

QU Faculty Handbook

Prepared by
**Deanship of Development and
Quality**
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Preface

This guide has been prepared to include many aspects that may interest all faculty members, including new members. Those aspects range from the journey to join the university, the completion of administrative procedures, awareness of the governing university regulations, with the development of a code of ethics defining the duties and rights of the university professor, up to the training programs that develop the capabilities of the new and old faculty members. This is because Qassim University is keen to achieve academic integrity and achieve Islamic and academic behaviors. We look forward through this guide to consolidate the sense of faculty members that they work in a high academic society, based on equality and justice away from any individual considerations or personal interests. The university administration hopes that this guide will achieve the conditions for a distinct scientific and knowledge climate to achieve University's vision, mission and values. I ask Allah Almighty to make him sincere to his generous face and to make it beneficial to my fellow faculty members and the like.

Chapter 1

Introduction

The faculty member is one of the most important pillars on which the society depends on for building its entity. This is because of the experiences he provides to build a good citizen ethically, scientifically and professionally, in a way that contributes to the interaction with the intellectual, scientific, cultural, economic and social variables, and adapt to its developments and then lay the foundations of the Renaissance. This is why a faculty member is a person with a profession that has origins, principles, reference and distinctive characteristics. Talking about the faculty member leads to the increasingly need to know his/her most important duties and rights, and ways to materialize them in practice, pursuant to the Almighty who said

((إنا عرضنا الأمانة على السموات والأرض والجبال فأبين أن يحملنها وأشفقن منها وحملها الإنسان إنه كان ظلوما جهولا))

As translation for the above verse:

We did indeed offer the trust to the heavens and the earth and the mountains; but they refused to undertake it, being afraid thereof: but man undertook it;- He was indeed unjust and foolish;-

The issue requires reviewing the regulations and rules regarding the relationship between the faculty member and his university, literary, morally, intellectually and practically. There is no dispute that these regulations are either general for all Saudi universities, such as the regulations governing the affairs of university employees issued by the Council of Higher Education No. (4/6/1417) which is enforceable, or either To be as an ethical terms between the university and the faculty members where they pledge in which to act in accordance to and to promise to not to breach any of the terms and ethical conditions

that determine relationship between the professor ,the student, the university and the outside community. The university prepares those ethical terms in accordance to the local and global variables, and without prejudice to the Organization's regulations for universities.

Who is this Manual for?

This guide is directed to:

- Faculty members from the assistant professor to professor degree.
- The faculty assistants including lecturers, demonstrators and assistant teachers, as they are the nourishing base of the faculty members, and as they do some work related to teaching and scientific research.

The term “faculty” is used henceforth as an umbrella term for all the above-mentioned categories.

Objectives of the Guide:

This guide aims to:

- Improving the faculty's knowledge and provide the faculty member with the necessary information about the university and its surroundings.
- Enlighten faculty members and their assistants with their university rights and duties.
- The faculty members should practice modern techniques that is in accordance with the standards of the National Center for Academic Accreditation and Assessment, as well as with the Saudi Framework for University Qualifications.
- Providing Awareness of the general university regulations that govern the behavior of faculty members and their

assistants in the service of the university and society.

- Ethical evaluation of actions, words and behaviors within the framework of university work.
- Encouraging the establishment of social and observational relations among faculty members on sound university bases.
- Support the values of accuracy, integrity and scientific honesty in the production of scientific research and supervisions.

Chapter 2

Qassim Region



Qassim is one of the administrative areas in Saudi Arabia and its Emirate is in city of Buraidah. It is characterized by the availability of groundwater and provides the Kingdom of Saudi Arabia with the finest types of dates and vegetables. One of the most important city among her cities is Buraidah the largest city, the city of Onaizah, Rass, Moznib, Bakiriyah, Badaya, Comet, Khobara, Riyadh Khobara, Al asyah, Oglat Al soqor, Dariya, Oyoon Al Gawaa and others. It is said that Antar Bin Shadad, Zohair Bin Aby Salama and his son Kab Bin Zohair are among the oldest celebrities who lived in this geographical spot and the former is the most famous who praised Prophet Muhammed (peace be upon him) in his famous poem. Qassim is located in the center of the Kingdom within the Najd Plateau, which includes the regions of Riyadh, Qassim and Hail, making it occupying a prominent position in terms of trade, agriculture and population. The word Qassim was mentioned in the old sources, as stated in the tongue of the Arabs that Qassim is a part of land with many trees, and that Al-Qasimah is the breeding ground of the ancestors and the peace. In the old days, the Trade and pilgrimage routes used to pass through the Qassim region, in particular, the routes of Basra, Kufa and Baghdad. These trips flourished especially during the Abbasi and Omawy periods. Qassim still retains the monuments and landmarks of these roads and stations. Its inhabitants work in trade, agriculture, grazing and industry, distributed in more than four hundred cities, villages. The trade of the people of Al-Qassim is generally concentrated on agricultural wealth such as grains, dates, vegetables and so on due to the availability of surface and ground water, as well as livestock in camels, cows and sheep, in addition to clothing

and other luxuries. Al-Qassim's climate is not different from that of central Arabia. It is cold, rainy and hot in summer. The Qassim region is connected to the regions of Riyadh, Medina and Hail by a network of high-quality highways. It also has a regional airport in the middle of the region, from which some international flights use to fly to other Arab countries. The North Train, which connects to Riyadh and then to the Eastern Province, passes through Qassim

Geography of the region

The Climate

Hot in summer, cold rainy in winter, the average temperature in the summer is about 38 degrees Celsius and in winter 20 degrees Celsius and the temperature in the summer can rise to more than 40 degrees Celsius and fall in winter to 10 degrees Celsius The average rainfall in Qassim is slightly more than most parts of the Kingdom due to the height of the region but rarely more than 200 mm per year

Natural Characteristics of the Region

Wadi Al Romah is considered the most important natural phenomenon in Al-Qassim region. It crosses the whole region from east to west. It is the longest valley on the Arabian Peninsula, with a current length of 600 km from its source near Medina to its downstream in the sands of Thuwairat east of Qassim. Dozens of valleys are connected with Wadi Alromah from the north and south. The valleys that connect to it from the northern side are Wadi Al Romah, Wadi Marghala, Shuaib Sbeih, Shuaib Al-Dulaimiya. Wadi Al Romah is connected from the southern area with the following valleys Wadi Al-Jiflin, Wadi Al-Rajla, Wadi Al-Jarir, Shuaib Jarrar, Shuaib Al-Dath, Shuaib Al-Khushaibi and Wadi Dukhna and Wadi Al Nessaa. Wadi al-Rasha was also connected to Wadi al-Rumah near Unaizah governorate, but the Nofooz Alshakika stands between the two valleys at present. The height of the land of Qassim ranges between 500-750 m above sea level, and gradually declines, generally from west to east. The maximum height of the seabed above sea level as mentioned above 750 m, but in some hills up to 900 meters, which affects the climate. Qassim nights in the summer are similar to desert nights that have a gentle breeze, a clear sky, and bright stars in the sky which amaze those who love the quietness of the magnificent desert

Area and Boundaries

It covers an area of about 73,000 square kilometers and represents about 3.2% of the total area of the Kingdom. Its maximum breadth is about 480 kilometers from north to south and 400 kilometers from east to west. It is bordered to the east and south by the .Riyadh region, to the north by Hail and to the west by the Medina

Population

According to the general census conducted in 2018, the total population in the Qassim region is 1455693 people, which represents about 4.3% of the total population of the Kingdom, which amounted to about 33 million and 413.6 thousand people. The number .of Saudi residents in the Qassim region is 1025915, while there are 429,778 non-residents

Chapter 3

Qassim University; the History, Present and Future

Qassim University was established in the academic year 1423-1424 AH, then issued a Royal Decree No. 7/3/2204 merging the branches of Imam Muhammad Bam Saud Islamic University and King Saud University in the Qassim region in one university under the name of Qassim University. Later, the faculties of girls scattered in the Qassim region, as well as the College of Science and Arts in Al-Rass, joined the University. Qassim University is located in the middle of cities and governorates of the Qassim region, located 4 km north of Prince Nayef bin Abdul Aziz International Airport (Qassim Airport) in addition to the spread of branches and colleges in the cities and governorates of the region to achieve development requirements throughout the Qassim region. 7.8-million-meter square.



Since the University's establishment, the University has witnessed a significant development in the number of students enrolled, graduates, faculty and staff, as reflected in all university facilities and facilities, the total number of students enrolled in Qassim University for the academic year 1438/1439 AH in the stage of diploma, bachelor and diploma is 67,169 students, including 26,592 enrolled students, representing 39.6% of the total enrolled students and 40,577 enrolled students, representing 60.4% of the total enrolled students.

It is also clear that the number of Saudi students enrolled which are 65912 students, represent 98.1% of the total enrollment, while the number of non-Saudi enrolled are 1257 students, which represents 1.9% of the total enrollment. It is also clear from the data that the number of students enrolled in the bachelor stage is the largest number, which represented 94.1%, while graduate students enrolled in the master's stage accounted for 2.4% and enrolled in the doctoral level accounted for 0.6% of the total enrolled students in Qassim University. The number of new students at the university reached 19051 students in 37/38 AH and 15722 students in 38/39 AH.

The total number of graduates in the different stages of study at Qassim University is 10050 graduates, including 3480 males or 34.6% and 6570 females or 65.3%. The number of graduates in graduate studies reached 226 graduates, 60.6% of whom were females and 39.4% were males. This is in addition to 121 graduates in the intermediate diploma level. The largest number of graduates was in the bachelor stage, where they represented 96.5% of the total number of graduates in the academic year 1438/1439.

The University currently has 35 faculties distributed between the headquarters of the university and some governorates of the Qassim region. The university also includes 12 support deanships: Deanship of Student Affairs, Deanship of Admission and Registration, Deanship of Library Affairs, Deanship of Scientific Research, Deanship of Graduate Studies, Deanship of Community Service, Deanship of Educational Services, Deanship of Faculty and Staff Affairs, Deanship of Information Technology, Deanship of Development and Quality, Deanship of E-Learning and Distance Learning, Deanship of Studies and Services Advisory. The University libraries in the academic year 1439-1440 H are 33 libraries beside the main library, with an increase of about 13.3 % compared to previous years. 11 library of these libraries are assigned to the males, and 23 library are assigned to the females. In the academic year 1439/1440 H, 4 new libraries have been established in 4 branches; library of College of Sciences and Literatures in Oyoon Algawa (girls), library of College of Sciences and Literatures in Alasyah (girls), library of College of Sciences and Literatures and College of Pharmacology in Oniza (boys), library of the female Center of Almaarik in Buridah.

The number of staff members and those who are alike in the academic year 38/39 AH 4181 members, including 2,061 members who have PhD degrees are (49.3%) and 843 members of the master's degree are (20.2%), while the number of holders of bachelor 1277 members (30.5%). The data also show that the number of male staff members reached 2364 by 56.5%, while the number of female staff members was 1817 by 43.5%, the percentage of staff members was 54.9% and the percentage of non-Saudi staff members was 45.1%.

University Vision

A nationally distinguished university in education that supports sustainable development in Qassim and contributes to building a knowledge society.

University Mission

To provide advanced and accredited university education to prepare integrated qualifications that meet the needs of the labor market, to offer distinctive community services and applied research that promote the local community and contribute to building knowledge economy by adopting the latest management, technology and information techniques, to activate the national and international partnerships, and to improve university resources.

University values

Adopting the Islamic values, Qassim University believes in:

Justice: We seek to achieve the elements of justice, equal opportunities and fairness in dealing with the others.

Integrity: We work honestly, and are committed to professional ethics.

Transparency: We are committed to transactions disclosure, and support accountability and integrity requirements.

Quality: we adopt the highest quality standards to maintain the best outcomes and services.

Creativity: The University creates a motivational organizational environment that stimulates creative thinking and innovative behavior.

Teamwork: The University fosters the culture of teamwork in thinking and behavior.

Academic Freedom: The University encourages scientific exploration practices, openness and interactions.

Colleges of Qassim University

Qassim University has 35 colleges which present 120 programs in the undergraduate and diploma some of them are for males only, others for female only and some for both. The colleges offer 86 postgraduate programs; 67 master degree programs and 19 doctorate programs.

Graduates Attributes

“Preparation of fully qualified competent graduates to satisfy the labor market” is considered one of the important strategies of Qassim University. To realize this strategy, Qassim University seeks through its academic programs, academic units and administrative units to realize the following attributes in its graduates:

1. Possessing of Knowledges and information

1.1- Possessing the facts, information, ideas, issues, trends, theories, knowledges related to the specialty of the program.

1.2- Having the systematic understanding and erudition in the specialty subjects.

1.3- Ability to analyze and critically evaluate the information, concepts, methods and theories related to the specialty.

1.4- Ability to develop new knowledges, which are acquired through novel scientific research contributing to the specialty field.

2. Possessing of cognitive and professional skills related to the specialty

2.1- Possessing the cognitive and technical skills which enable analyzing and treating the data and information.

2.2- Ability to innovate, design and implement independently search operations.

3. Possessing of competences related to the specialty

3.1- Ability to take the suitable decisions, act as a leader and find solutions for the problems.

3.2- Having the skills of solving the practical problems in the field through relating the knowledge and its applications.

3.3- Awareness of the profession and scientific research ethics and the ethics of the technology and its tools.

These attributes are fully aligned with the attributes of the graduates of all academic programs in the colleges, and are also comply with the professional standards, expectations of the employers and Saudi Qualification frame (SAQF).

Guidelines for new faculty members

Preparing new faculty members:

There are many directions and guidelines for new faculty members and their assistants. At the beginning of every academic semester, the university arranges programs for greeting and preparing (orientation) new faculty members. Those programs introduce them to the university and faculty affairs. The program also includes a tour around the university services and the Qassim area.

The main idea: Each year, Qassim University receives new faculty members who have completed their Ph.D. whether they are scholarships or newly appointed at the university, or hired from outside the Kingdom to complete the various disciplines, and there are some problems that may face new faculty members and newly affiliated to the university related to the completion of personal and administrative matters. Therefore, there is an urgent need to provide university services that aid them in completing the procedures of adaptation and rapid communication with the university community.

Logistics services for the new faculty member: This includes all the procedures and services needed by the new faculty member since his nomination for contract interviews until his arrival to the university and stability of living.

Academic Services: This includes the study schedule and the definition of its role in the institutional accreditation and its role in the academic accreditation of its college programs and preparation for this role, research services, library services, community service, training, etc.

Administrative services: financial rights, visas, tickets, vacations, contracts, etc.

All this requires:

- Preparing workshops and training seminars for new faculty members to cover the educational and research aspects, concepts and work of academic quality assurance and academic accreditation.
- Discussing some administrative and personal matters through discussion sessions with the university's stakeholders, some field visits and meetings of officials.
- Preparing the appropriate brochure / bag containing all the above information and how to get all the services available.
- Information of interest to the new members, and putting it on the Internet and the links to this information, and a summary of some of the workshops and training workshops in the development of faculty teaching, research and administrative capabilities.

As a result, information is gathered from inside and outside the university and prestigious institutes. This effectively serves an interactive website managed by the Leadership Development and Skills Development Center. Workshops are conducted to identify the needs, services and benefits needed by the new faculty member. In addition, a portfolio of training courses, seminars, administrative, academic and research services is developed to assist the faculty member in performing his work efficiently.

Guiding steps for new contracting faculty members:

1. Go to the passport office in the fourth floor of the administration building to get a medical examination

form and do not forget to take passports and personal photos for yourself and family members.

2. Go to Al-Iskan Hospital in Al-Qassim University for medical tests.
3. After obtaining medical examinations go to the passport office again to pay your residence fees and those whoever depends on you.
4. You can get your residence card approximately two days after submission.
5. Take a letter addressed to Al Rajhi Bank on the fourth floor of the University's administration building, or go to any Al Rajhi branch to open an account.
6. Head to the faculty affairs office on the sixth floor to sign your contract.
7. Keep your certificate of expertise and keep it ready upon request.
8. Go to the university hospital (clinics) and make a health file and receive the health card.
9. You can get your ID card (university number) from the faculty service office in the sixth floor of the administration building.
10. You can apply to get a password from the Deanship of Information Technology, by filling in a special form signed by the dean, and sending it via e-mail. After that they will send you a username and password for use on the university website, so you can track your salary and other dues on the university site and make many your academic, administrative and personal matters and procedures.
11. You can do banking via Internet- Banking and do many banking transactions in your online account. This requires accessing the Bank's website and following the instructions to create an online account.

Services provided to faculty members

Housing services

The University is currently completing the housing project for female members and families of faculty members within the University City

Medical care

The university provides clinics within the university campus in all disciplines, including tests and analysis and provides medicines for all university staff and their family members. The University Hospital is currently being completed as a distinguished medical institution. Faculty and their families can also benefit from government hospitals and clinics in the Qassim region, which provide free medical care

Chapter 4

The Regulations Governing the Affairs of Saudi University Faculty

The regulation of the affairs of the Saudi universities staff members and their equivalents was issued by the decision of the Higher Education Council No. (4/6/1417) adopted at the sixth session of the Higher Education Council held on 26/8/1417 H. Council of Ministers Chairman of the Council of Higher Education under the directive telegram No 7 / b / 12457 on 22/8/1418 AH, and the decision of the Higher Education Council No. (4/6/1417), which read: Fifteenth of the system of Higher Education Council universities litigation that the Council issued regulations governing the affairs of employees Functional universities Saudis and contractors, including faculty members, including salaries and bonuses and allowances, after their preparation by both the Ministry of Higher Education and the Ministry of Finance and National Economy General and Civil Service Bureau.

Upon review of the memorandum of the General Secretariat of the Higher Education Council on the subject and a copy of the draft regulations governing the affairs of Saudi university employees of the faculty, the decision is as follows:

“Approving the regulations governing the affairs of Saudi university staff members and their equivalents in accordance with the form attached to this resolution.”

First: Characterization of the Faculty Member

Item 1:

Faculty members are:

1. Professors
2. Associate Professors
3. Assistant Professors

Item 2:

The following have the same regulations on the faculty which are lecturers, demonstrators, language teachers and research assistants.

Second: Appointment and Promotion

Item 3:

A permanent committee is formed in each university for the teaching assistants, lecturers, language teachers and research assistants headed by the Vice President for Graduate Studies and Scientific Research. This committee is chaired by the Vice Chancellor for Graduate Studies and Scientific Research. The committee is formed by a recommendation from the University Council upon the recommendation of the University rector. The Committee shall submit its recommendations to the Council. Among its duties are the following:

1. Propose the general policy for the selection of lecturers, lecturers, language teachers and research assistants - and distribute them to departments and colleges.
2. Give an opinion on the recommendations issued by the faculty councils on the appointment of teaching assistants, lecturers, language teachers and research assistants according to the following criteria:

- a. The number of Saudi faculty members and their percentage of the total number of faculty members in the department, their precise specializations, and their teaching loads.
 - b. Number of lecturers, teaching assistants, language teachers and researchers' assistants in the department.
 - c. The number of scholarship holders from the department, their specific specialties, and the expected dates of their return.
 - d. Proposing the distribution of teaching assistants, lecturers, language teachers and research assistants according to the need of current and future departments.
3. Studying recommendations for transferring lecturers and teaching assistants to administrative positions within the university or referring them to the Civil Service Bureau.

Item 4:

In order to appoint the teaching assistant, he/she:

1. Must have a university degree from a Saudi university or other recognized university.
2. His overall undergraduate rating is at least very good.
3. Follow any other conditions issued by the University Council.

Item 5:

In order to appoint a lecturer or a language teacher he/she:

1. Must have a master's degree or equivalent from a recognized Saudi university or university.
2. His / her overall grade in the Master should be very good, at least if he / she has a university degree.
3. Follow any other conditions issued by the University Council.

Item 6:

In order to appoint a research assistant, he/she:

1. For those appointed to the Master's degree (called Research Assistant A):
 - a. Obtaining a master's degree from a Saudi university or other recognized university with a very good general grade, at least if he holds a master's degree from a university that gives this degree with a grade.
 - b. Follow any other conditions the University decides.
2. For those appointed with a university degree (Bachelor's or equivalent), (called Research Assistant):
 - a. Obtain a university degree with a good general grade of at least from a recognized Saudi university or university.
 - b. Follow any other conditions the University decides.

Item 7:

The teaching assistant, the lecturer and the language teacher shall be appointed upon the recommendation of the department council related to the department that he/she will work in.

Item 8:

The Assistant Researcher shall be appointed by a decision of the University rector based on the recommendation of the Department Council and the College Board and the Standing Committee responsible for the affairs of the Teaching Assistants, Lecturers, Language Teachers and Research Assistants.

Item 9:

1. The teaching assistant, who has an average of four years of university study, shall be appointed at the first degree of the teaching assistant rank.
2. The teaching assistant who has an average of five years of university study shall be appointed at the second degree of the assistant professor rank.
3. The teaching assistant, who has an average of six years of university studies, shall be appointed at the third degree of the assistant professor rank.
4. The teaching assistant, who has an average of seven years of university study, shall be appointed at the fourth grade of the teaching assistant rank.

Item 10:

The standard list of educational occupations approved by the Civil Service Council Resolution No. 590 dated 10/11/1401 H and the amendments thereto shall be applied to the language teachers and research assistants.

Item 11:

The appointment of an assistant professor requires the applicant to hold a doctorate degree or its equivalent from a recognized Saudi university or another university. The university council may add other conditions.

