2. Supervise the contractor of transport to female students and provide the procurement department with a monthly report on his performance.
3. Provide transportation means for the university visitors in coordination with the concerned bodies.
4. Prepare necessary vehicles and drivers for social and scientific trips for colleges and other university sectors as requested.
5. Supervise the vehicles maintenance workshop, organize it and develop periodic and emergency maintenance plans to give rise to entire benefit from the vehicles and avoid damages or defects.
6. Prepare a card for each vehicle to show its specifications, date of maintenance and repairs and the set out maintenance program during the next period.
7. Supervise drivers and control their work, guide them and seek to raise their performance.
8. Follow up renewal of vehicles licenses, settle fees on time and contact traffic department accordingly.
9. Prepare annual budget for transportation and maintenance in coordination with the concerned bodies.

## Organization Structure – Department of Transport