Item 12:

The University Council may, in case of necessity, upon the recommendation of the Department Council, the College Council and the Scientific Council, appoint someone to the rank of Assistant

Professor without the requirement of obtaining a Ph.D.

1. Candidates must have a master's degree or equivalent from a recognized Saudi university or a similar university.
2. Must have spent at least three years as a lecturer.
3. To submit a scientific production of not less than three published units after obtaining a master's degree, including at least one individual unit.

Item 13:

In light to the provisions of Item 12, the appointment of Associate Professor requires the following:

1. Obtaining a doctorate from Saudi university or another recognized university.
2. Experience in the faculty membership in the university or other recognized universities not less than four years after the appointment to the rank of assistant professor.
3. Must have been scientifically promoted to the rank of Associate Professor from a recognized Saudi university or an alike university.

Item 14:

In light to the provisions of Article 12, the appointment for the rank of professor requires the following:

1. Obtaining a PhD from Saudi university or another recognized university.
2. Experience in the faculty membership in the university or other recognized universities not less than four years after the appointment to the rank of associate professor.
3. Must have been scientifically promoted to the rank of Associate Professor from a recognized Saudi university or an alike university.

Item 15:

Faculty members are appointed upon the recommendation of the department council and the college council and the scientific council. The appointment is issued with a decision from the university council.

Item 16:

Those who are appointed as Faculty Members and have previous experiences are categorized for the salary purpose according to the following disciplines:

1. The experience must be acquired after the qualification required for appointment.
2. The experience should be in the field of specialization and has to be gained during working in one of the Saudi universities or other recognized universities, or with one of the Saudi government agencies or international organizations.
3. Experience is counted for salary purposes as follows:
 - a. Experience in faculty membership in universities on a year by year basis.
 - b. Non-teaching experience if it is homogeneous with the required specialization will be calculated as half year for each one year of work.

Item 17:

Any person who transfers from the list of educational occupations to become one of the faculty members from those who hold a doctorate degree shall be classified as an assistant professor in the specialization in which he received his doctorate. His previous experience in education shall be calculated after obtaining the qualification every year as a premium experience, provided that the last associate does not exceed the rank of assistant professor. The same rules are applied

on those who hold a bachelor's or master's degree at the rank of lecturer or lecturer.

Item 18:

The appointed faculty member and the like shall be granted the first grade in the rank of the job to which they are assigned. If his salary when he was appointed is equal to or higher than the salary of this grade, he shall be granted the salary of the first degree exceeding his salary.

Item 19:

The teaching staff, lecturers and demonstrators are treated in terms of allowances, bonuses and benefits according to the treatment of state employees using following formula:

Teaching Assistant ranked eighth

Lecturer ranked ninth

Assistant Professor ranked twelfth

Associate Professor ranked thirteenth

Professor ranked fourteenth

The monthly transportation allowance for the rank of Professor is 650 riyals.

Item 20:

It is not a requirement for the professor's salary to reach the last grade of the salary scale of the faculty members in order to be entitled for being granted the annual periodic allowance. He keeps being granted the allowance every year and this doesn't apply except to the rank of professor only.

Item 21:

To apply for promotion from Assistant Professor to Associate Professor:

1. Minimum four years of service in the rank of assistant professor at a recognized Saudi university or other university, provided that the duration of service in Saudi universities is not less than one year.
2. Fulfill the minimum scientific production required for promotion in accordance with the provisions of Article Thirty-Two of these Regulations.
3. The scientific production should have been submitted or accepted for publication during the rank of assistant professor.

Item 22:

To apply for promotion from the rank of Associate Professor to the rank of Professor:

1. Minimum four years of service in the rank of associate professor at a recognized Saudi university or other university, provided that the duration of service in Saudi universities is not less than one year.
2. Fulfill the minimum scientific production required for promotion in accordance with the provisions of Item 33 of this regulation.
3. The scientific production has been published or accepted for publication during the rank of Associate Professor.

Item 23:

The faculty member has the right to apply to the Department Council for promotion before the completion of the statutory period of a maximum of six months.

Item 24:

The period of being outside the University for Any of the valid reasons such as working in another local or abroad university shall be calculated for the purposes of promotion as follows:

1. Full duration if he/she was sent to a practical entity and has been working in the area of specialization.
2. Half-term if he/she was sent to a non-scientific entity and has been working in the area of specialization.
3. The duration will not be counted for promotion if he has been working in an area out of his/her specialization.

Item 25:

Faculty members are promoted according to the following criteria:

1. Scientific production.
2. Teaching.
3. University and community service.

Item 26:

Promotion Procedures:

1. The faculty member shall submit the application for promotion to the relevant department council and shall include the following:
 - a. A Statement of scientific and skill qualifications and career progression.
 - b. A statement of teaching activities.
 - c. A statement of his activities in the field of serving the university and the community.

- d. At least five copies of the scientific production submitted for promotion and the data indicated therein.
 - e. Any additional information to support the promotion request.
 - f. Any other information or documents required by the department council, college council or scientific council.
2. The Department Council shall consider the application for promotion and verify that the conditions and procedures have been met and recommend the submission of the application to the College Council with the proposal of the names of a number of specialized arbitrators at least eight.
 3. The College Council shall consider the application upon the recommendation of the Department Board.
 4. A number of specialized arbitrators at least eight gets nominated by the Department Council or others.
 - a. Selecting five arbitrators to evaluate the research, and they choose from the candidates from the College Council or others, three of them are essential and the fourth is a first reserve examiner and the fifth is a second reserve examiner to be used when needed and at least two of the three arbitrators must be from outside the university.
 - b. Sending the research and data related to the promotion to the arbitrators in a confidential manner to evaluate it according to the form prepared by the Scientific Council.
 - c. Making a decision whether to promote the faculty member or not, after reviewing the reports of the arbitrators, and reports on the applicant's activity in the field of teaching and serving the university and society.
 - d. If the Board decides not to approve the promotion due to the weak scientific production, it shall determine the fate of the submitted

research and what is excluded from it and what can be submitted again. The minimum research submitted for applying again is at least one new research unit for promotion to the rank of associate professor and two new research units for promotion to the rank of professor.

Item 27:

The efforts of the faculty member applying for promotion is evaluated upon 100 points divided as follows:

60 points to the scientific production.

25 points to teaching.

15 points to the university and social service.

The University Council shall set the criteria for evaluating participation in the service of the University and the community upon the recommendation of the Scientific Council.

Item 28:

The total amount of points that the faculty member gets to be promoted should not be less than (60) sixty points, provided that the candidates points asking for promotion should not be less than (35) thirty points in the field of scientific production for promotion to the rank of associate professor and (40) forty points for promotion. Promotion to the rank of Associate Professor shall be promoted to the rank of Associate Professor by the majority of the three arbitrators. The promotion to the rank of Professor shall be unanimous in the opinion of the three arbitrators. If two arbitrators agree to the promotion and the third arbitrator does not agree, scientific production shall be referred to a fourth arbitrator and his opinion shall be final.

Item 29:

The following is included in the minimum scientific production requirement for promotion of a faculty member:

1. The research published or accepted for publication in scientific judged journals, the scientific board sets the criteria for acceptance of judged journals.
2. Refereed papers submitted to specialized scientific conferences and symposia if they are fully published or accepted for publication, and only one unit is accepted.
3. Research papers published or accepted for publication by specialized university research centers.
4. The refereed of university books and scientific references, and accepts only one unit.
5. Refereed Ascertaining rare books, and one unit only is considered
6. Translation of specialized refereed scientific books and accepting only one unit.
7. Books and researches printed by scientific bodies approved by the Scientific Council and subject to arbitration, and only one unit gets accepted.
8. Inventions and innovations that have been patented by patent offices recognized by the Scientific Council.
9. Distinguished creative activity according to the rules adopted by the University Council based on the recommendation of the Scientific Council, and only one unit gets accepted.

Item 30:

What is published or accepted for publication in refereed scientific journals should be within the minimum requirements for the promotion. The faculty member must not have less than a research unit for applicants to upgrade to the rank of associate professor, and two research units are minimally required for promotion to the rank of professor.

Item 31:

The scientific production submitted by the faculty member for promotion must be published or accepted for publication in more than one publishing outlet.

Item 32:

The minimum scientific production required to apply for promotion to the rank of Associate Professor is four published or accepted units for publication, at least two of which are individual work. The University Council may exempt from this requirement for some specializations, provided that the publication is not less than one unit.

Item 33:

The minimum scientific production required to apply for promotion to the rank of professor is six units published or accepted for publication, of which at least three units work solely. The University Council may exempt from this requirement for some specializations, provided that the publication is not less than three units.

Item 34:

Scientific work shall be counted as one unit if the product has a single author, and half a unit if the scientific product has two authors. If the scientific product is a joint research between more than two it is calculated as half a unit for the Principal Investigator and for each of the remaining it is considered as a quarter of a unit, and for another joint work between more than two it is calculated for each one of them as a quarter of a unit.

Item 35:

The scientific production submitted for the promotion shall not be derived from the master's or doctoral theses or previous works of the applicant. In the event that the Scientific Council proves that there is anything independent of this, the applicant for promotion shall be deprived of applying for another one year from the date of the decision of the Scientific Council.

Item 36:

Referees for promotions are required to be professors. In the promotion to the rank of associate professor one of the arbitrators may be an associate professor.

Item 37:

The faculty member shall be promoted scientifically from the date of issuance of the scientific council decision. Professional promotion shall be deemed to be effective from the date of issuance of the executive decision if a vacant post is available for promotion.

Third: Duties

Item 38:

A faculty member should have the following characteristics:

1. To have honesty and good ethics and to abide by the regulations and instructions and rules of conduct and ethics and to take away from all that violates the honor of the job.
2. Following up on new developments in his field of specialization and contributing through his scientific activity to the development of his specialization.
3. To convey to his students the latest findings of science in his area of specialization, and raise the love of science and knowledge and scientific thinking sound.
4. To participate actively in the work of the department council and in other councils and committees of which he is a member at the department, college and university level. He should also actively participate in the activities of the department, college and university in community service.
5. He shall be available for his work at the University, and may not work outside the University except after obtaining prior approval in accordance with the rules and regulations.

Item 39:

The faculty member shall maintain a good educational system inside the halls and laboratories and shall submit to the head of the department a report on any incident that may disturb the system.

Item 40:

- a. The upper limit for the teaching shares of faculty members and the like shall be as follows:
1. 10 teaching units for a Professor.
 2. 12 teaching units for an associate Professor.
 3. 14 teaching units for an assistance Professor.
 4. 16 units for the instructor. The teaching units are reduced for the instructor during his study period.
 5. 16 teaching units for a Teaching Assistant. The teaching units are reduced for the instructor during his study period.
 6. 18 teaching units for the Language teacher.
- b. The unit of instruction is a weekly theoretical lecture of not less than fifty minutes, or a weekly scientific or field lesson of not less than one hundred minutes and the unit lasts a semester.

Item 41:

The faculty members and the like shall perform thirty-five hours per week and may be increased to forty hours per week by a decision of the University Council whether to spend in teaching, research, academic guidance, office hours, scientific committees and other work assigned to them by the competent authorities in the university.

Item 42:

Those in charge of administrative work such as University rectors, deans and vice deans, directors of scientific centers and presidents of scientific departments will have their teaching duties reduced provided that their teaching should not be less than three units of instruction.

Item 43:

The head of the department and the like shall submit an annual report to the dean of the college and the like about the work progress in the department and the scientific activity of its members.

Fourth: Leaves

Item 56:

The summer vacation for the faculty member, the lecturer, the instructor and the language teacher shall be considered as the annual leave. The University Council determines the dates of the return of the faculty members, provided that the summer vacation does not start until after the completion of the tests and the announcement of the results.

Item 57:

The University rector may assign a faculty member, lecturer, instructor, and language teacher to teach during the annual leave. He/she shall be compensated for the period during which he/she is assigned to work with an additional salary equivalent to his salary for that period, provided that the period for which he is compensated shall not exceed sixty days per year.

Item 58:

Upon the requirements of the work benefits, the university rector may approve the postponement of his or her annual leave for the faculty member and the like.

Item 59:

Other leave shall be granted in accordance with the provisions of the Civil Service Law and its implementing regulations.

Item 60:

An exceptional leave of no more than six months and three years without salary may be granted by a decision of the university rector and the like for reasonable reasons. This leave is considered as exceptional leave not exceeding six months and within three years without salary.

Fifth: Sabbatical Leave

Item 61:

By a decision of the University Council, upon the recommendation of the College Council, the specialized department and the Scientific Council, the faculty member may take a full-time academic leave for one academic year after five years of his appointment or enjoy a previous academic leave, or for one academic year after three years of appointment or taking a previous full-time leave, provided that this does not affect the course of the educational process, and the period of the leave shall not be calculated within the required period or enjoy a previous sabbatical leave. The University Council shall set the rules governing the sabbatical leave on the proposal of the Scientific Council.

Item 62:

In order to grant a faculty member a sabbatical leave the following should be applicable:

1. Not more than one faculty member or 10% of the faculty members in each department should be granted a sabbatical in one year.
2. The faculty member should submit a scientific program that he intends to accomplish during the sabbatical leave.

Item 63:

Whoever is approved for a leave gets the following benefits:

1. His whole salary and transportation allowance for the whole duration.
2. Flying tickets for the faculty member, spouse, and children under the age of 18.
3. Book allowance submitted for those studying in the graduate level.
4. The expenses of scientific research shall be estimated on a case-by-case basis by a decision of the Scientific Council.
5. Treatment expenses for those who spend their vacation outside the Kingdom for him and his family within the limits of five thousand riyals if he/she is alone and ten thousand riyals if accompanied by his family, and half of that to grant leave for one semester.
6. Full-time allowance for physicians from faculty members in return for full-time and overtime hours of not less than three hours a day, including Thursday, so that a minimum of three thousand riyals if the leave in government hospitals within the Kingdom.

Item 64:

It is not permissible to give a permission for a different type of leave to a person who holds a sabbatical leave, nor to engage in a work contract or consultation.

Item 65:

Whoever is granted a full-time sabbatical is committed to perform the duties of his sabbatical in accordance with the scientific program approved by the University Council and within a maximum period of the end of the semester following the end of the full-time leave to submit to the Council of the Department a detailed report on his achievements during the full-time, and attached with the report copies of scientific work completed in preparation for submission to the College Council Scientific Council.

Sixth: Scientific Consultations

Item 66:

The services of the faculty member may be used as a part-time consultant in the government agency, private sector or regional or international organizations that have the Kingdom as their main location:

1. To work as a consultant in his field of specialization.
2. Not to work as a consultant in more than one place.
3. The maximum period of consultation shall be one year applicable for renewing.
4. The application shall be submitted to the Minister of Higher Education by the competent minister for government agencies or the head of the agency or institution for private sectors and regional or international organizations.
5. Consultation and renewal shall be approved by a letter from the Minister of Higher Education based on the recommendation of the Councils of the Department and the College and the endorsement of the university rector.

7. The Chancellor shall submit to the Minister of Higher Education an annual report, as well as upon the end of his consultation, on the work he has done during the consultation period and shall provide the university rector with a copy thereof.
8. The work of the faculty member as a part-time consultant shall not affect his performance of his original work, especially the following:
 - a. The teaching load of the faculty member.
 - b. Presence in his office during his office hours and in clinics, laboratories and computer centers if the nature of his work requires it.
 - c. Contribute to the councils and committees that the University deems necessary.

Seventh: Attending Conferences, Seminars and Educational Classes

Item 67:

Specific faculty members may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:

1. There should be a relationship between the subject of the conference or the symposium and the specific faculty member or actual responsibilities of his work.
2. Participation in conferences and seminars held within the Kingdom shall be based on the recommendation of the Department and College Councils and the approval of the university rector.
3. Participation in conferences and seminars held outside the Kingdom with the approval of the President of the University Council on the recommendation of the Councils of the Department and the College, and the support of the University rector.

4. The University Council shall establish the organizational and procedural rules for attending conferences and symposia on the recommendation of the Scientific Council.
5. The participant of the conference or symposium presents a report to the university.

Item 68:

The University may issue a ticket and assignment allowance to the faculty member participating in the conference or symposium.

Eighth: Bewailing and Loaning

Item 69:

The faculty member and the like may be assigned to work with government agencies by a decision of the university council based on the recommendation of the councils of the department and the faculty concerned. Unless otherwise agreed, the University shall bear his salary and monthly transport allowance.

Item 70:

The services of the faculty member and the like may be loaned according to a decision of the university council upon the recommendation of the department and college councils. The university council may cancel the loaning decision before the end of the period.

Item 71:

The following conditions are required for the loaning of the faculty member:

1. He must have spent at least three years at the University. The University Council may, in cases of necessity, exempt from this.

2. The number of loaning faculty members shall not exceed one or 10% of the faculty members in each department per year.
3. The person who has been lent to work shall spend a period of at least two years at the university.
4. The loaning shall not result in the disruption of the course of study during the period of the loaning.
5. Any other conditions deemed by the University Council.

Item 72:

Loaning shall be to the following:

1. Universities and university colleges inside and abroad.
2. Ministries and government agencies.
3. Public or private institutions.
4. The governmental, regional or international bodies.

Item 73:

Loaning shall be for a period of one-year renewable for a period or periods not exceeding one year. The period of the loaning shall not exceed five consecutive years. The University Council may exclude exceeding this period up to a maximum of two years, provided that the total period of loaning is not more than ten years during the term of the faculty member and his rule at the University or any other university.

Item 74:

The party that takes the faculty member from his original university shall bear the expenses of his/her salary and all the other monetary benefits, his allowances and his rewards from the date of commencement, and

shall treat the loaning with respect to his seniority and the allowances due to him as if he were at the university to pay the pension deductions and that the period of the loaning for the purposes of promotion shall be evaluated and calculated in accordance with article (24) of these regulations.

Item 75:

The decision to approve the loaning and assignment of the lent person may include participation in certain academic works such as teaching, scientific supervision, training or otherwise provided that the university shall not bear any expenses as a result.

Ninth: Scientific Communication

Item 76:

A member of the teaching staff may be dispatched to a scientific mission outside the university's headquarters for a period not exceeding four months. In addition, the duration of the treatment is treated as an employee sent for training abroad. If necessary, the delegate may be extended to one year. The dispatched person shall be treated as a bewailed person if the period does not exceed one month. If the period exceeds that, it shall be treated as an employee who is sent for training abroad.

Item 77:

Considering the applicable regulations, the University Council may, upon the recommendation of the Department and College Councils, send a faculty member to teach outside the Kingdom, and he shall be treated formally as the bewailed person, provided that the duration of the bewailing shall not exceed four years.

Item 78:

On the recommendation of the University rector, based on the recommendation of the two councils of the College, the scientific council may allow the faculty member to travel to conduct research at a university other than his university during the summer vacation as follows:

1. The faculty member must submit a travel request including the data leading to it.
2. To submit a report after his return to the Council of the relevant section of the research completed and submitted to the Scientific Council.
3. He/she shall be issued a plane ticket.

Tenth: Bewailing, Loaning and Transferring

Item 79:

The faculty member and the like may be transferred from one department to another within the same faculty within the scope of his scientific specialization by a decision of the University rector upon the recommendation of the scientific council, the faculty council and the councils of the two specialized departments.

Item 80:

The faculty member and the like may be transferred from one faculty to another at the University by a decision of the University rector upon the recommendation of the scientific council, the councils of the department, the faculty transferred from them, the councils of the department and the faculty transferred thereto.

Item 81:

By a decision of the University Council upon the recommendation of the Department Council and the College Board concerned, it is permissible to approve the transfer of the faculty member and the like to a position outside the University.

Eleventh: Disciplining

Item 82:

The disciplinary committee for disciplining a faculty member and who is alike should be upon the decision of the University rector and will consist of the following:

1. One of the university's vice presidents
2. A dean other than the one who took the investigation as a member
3. A faculty member whose rank is not less than a member of a professor
4. One of the specialists in Sharia or regulations as a member

Item 83:

Considering the provisions of the disciplinary system of staff, if a faculty member and similar staff did what is believed to be in breach of his duties, one of the deans shall directly investigate him at the request of the University rector and report to the University rector the outcome of the investigation. The University rector shall refer the interrogator to the disciplinary committee if he deems it necessary.

Item 84:

The University rector may issue a decision to suspend any of the faculty members and their equivalents from work if it is to the interest of the investigation. The period of suspension may be extended for another period or periods as required by the circumstances of the investigation, provided that the period of suspension shall not exceed one year at a time.

Item 85:

The suspended faculty member gets issued half of his standard salary. If he is innocent or is punished without dismissal, the rest of his salary shall be paid to him. However, if he is punished by dismissal, he shall not recover what he has been paid unless he decides otherwise.

Item 86:

The University rector shall notify the faculty member and whom are alike who have been referred to a disciplinary committee of the charges against him/her and a copy of the investigation report by a registered letter at least fifteen days before the scheduled hearing date.

Item 87:

The faculty member and whom are alike who have been referred to a disciplinary committee are allowed to review the investigations conducted on the days appointed by the director.

Item 88:

The Disciplinary Committee shall consider the case referred to it as follows:

1. The Secretariat of the Committee shall be exercised by an officer

selected by the Chairman of the Committee.

2. The Commission shall hold its meetings at the invitation of the Chairman.

3. The Committee shall hold its meetings in the presence of the investigator or his representative.

4. The Committee's decisions shall be taken by a majority vote, and its meetings shall not be valid unless all its members are included. Once again, if the Committee maintains its opinion, the matter shall be referred to the University Council and its decision thereon shall be final.

5. The university rector shall notify the decision of the committee immediately upon its issuance to the faculty member and the like by registered letter.

6. The faculty member and the alike shall have the right to appeal the decision by a letter to the University rector within thirty days from the date of his notification of the committee's decision, unless the decision becomes final. The Committee remains in its opinion to be submitted to the University Council, and the decision of the University Council is final.

Item 89:

Subject to the provisions of Item (32) of the Disciplinary System of Employees, the disciplinary penalties that may be suspended on the faculty member shall be the following:

1. Warning.
2. Blame.
3. Deduction of salary not exceeding the net salary of three months, provided that the deducted monthly value does not exceed one third of the net monthly salary.
4. Denial of one periodic allowance.

5. Postponing the promotion for one year.
6. Suspension.

Item 90:

Disciplinary action has no effect in other lawsuits arising from the same incident.

Item 91:

The University rector may issue a warning to the member of the faculty and whom are alike that violate their duties. The alert shall be verbally or in writing. The University rector may impose two warnings and blame penalties on the faculty member after investigating him/her in writing, hearing his statements and fulfilling his defense. The college deans shall notify the University rector based on what they receive from the heads of departments or what they notice about the occurrence of any faculty member and the like that breaches the required duties or any other violations.

Twelfth: Termination of Service

Item 92:

The termination of the teaching staff service ends for one of the following reasons:

1. Resignation.
2. Request for retirement before reaching the statutory age according to the retirement system.
3. Terminate the job.

4. Health disability.
5. Absence without a legitimate excuse or non-implementation of the transfer decision.
6. Separation for disciplinary reasons.
7. Separation by Royal Order or by a decision of the Council of Ministers.

Item 93:

The faculty member and whom is alike shall be referred to retirement by a decision of the University rector if he completes sixty Hijri years of age. The President of the University may extend the service of those who have reached the age of sixty during the academic year to the end and the Council of Higher Education on the recommendation of the University rector to extend the service of sixty years for a period or periods until the age of sixty-five.

Item 94:

If a faculty member and the like are found to be unable to perform their duties due to illness, the University rector shall submit a report thereon to the University Council to consider termination of his service.

Item 95:

The University Council may, upon the recommendation of the Department and College Councils and the Scientific Council, consider accepting the resignation of the faculty member and the like or referring him to early retirement upon his request.

Thirteenth: The Use of Unloaded Faculty

Item 96:

The University may use the unloaded professor provided that he/she is a former faculty member or distinguished scientists with long experience in the specialty to be taught and may not be assigned to any administrative work.

Item 97:

The use of the unloaded professors for a period not exceeding two years can be renewed by a decision of the University rector based on the approval of the University Council and the recommendation of the scientific council and faculty and department councils.

Item 98:

The unloaded professor shall be granted a reward equivalent to the first pegged grade. If he/she is not a former faculty member, the University Council shall determine the amount of the remuneration based on a recommendation from the Scientific Council, the Councils of the Department and the College, not exceeding the first bound of the rank of assistant professor.

Item 99:

Item to the provisions of Article (96) of these regulations, the part-time professor shall abide by the duties of the faculty member stipulated in these regulations and shall be treated in terms of teaching units in excess of the quorum of the provisions of Article (51) of these regulations.

Item 100:

When the unloaded professor breaches any of his/her duties, the disciplinary provisions of the teaching staff stipulated in these regulations shall apply.

Fourteenth: General Provisions

Item 103:

University councils shall lay down the executive and procedural rules of this regulation in a manner that does not contradict them.

Item 104:

Unless stipulated in these regulations, the regulations and decisions in force in the Kingdom shall apply.

Item 105:

The Higher Education Council shall have the right to interpret these Regulations.

Item 106:

This Regulation board shall be worked with after six months after its adoption.



Chapter 5

Provisions for Non-Saudi Contracted Faculty Members

The Higher Education Council, in accordance with the provisions of paragraph (7) of Item (15) of the Council of Higher Education and Universities, stipulates the eligibility of the Higher Education Council to issue regulations governing the affairs of employees of universities, including contractors and Saudi faculty members. The regulations include salaries, bonuses and their allowances. After being prepared by the Ministry of Higher Education, the Ministry of Finance and National Economy, and the General Office of the Civil Service and after reviewing the memorandum of the General Secretariat of the Higher Education Council on the subject, and after reviewing the draft regulation of employment of non-Saudis in the universities, the Council decided the followings:

First: Definitions

Item 1:

The expressions in this Regulation shall have the meanings set below:

- 1- Contractor: Any non-Saudis working in universities under a contract in accordance with these regulations.
2. The domicile: The State of which the contractor holds his nationality.
3. Year: Twelve Hijri months, unless otherwise stated.
4. Month: The month is thirty days unless otherwise stated.

5 - Personal contract: not to be seconded by his university or other party.

Item 2:

The provisions of the Regulations shall apply to the following categories:

1. Faculty members, lecturers, language teachers and teaching assistants.
- 2 - Those who are members of the teaching staff who are researchers, their assistants and technicians holding university degrees and above who are contracted for the positions of researcher, research assistant or technician at the sixth grade and above, and their work is directly related to teaching and the university council in exceptional cases to exceed this requirement.

Second: Employment

Item 4:

Employment requirements:

1. The existence of a vacant post approved in the budget or the provision of a financial allocation for the purpose of employment within the line of cut salaries.
2. Lack of qualified citizens to fill the position.
3. A description of the duties and responsibilities of the job, including the minimum qualifications required to fill.

Item 5:

The contractor shall be:

1. The university council may exceed the upper age limit within ten years for the professors and the participating professors and five years for the assistant professors, based on the recommendation of the department council and the faculty council and three years for the other categories upon the recommendation of their employer.
2. A healthy fit for service, according to a recent health certificate issued by a medical body recognized by the University.
3. Good conduct and ethics.
4. Holds the qualifications required for the position.
5. Not related to a contract with another entity in the Kingdom.
6. He can work full-time at the University.

Item 6:

The contract shall be concluded for a period of one year or less or more renewable such as its duration or for the period specified by the University.

Item 7:

The contract period starts from the day the contractor leaves his/her home for his/her work in the Kingdom in the shortest way provided that the period between leaving the home and applying for work shall not exceed three days and not earlier than the date specified by the university for the beginning of the contract, or from the day on which the contractor applies for the work. Work in accordance with the instructions of the University if he resides in the country where the job is located and the contract is signed.

Third: Salaries and Allowances

Item 8:

1. Upon approving the promotion of the faculty member, which was done from outside the university from a scientific degree to a higher degree, the university may issue the faculty member, upon renewal of his/her contract, the beginning of the salary of the promoted degree. If the faculty's salary before promotion was higher than the salary he will receive after promotion he will be issued the next higher salary in the new degree that exceeds his current salary.
2. A contractor who is not a member of the faculty, lecturers and instructors may be transferred upon renewal of his contract from one grade to a higher grade within the same class if he meets the required conditions.
3. The University Council may, upon the arrival of the contractor to the end of the bound degree assigned to him/her, grant him the degree allowance, after every two years upon the recommendation of whom is in charge.

Item 9:

1. The University Council may increase the salaries according to the salary scale by not more than 50% of the salary due to those contracted from Europe, America or any developed countries in their level determined by the University Council.
2. The University Council may make contracts with persons with rare specializations, scientific reputation, experience, high skill or excellent qualifications acquired in one of the famous university's faculty members and similar as well as doctors with an increase of not more than 100% of the salary owed. The Head of the University Council in agreement with the Head of the General Court of the

Civil Service may apply the provisions of this paragraph to other categories.

3. The University Council may make contracts with experienced and distinguished scientific reputation person to work as faculty members to exceed the scientific conditions specified by the rules of employment on the recommendation of the Scientific Council.

Item 10:

1. The contractor including faculty members, language teachers, lecturers and teaching assistants who have previously served in university teaching after obtaining the qualification or a scientific title shall be provided with annual allowances in accordance with the approved salary scales.
2. Experiences of faculty members, language teachers, lecturers, and teaching assistants in non-university teaching may be calculated if they are in the field of specialization and after obtaining the scientific qualification contracted on the basis of one year for each two years for employment purposes. Also, this can be considered for promotion purposes according to recommendation of the College Board concerned.
3. The experience shall be counted when hiring non-faculty members, lecturers, language teachers and teaching assistants after obtaining the latest qualification. the University.

The course in specialization that takes place after this qualification will be counted according to the extent of its duration. It is not allowed to combine the duration of the course and the duration of the service at the same time and experience or qualification should to be issued by a party that the University approves.

Item 11:

The experience of those who are contracted from the categories specified in Item (2) of this regulation shall be calculated with a maximum of five years upon the commencement of the contract.

Item 12:

A contractor who holds a higher qualification in relation to the nature of the work of the contracted employment may be granted annual bonuses by the number of years of study than the higher qualification for the contracted job so that the allowances shall not exceed two bonuses for the period of study between bachelor and master, three bonuses for the period of study between master and doctorate, and five bonuses for the period of study between the bachelor and doctorate according to the salary scales for the contracted job.

Item 13:

A contractor may be granted an annual allowance not exceeding 50% of the salary and not exceeding what is specified in the salary scales for each category. Those who have completed one year for this purpose whoever has spent ten and a half months of his previous contract for those in which their contract duration is linked to the academic year.

Item 14:

The contractor's salary should not be put on hold except by an order issued by the competent authority in law. The University rector may, without the need for any procedures, deduct any amounts from the contractor's salary that he/she owes. With the exception of the alimony debt, the amount reserved per month may not exceed more than one third of the salary. There is always priority to the debt of alimony, then the state dues.

Fourth: The Required Working Hours

Item 15:

1. The faculty, lecturers, instructors and language teachers perform forty hours a week in teaching, research, academic guidance and other administrative and academic work assigned to them by the competent authorities of the University.
2. The rest of the university's employees shall perform forty-eight (48) working hours per week in teaching, research, training and tasks assigned to them by the competent authorities in the university. The University may, in accordance with the requirements of the Labor Department, determine the beginning and end of the daily working hours or its division.
3. The contracting faculty member and the alike shall be treated with regard to the specified hours and the rules applicable in the remuneration for the extra teaching hours as the Saudi faculty members.

Fifth: Allowances and Compensation

Item 16:

1. The University Council may pay a scarcity allowance for rare specialties up to a maximum of 30% of the first linked job for the faculty members and the like. The University Council shall determine these disciplines and the scarcity allowance for each discipline, without combining the scarcity allowance with the provisions of paragraphs (1 and 2) of Item 9.
2. The University Council may grant medical doctors, dentists, faculty members, lecturers, assistants and research assistants working in hospitals a work allowance in hospitals for the additional hours required by the system when working these hours up to a maximum of 80% of the basic salary and may not be combined with the scarcity allowance and hospital work allowance.

3. Pharmacists and specialists in applied medical sciences, faculty members, lecturers, teaching assistants and research assistants working in hospitals, may be granted a hospital work allowance for the additional hours required by the system for a maximum of 50% of the basic salary.

Item 17:

The University shall provide the contractor and his family with plane tickets for only four persons, including the ticket of the contractor himself.

1. Once when he/she comes from their country to the Kingdom at the beginning of the contract unless he/she was a resident of the Kingdom at the time of the contract.
2. From the Kingdom to the contractor's country back and forth once every year during the period of the contract when the contractor is licensed on a regular leave, as well as when contracted internally and has passed two years of his/her contract unless he/she was a resident in the Kingdom at the time of contracting.
3. From the Kingdom to his home country at the end of the contract upon his final departure. The exception shall be for those who were resident in the Kingdom at the time of the contract and whose service period was less than two years, or who has been transferred to another party within the Kingdom in accordance with the instructions governing it.

Item 18:

The contractor family includes the following:

1. The spouse or who accompanies the women.
2. Whoever is responsible from the contractor:

- a. Boys under 18 years old.
- b. Unmarried girls.
- c. Parents.
- d. Under age brothers
- e. Unmarried sisters.

Subject to the approval of the competent authorities for recruitment, in accordance with the regulations in force.

Item 19:

1. If the female contractor and her mahram is a contractor with the university and the other is a contractor with another government agency, the tickets will be paid by the party that will pay the housing allowance.
2. The right of the companion to return ticket to his country shall be forfeited when the University waives his sponsorship to a non-governmental entity.

Item 20:

Travel shall be in the shortest air route and on Saudi Airlines if its services are available. The University shall provide the contractor with the travel tickets that are due to him/her. In exceptional cases, the University may authorize him to purchase the tickets and pay him back the value.

Item 21:

1. The above-mentioned tickets shall be on the horizon level if the contractor is a professor and on the discounted economy class to those below the professor rank.
2. The contractor may exchange the tickets due to him/her from the Kingdom to his home country with tickets to any other country without the University bearing any additional costs and within the limits of Saudi Arabian Airlines regulations.

Item 22:

If the contractor divides his regular leave in accordance with Item (33) of these regulations, the university shall provide him with tickets for the last period of the contract only. If the division of his regular leave was done by the university due to special needs, the university issues him two tickets.

Item 23:

The travel of the contractor inside or outside the Kingdom required for the performance of his job shall be by air, on economy class and on the Saudi Arabian Airlines whenever possible. The university may authorize the contractor to travel on land if that would not affect his arrival to his work on time. In that case the contractor will be compensated the amount of travelling by air, on economy class and on the Saudi Arabian Airlines. The University may authorize the contractor to travel at his own expense and shall then be entitled to compensation equivalent to the value of the ticket by road by public transport.

Item 24:

The University shall provide housing to the contractor or pay him an annual housing allowance as stated in the salary scales. This allowance may be paid in advance at the beginning of the contract period at the beginning of each year of renewal. A housing allowance shall not be paid to a contractor married to a Saudi resident in the Kingdom. In case of contracting with a woman and her mahram, one housing allowance shall be paid to the holder of the higher allowance. This provision shall apply if one of them is a contractor with a non-university governmental or non-governmental body.

Item 25:

1. Unless the University provides a furnished accommodation, the new contractor from the faculty members and the alike in his first contract with the university shall be paid a furnishing allowance of 50% of the housing allowance per year. This furniture allowance shall be issued once during his period of contract with the university. The furniture allowance is issued as well for anyone who has been out of work in a government agency in the Kingdom for at least two years and contracted with the University again unless he has been disbursed.
2. In the case of contracting with a woman and her Mahram they do not combine the furniture allowance for both of them, but only one furnishing allowance is issued for the owner of the higher allowance.
3. The Mahram contractor or the female contractor with a Mahram shall not be entitled to the furnishing allowance if the other is working at the University or another party within the Kingdom.
4. If the contractor has worked in any other party or has been a Mahram for those who have worked or vice versa in the Kingdom before his contract with the University, he is not entitled to a furnishing allowance unless he has left the Kingdom for a period of not less than two years.

5. If the contract is less than one year, the furnishing allowance shall be disbursed by the percentage of the contract period for the year. The remainder of the furniture allowance shall be paid upon renewal of the contract for a period not less than one year with the previous contract.

Item 26:

The University shall pay the contractor a monthly relocation allowance for his transportation at his residence as indicated in the salary scales for each category. The University may, instead of paying the relocation allowance, provide the contractor with the appropriate means of transport. This allowance shall not be entitled to those who reside in or adjacent to the work site.

Item 27:

1. If the contractor is sent for work outside where his/her main work is in Saudi Arabia, he gets a daily allowance for that as follows:
 - a. 600 riyals for those whose monthly salary is 7000 riyals and more.
 - b. 400 riyals for those whose monthly salary is between 4500 and 7000 riyals.
 - c. 300 riyals for those whose monthly salary is between 2700 and 4500 riyals.
 - d. 200 riyals for those whose monthly salary is less than 2700 riyals.

The allowance may be increased by 50% if the assignment is outside the Kingdom and an additional transfer allowance equivalent to 1/30 of the monthly transfer allowance shall be paid.

2. Upon the recommendation of the Department Council and the College Council, the University rector may approve the attendance of the faculty member in a scientific conference or symposium without incurring any expenses.

Item 28:

If the work of the faculty member is transferred from one city to another within the Kingdom in accordance with the work interest, he shall be paid a transfer allowance of four thousand riyals and if the transfer from within the Kingdom is outside or vice versa or from one area to another area outside the Kingdom, he shall be paid an allowance of five thousand riyals in addition to travel tickets according to Items (17) to (22) and is paid to non-faculty member allowance of three thousand riyals in both cases in addition to the tickets, and if one of contractors transferred is a mahram to another they deserve only one transfer allowance to the owner of the higher allowance does not spend this allowance for more than once per fiscal year.

Item 29:

If the contractor has completed two years in the service of the university, he shall be entitled to an end-of-service bonus of half a month's salary for each year. Up to a maximum of one hundred thousand riyals or what he actually earned according to the previous regulation, whichever is higher, it shall be paid at the end of service and shall be calculated on the basis of the last salary received by the contractor at the disbursement. All other contractors shall be paid an end-of-service indemnity of half a month's salary for each year with a maximum of fifty thousand riyals or what he actually earned according to the previous regulation, whichever is higher. A person who has served two years shall be deemed to have served two (22) months of service and to a person who has served five (5) months. The end of service gratuity may be increased to a maximum of 100%

upon the recommendation of the College Council or the competent authority and endorsed by the University Council and the approval of the Higher Education Council provided that the remuneration does not exceed the maximum limits mentioned in this Item in all cases.

Item 30:

Throughout the contract period, the contractor and his family members shall benefit from the general medical services available in the Kingdom.

Item 31:

The University may bear the actual expenses for the education of the children of the contracting faculty member and the like, except for the transfer fees to and from school from the primary stage until the completion of the secondary stage under the following conditions:

1. They cannot be admitted to public schools.
2. The age of any of them shall not be less than six years and not exceed eighteen years.
3. Their education shall be within the Kingdom so that education expenses shall not be paid to those whose education is outside the Kingdom.
4. The number of those who will be paid for shall not exceed four and the total expenses shall not exceed twenty five thousand riyals per academic year.

Sixth: Leaves

Item 32:

In addition to the weekend and holidays, the contractor shall be entitled to an annual leave with full salary paid at the beginning of the period of 60 days to the faculty member and the like and 45 days for others. Within one month from the date of commencement of contracts at the University, the University Council may amend the annual leave period in accordance with the requirements of the academic calendar. The duration of the leave may be shorter than prescribed by a written agreement between the parties. The University shall have the right to determine the beginning and end of the leave.

Item 33:

In case of necessity and upon the request of the contractor and the recommendation of his employer and the approval of the University, the annual leave of the contractor may be divided into a maximum of two periods, provided that the duration of each of them shall not be less than one third of the leave provided that the contractor shall enjoy one of the two periods during the same year for which the leave is due.

Item 34:

1. The University rector may, in accordance with the requirements of work or at the request of the contractor, postpone the contractor's regular leave or part of it, provided that the period of postponement shall not exceed six months from the contractor's new year.
2. The University rector may modify the contractor's weekly leave according to the work requirements.
3. The University rector may cancel all or part of the normal leave with compensation from the contractor provided that such cancellation

shall be with the consent of the contractor except in the case of extreme necessity. Compensation for the period of cancellation shall be equivalent to his salary in the year in which he is entitled to leave.

4. The University rector may cancel the holiday of Eid al-Fitr and Eid al-Adha or part of it in accordance with the work requirements provided that such cancellation shall be with the consent of the contractor except in case of necessity.

Item 35:

The University may grant the contractor a compulsory leave totaling not more than ten days per year with full salary, deducted from his annual leave and not entitled to travel tickets.

Item 36:

The contracting faculty members and the like may be granted exceptional leave without salary for a period exceeding a semester for conditions estimated by the university. The service shall be considered continuous and the contractor shall not be entitled for any of the advantages stipulated in the contract.

Item 37:

A contractor who suffers from a disease that prevents him from temporarily performing his/her work shall be entitled to one-month sick leave with full salary and may be extended for two months at half of the salary. The contractor shall not be entitled to sick leave if the injury or illness occurs while the contractor is abroad on vacation and the sick leave shall fall upon the end of the financial year in which it is entitled.

If the sickness arises from or because of work, the contractor shall have the right to double the due sick leave.

Item 38:

The female contractor shall be entitled to a full salary of 45 days maternity leave, the Muslim female contractor also has a right for a leave in the case of her husband death for the period specified by the Islamic religion and the non-Muslim female is issued a one month leave in the event of the death of the husband.

Item 39:

The contractor has the right to combine between more than one leave in the same year.

Seventh: Bewailing, Loaning and Transferring

Item 40:

The University Council may approve the secondment of the contractor from the University for a period not exceeding six months in accordance with the rules set by the University Council. The entity to which he will be assigned shall bear his financial dues and his service shall be considered continuous and shall not be entitled to an end-of-service gratuity.

Item 41:

The University may transfer the contractor to another position within the University or approve his/her transfer from outside the University on the following conditions:

1. That there are no Saudi competencies to fill the post to which he is transferred.
2. The contractor must meet the qualifications required for the job transferred.

3- The contractor shall approve the transfer as well as the transferee in case of transfer to the university on the other hand.

Item 42:

If the contractor is transferred to the university from another government agency, he shall be treated as follows:

1. The contract shall be deemed to be a continuing holiday and service period. The period of service shall be calculated as experience for faculty members and the like in accordance with Item (10) of these regulations.

2. As for the end of his previous service, he shall be treated in accordance with his contract with his previous party.

Eighth: Duties and Responsibilities

Item 43:

The contractor shall be subject to the duties and responsibilities stipulated in the University's regulations and what is not stipulated in these bylaws.

Item 44:

The contractor committing any functional errors during the service of the disciplinary shall be subject to provisions and regulations applied on Saudis at the University and the specifications of these regulations.

Item 45:

The contractor shall abide by the laws, regulations and instructions applied in the Kingdom. The contractor and his dependents shall respect the customs and traditions prevailing in the Kingdom and shall not prejudice religion or interfere in politics.

Item 46:

The University may terminate the contract without any liability arising therefrom if the contractor does not start his work within fifteen days of the date specified by the university at the time of contracting.

Item 47:

The contract is automatically renewed unless one of the parties notifies the other party in writing of its intention to terminate the contract at least two months before its expiry.

Item 48:

The contract expires before the end of the contract in the following cases:

- 1- If the contractor obtained the Saudi nationality.
2. Acceptance of resignation.
3. Insist on resignation despite the university not accepting it.
- 4 - Absence of work without a legitimate excuse accepted by the University for more than fifteen consecutive days or thirty days apart when the University deems the termination of the contract for this reason and the contractor in this case is in the judgment of insisting on the dissolution of the contract.
5. Termination of the position.
6. Permanent inability to work.
7. Inefficiency.
8. Low level of job performance.
9. Disciplinary dismissal by a decision of the University.
10. Public Interest Requirements.

11. Sentencing the contractor to a legitimate limit or in a crime against honor and honesty.

12. Death.

13.If the duration of sickness exceeds the period of sick leave provided for in Item (37), in which case the contractor shall be entitled to return tickets and the allowances paid to him shall not be recovered.

Item 49:

1. If the service of the contractor ends in accordance with Items (3, 4, 9 and 11) of Item (48), the following shall be arranged:
 - a. His right to return tickets for him and his family has been lost, and the end-of-service and leave compensation or compensation shall be compensated.
 - b. A portion of the housing allowance for the remainder of the contract shall be recovered from it if it is six months or more, as well as the furnishing allowance if the termination of service is at least six months before the end of the first year.
 - c. The contractor shall pay the University two months' salary if his services are terminated in accordance with Item (3 and 4) of Item (48).
2. The provisions of Item (b) of Item (1) of this Article shall apply to those whose service is terminated in accordance with Item (2) of Item (48).
3. In the event of termination of the contractor's service in accordance with Item (1) of Item (48), his right to return tickets shall be forfeited to him and his family.

Item 50:

In exceptional cases, the University Council may exempt the contractor from some or all of the expenses resulting from the dissolution of the contract or the termination of his service in accordance with the provisions of Item 48.

Item 51:

1. A contractor whose service is terminated due to the abolition of the job or the public interest shall be given a compensation equivalent to two months' salary.
2. A contractor shall be treated in the event of death or injury incapacitated or disability that prevents him from performing the work definitively, or a partial disability or permanent disability that does not prevent him from performing his work, in accordance with the provisions stipulated in the Civil Service Law and its implementing regulations, provided that the disability or death arises from work.

Item 52:

If the contractor dies, the University shall bear all the expenses necessary to transport his body and the transfer of his family members to his home country. In the event of the death of a member of the contractor's contracted family, the University shall bear the expenses of transporting his body accompanying a return ticket.

Item 53:

1. Subject to the provisions of Item 5, the University may contract with a person who has previously contracted with one of the other entities in the Kingdom, with its consent, if the reason for leaving the work is the expiry of his contract, resignation or cancellation of the job, provided that his adequacy report for the last year of work is rated (very good).) at least.

2. It is not permissible to contract with a person who has previously contracted with one of the other entities in the Kingdom in the following cases:
 - (A) A person who his service has been terminated due to interruption of work, except after at least two years from the date of termination of his service.
 - (B) Who has already terminated his service due to incompetence.
 - (C) Anyone who has already terminated his service for the purposes of public interest only after the approval of the party that decided to dismiss him.
 - (D) Any person whose service has been terminated by disciplinary dismissal by a decision of the Trial Chamber or for a criminal conviction, or in accordance with Item (11) of Item (48).

Ninth: General Provisions

Item 54:

This Bylaw and its annexes shall be considered an integral part of the terms of the employment contract referred to in Item 3 of this Bylaw.

Item 55:

1. The provisions of these Regulations shall apply from the date of their issuance.
2. Subject to the acquired rights of contractors under the preceding regulations, this regulation shall supersede all contradictory provisions thereof.

Item 56:

Any dispute arising between the two parties due to the implementation of the contract concluded in accordance with these regulations, and it seems not possible to resolve it amicably has to be considered by the competent judiciary in the Kingdom, and its decision is final and binding on both parties.

Item 57:

The University Council and its University rector may delegate some of their respective powers stipulated in these Regulations.

Item 58:

Whatever is not mentioned in the special regulations in this bylaw shall apply to the system of the Higher Education Council and universities and its executive regulations, regulations, orders and decisions in force in the Kingdom.

Item 60:

The Higher Education Council shall have the right to interpret these regulations in the bylaw.

Employment Contract for Non-Saudis

It is on the day of the month of a year

Corresponding to the following date // :

A. University and is represented by its first party director

B. Mr. (..... .. Nationality) S e c o n d party

The Second Party shall hold a position (.....) according to the following:

1 - The First Party shall pay the Second Party a monthly salary of SR (.....)

2 - Shall be paid at the end of each month in addition to the monthly allowances and annual allowances prescribed.

3 - The First Party shall provide the Second Party with housing or an annual housing allowance

(.....) SR In addition to a furnishing allowance of (.....) SR payable once at the beginning of the contract.

4 - The duration of this contract is one month year ending at the end of / e corresponding to // m

5- It shall be renewed automatically unless one of the parties notifies the other party in writing of its intention not to renew at least two months before the expiry date of the contract.

6- The employment regulations for non-Saudis at the University and the amendments thereto shall be considered an integral part of this contract.

7 - This contract was drawn up in five copies, of which the first party shall retain four of them.

8 - The regulations and the contract may be translated into foreign languages.

Type of contract HOME

Place of Contract: (The city where the contractor resides in his country)

Contractor Address

First Party

The name:
.....

Signature:
..

Second Party

The name:

Signature:

Chapter 6

Provisions for Postgraduate Studies

First: Theses

Item 41:

Each graduate student shall have a scientific advisor at the beginning of his enrollment in the program to guide him in his studies and assist him in choosing the subject of the thesis and prepare the research plan in accordance with the rules approved by the University Council on the recommendation of the Council of the Deanship of Graduate Studies.

Item 42:

After completing all admission requirements and passing at least fifty percent of the courses and a grade point average (very good), the student should submit the thesis project, if any exists, to the department. In case of recommending its approval, the department council proposes the name of the supervisor of the thesis and the assistant supervisor, if any, or the names of the members of the supervisory committee with the determination of its chairman. It shall be submitted to the College Board and the Deanship of Graduate Studies for approval based on the approval of the College Board.

Item 43:

The thesis topics should be characterized by novelty and authenticity. PhD thesis topics should be characterized by originality, innovation and active contribution to the development of knowledge in the student's specialty.

Item 44:

Masters and Ph.D. theses shall be written in Arabic, and may be written in another language in some disciplines by a decision of the University Council on the recommendation of the Department Council, the College and the Deanship of Graduate Studies Council, provided that they contain a full summary in Arabic.

Item 45:

The thesis is supervised by professors and associative professors from the university faculty. An Assistant professor may supervise the master's theses if he has been appointed to this degree for two years, he has at least two researches in his field of specialization published or accepted for publication in a refereed scientific journal.

Item 46:

Supervisors with outstanding experience and scientific adequacy in the field of research may be supervised by non-faculty members by a decision of the university council based on the recommendation of the concerned department council, the council of the concerned college and the council of the deanship of graduate studies.

Item 47:

Depending on the nature of the thesis, a faculty member from other departments may assist in supervising the thesis.

Item 48:

The supervisor, whether alone or jointly with others, may supervise a maximum of four letters at a time. In cases of extreme necessity upon the recommendation of the department council and the approval of the concerned faculty councils and the Deanship of Graduate Studies, the

number of theses may be increased to five. The supervision of each letter is counted as one hour of the quorum of the faculty member if he is a single supervisor or supervisor.

Item 49:

In case the supervisor is unable to continue to supervise the thesis or his service has been terminated at the university, the department proposes an alternative supervisor to take his place and gets approved by the council of the faculty concerned and approved by the Deanship of Graduate Studies Council.

Item 50:

At the end of each semester, the supervisor submits a detailed report to the head of the department on the student's progress in his studies. A copy of the report shall be sent to the Dean of Graduate Studies.

Item 51:

After completing the preparation of the thesis, the supervisor shall submit a report on its completion to the head of the department in preparation for completing the procedures determined by the Deanship of Graduate Studies Council.

Item 52:

If the student is not taking his/her study seriously or violates any of his/her duties according to a report from the supervisor of the study, the student will be warned by a letter from the concerned department. If the student is warned twice and the reasons for the warning are not destroyed, the Deanship of Graduate Studies Council may, upon the recommendation of the department council, cancel his registration.

Item 53:

The duration from the acceptance of the draft thesis from the Deanship of Graduate Studies to its submission to the department at least two semesters for the master thesis, and four semesters for the doctorate degree.

Second: Thesis Discoursing

Item 54:

The discussion committee shall be formed by a decision of the Council of the Deanship of Graduate Studies based on the recommendation of the department and college councils.

Item 55:

For the discussion of master's degrees, the following should hold:

1. The number of its members shall be odd and the supervisor shall be approving.
2. The number of members of the Committee shall not be less than three among the faculty members.
3. The conditions for the supervision of communications shall apply to the members of the Committee. The supervisor and the supervisor assistant(s) – if any exists - should not be the majority of the committee.
4. At least one of the members of the committee shall be one of the professors or associate professors.
5. To make its decisions with the approval of at least two thirds of the members.

Item 56:

For the discussion of the doctorate degrees, the following should hold:

1. The number of its members shall be odd, not less than three, and the supervisor shall be approving.
2. The membership of the discussion committee shall be limited to the professors and the associative professors. The supervisor and the supervisor assistant(s) – if any exists- should not be the majority of the committee.
3. At least one of the members of the committee shall be a professor.
4. One of the committee members must be from outside the university.
5. The decision taken should be by the approval of at least two thirds of the members.

Item 57:

In the event that the supervisor of the thesis is unable to participate in the discussion committee for his death, termination of his service or his presence in a mission abroad for a long period, the department proposes a substitute approved by the council of the faculty concerned and approved by the Council of the Deanship of Graduate Studies.

Item 58:

The discussion committee shall prepare a report signed by all its members, which shall be submitted to the head of the department within one week from the date of the discussion, including one of the following recommendations:

1. Accept the thesis and recommend the award of the degree.
2. Accepting the thesis with some amendments, without discussing it again. A member of the discussion committee is authorized to recommend awarding the degree after making sure that these amendments are done within a period not exceeding three months from the date of discussion.
3. Completion of the deficiencies in the thesis and its re-discussion during the period determined by the Deanship of Graduate Studies Council based on the recommendation of the relevant department council provided that it does not exceed one year from the date of discussion.
4. The unacceptance of the thesis. Each member of the discussion committee shall have the right to submit to the Head of Department and the Dean of Graduate Studies his / her views or reservations in a detailed report within a period not exceeding two weeks from the date of the discussion.

Item 59:

The head of the concerned department shall submit the report of the discussion committee to the Dean of Graduate Studies not later than three weeks from the date of the discussion.

Item 60:

The Dean of Graduate Studies shall recommend the award of the degree to the University Council for decision.

Item 61:

The supervisor of the master thesis from outside the university shall be paid a sum reward of (5000) five thousand riyals. The amount of (7000) seven thousand riyals.

Item 62:

Anyone who participates in the discussion of a master's or doctoral degree shall be paid a sum reward of (1000) thousand riyals if the participant is a member of the teaching staff of the same university to which the thesis is submitted. However, if the participant is not from the faculty members of the university where the thesis is being discussed, whether it is from the employees of that university or from outside it, a sum remuneration of (1500) fifteen hundred riyals will be paid to discuss the doctoral thesis and 1000 riyals to discuss the master's thesis. If the participant is from outside the Kingdom he will be paid 2500 riyals. If the participant is from outside the city where the university is located, where the thesis is being discussed, whether inside or outside the Kingdom, in addition to the aforementioned remuneration, a plane ticket will be issued to him/her from his/her residence back and forth, and the appropriate accommodation and subsistence fare will not exceed a maximum of two nights. A plane ticket will also be issued to the discussion partner if the discussion is blind and for the mahram if the participant is a female, in addition to the appropriate accommodation fare, up to a maximum of two nights.

Third: General Provisions

Item 63:

The University Council sets the rules governing the evaluation of graduate programs based on the proposal of the Deanship of Graduate Studies Council, provided that the results of the evaluation shall be submitted to the University Council.

Item 64:

The Head of the Department shall submit to the Dean of the College concerned and the Dean of Graduate Studies at the end of each year a report on the progress of graduate studies therein.

Item 65:

Anything that has no special mentioned provision in these regulations, the regulations of the Higher Education Council and universities and its executive bylaws and the regulations, rules and decisions in force in the Kingdom shall apply.

Item 66:

This new regulation bylaw shall cancel the previous graduate regulations in universities, and shall come into effect from the first academic year following the date of its approval. The University Council may deal with the cases of students enrolled under the previous regulations.

Item 67:

University councils may set the organizational and executive rules and procedures for the conduct of graduate studies therein in a manner that does not contradict the provisions of this regulation.

Item 68:

The Higher Education Council shall have the right to interpret these Regulations.

Chapter 7

Scientific Research

Regulations and rules of scientific research

(Reference: Deanship of Scientific Research and Basic Reference: Unified Regulations for Scientific Research in Saudi Universities)

First: Definitions (According to Item 1)

- 1- Scientific research: is the achievement that depends on the known scientific foundations, and is the result of individual efforts or joint efforts or both.
- 2 - Principal Investigator: Is a member of the teaching staff, or an equivalent, who represents the group involved in the research and supervises and manages the group.
- 3 - faculty member: who holds a doctorate degree from professor, then associate professor and then assistant professor in addition to those who are lecturers and instructors, language teachers and research assistants.
- 4- Coresearcher: A member of the faculty or similar, who is partnering with a group of researchers to complete the study of a topic.
- 5 - Arbitrator Examiner: is a faculty member or expert who is charged with examining and studying scientific production.
- 6 - References: is a member of the teaching staff or the like or expert who is assigned to review scientific production.

7 - Counselor: is a member of the teaching staff or similar or an expert assigned by the specialized research center to provide consulting services or studies.

Second: Objectives and tasks

The research conducted at universities aims at enriching knowledge in all useful fields, in particular as follows: (In accordance with Item 2)

- a. Highlighting the Islamic curriculum and its achievements in the history of civilization and humanities.
- b. Collecting and caring for the Arab and Islamic heritage and indexing it and making it available for the researchers.
- c. Providing scientific advice and developing scientific and practical solutions to the problems facing the society through researches and studies required by governmental or private bodies.
- d. Transferring and localization of modern technology and participating in its development and adaptation to suit local conditions for the purposes of development.
- e. Linking scientific research with the objectives of the university and the development plans, and staying away from duplication and repetition and benefiting from previous studies.
- f. Developing a generation of distinguished Saudi researchers and training them to be able to conduct original high-level research by involving graduate students, lecturers, lecturers and research assistants in the implementation of scientific research.
- g. Upgrading the level of university education and graduate studies.

Membership of the Deanship of Scientific Research from the faculty members (in accordance with Item 5)

The Deanship of Scientific Research shall have a council called the “Scientific Research Council” consisting of:

Dean of Scientific Research as	Chairman
Dean of Graduate Studies as	Member
Vice Dean (s) of the Deanship of Scientific Research as	Members

- Number of directors of research centers not exceeding five chosen by the University Council on the recommendation of the University rector.

- A number of distinguished professors in the Journal of Scientific Research. The members of the teaching staff of the university are not more than seven, appointed by the University Council for a period of two years, renewable on the recommendation of the University rector.

The Council shall convene, take its decisions and adopt them in accordance with the provisions of Item (35) of the Council of Higher Education and Universities.

The Deanship includes several centers:

- Center for Forensic Sciences and Arabic Language Research
- Applied Science Research Center
- Theoretical and Human Sciences Research Center
- Health Sciences Research Center
- Basic Science Research Center

Each Deanship Research Center is managed by:

The Council of the Center.

Director of the Center.

Each within its jurisdiction.

Formation of the Council of Research Centers (According to Item

- a. The Director of the Center, who has the presidency of the Council, and is appointed by the Saudi faculty members by a decision of the University rector based on the nomination of the Dean of Scientific Research and the support of the Vice President for Graduate Studies and Scientific Research for a renewable period of two years, and is treated financially as the head of the Department.
- b. A number of distinguished faculty members in scientific research shall not be more than five appointed by the University rector upon the nomination of the Dean of Scientific Research and the support of the Vice President for Graduate Studies and Scientific Research for a renewable period of two years.

Functions of the Research Center (According to Item 10)

- a. Propose the annual research plan and prepare the necessary draft budget.
- b. Studying research projects of faculty members and the like and following up their implementation.
- c. Study of research projects and graduate studies that are required from outside the university and the selection of researchers and follow-up implementation and propose rewards to those in accordance with the rules governing it.
- d. Recommend disbursement from the established research budget

within the limits of the powers regulating it.

- e. Study the annual report, the final account and the draft budget of the center and submit it to the competent authority and study what is referred to it by the council of the Deanship of Scientific Research.
- f. The establishment of specialized research units of the centers:

Research centers are working on the development of research units that are specialized in a field to help focus efforts and reach the objectives at a faster time. Research centers are also working to find the necessary funding for these units from the Deanship to equip them with the special tools and devices that help them to do their purpose.

Functions of the Director of the Research Center (According to Item 11)

- a. Supervising and following up the research work of faculty members and the similar and research assistants, including direct supervision of the administrative and technical staff of the Center.
- b. Liaise with the scientific departments and motivate faculty members to research, coordinate their research projects, and provide the means and capabilities to help prepare and disseminate them as efficiently as possible.
- c. Liaising and coordinating with other research centers inside and outside the university in all matters related to the nature of research that is under the supervision of the center or that will be prepared for the benefit of entities outside the university.
- d. Prepare the draft annual budget for the Center's activities in preparation for submission to the council of the Center and then submit it to the competent authority at the University.
- e. Prepare the annual report on the Center's activities and submit it to the competent authority.

Third: Mechanisms to Apply for supporting Research Funding

1. Periodical Research:

It is provided at the opening of the submission of research Deanship of scientific research in the period from the first Muharram and until the end of the month of the first spring of each year, by uploading the research project on the website of the Deanship after obtaining the approval of research centers and the number of that approval in the research project. Applicants are also notified of the acceptance or rejection of their research by sending an e-mail.

The research is divided into several types as follows:

- Permanent Small Grants
- Grant research groups
- Grant research priorities
- International cooperation grants
- Bachelor student grants
- Development grants

2. Exceptional research:

They are submitted at any time of the year and are required to be submitted to the research centers of the researcher or researchers to obtain approval and recommend approval for their scientific value or benefit to the university and then be submitted directly to the Deanship of Scientific Research.

3. External research:

It is the research submitted for the support of other government bodies outside the university, but through the Deanship of Scientific Research (such as King Abdulaziz City for Science and Technology), and the opening and closing dates for the submission of research for those entities. Approval of the research centers of the researcher or researchers is required.

Some government agencies supporting research:

King Abdul Aziz City for Science and Technology (www.kacst.edu.sa) supports various research programs including Biotechnology and Genetic Engineering Research Program, Technical Innovation Centers Program and Excellence Support and Innovation Program

Center for Research and Consulting Studies Umm Al-Qura University (rcc@uqu.edu.sa)

Center for Medical and Medical Sciences Research - Umm Al-Qura University (www.uqu.edu.sa)

SABIC Research Grants Program

Center for Medical and Medical Sciences Research, Umm Al-Qura University

Center for Engineering and Architectural Science Research, Umm Al-Qura University

Center for Hajj and Umrah Research, Umm Al-Qura University

Custodian of the Two Holy Mosques Institute for Hajj Research, Umm Al-Qura University

Research and Consulting - Taibah University in Madinah

Center for Scientific Research and Revival of Islamic Heritage - Umm Al-Qura University

Center for King Fahd Medical Research, King Abdulaziz University

Center for Water Research, King Abdulaziz University

Research and Consulting Institute, King Abdulaziz University

Center for Environmental Studies Research, King Abdulaziz University

Center for Genomic Medicine Research, King Abdulaziz University

Center of Excellence in Environmental Studies King Abdulaziz University

Center of Nanotechnology, King Abdulaziz University, Faculty of Engineering

Center of Excellence in Genomic Medicine Research

King Fahd Center for Genomic Research

Agricultural Research Center, Huda Al-Sham, King Abdulaziz University

Water Studies Center - King Faisal University

Beauty Research Center, King Faisal University

Date and Date Research Center

Agricultural and Veterinary Training and Research Station, King Faisal University

King Faisal University

Center of Veterinary Research and Animal Production King Faisal University

Center of King Saud University College of Dentistry Research

Prince Mohammed Bin Fahd Center for Medical Research and Studies, King Faisal University

National Center for Agriculture and Water Research in Riyadh

Agricultural Research Station Baljurashi - Ministry of Agriculture

Information Technology Center, King Faisal University

Regional Center for Agricultural Research in Al-Ahsa, Ministry of Agriculture

King Saud University College of Computer and Information Sciences Research Center

Arab Horse Center in Dirab - Ministry of Agriculture -

Agricultural Research Station in Al-Kharj, Ministry of Agriculture

Agricultural Research Center, Qassim, Unayzah, Ministry of Agriculture

Agricultural Research Center, Makkah Region, Jeddah, Ministry of Agriculture

Najran Horticulture Research Center Ministry of Agriculture - -

Center of Pasture and Livestock Development Research, Al-Jouf, Ministry of Agriculture

Date Palm Research Center

National Center for Agriculture and Water Research - Ministry of Agriculture

National Center for Locust Control and Research - Ministry of Agriculture and Water

Center of Saudi Aramco Research and Development

Renewable Energy Research Center, King Fahd University of Petroleum and Minerals

King Saud University College of Applied Medical Sciences Research Center

King Faisal Center for Research and Islamic Studies

Center of Aramco Petroleum Exploration and Engineering - Ras Tanura

Center of Petroleum Refining and Chemicals Research, King Fahd University of Petroleum and Minerals

Camel and Pasture Research Center in Al - Jouf
Center of Saudi Aramco Research and Development
King Abdulaziz Center for Purebred Arabian Horses
National Center for Date and Date Research in Al – Ahsa
Center of College of Pharmacy Research, King Saud University
Research Institute - King Fahd University of Petroleum and Minerals
Experiments and development of citrus plant in Sipani - Ministry of Agriculture
Aramco Research, Technology and Technical Services Department
Center of Islamic Economics Research
Research Center of Science and Medical Studies Departments, King Saud University
Research Center, College of Medicine, King Saud University
Research Center, College of Engineering, King Saud University
Communications and Computer Research Center, King Fahd University of Petroleum and Minerals
Research Center - King Faisal Specialist Hospital
Research Center, College of Engineering, King Saud University
Engineering Research Institute, King Fahd University of Petroleum and Minerals
Biotechnology Research Center, King Saud University
Applied Medical Sciences Center, King Fahd University of Petroleum and Minerals
Research Center at King Faisal Specialist Hospital
Research Center, Department of Clinical Pharmacy, King Saud University

King Khalid Eye Specialist Hospital

Petroleum and Minerals Center, King Fahd University of Petroleum and Minerals

Medical, Aromatic and Toxic Plants Research Center

General Directorate of Medical Research, Ministry of Health

Refining and Petrochemical Center - King Fahd University of Petroleum and Minerals

King Fahd National Center for Pediatric Oncology and Research - Aragin Co.

Environment and Water Center King Fahd University of Petroleum and Minerals -

Research Center, College of Medicine, King Saud University

Prince Sultan Bin Abdulaziz Center for Environmental and Tourism Studies and Research, King Khalid University

Center for Desert Studies, King Saud University

Center of Academic Development and Evaluation, King Khalid University

Center of Madinah Research and Studies

Center of Research and Consultancy Studies - Umm Al-Qura University

King Abdullah Institute, King Saud University

Center for Graduate Studies and Continuing Medical Education - King Khalid University

Research Center, College of Architecture and Planning, King Saud University

Research Center, College of Food and Agricultural Sciences, King Saud University

Prince Salman Center for Disability Research

Astronomy and Geophysics Research Institute, King Abdulaziz City for Science and Technology

Research Center, College of Science, King Saud University

Center of Saudi Aquaculture Research

Center of Seismic Studies Center, King Saud University

Energy Research Institute / King Abdulaziz City for Science and Technology

SABIC Industrial Complex for Research and Development - Riyadh

Center of Schlumberger Carbon Rock Research Center, Dhahran

Center of Engineering Materials Research

Prince Sultan Center for Environment, Water and Desert Research

Space Research Institute, King Abdulaziz City for Science and Technology

Research and Desalination Technology Institute

R&D Department - Riyadh Cable Group of Companies

National Center for Alternative Medicine and Integration - Ministry of Health

Center of Science and Mathematics Education Development, King Saud University

Center of Najran Horticulture Research

General Directorate for Research and Vocational Studies

National Center for Mathematics and Physics - King Abdulaziz City for Science and Technology

Agricultural Research Station Baljurashi - Ministry of Agriculture

Center of Grassland and Livestock Research

The University funds the research from its budget, either at the initiative of the researcher or the competent scientific authorities in accordance with the approved plan and the procedures regulated by the Scientific Council within the maximum amounts the following:

- A. A reward of 1,200 riyals (1200) per month will be paid to the Principal Investigator of Ph.D. One thousand riyals (1000) per month for each of the participants of the faculty members and the like of doctoral holders during the basic period specified in the research plan.
- B. The researcher assistant from the master's degree holders shall be paid a reward of (30) thirty riyals per hour, not exceeding (800) eight hundred riyals per month during the basic period specified in the research plan, and not more than three assistants.
- C. The research assistant from the university degree holders shall be paid a reward of (25) twenty five riyals per hour, not exceeding (600) six hundred riyals per month during the basic period specified in the research plan.
- D. A reward of (20) twenty riyals per hour, not exceeding (400) four hundred riyals per month, during the basic period specified in the research plan.
- E. Any consultant within the city shall be paid a reward of (500) five hundred riyals for each day of consultation, provided that the total amount he receives in one year does not exceed (7000) seven thousand riyals.
- F. A consultant from outside the city shall be paid a reward of (1000) thousand riyals for each day for a comprehensive consultation for accommodation and subsistence provided that the total amount he receives in one year does not exceed 14,000 riyals.
- G. A consultant from outside the Kingdom shall be paid a reward of (2000) thousand riyals for each day of a comprehensive consultation for accommodation and subsistence provided that the total amount he receives in one year shall not exceed (20,000) twenty thousand riyals.

H. The remuneration referred to above may not be paid if the researcher is vacant for work in scientific research.

Mechanisms of Using Parties outside the Kingdom:

- 1- In the case of using the services of a research consultant or researcher who came from outside the Kingdom, this should be mentioned in the research project. The monthly bonus paid to them may be increased during the basic period specified in the research plan.
- 2- In case of using a laboratory outside the Kingdom, the reason for resorting to such laboratories should be mentioned in the research project.
- 3- In the case of purchasing materials from outside the Kingdom, the reason for the purchase should be stated in the research project. Original invoices should be brought for approval.
4. Research supported financially by governmental research institutions, or others should be carried out in accordance with the regulations issued by these institutions.

Fifth: Awards and incentives

Awards and Incentives for Distinguished Researchers and Distinguished Research:

1. It is valid to give prizes, encouragement awards on a yearly basis to distinguished researchers and the number of these prizes and awards are to be determined by the University Council on the recommendation of the Scientific Council.
2. It is valid to give prizes, encouragement awards on a yearly basis to distinguished conference and journal papers. The number of awards and prizes may be determined by the University Council on the recommendation of the Scientific Council.

3. Each award consists of a certificate of appreciation and a financial reward not exceeding twenty thousand riyals determined by the University Council based on the recommendation of the scientific council.

Regulations for Publishing Master and doctoral dissertations:

1. It is permissible, after the approval of the Scientific Council, to publish some master's and doctoral theses that are of great interest or are linked to the Kingdom's development goals.
2. If the thesis is written in a foreign language and the Scientific Council considers it important to publish it in Arabic, the Council shall decide a financial reward for its translation.
3. For the purpose of publication, it may consider publishing letters approved by another university inside or outside the Kingdom if they serve the objectives of the university.
4. The author of the thesis receives a remuneration of eight thousand (8,000) riyals for the dissemination of the master's thesis and fifteen thousand (15,000) riyals for the publication of the doctoral thesis.

Translation and Publication of Research, Scientific Literature and Books:

1. The Scientific Council shall consider the production submitted to it for publication on behalf of the University including research, authoring, translation or investigation, provided that it is consistent with the objectives of the University and characterized by authenticity.
2. The scientific production submitted for publication shall be subject to arbitration by at least two specialists. The Scientific Council shall lay down the detailed rules and procedures for arbitration, examination and review systems.

3. The authors, investigators and translators shall be paid a reward estimated by the Scientific Council based on the arbitrators' reports according to the subject of the book and its scientific value and the efforts exerted in it, provided that the reward shall not exceed fifty thousand riyals (50,000) for each book.
4. The rewards for authoring or translating encyclopedias and encyclopedic books shall be determined in accordance with the plan and procedures approved by the Scientific Council, provided that the rewards of each volume shall not exceed fifty thousand riyals (50,000).
5. Remuneration of not more than two thousand riyals (2000) shall be paid to those charged with examining or arbitrating books written, verified or translated from inside or outside the university on one book.
6. A remuneration not exceeding two thousand riyals (2000) per book for linguistic correctors for the book published by the university.
7. A reward not exceeding five hundred (500) riyals for each research and no more than three thousand riyals (3000) for the entire scientific production submitted to those who participate in the arbitration and examination of scientific production submitted for promotion to a scientific degree.
8. The owner of the production submitted for publication shall correct the printing experiments and prepare the complete catalogs.
9. In case of translated production, the following conditions shall be met:
 - (A) The translated work shall be of scientifically or practically useful.
 - (B) The translated work shall be subject to arbitration by one or more reviewers.
 - (C) The translator and references should be proficient in the two languages that is being translated to and the language it is written in.
 - (D) The translator shall observe the auditor's remarks and the proposed amendments.

Obtaining the right of translation and publication from the concerned authorities before commencing.

(E) Obtaining the right of translation and publication from the concerned authorities before commencing.

10. The copyright shall be deemed a waiver by the author of his right to print the books he has been authored, achieved or translated for a period of five years from the date of the approval of the Scientific Council for printing.

11. When reprinting works published by the University, the owners shall be treated as follows:

a. If the works are part of scientific projects that have been sponsored by the university, or the university has purchased their copyrights permanently or completed by professors who have been completely discharged by the University for completion. The owners do not have any new financial rights upon reprint.

b. The works prepared by its owners and bought by the university; the copyright shall be paid upon reprinting a reward not exceeding what was paid to them at the first time.

12. The University reserves the right to republish its publications for a period of five years. If the owner of the production adds something important to the edition, the scientific council will appreciate a special reward for what he added after its approval from the arbitrator (examiner).

13. Five years after the approval of the Scientific Council to print the production, the right of full re-publication shall be transferred to its owner or inheritors. Republishing shall be by special agreement with the University.

14. The Scientific Council may consider re-publishing a product that has not previously been published or run out by the University if it has special scientific values.

Chapter Eight

Professional Ethics

First: The Policy of Ethics of Scientific Research

(Reference: Deanship of Scientific Research)

The University of Qassim, represented by the Deanship of Scientific Research, is concerned with protecting the rights of all university employees and protecting the privacy of scientific research topics. The university is concerned with supporting scientific mobility within international scientific frameworks and foundations that raise the level of the university as a center of elaborate research with a distinguished level. This document was drafted to achieve these objectives and in response to the funding requirements for research from different funding bodies. The following is a description of the procedures and controls for scientific research at the university.

Item 1: types and areas of research:

Theoretically, all research topics have a congenital dimension, but there are some research trends in which the moral aspect has a special place: research that is concerned with the human and health aspects; research conducted using experimental animals; and research that has social and political sensitivity.

Item 2: Researchers:

Moral responsibility is primarily the responsibility of the researcher; the ethical aspects must be given special importance in all steps of research, from the idea to final steps, and results. In addition, the researcher must be familiar with, and have full knowledge of the rules

and policies of the university in this aspect, and must apply these rules, and regulations. These rules and regulations apply to anyone who conducts research under the auspices of the university, whether research is conducted inside or outside the university.

1- The researcher is responsible for obtaining the prior approval of all the subject of the research, and the researcher should clarify to the participants in the research as follows:

The aim of the research, the source of funding, their right to withdraw from the research, or the refusal to participate in the research should be respected.

2- If the participants in the research are unaware of the nature of the research, or the value of their participation in it, for example, children, a written consent must be obtained from a parent or guardian.

3- If the participants' knowledge of the nature of the research will affect the results, they should at least mention the research of those participants.

4- It is recommended that the researcher consults with experts in the research subject, or the opinion of one of his colleagues when there is a need, especially in research related to some disciplines such as:

- Dynamic, or psychological stress.
- Infringement on the privacy of others.

5- The researcher should clarify the nature of the research to the participants, and obtain their consent to participate in it, including the method of writing the names of the participants and how they will be arranged with the definition of their workplace.

6- Research participants should be made aware of the importance of not publishing any data on the results, the privacy of the research, as well as not disclosing or using the information and results of the research until it is completed and published.

Item 3: General principles and ethics of research:

- 1- Credibility and honesty: Focus on the importance of honesty in all research steps including: gathering information, recording results, the method used, writing and publishing the research.
- 2 - Objectivity of the research: The researcher should avoid bias to any point of view, or adopt a prior result in the steps of research such as, analysis of results, data, writing the research plan, review of views, and previous research.
- 3 - Accuracy: Commitment to accuracy, and seriousness in all aspects of research, and keep records of the steps and results of the search.
- 4 - Cooperation, sharing ideas, data and devices, as well as providing advice and assistance to those who need colleagues, and accept criticism, and suggestions.
- 5- Respect: Appreciate and respect the opinions and suggestions of the participants in the research, as well as the protection of minors, or unaware that may be covered or dealt with by the research.
- 6-Respect for intellectual property rights: such as patents, copyrights and other types of intellectual property.
- 7-Privacy: Protect the privacy of individuals and information in all aspects of research.
- 8-Justice, treating others with respect for and observance of their rights, giving each person his destiny, and his appropriate status.

Item 4: Regulations and Rules Governing Scientific Research

- 1- The researcher should follow the regulations and regulations set by the National Committee for Bioethics and Medical <http://bioethics.kacst.edu.sa>
- 2- The researcher should follow the rules and regulations stipulated by the university, college or department, if any.

- 3- In the first place, the researcher must demonstrate moral responsibility in all aspects of scientific research, including everything mentioned in the general principles and ethics previously.
4. The researcher must follow the regulations and regulations stipulated by other supporting bodies, or government agencies, or authorized to regulate this practice.
- 5- The researcher should follow the safety methods and keep the safety of the participants in the study, researchers, assistants and other workers. As well as maintaining the integrity of the facility, and the environment.
- 6- The researcher should dispose of all waste, including sharp, infectious, chemical and other wastes.
6. The researcher should familiarize himself with, and abide by all regulations and controls stipulated and regulated for misconduct in scientific research.

Item 5: Regulations and Rules Governing the Scientific Research on Human Beings:

All research and scientific studies involving humans, or similar genetic material DNA or RNA or Human Tissue must be subject to the following rules and regulations:

1. The researcher must abide by the provisions of Islamic legitimacy, principles, and scientific norms governing this practice.
2. The person participating in the study must know the subject of the research in full.
3. The participation of people in the research should be voluntary and optional after knowing the details of the research in full.
4. The persons studied shall be respected and protected by explaining all the details of the research, damages and risks, if any.
5. The subject should be accepted within the ethics and general

customs of the region.

6. Written informed consent must be obtained from the person participating in the study, or his legal guardian.
7. To inform all persons participating in the study, if necessary, of the results.
8. Respect the privacy of individuals participating in the study and respect the privacy of the information relating to all aspects of scientific research.
9. Scientific research Information, especially personal and private information, must be protected.
10. Persons participating in the study shall be protected from the study sample, researchers or assistants, as well as the integrity of the facility and the environment.
11. Researchers in this field can learn more using the following websites:

-Medical Research Council: Human tissues and biological samples for use in research

www.mrc.ac.uk

- Royal College of Physicians www.rcpath.org

- National Health Foundation www.nih.org

- The National Committee for Bioethics and Medical Ethics:

<http://bioethics.kacst.edu.sa>

Item 6: Regulations and Rules Governing Scientific Research on Animals

The use of experimental animals in scientific research is one of the most important catalysts for conducting medical and applied research.

1. The researcher must abide by the provisions of Islamic legitimacy and scientific principles and norms governing this practice.
2. The researcher should review and apply all regulations and rules governing scientific research.
3. The minimum number of experimental animals should be used in scientific research.
4. Damage to experimental animals should be minimized at all stages of scientific research.
5. Experimental animals may only be used by trained persons.
6. Endangered animals may not be used.
7. The facility should contain the places suitable for the care of experimental animals during all stages of scientific research.
8. The persons involved in the study should be protected by researchers, assistants and others, as well as the integrity of the facility and the environment.

Item 7: Regulations and Rules Governing Scientific Research on the Environment

The human being is an essential part of the surrounding environment and he depends heavily on the natural resources in it. Accordingly, all environmental research will apply to the following regulations:

- 1- The researcher should apply all regulations and rules governing scientific research and adhere to the provisions of Islamic Sharia and scientific principles and norms.

- 2- The researcher should explain the mechanisms of the research in full and estimate all the damage resulting from the work of the research in addition to the development of other alternatives to do so.
- 3- To the extent possible, damage to all forms of life in the environment should be minimized, including humans, animals, plants and other natural resources.
- 4- The study should be initially done on a narrow size to verify the associated damage.
5. The researcher must respect private and public property in all aspects and coordinate in this regard.
- 6- Healthy and proper disposal of all harmful substances resulting from research, including infectious substances, chemicals and others.
- 7- Participants must be protected and natural resources protected.

Item eight: Some other ordinances that must be observed:

Conflict of Interest, Safeguarding Facility and Environment, Justice, Respect for Privacy, Intellectual Property Protection, Written Agreement with Researchers, Written Agreement with Supporters, Risk Assessment, Procurement Management, Financial Management, Cost-Benefit Analysis, Training, Student and Student Support Teaching staff.

Item nine: Policy of misconduct in scientific research:

The Deanship of Scientific Research and the University in general expects all researchers inside or outside the University to abide strictly by the rules and regulations governing scientific research referred to above. Any breach of these regulations will be taken very seriously, in order to minimize the damage caused and to maintain the level of scientific research and the reputation of the university as a leading center of scientific research.

In the event of any violation of the regulations of ethics of scientific research, the matter is referred to the research center concerned to make a recommendation to the Committee on Ethics of Scientific Research at the University.

Paragraph (1) Application:

The policy of misconduct in scientific research is applied at all stages of scientific research starting from the idea, research proposal, literary review, research work mechanisms, references, final report, researchers, assistants, supporters and others.

Paragraph (2) Definition:

Misconduct in scientific research is defined as follows:

- Making or fabricating results and reports.
- Distorting and falsifying the results and methods of research and other work or selectivity in showing some of the results and hide some.
- Plagiarism or literary theft, including all stages of scientific research, starting with ideas and ending with reports.
- Mistakes and damages resulting from the lack of full compliance with the regulations and rules governing scientific research.
- Misconduct in scientific research does not include spontaneous errors or different methods of interpretation among researchers.

Paragraph (3) Proof:

In order to prove misconduct in scientific research the researcher must:

- If there is an unacceptable error or far from practicing scientific research.
- If the commission of this mistake was done on purpose by the researcher or as a result of recklessness and non-compliance with controls.
- To be prove that by evidence.

Paragraph (4) Responsibility:

The responsibility for reporting misconduct in scientific research rests with everyone, so that anyone who believes that misconduct in scientific research has occurred or happens should inform the Dean or Dean of Scientific Research.

Paragraph (5) Investigation:

The supporting body, represented by the Deanship of Scientific Research, shall ensure the verification of misconduct in scientific research in the appropriate manner after the initial evaluation. The Deanship of Scientific Research is also in charge of communicating with relevant external bodies, both governmental and private. All papers shall be referred to the Scientific Research Ethics Committee for appropriate decisions.

Paragraph (6): Possible penalties:

After all the evidence has been investigated and the relevant parties heard, the possible penalties for misconduct in scientific research vary according to the wrongdoing and there are several stages of the resulting penalties.

- Not supporting the project in case of submission.
- Monitoring and following-up the researcher's work in particular.
- Removing the researcher from a specific research project.
- Not reducing or cancelling the fund of the future research projects of the researcher.
- A letter of attention to the researcher may be included in the researcher file.
- Deduction from the monthly salary or deprivation of the premium.
- Stop the job promotion.
- Termination of service.

Other penalties may be applied from third parties relevant to the case depending on the applicable system.

All research proposals submitted to the Deanship of Scientific Research at the Qassim University with an ethical dimension should be evaluated by the Research Ethics Committee according to the following form:

Kingdom of Saudi Arabia	المملكة العربية السعودية
Ministry of Higher Education	وزارة التعليم العالي
Qassim University	جامعة القصيم
Scientific Research Deanship	عمادة البحث العلمي

Request for Approval of the Scientific Research Moral Committee

1) The study Title

.....

2) The study Goal

.....

3) The researchers' names

.....

4) The reason of choosing the sample

.....

5) The mechanism, goal, and time of participation of the sample

.....

6) The dangers if any exists

.....

7) Description of any benefits if exists

.....

8) The Compensations if exists

.....

9) Ways of Protecting Information

.....

10) The right of withdrawing or terminating the participation in the study

.....

11) Information sources

12) The approving signature of the researcher and the study participants

13) Signature of Witnesses if required

- All the regulations and rules that regulate the scientific research are reviewed.
- All the information attached are correct and updated information
- The proposed research is fully attached.

Name of the main researcher

Signature

.....

.....

Recommendation of the Scientific Center

- ☐ Approval and it will not be sent to the scientific research moral committee at the university.
- ☐ Disapproval of conducting the research.
- ☐ Recommendation to send the report to the scientific research moral committee at the university and attaching all the reviews and opinions conducted by the committee members.

The Scientific Research Moral Committee

☐ Approval
☐ Disapproval

☐

Date -----

Second: The Ethics of Teaching and Learning

The set of high values and ethical rules of conduct that the University seeks to establish in the field of learning and education is determined by the need for the commitment of both faculty members and students to the following items:

Programs and Courses:

- 1- Working to achieve the objectives of higher education in the Kingdom of Saudi Arabia, and ways to achieve them in accordance with the possibilities of the curriculum being taught and access to sufficient information to reach the vision and mission of the university.
- 2 - Attention to the Saudi framework and rules that are acceptable in the field of specialization, including the requirements of the professions that the students are prepared to practice.
- 3- Planning programs in the form of integrated packages of options, with plans to deliver and evaluate programs in the light of their knowledge, skills, teaching strategies and continuous development processes, and take any necessary action to ensure that necessary adjustments are made to the content and references to ensure continuity of quality and consistency.
- 4 - Description of any course or program to include methods of teaching, and methods of assessment that fit with different types of learning.
- 5- Designing and implementing of the components of the course and its objectives, scientific content, activities and educational media that help in teaching and are useful in evaluating the performance of students, including the preparation of integrated scientific content, and sources of learning that enable access to knowledge in the easiest ways, with the choice of methods and teaching strategies appropriate to the nature of the content And calendar methods.

6. Benefit from educational programs or courses offered by international organizations, including e-learning or other distance learning programs or courses, unless approved or shown to be quality assured and approved by a relevant educational quality assurance agency, authorized from the government in the country of origin.
7. Submit a report on the course that has been taught. The student may express his opinion in what he learned after being exposed to the scientific content of the course.
8. Maintain records of student completion rates in all courses. They are used under performance indicators.
9. Make appropriate modifications to the plans of teaching courses after studying the courses reports and taking into account what is contained in it.
10. Provide program managers (department head or other officials) with regular reports (at least annually) on the teaching of each course.
11. The use of appropriate mechanisms (honest and consistent), programs to verify the levels (standard) of student achievement compared to the relevant benchmarks (levels or levels), both internally and externally
12. Monitor the quality of the program and program courses as a whole regularly through appropriate evaluation mechanisms, with regular adjustments and comprehensive reviews.
13. Retain in the course file and program file, details of changes made. This is when these changes were made as a result of periodic evaluations.

University TextBook:

Adherence to the specifications of the quality of the university book in terms of:

1. The existence of clear and measurable goals.
- 2 - An introduction explaining the organization of its content.

- 3 - It includes headings and subheadings for each topic.
- 4 - Integration of content with the objectives of the curriculum.
- 5 - Presentation of the article in a comprehensive and coherent logical manner.
- 6 - The proportion of its content is suitable with the number of hours set for it.
- 7 - Containing the appropriate drawings and illustrations.
- 8 - Using the appropriate methods for evaluation of primary and structural formative.
- 9 - Motivate the student to think in different ways.
- 10 - Suitable for the level of the learner in his language and style.
- 11 - The learner is directed to various relevant scientific activities.
- 12 - Guide the learner to other sources of knowledge available.
- 13 - Linking theoretical and practical matters.
- 14 - Utilization of available knowledge and learning resources in the local environment.
- 15 - Linking the learner to the surrounding community issues.
- 16 - Help the learner to better understand what the lecturer offers him.
- 17 - The development of the methods of self-learning, and increases his ability to research and investigation.
- 18 - Help the student to collaborative learning, and promote the spirit of teamwork and participatory.

Approach Used:

1. Clarify students' responsibilities and codes of conduct, and ensure that they are fully aware of them at the start of their studies.
2. Clearly identify the developmental characteristics of students with the development of appropriate mechanisms to achieve, and evaluate and report to develop.
3. Encouraging students to respect their right to express their personal views, not to deliberately impose any decision or opinion, and to provide a scientific environment based on trust, mutual respect and fair treatment, while avoiding humiliation or degradation of their abilities. Providing a scientific climate based on trust, mutual respect and fair treatment while avoiding humiliation or degradation of their abilities.
4. Social interaction between students and faculty members, and create an atmosphere of good relations between them, while being patient about mistakes.
5. Develop disciplinary systems against the right of the student who exceeds the limits of literature in dealing with his teacher as a way to preserve the dignity of the professor and educate the generation on morality virtuous.
6. Informing students of the requirements of assignments and student assessments (this information can be obtained in detail from the course description forms).
7. Helping students to develop their information, skills and positive attitudes towards religion, science and society through the acquisition of mental and scientific skills that develop scientific thinking and criticism, and love of continuous self-learning and practice.
- 8.- The right of the faculty member to listen to the professor during the lecture.
9. Informing the students of the course objectives, vocabulary, content, and methods of evaluation in the course of accomplishment,

through the Internet and through the university website, e-mail or personal account of each student or by other means.

10. Discipline in the presence of lectures and commitment to the place and dates of the beginning and end in accordance with the general schedule, and not assigned to anyone, and any change must be based on the formal procedures governing it, and in case of approval of the change is placed in the room allocated to inform the students of the change, and the student must adhere to this.
11. Attention to office hours to guide students and guide them on how to deal and solve their personal and social study problems, in a public manner, and the student to review the faculty members on a regular basis.
12. Maintaining the system within the classrooms and lectures to allow students to achieve the highest level of achievement allowed by their abilities.
13. To instill balanced Islamic concepts and values in the minds of students, as well as to acquire knowledge and information, and develop their abilities to apply.
14. Providing a list of reference books for the department's materials and facilitating the students' access to them, while directing them to the various sources of knowledge, information vessels and study references in terms of their place and time of publication.
15. Inform students in advance and fully about course requirements through course descriptions that should include knowledge and skills targeted for development.
16. Avoid giving private lessons completely under any name pay or without pay, and whoever commits this offense, whether a member of the teaching staff or students to the punishment based on the results of investigations.
17. Urging students to scientific integrity and in the event of breach, whether in the exam or in the preparation of research is to apply the penal laws in force at the university.

18. Prepare a list of students' names, and use them in monitoring attendance and absence, and record the grades of the work of the year and the results, in a way that allows quick recall and extraction if needed.
19. Allow the student to review his / her answer papers in all cases.
20. Deal with disciplinary, penalty procedures, academic or personal problems of students in strict confidentiality, and respect the confidentiality of information relating to students, and not leaking information or giving it except to only those who are directly concerned with their affairs.
21. Design an integrated and comprehensive program to guide and direct new students; to ensure full understanding of the types of services provided by the institution, as well as the duties and responsibilities placed on them.
22. Implementation of the method of electronic guidance and provide the requirements for its implementation on the university website and its needs of manpower.
23. Create effective systems to help students learn through academic guidance and follow-up on students' progress, encourage high-performance students, and provide assistance to individuals who need it.
24. To be present at sufficient and specific times in a schedule to provide appropriate counseling and guidance to partially regular students as well as to wholly organized groups.
25. Evaluate the effectiveness of academic guidance through the use of electronic means and data available, such as analysis of response time and the results of the assessment of students, in the case of procedures for the guidance and academic direction of the student through electronic communications, including e-mail and others.
26. Provide adequate (private / extra) lessons to students to ensure their understanding and ability to apply what they are learning.

27. Maintain documentary files (Portfolio) containing evidence and witnesses of orthodontic processes and improvement strategies.

Teaching Process:

1. Work on self-growth and develop academic, technical and professional performance through continuous follow-up of scientific developments and developments in the field of specialization and evaluation of scientific material, and then develop them according to these innovations.
2. Good preparation for the duration of the scientific to reach the target scientific level, and take into account not to deviate from the lecture issues not related to the article, while adhering to the duration of the lecture from the beginning to the end.
3. Mastering the teaching process and make it more interesting and fun, using appropriate teaching strategies to develop the skills of scientific thinking, criticism and creativity of the student.
4. Giving the student equal opportunities in dialogue and discussion, and expressing his ideas in a sequential, logical and related to the subject matter, while committing to a quiet dialogue sober away from passion.
5. Self-emotional awareness in terms of self-knowledge and acceptance and management of emotions and anger and away from verbal insults or quarrel and maintain appropriate emotional control does not let the opportunity of anger to possess and does not give quick judgments of different positions, and set an example.
6. The textbooks include recent references and the latest developments in the field of study.
7. The right to educational rehabilitation, which can enable the performance of the educational mission in the best way, through the provision of innovations contained in programs to develop the capabilities of faculty members.

8. The right to teach in the field of specific and qualitative specialization and not assigned to other disciplines, or administrative work is not the competence of his competence, with the justice in the distribution of lectures and tasks within the college, and to have full sovereignty in the lectures received, and to be criticized or taken from a qualified and satisfactory according to controls known.
9. The right to attend the necessary training opportunities before and during service, and to facilitate access.
10. Providing the appropriate study environment that enables to work comfortably, and helps students to accommodate such buildings with good specifications and all the work required by the means and tools of modern educational help to achieve the goals and objectives of education.
11. Benefit from the educational techniques and media that facilitate the teaching and learning processes, and pay attention to the system of external scholarship to acquire and train in one or more skills.
12. Commitment by faculty to teaching and evaluation strategies explicitly stated in the descriptions of courses and programs, and the use of appropriate strategies for different categories of educational outputs (outputs).
13. Developing appropriate strategies to improve teaching performance.
14. Application of modern technology in distance education, such as the use of computers, video and communications via satellite.
15. Review the program report and the course report, and then develop the study plan for the period including all the items stipulated in the report of the course of the vocabulary and requirements, duties, activities and time stages of the study plan, the dates of delivery of duties and research, and the method of distributing grades and names of references and primary and secondary sources of information, and determine the office hours , Etc., and students are notified of the content of the plan at the beginning of each semester.

Activities and Evaluation:

1. Participate in diverse student activities.
2. Diversify the activities assigned to students to meet individual differences.
3. Follow up on duties and activities and make them have effective weight in the calendar.
4. Following up on the plan to organize, encourage, promote and diversify the participation of students in cultural, sports, artistic, social, educational, recreational, and development activities and other activities that suit their interests and meet their needs.
5. Finding the appropriate mechanism to follow up and evaluate the size of student participation in extra-curricular activities, and compared with the size of student participation in other similar institutions, and the development of policies to improve levels of participation.
6. The evaluation process is based on objective evidence and is linked to appropriate criteria and predefined performance indicators. Independent experts are also involved in the interpretation of evidence.
7. Evaluation based on inputs, processes and outputs, with emphasis on quality of outputs.
8. Evaluations for quality improvement include routine work and activities as well as strategic priorities for improvement.
9. Use appropriate evaluation mechanisms for programs and courses such as student questionnaires, graduate employment output data, employer views and post graduate performance
10. Take all necessary precautions to protect exam questions from leakage and loss.
11. Participating in the work of the examinations, preparing periodic examinations, correcting the exams, distributing the results of periodic examinations, review the answers with students, if necessary, and monitor the results and submit them to the responsible authorities of the university for adoption.

12. Avoid participation in the development of the exam questions or the correction process in the case of having a relative of the faculty member up to the fourth degree.
13. Commitment to the system and discipline in the examination sessions and work to prevent fraud strictly and punishing anyone who cheats or attempts to cheat.
14. Correcting the answer sheets according to key answers and organizing the data entry process of the exam marks in a way that achieves accuracy and neutrality.
15. Based on the grievances and processes of academic grievance and announced to students and are applied fairly
16. Be objective when preparing achievement exams and making sure that the exams are consistent with what has been taught, and that they have the ability to distinguish between different levels of students.
15. Encourage innovation, creativity and modernization.
16. Investigate accuracy and fairness in correcting the students' answer sheets.
17. Use effective procedures to verify that the work submitted by students is actually the work of the students themselves.
18. Criticize students constructively whenever having a discussion with them.
19. Distribute activities and duties regularly throughout the semester.
20. Ask questions and encourage students to think and seek answers.
21. To announce the results of periodic tests and written work in a timely manner.
22. Provide key answers to the questions of the periodic tests.
23. Make student assessments appropriate to the targeted learnings outcomes, and then apply student assessments effectively and fairly.

24. Make the mechanisms used to evaluate students' performance appropriate to the required learning patterns.
25. Avoid breaching any of the above clauses.

Third: The Ethics of Relations with Colleagues

Relationships with colleagues play an essential role in achieving the University's objectives, provided that the faculty member is committed to a set of desired behaviors when establishing this relationship which are specified in the following items:

1. To show a high ethical Islamic behavior in dealing with colleagues and employees of the university staff and workers.
2. Maintaining social relations with colleagues based on mutual cooperation, both on a personal and scientific level.
3. Respect the right of colleagues of freedom of expression and academic freedom that is guaranteed by the system of higher education on the rights and duties of faculty members.
4. Be fair and objective when issuing any specialist judgment, consultative evaluation or public discussion of the work of the teaching staff.
5. Respect the confidentiality of personal information of faculty members who submit their scientific production for promotion.
6. Attending seminars, discussion and circulation of thoughts between him and his colleagues and those who have previous experience in the field of scientific research.
7. Refraining from accepting gifts or donations from suspicious parties or from notorious persons or raising moral controversies or affecting honor and integrity.
8. Announce gifts, donations, grants, gifts and recipients, their uses and documentation in official records at the department, college or university.

9. Building bridges of communication and scientific cooperation and research with colleagues
10. Spreading the spirit of cooperation and fraternity between faculty members, students and staff.
11. Settling any dispute that may arise between a faculty member and one of his colleagues because of the profession by friendly means within the department and deanship, in a process of an attempt resolve the dispute before resorting to higher bodies inside or outside the university.
12. Avoid interfering of competing with the work of any colleague related to the teaching profession in an indecent manner.
13. Avoid diminishing the capabilities of colleagues and if there is a need to criticize a colleague professionally it has to be done in a professional way.
14. The oldest faculty members shall supervise the taught courses and prepare its tests in coordination with the participants in the teaching of the course if more than one member participates in the teaching the same course.
15. Use the expert people in the university in situations that require advice in solving specific problems that need experience.
16. Commitment to the principles and ethics associated with the various schools such as medical schools and others.
17. Avoid breach of any of the preceding provisions.
18. Practice literature and discussion between colleagues in a way that does not lead to some kind of intellectual conflict between them.

Fourth: University Service Ethics

The faculty member who is concerned with the serving the University shall abide by the following items:

1. Review the employment booklet that contains all the regulations, policies and rules governing the recruitment process of faculty and staff at the university, as well as the rights and responsibilities of faculty and staff, and processes of recruitment, supervision, performance evaluation, promotion, guidance, support operations, career promotion, and complaints , Disciplinary, and appeal procedures.
2. The right to see the functional and penalty systems specifically, and this is what makes the teacher aware of his rights and duties.
3. Ensuring that an effective strategy is in place to ensure that regulations are understood and complied with.
4. Contribute to the creation of a positive organizational environment (ie, an atmosphere in which individuals feel involved in decision-making, their ability to initiate and achieve their career aspirations, in which faculty and management believe that their contributions are valuable).
- 5 - Giving the faculty member a suitable educational level on the condition that his appointment was done fairly in accordance to the rules and regulations of the university. The rules of promotion also has to be clear and announced.
- 6 – To be given the right of promotion in the institution and to ensure fairness when necessary.
7. The right to incentives, rewards and material allowances in the light of accurate criteria.
8. Enjoy the health and security benefits and housing and consumer price discounts, with the establishment of special social clubs to give them the opportunity of educational meetings outside the walls of the university and develop social relations between them

9. Receive financial dues when assigning faculty members to work more than the official working hours, or the rewards of training courses they attend.
10. Review job descriptions, working conditions, mission, programs and detailed information on the nature of work, performance indicators and performance appraisals. As well as ensuring that the University contacts the referees that the applicant mentioned them in his application in order to make sure of his education, qualifications and experience.
11. The right to participate in a program of reception and guidance for new faculty members to ensure that they learn about the institution and its services, programs, strategies for the development of students, and the priorities to achieve and support the university in achieving its mission.
- 12- Respect the university system in terms of regulations, laws and instructions in every work done by the faculty member.
13. Demonstrate a high level of ethics consistent with the university work ethics.
14. Contribute effectively to serving the University.
15. Developing academic capabilities, to ensure the continuity in scientific, research and service tasks, and seeking to disseminate knowledge in the best way on the basis of being up to date.
16. Avoid using academic or administrative office for personal gains or unfair benefits that are incompatible with the status of a university professor.
17. Participate in the membership of committees formed by the university, colleges and departments when requested to do so.
18. Benefiting from the abilities and experiences of the faculty members, documenting their outstanding achievements and activities such as studies and researches, etc., and introducing others to them and involving them.

19. Avoid practicing any work outside the university that is contrary to the responsibilities and duties of the faculty member at the university.
20. Avoid the provision of scientific consultations using the University's name without getting first the approval of the University.
21. Commitment of not representing the university and speaking in its name officially in forums and forums unless someone is authorized to do so.
22. Protecting public funds in any means he deems appropriate, whether in the use of equipment, tools, raw materials, his time, expressing his opinion and participating in financial committees.
23. Avoid the purchase of equipment, devices or services from any sources with which the faculty member has any relationship, whether family or personal, unless there is a committee formed for this purpose and has approved the purchase by a majority of its members according to required specifications and is subject to the terms of tenders applicable in such circumstances.
24. Avoid hiring a member of the family as an employee or consultant in any project supervised by the university, without the approval of a competent committee.
25. Avoid using the University's computer and network services for the following purposes:
 - Obtain or use other users' passwords without their consent.
 - Trying to access unauthorized files and information.
 - Attempting to disable or slow down the network or the computer system of the university.
 - Misuse of email or other means of communication within the university.
26. Ensure communication with officials who perform similar work in the male and female sections.
- 25 - Planning programs, facilities and services, which ensure the

achievement of similar standards in the sections of male and female students, taking into account the diversity existing between the two sides due to different needs.

26. Participate in self-evaluation processes and cooperating with quality improvement processes and report on them in their respective fields.

27. Recognize mistakes and weaknesses in an understanding spirit, and work to help to overcome weaknesses.

28. Avoid refusal of senior faculty responsibility for quality management, and is given the necessary time and guidance and support the quality processes in the educational institution.

29. Avoid refusing the assignment of forming a quality committee that represents all the major units / departments in the institution.

30. Recognize that the quality assurance system in the educational institution is an integral part of routine planning and development strategies, in a specific series starting with planning, implementation, evaluation, and external review.

31. Paying attention to the provision of standard models, questionnaires and tools to conduct various surveys on the various tasks and activities of the educational institution in a framework that defines the processes and timetable for evaluation, review and reports.

32. Being keen to provide standard models, questionnaires and tools to conduct various surveys on the various tasks and activities of the institution within the framework of determining the processes and schedule of evaluation, review and reports.

33. Verify the results of the self-evaluation, by comparing them with the evidence obtained from the surveys, and the opinions of the stakeholders such as students, faculty, graduates and employers employed by the graduates.

34. Verify the validity of the interpretation of the evidence or proofs of the quality of performance by consulting people who are aware of the type of activity being examined, and use impartial mechanisms to

eliminate the conflict between the different opinions.

34. Provide regulations and procedures to verify the level of student achievement compared to other educational institutions in accordance with the requirements of the National Qualifications Framework.

35. Participation of the University in the social, cultural, intellectual, sports and scientific societies.

36. Consideration of attending various events held by the University.

37. Consideration of attending the meetings of the section and abide by its directions

38 Seeking the official channels in the presentation of personal matters and commitment to the confidentiality of sessions.

39. Avoid breaching any of the foregoing clauses.

Fifth: Ethics of Community Service

With respect to community service, the faculty member shall abide by the following items:

1 - A sense of responsibility towards the community to which the faculty member belongs.

2 - Publicly disclose that the views adopted by a member of the teaching staff expresses his own opinion and does not necessarily reflect the views of the university.

3- The University faculty member can provide external consultations provided that they do not affect the duties and academic performance of the member to be consulted.

4 - Participating in all matters that raise the awareness of the society, such as participation in public lectures, and in the press and audio-visual media.

5 - Taking into account the balance and moderation in the presentation of social and intellectual problems, with the responsibility to maintain

the constants of the Saudi Arabian society.

6 - Contribute to the development of human knowledge associated with community service in a way that enables the graduation of citizens more able to participate in society effectively.

7 - Indulge in the affairs of society in all its intellectual, political and economic issues.

8 - Interact positively with the data and issues of the surrounding environment.

9 - Guiding and directing students to serve the community and the environment through work projects.

10 - Acting in public and private life in a manner appropriate to social and academic status without vulgarity or come.

11 - Respect regulations, rules and decisions aimed at achieving the safety, security, stability, progress and prosperity of society.

12 - The commitment of the contractor from outside the State to the laws, customs of society and traditions and not to prejudice.

13 - Enhance the student's sense of belonging to his religion and his country.

14 - Promoting positive interaction between the student and other cultures.

15 - Work for the sovereignty of love and sincere respect among students and others to achieve the security and stability of the homeland, and to enable its development and prosperity and to ensure its reputation and status among high-end human societies.

16 - Taking into account his status as a moral and social role model in his dealings and relations with various institutions of society.

17 - Avoid breach of any of the above clauses.

Sixth: Charter of Rights and Professional Ethics

The Charter of Rights and Professional Ethics aims to provide all Qassim University faculties, staff and students with clear standards of behavior. Everyone acknowledges their knowledge and awareness of the Charter and its procedures as well as the consequences of violating any of these standards. Violations may be of an academic or non-academic nature. All those attending activities outside the University as representatives to attend academic or non-academic activities are subject to the same disciplinary actions in the event of a breach of the Charter. Based on the vision, mission and values of Qassim University and the pursuit of the best image, the University expects Qassim University students to follow the highest standards of behavior, and adhere to them in their dealings with their professors, colleagues, faculty and staff of the university and the university community in general and vice versa. The University also expects its students and staff to act maturely and responsibly in their relationship with each other.

Each faculty member, administrative body, student (M/F) is expected to sign a copy of the charter, which will be placed in their individual files. Violators of this charter will be held accountable for their actions. A copy of the charter can be found on the university website.

Charter - General Undertaking

As an employee / faculty member / student at the Qassim University, I promise to understand clearly and accept explicitly the Charter of Rights and Professional Ethics at the Qassim University and to abide by the highest standards of honesty, honesty and integrity in academic and non-academic or administrative activities, and will not in any way insult Or expressly or implicitly violate this Charter or any policy at the University. In this context, I agree to:

- Support and comply with all Qassim University policies, and assist my colleagues to comply with them.
- Carry out tasks and activities with the utmost good faith, objectivity, transparency, efficiency, due diligence, and professionalism.
- Adhere to the highest standards of literature and good behavior.

Refrain from any act or act that may directly or indirectly violate the ethics of the profession.

- Dealing with my colleagues in a spirit of professional friendship.
- Be accountable and responsible for all my actions and mistakes, and contribute to a culture of trust in society.
- Doing my best to support and strengthen the University in supporting excellence and progress as a leading academic institution.
- Adherence to the principles of equality, non-discrimination, honesty, integrity and respect in all actions.
- Follow the highest ethical standards and principles above even in cases of disputes or complaints.

University Student (male/female) Rights

A) In the academic field

- 1- Receiving a student guide that provides information about the University, and its systems and facilities;
- 2- A Party reception for newcomers;
- 3- The education received by students will be evaluated and their observations will be used to improve the quality of teaching at the University. The students will evaluate the courses that they have studied and the faculty members who have taught them (the evaluation questionnaire is showed in the appendices) provided

that the student deals with this credibly and is free from personal, partisan and tribal influences.

- 4- Providing the appropriate study environment so students can study and learn easily by providing all the educational capabilities available to serve this goal.
- 5- Obtaining the scientific material and knowledge associated with the university courses taught in accordance with the university rules and regulations governing academic work.
- 6- Obtaining the study plans in the faculty or department and the specializations, as well as reviewing the study schedules before the start of the study, conducting his/her registration in the courses offered to the student by the system, providing the rules of registration, taking into account the prioritization of registration in accordance with fair controls when it is not possible to achieve the wishes of all students.
- 7- Dropping or adding any course, dropping the entire semester as provided by the system of study and registering to the university within the specified period and announced to students.
- 8- Faculty members of the university will be committed to the dates, times of lectures for meeting the scientific and practical hours and they should not cancel the lectures or change their times unless necessary. In case of a cancellation of any lecture for whatever reason, an alternative lecture on those canceled or absent by the faculty member to complete the course would be given, after coordination with the students and the department.
- 9- Appropriate scientific inquiry and discussion with faculty members without censorship or punishment, whether during the lecture or during the announced office hours to meet the students.
- 10- The test questions should be within the course and its contents and the issues raised or referred to during the lectures. The distribution of grades would be balanced and logical in order to achieve a fair assessment of the student's abilities.

- 11- Conducting all the tests that are held for the course unless there is a legal obstacle that prevents them from being conducted in accordance with the relevant regulations and instructions.
- 12- The student will be provided the key answer to the questions of the quarterly tests and the distribution of scores on the parts of the answer, which is based on the assessment of student performance before the final test of the course.
- 13- The student has the right to review his answer sheet in the tests according to the regulations and decisions issued by the university in regulating the mechanism of that review and its controls.
- 14- Facilitate obtaining all his rights within the university by the administrative or academic bodies in accordance with the regulations and rules of the university.
- 15- The student will be provided the results obtained in the monthly, quarterly and final tests performed after emptiness corrected and adopted.
- 16- The commitment of faculty members, staff and employees of the university employees to respect the student and give him all his academic and literary rights.
- 17- Adopting the electronic system in monitoring grades and limiting absence to be monitored regularly and not be delayed more than a week.
- 18- Notifying the student of the total grades of his work quarterly and practical before entering the final exam.

B) In the non-academic field

- 1- Enjoy the benefits and social welfare provided by the University and participate in the activities established there in accordance with the regulations and university rules governing it.
- 2- Access to adequate health care through treatment within hospitals and health centers affiliated to the university.

- 3- Utilize the services and facilities of the university (e-book libraries, gym hall, the cafeteria, etc.) according to the rules and regulations of the university.
- 4- Obtaining the financial incentives and rewards prescribed by law, especially for the superior student.
- 5- Nomination for training courses and programs and internal and external trips and increase his participation in cultural activities as well as participation in community service activities and volunteer work.
- 6- The complaint or grievance of any matter that affects the student in relation to faculty member, department, college or any of the University units, and the submission of the complaint or grievance in accordance with the rules governing the unit for the protection of Student Rights, and enable the student to know the status of his complaint.
- 7- Enable him to defend himself before any party in the university in any disciplinary case filed against him. The student will not be sentenced until after hearing his statements, unless it proves that his absence was an unacceptable excuse after being summoned for the second time.
- 8- Grievance against the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions of disciplining students.
- 9- Maintain the contents of his file inside the university, dealing with it with care, not handing it over to anyone except to the student or his guardian or whoever delegates that file by the investigating authorities or the judiciary or another government agency. The contents of his file may not be disclosed or published unless such publication is the result of a disciplinary punishment against the student.
- 10- The right of the student with special needs to receive appropriate and appropriate service according to the rules and regulations in force.

University Student Obligations

A) In the academic field

1. The student's commitment to attend the study and fulfill all the study requirements.
2. The student's commitment to respect the faculty, staff and workers of the university employees.
3. The student's commitment to respect the rules and arrangements related to the conduct of lectures.
4. Commitment of the student in the preparation of research and other study requirements of the courses of scientific integrity and not cheating in any way.
5. The student should abide by the rules and arrangements related to the tests and the system therein and not cheating.
6. The student shall abide by the instructions and directions directed by the official in the test room.

B) In the non-academic field

1. The student's commitment to the University's regulations, rules, instructions and decisions.
2. The student's obligation to carry the university card while the student is at the university.
3. The student's obligation not to be exposed to the property of the university, or damage or tamper with or disrupt the universities work.
4. The student shall abide by the instructions concerning the arrangement, organization and use of the university facilities and equipment.
5. Commitment of the student to the appropriate uniforms, behavior of university and Islamic norms.
6. Student commitment to calm and tranquility within the facilities of the university and refrain from smoking in it.

Review an Example of Student Rights:

The request for re-correction of test answer sheets is one of the most things requested by students by the end of each semester. Therefore, the details for this right and the rest of the rights can be understood from the student manual.

Request to re-correct the test answer sheets

Rule 39 of the Regulations for the Study and Examination of the Regulations of the Higher Education Council states:

The Council of the College which is teaching the course, in cases of necessity to agree to re-correct the answer sheets within a period not exceeding the beginning of the next semester tests. Qassim University has established an executive rule for this rule according to the following controls:

1. The student shall submit to the Dean of the College which submitted the course a request to re-correct the answer sheet within two weeks from the calculation of the cumulative averages according to the academic calendar or the announcement of the results, including the justification for the request for the correction.
2. The college prepares a form - which includes the following data: student name, university number, course number, symbol and name, division number, semester work grade, semester, grade point average, number of academic warnings if any, name of course instructor, and test date.
3. The Council of the College which is in charge of teaching reviews the case and takes the decision in the case of the application submitted by the student.
4. Re-correction must take place within two weeks of the beginning of the next semester.
5. In case of approval of the re-correction, the College Board shall form a committee to re-correct the answer papers.

College Procedures:

Through this executive rule, colleges can perform the following procedures when students apply for re-correction:

1. A student who has an objection to the final test score shall submit a request to re-correct his / her answer papers within two weeks from the date of the announcement of the final test result. The application shall be submitted to the department teaching the course, the application shall be entered into the academic system and shall be given notice thereof (the attached form of the request for re-correction shall be used).
2. The head of the department informs the student of his answer sheet and compares it with the key answers to the test.
3. In case the student is not convinced of the accuracy of the test correction, the head of the department forms a committee consisting of two faculty members in the department, not including the course instructor. The committee shall submit a report to the head of the department to decide whether to amend the student's grade or to reject the application.
4. In case the student is not convinced, the student may appeal to the College Board against this decision for two weeks from the date of notification. The grievance shall be formally presented to the Dean of the College, including the reasons and justifications for submitting it, and an undertaking from the student to the validity of the information provided. A statement from the Deanship of Admission and Registration of applications for re-correction previously submitted by the student, if any, and the decisions taken therein.
5. In case the College Council is not convinced of the seriousness and adequacy of the reasons for the grievance, it shall issue a reasoned decision to preserve it.
6. In the event that the College Council approves the correction, it shall form a committee of at least three faculty members, one of whom shall be from outside the department. The committee

submit its report to the Council within fifteen days from the date of its decision. It shall be submitted to the Board for decision at the next first sitting.

7. The councils of colleges may add what they see without exceeding rule 39 of the list of study and tests of the regulation of the Higher Education Council and its executive base from the Qassim University.

Violations of the Charter of Rights and Professional Ethics

First: Academic Violations:

Examples include:

Cheating:

- o Copying the answers of another student during the exam.
- o Copying answers that was written on some body parts, clothing, etc.
- o Obtaining in advance a copy of the exam or any information related to it.
- o The use of references or notes during an exam in which it is prohibited.

Literary / Intellectual Theft:

- o Using references (books, newspapers, encyclopedias, the Internet ...) without disclosing it.
- o Providing the same work in different classes/courses.
- o Buying an academic work or handing out work prepared by someone else.

- o Handing over work without making appropriate citation when using other people's work.
- o Providing incorrect information and facts.
- o Intentionally falsifying the results of a field research or a particular experiment.
- o Fabricating the data of a study or a project.
- o Fabricating the title of a particular study.

Fake Certificates:

- Falsely claiming receiving IELTS / TOEFL certifications.
- Handing in Fake copies of school files.
- Providing false work certificates.
- Providing false medical reports or certifications.
- Using someone else's ID card.

Submitting Group Work as if it is Individual Work:

- Work with someone or other people to solve a homework assignment while the work is supposed to be individual.
- Seek help or get help to resolve an assignment that is supposed to be individual.

Not Participating in Collaborative Work:

- False claim of active participation in collective action.
- False claim that part of the work of others is the work of the plaintiff.

Inappropriate Pretending to Be Someone Else:

In the case of a student attending any test or activity of academic duty in place of another student.

Participation in Academic Disinformation:

By this we mean assisting another student or trying to help him commit an act of academic disinformation, such as doing the work of others, designing or producing a project for another student, or voluntarily providing them with answers during the test. Contacting a student during the probationary period and providing information, giving a student a copy of a test in advance, leaving relevant material at the test site, or changing the result.

Interference with the work of others:

This includes intentionally interfering with the work of other students, sabotaging their lab results, research and electronic files, providing misleading information, or disrupting student work.

Second: Non-Academic Violations

Non-academic violations of the Qassim University standards of conduct include (but are not limited to):

1. Violating any of the Qassim University properties, buildings, facilities or labs, or entering them without a permit.
2. Abuse (by word or act) and / or intimidation of colleagues, visitors to the university or college, and their staff.
3. Disruptive or abusive behavior within campus boundaries.
4. Behavior that threatens the lives or safety of others, whether physical or moral, within the campus premises and facilities.

5. Theft, which includes theft of services or personal/property belongings to the University within the university premises or in any university activity.
6. Disrespecting the University's rules in terms of appropriate clothing. The University respects cultural diversity and respects the requirements of a productive learning environment. Therefore, students should respect local culture and traditions in their clothing.
7. Vandalizing, destroying or damaging the property of the university or the property of others inside the campus.
8. Owning, copying or using keys to University buildings, facilities or property without permission.
9. Unauthorized access or use of the University's facilities or property, including computer tools or software.
10. Unauthorized placement of signs, notifications, banners, signs or notices. Such materials are placed in authorized bulletin boards or other designated locations. It is not allowed to put such materials on cars, trees, walls, doors or glass surfaces. Student event announcements that are distributed or displayed in most buildings on campus must be approved and stamped by the Department of Student Activities.

Procedures and Guidelines

The following procedures are followed in case of student academic violations:

1. It is the responsibility of the faculty member to deal promptly with cases of misinformation, plagiarism, or sabotage - in the classroom or other academic infractions. In the case of any academic violation committed by a student, the faculty member shall fill out the necessary form (registration form of violations), which is documented in the student profile in the college archive and in the Office of the Vice President for Student Affairs. This procedure allows the University to follow up and record repeated

cases of student irregularities at the university level.

2. If the faculty member is convinced that the alleged offense has arisen from a student's miscalculation rather than deliberate misinformation, he or she must advise the student for acceptable academic work and record it in the student's file. In such cases, the faculty member requests, for example, that the student rewrites the original work or assignment, or re-submit a new work or assignment.
3. The faculty member responsible for making reports of misleading allegations should prepare the report on these acts within three working days from the date of their occurrence. He should send this report to the college dean and department chair where such act took place.
4. The head of the department will write a report giving his opinion on the violation depending on the severity of the violation and after consulting with the faculty member, and after meeting with the faculty member and the student.
5. The form is sent to the Dean for processing or to the Dean of Student Affairs for submission to the Standing Committee on Student Rights.
6. In all cases, violations must be recorded and saved in the student's file.
7. In all cases, the student must attend all meetings required by the university or college where the violation occurred to be heard.
8. In case of failure to respond, the decision may be made based on the facts.
9. In cases where the faculty member does not approve the decision of the College Committee, it is possible to appeal to the Chairman of the Standing Committee on Student Rights. For non-academic offenses, any member of the university community can file a misconduct case against any student. The competent party shall complete a "non-academic violation form" within three days of its

occurrence. The violation is registered with the Dean of Student Affairs, who in turn notifies the student concerned, to conduct an interview and determine whether the Code of Ethics has been violated and decides on the appropriate response.

Student Grievances and Complaints

A complaint or academic grievance relating to academic matters includes: admission, grades, academic suspension, misinformation, plagiarism, intentionally falsifying information, submission of work prepared for a course in another course, as well as copyright infringement.

Non-academic complaints also include, but are not limited to, harassment (verbal or physical), threats, subversive or abusive behavior on campus, fines, fees, or even exclusion from use of a particular service, discrimination, as well as access to records, policy violation.

Qassim University pursues a fair policy in dealing with its students and their relations with the administrators, faculty, staff or other members of the university community, aiming at establishing and implementing policies and procedures for students' academic or non-academic grievances. To achieve this, a student rights protection unit was established.

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Student Rights Protection Unit

Headquarter: The Legal Department of the University is directly linked to his Excellency; the President of the University and one of the competencies as its head in order to follow up the application of :the Charter properly. Associated Committees

The standing main committee for the Protection of Students' Rights .at the University level and the subcommittees within the colleges

First: The Standing Committee

Members of the Committee: It includes the Director General of the Legal Department of the University and the membership of a sufficient number of legal members and members of specialists in the legal field.

Mechanism of the Committee:

The Standing Committee shall be held on a continuous basis to carry out administrative and technical tasks. It is concerned with the consideration and investigation of grievances against the decisions of the sub-committees submitted to it by the students, as well as complaints and grievances that were not resolved by the sub-committees during the legal period. These are either 60 days or complaints that the subcommittees consider to be referred immediately to the Standing Committee. The Standing Committee also discusses complaints and grievances referred to it by the University rector. Such complaints or grievances shall enjoy exceptional privacy and confidentiality. The Standing Committee has the right to issue a recommendation to refer the complainant to a disciplinary committee if his complaint is found to be malicious. The Standing Committee shall, after completion of the investigation, issue its recommendations on complaints and observations which are of serious concern within 30 days from the date of submission or from the date of referral. These recommendations shall be submitted to the University rector for approval or appropriate decision. The University rector may submit the decision to the

University Council for approval in the cases provided for in this regard. The decision of the University rector or the University Council shall be final and not subject to appeal.

Second: Sub-Committees

Members of Sub-Committees: A sub-committee shall be established at the headquarters of each faculty of the University. It shall be established by a decision issued every academic year by the competent dean or dean of the college. It is composed of one of the faculty members or vice dean as the president and the membership of two faculty members as well as two male or female students of the faculty who are distinguished or knowledgeable.

The work of the Subcommittee is concerned with receiving complaints and grievances from students (Form A) regarding any academic problems. Even if the complaint is against a faculty member, the complaint or grievance is filed according to the form prepared for this purpose.

Settlement of the complaint: The complaint or grievance shall be decided within a maximum period of 30 days from the date of filing the complaint.

The decision of the Sub-Committee shall come into force only from the date of its adoption by the competent authority in accordance with the rules and regulations. The decision shall be announced to the concerned parties and shall be subject to appeal within 15 days from the date of the announcement of the decision. The complaint shall be submitted to the Standing Committee of the University (Form B).

Settlement of grievances and complaints

Informal Settlement Method:

First, the student should try to solve his dispute amicably and informally at the earliest opportunity, and discuss this with the faculty member concerned. As soon as he is aware of the matter, and in the absence of a satisfactory solution between the student and the faculty member, the student should submit his grievance to the head of his department. If the dispute is not resolved, he or she shall submit a complaint and discuss it with the Dean. During these informal discussions, the department head or faculty dean, who is a faculty member, is supposed to be a mediator for conflict resolution. They are allowed to speak with the student or faculty member (one or both) individually or bilaterally, and to consider any evidence or documents that either party to the dispute wishes to provide. If the complaint is against either the head of the department or the dean of the college, then the discussion with those who are higher than the administrative rank.

Obligation of the student to resolve the dispute in the informal manner referred to is contrary to the regulations and there is a kind of pressure on the student or the student to waive his right guaranteed by the regulations and regulations in force in the Kingdom and guaranteed by religious law.

Formal Settlement Method

The student must comply with his complaint with a number of procedures and controls, namely:

1. To submit his complaint to the headquarters of the sub-committee formed within his faculty, even if the complaint is against a faculty member assigned from another faculty to teach one or more subjects to the students of the faculty of the complaint.
2. The complaint must be filed within thirty days from the date of the occurrence of the incident in which the complaint took place, for

example: - Declaration of the result of an assault test signed by the student by word or deed - Preventing the student from using one of his rights contained in the document of the rights and obligations of the university student etc.

3. The applicant may not file his complaint after thirty days from the date of the occurrence of the incident in question.
4. Fill in the complaint form and complete all the data contained therein with the necessary accuracy and clarity and the abbreviation that does not prejudice the content.
5. Submit the completed complaint form to the Secretary of the Committee and receive a receipt stating that the complaint has been submitted and recorded in the Committee's record (the receipt form).
6. Following up the student's complaint and what has been done for a period of thirty days starting from the date of submission of the complaint by reviewing and asking the Secretary of the Committee at the headquarters prepared for that.
7. In case the decision of the Sub-Committee on the subject of the complaint is not issued within the legal period of thirty days, the complainant may apply to the Standing Committee to consider and investigate the subject of his complaint on the form prepared for this purpose (the complaint form to the Standing Committee attached).
8. A member chosen by the student shall be appointed. If this is not possible, the Secretariat of the Standing Committee shall determine it to assist the student to defend himself before the Committee.
9. - The applicant may appeal the decision of the Sub-Committee in two cases:

First case: A decision to save or reject the complaint.

Second case: The issuance of a decision approved by the authorization does not fulfill the desire of the student or does not return to him the full rights claimed in his complaint.

10. Grievance shall be before the Standing Committee based in the Deanship of Student Affairs at the University Administration). For students and the Center for University Studies for girls at the university for female students within fifteen days starting from the date of signing the student science and review the decision of the Sub-Committee. The grievance shall be submitted to the student to fill in and complete the form prepared for this purpose at the headquarters of the Standing Committee.

Educate the Qassim University Community and Awareness Raising

The Office of the university vice dean for Planning, Development and Quality, the Deanship of Student Affairs and the Student Affairs Units at the faculties are conducting an awareness campaign in the Charter of Rights and Ethics by holding a series of meetings with students, faculty and staff at the beginning of each academic year. The main purpose of these meetings is to provide information on the basic elements of the Charter of Rights and Professional Ethics and its provisions, and the penalties for violations.

Implementing the provisions of violating the Charter of Rights and Ethics

First: Students: They shall be subjected to what has been issued in the disciplinary list for students. Students shall be punished if they practice any of these examples in accordance with the disciplinary penalties in the Regulations.

Second: Employees: shall be subject to the provisions of subject 32 of the Disciplinary Regulations of Employees in the civil service system

Third: The teaching staff members: shall apply to them the disciplinary section in the system of higher education council and universities and its regulations.

Professional Ethics and Student Responsibility

Since students are the most important pillars of the University, their responsibility to implement the provisions of the Charter of Rights and Professional Ethics of the University is one of the basics of success, they are responsible for the following:

- Review and understand the provisions of the University Charter of Rights and Professional Ethics.
- Report any irregularities or misleading cases, whether confirmed or suspected.
- Ask for help and advice from the Office of the universities' vice dean for Planning, Development and Quality or from the Deanship of Student Affairs or the Student Affairs Units at the colleges when needed.
- Using all the sources of information available to them by each of the professors and the Office of the Vice Chancellor, the Deanship of Student Affairs and student affairs units in colleges.
- Request explanations and clarifications that they need about the Charter of Rights and Professional Ethics from the Deanship of Student Affairs and student affairs units in colleges.

Professional Ethics and Responsibility of Teachers and Employees

It is the responsibility of the teaching and administrative staff at the University to uphold the highest standards of the Code of Ethics, and to respect the culture and traditions of Saudi Arabia and the laws in force. Both teachers and staff are responsible for promoting the spirit of learning, teaching, research, and academic service, as well as the highest standards of professional ethics and academic integrity. They are responsible for:

- Work and support the Charter of Rights and Professional Ethics of the University.
- Support efforts to implement the provisions of the Charter.
- Explain and clarify the terms of the Charter to students, and give them all clarifications regarding the consequences of breaching the terms of the Charter of the University.
- Allocate time from their first lectures to explain and clarify what is meant by fraud and theft of literature and intellectual.
- Do their best while doing invigilation during examinations.
- Directing students to use all the resources available to them by the Office of the university's vice dean for Planning, Development and Quality, Deanship of Student Affairs and Student Affairs Units at the faculties.
- Report all cases of violation or any suspected case in order to take the necessary measures against the perpetrators.

Literary or intellectual theft

Literary / intellectual theft is one of the most common violations, and this is evidence of the lack of knowledge or misunderstanding of students and teachers. Among the reasons for this error are:

- Misconception among some professors and students that as long as the information is accessible to everyone, as is the case on the information on the Internet there is no objection to use the information in their writings.
- Lack of knowledge of optimal methods of citation from sources and references in their work. The mistaken belief that the use of what others have written is not offensive.
- Lack of time and improper planning for research, projects or exam preparation.
- The belief that there is nothing wrong with committing a literary theft as long as many professors and students do so.

Reducing Literary Theft

In order to reduce the incidence of literary / intellectual theft, the student must be convinced of the following three fundamentals:

- It is your responsibility to inform the reader / professor that your work is not 711% of your own effort.
- Hiding the use of any reference is considered a lie, and lying is not acceptable by all standards and in all societies for whatever reason.
- Handing the work of others as your own effort is considered theft, or to be exact, intellectual theft.

Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University



A form of recording the Academic Disciplinary Actions of the Code of Ethics

To: The Dean

Subject: Violating the Code of Ethics.

Date.....

The following description is about an Academic violation of the Code of Ethics

.....
.....

Date of incident:

Course lecturer:

Email:

Course title and number:

Student name:

Student number:

Nature of the Violation: -Plagiarism - Inappropriate cooperation - Inappropriate representing - Deception in the exam - presenting the research paper for a certain course in another one -falsifying information intentionally -Participating in the Academic Deception -Copyright Violation - Other.....

The lecturer of the course must meet the student within two days from the date of the action, and must fill in this form which includes student's argument. The student who is accused of committing any violation must sign on one of these options:

- 1- I am the involved student, I carry the responsibility of my violation and the punishment I may deserve, which is issued by the university.
- 2- I am the involved student, I carry the responsibility of the violation, and I don't accept the punishment and I must complain against it.
- 3- I am the involved student, I do not carry the responsibility of the violation and I must complain against that.

Date..... student signature..... lecturer signature.....
Head of Department signature.....

Kingdom of Saudi Arabia
Ministry of Higher Education
Al- Qassim University



A form of non-Academic Violations

To: The President of University

Subject: Violation of the Code of Ethics.

Date.....

The following description is about non-Academic Violation of the Code of Ethics

.....
.....
.....

Date of incident:

Please locate the incident:

Name of incident reporter:

Email:

The building and room:

The students and involved staff:

1-

2-

3-

4-

Chapter 9

Libraries Use Manual

Introduction

Libraries are a major source of information resources used in the process of teaching and learning. Learning resources are intended for all the materials that are included in the libraries of Qassim University, whether printed (books - periodicals - journals - manuscripts - scientific messages - ...) or non-printed “electronic” (databases - books Electronic, miniature, CDs, audio materials, ...) In addition to devices such as (computers, self-loaning devices, scanner devices ...) where provided by the university libraries in order to meet the needs of the programs they provide and at the appropriate level. With the availability of these resources in sufficient time suitable for students, for this purpose, Qassim University has dedicated a deanship under the title of Deanship of Library Affairs, which is concerned with the management of the main library and branch libraries in accordance with specific mechanisms and procedures, with the availability of adequate and appropriate number of qualified and specialized staff.

The university has issued this manual to be a guide for University male and female faculty and students in the undergraduate and graduate levels, in order to familiarize them with the university libraries and their capabilities and content and services and courses, which make the most use of libraries, and enrich the educational process and achieve the learning outcomes desired.

About the Deanship of Library Affairs

Foundation

Prior to the issuance of the Royal Decree No. 7/3/22042, the branches of Imam Muhammad bin Saud Islamic University and King Saud University were transferred to Qassim University. On 11/5/1425 AH, the Deanship of Library Affairs was established. The Deanship of Library Affairs started its functions in its temporary headquarters at the College of Economics and Administration building. The Deanship moved to its permanent headquarters on 24/12/1426 at the General Administration Building. The administrative offices occupy the designated part of the central library.

Vision, Mission, Values, Goals

Vision

Nationally superior deanship in support of education, scientific research and serving Qassim community.

Deanship Mission

The Deanship seeks to provide diverse and sophisticated information sources that meet the needs of the beneficiaries and agree with the requirements of the era and the development of educational and research performance in the university in accordance to its outstanding role in serving the community.

Deanship values

In light of commitment to the institutional values of the Qassim University, the Deanship of Libraries believes in the following values:

Knowledge: Contributes to building a knowledgably society.

Quality: We adhere to quality standards in performance and delivering service.

Innovation: We believe in providing a supportive environment for innovation and continuous development.

Communication: We communicate efficiently with all our partners.

Integration: We promote integration in all our activities.

Objectives

- 1- Achieving excellence in serving the educational process and the scientific research.
2. Enhancing the role of the Deanship in serving the community.
- 3 - Updating the sources of paper information.
- 4- Developing databases, information technology and digital resources.
- 5 - Improve the attractiveness of the library to increase the frequency of beneficiaries.
- 6 - Raising the efficiency of equipment and improving the location and infrastructure services.

7 - Developing the service delivery mechanism.

8 - Raise the rates of efficiency and satisfaction and retention of human resources and the development of administrative performance and increase financial resources.

Electronic Site of Deanship of Library Affairs

It can be logged to the Deanship of Library Affairs through the University site www.qu.edu.sa or using the following link: <https://library.qu.edu.sa/>

Departments of Deanship of Library Affairs

Acquisitions Development Department

This section is responsible of several tasks, including:

- 1 - Developing information resources and providing various library materials in the university libraries through the provision.
- 2 - Examination of lists of books received from colleges in the university and work on revising them to avoid repetition.
- 3 - Receiving materials supplied to the library through purchase, donation or exchange. It is then distributed to the central library and branch libraries.
- 4 - Prepare statistics related to the materials provided to the university libraries.
- 5 - Coordinate between the Supply Section and the other sections of the Deanship, both with respect to indexing, classification, gifting and exchange.

To contact the department:

Direct Phone - 063801517 :extension - 1972/3800050 :fax 063801517 : - Email : ladacq@qu.edu.sa

Periodicals Department

This department provides the library with specialized journals in various humanities and applied sciences in Arabic and English languages, conducts technical operations of these journals, cataloging, indexing and facilitates the photographic service of these journals.

To contact the department:

Phone – 063800050 : Extension 1454 : - Email : ladper@qu.edu.sa

Loaning and Beneficiary Services Department

Lending is defined as the process of registering information sources for use outside the library or information center for a specified period of time. Lending is one of the most important services provided by libraries to beneficiaries. This is followed by a self-loaning service so that the borrower can register books or renew the loan by himself without referring to the competent employee in the library.

The jobs of the Loaning and Beneficiaries Services Department

- 1 – Obtain the loaned material requested by the beneficiary outside the library for reading in his home or any other place.
- 2 - Renewal of borrowed materials, which has expired and is still in need of the borrower.
- 3 – Booking books that some beneficiaries have an urgent need to them.
- 4 - Following up on the late materials and remind borrowers to return them back by contacting them by phone.
- 5- Responding to the queries of the visitors of the library from students and researchers by phone or during direct visit.
- 6 - Print extracts from the automatic indexes from the library database.
- 7 – Explaining to the beneficiaries the best way to use the indexes search mechanism.
- 8-Introduce new students to the central library facilities, regulations, special regulations and services provided by the library.

Indexing and Classification Department

The goal of indexing is to try to control human knowledge and present it in a structured and described way to learners and researchers to benefit from it.

The indexing department carries out the technical procedures for the information content acquired in the library, from the automatic indexing, classification and recording of the information content. Using the Dewey decimal classification System and the Anglo-American Indexing Rules.

Department of Theses and Scripts

This department seeks to improve the theses and manuscripts at the university so that college researchers and postgraduate students can find what they need in this regard. It also aims to track the manuscripts and documents in the region and deposit them at the university. The number of theses available in the department is about (1600) theses on CDs in Arabic language and about (400) theses in English. The number of original manuscripts was forty and about (3000) photocopied manuscripts and (20) photocopies were obtained from local documents.

To contact the department:

Phone - 063800050 : Extension1484- : Email :theses@qu.edu.sa

University Libraries

University City in_Mulidaa	
1	<u>The central Library- main branch Mulidaa</u>
2	<u>The Library for the College of Education (Male) in Muli-</u>
3	<u>The Graduate Studies library (female) in Mulidaa</u>
Buraidah	
4	<u>Library for College of Sharia and Islamic Studies (Fe-</u>
5	<u>Library of the College of Sciences and Literature (Fe-</u>
6	<u>Library of the College of Sciences and Literature (Fe-</u>

7	<u>Library of College of Designs and Home Economics in</u>
8	<u>Buraidah Community College Library</u>
9	<u>Library of Medical Rehabilitation College in Buraidah</u>
10	<u>College of Education Library in the eastern in Buridah</u>
11	<u>Library of the College of Education in Iskan district in</u>
12	<u>Library of the center of women cultural battles in Buraidah</u>
_Unaizah	
13	<u>Unaizah Community College Library</u>
14	<u>Library of the College of Science and Arts Unaizah (fe-</u>
15	<u>Library of the College of Medicine and Applied Sciences</u>
16	<u>Library of the College of Medicine and Applied Sciences</u>
17	<u>Library of the College of Arts, Unaizah and Pharmacy</u>
Al Rass	
18	<u>College of Science and Arts Library (Male Students)</u>
19	<u>Library of College of Science and Arts in Al-Rass (female</u>
20	<u>Library of the College of Science and Arts in Rass (fe-</u>
21	<u>College of Applied Health Sciences Library</u>
22	<u>Al-Rass College of Business Library (female students(</u>
Bakiriya/	
23	<u>Library of College of Science and Arts Bakiriya</u>
24	<u>College of Public Health and Health Informatics Library</u>

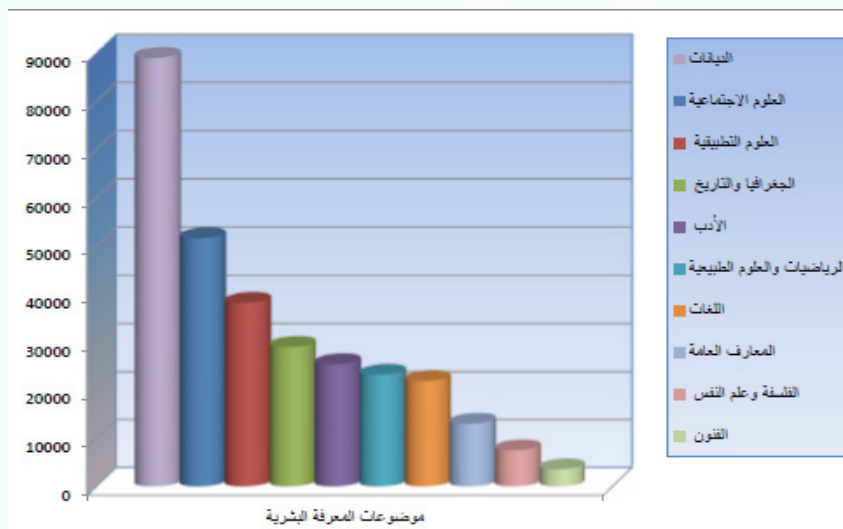
Al-Maznab/	
25	<u>College of Science and Arts Library</u>
26	<u>Library of the College of Arts in Al-Maznab (Students(</u>
Oklat El-Sokour/	
27	<u>Library of the College of Science and Arts in the in Oklat</u>
28	<u>Library of the College of Science and Arts in the in Oklat</u>
Badaeh	
29	<u>Library of the College of Arts in Badaeh</u>
Riyad el Hobaraa	
30	<u>Library of College of Arts, Riyadh, Riyadh el Hobaraa</u>
Oyoon Algowaa	
31	<u>Library of Arts and Sciences in the Oyoon Algowaa</u>
Nabhaniyah	
32	<u>Library of the College of Arts, Nabhaniyah</u>
Dhriyah	
33	<u>Library of the College of Arts in Dhriyah</u>
_AlAsyah	
34	<u>Library of Science and Arts in AlAsyah</u>

Statistics

Total holdings of university libraries until the end of the academic year 1439/1440_H

المجلد / المادة	العنوان	الوعاء
٥٧٣١٥٦	٣٠٣٣٢١	الكتب
٣١٠٩٦٣	٣١٠٩٦٣	الكتب الإلكترونية
١٥٠٧٧	١٠٦٣	الدوريات المطبوعة
٥١٤٢٢	٥١٤٢٢	الدوريات الإلكترونية
٣٦٨٥	٣٦٨٥	المخطوطات
٤٧٨	٤٧٨	الوسائل السمعية والبصرية
٣٢٩٢	٢٣٤٥	الرسائل الجامعية المطبوعة
١٨٢٤٤٨٠	١٨٢٤٤٨٠	الرسائل الجامعية الإلكترونية
٥٥٠	٥٥٠	المصغرات الفيلمية
٧٥	٧٥	الخرائط
٢٧٨٣١٨٣	٢٤٩٨٣٨٧	الإجمالي

The following figure shows the distribution of the books over the knowledge titles:



Library Application Forms

There are different forms of transactions with the Deanship of Library Affairs as follows:

- 1) Arabic Books Purchase Form
- 2) Purchase form for English books
- 3) Form for reporting a missing book
- 4) Form for applying for a training course
- 5) Form for applying for visiting the Central Library
- 6) New beneficiary registration form
- 7) Application form for requesting maintenance of computers and accessories

After completing the form, it should be sent back to the Deanship of Library Affairs on the Injaz Administrative System.

(Hisabi (My Account

Instructions of using Hisabi (My Account)

Before starting, you must obtain a PIN from the check-in counter (Central Library at Headquarters, College Libraries at the branches).

The First Step

الخطوة الاولى:
أنت على الرابط "التسجيل على حسابي". في أسفل الصفحة الخلفية، ثم أختار "حسابي" في شريط الخيارات في أعلى الشاشة كما هو موضح في الصورة أدناه.

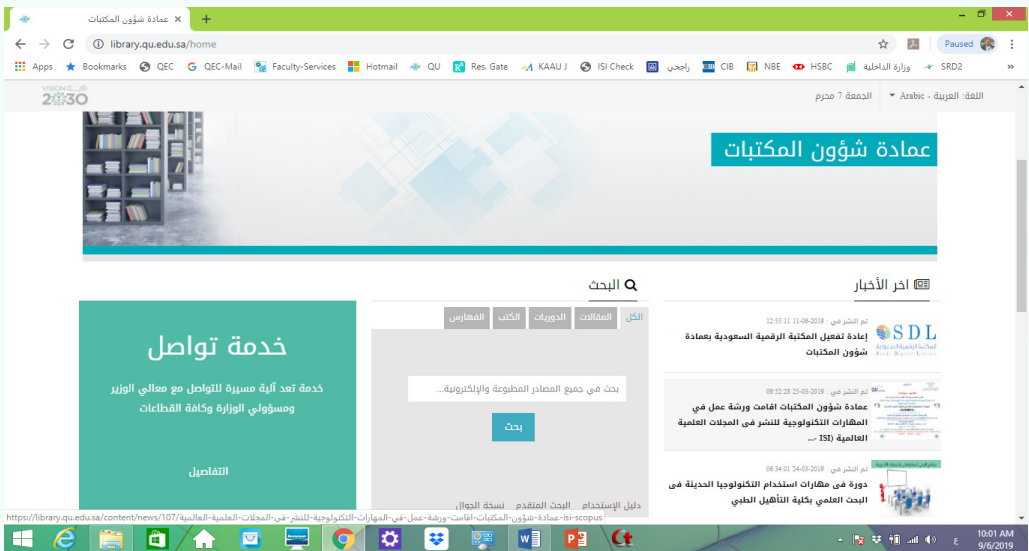
الخطوة الثانية:
سوف تظهر الخيارات التالية كما في الصورة أدناه، أنت على "تجديد استعراضي" لتجديد إعارة الكتب المعارة لك.

The Second Step

الخطوة الثانية:
سوف تظهر الخيارات التالية كما في الصورة أدناه، أنت على "تجديد استعراضي" لتجديد إعارة الكتب المعارة لك.

الخطوة الثالثة:
قم بتعبئة الخانات التالية:
هوية المتقيد: رقم البطاقة الجامعية للطلبة أو الرقم الوطني لأعضاء هيئة التدريس والموظفين.

The Fifth Step

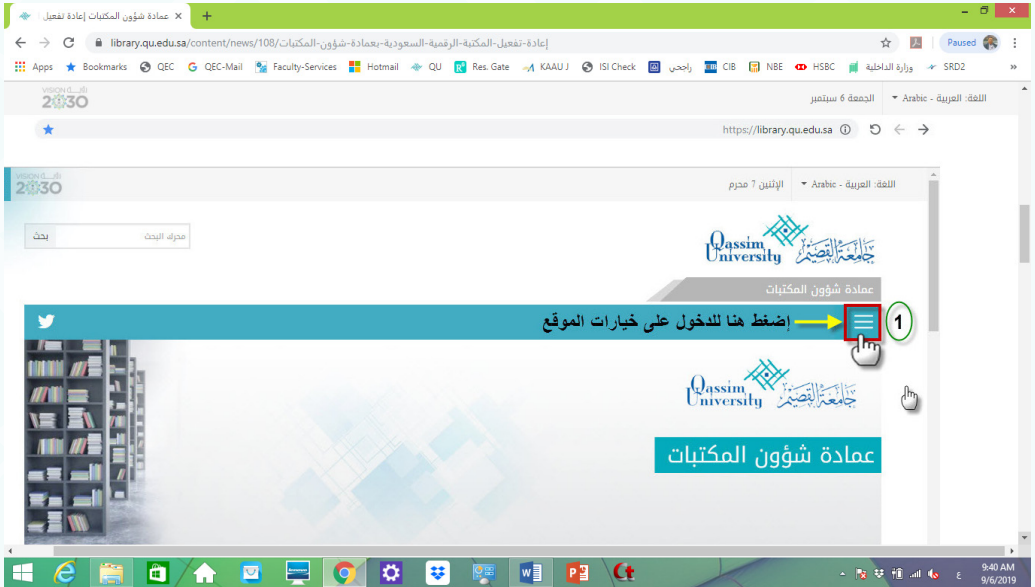


Saudi Digital Library, Deanship of Library Affairs

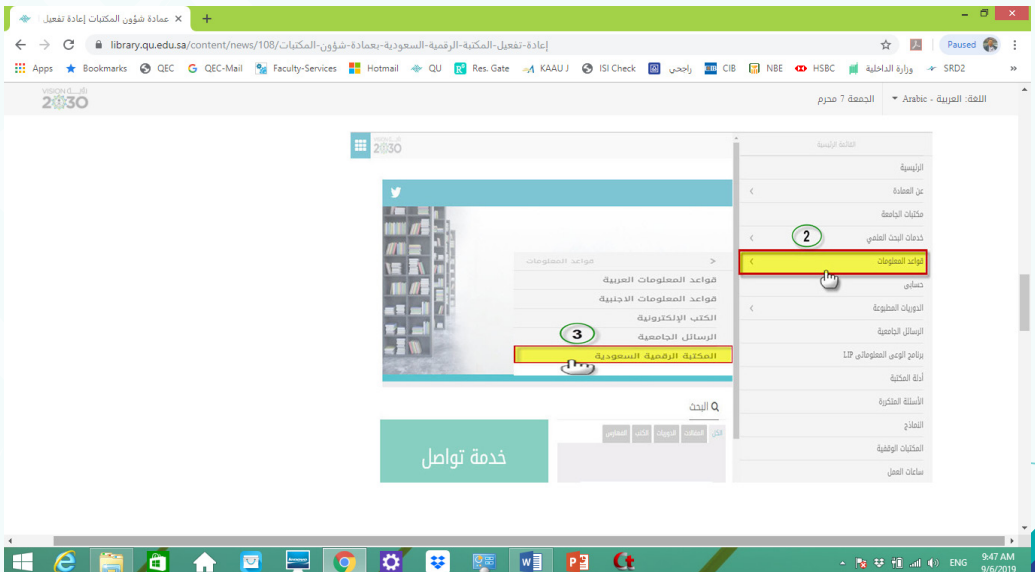
The Deanship of Library Affairs has re-activated access to electronic databases through the Saudi Digital Library. Considerable long-term knowledge accumulation. The library has contracted with more than 300 international publishers covering various disciplines that support the educational process and meet the needs of beneficiaries and organize electronic sources of information accessible to faculties, researchers, students and employees of higher education.

Digital Library Access Steps

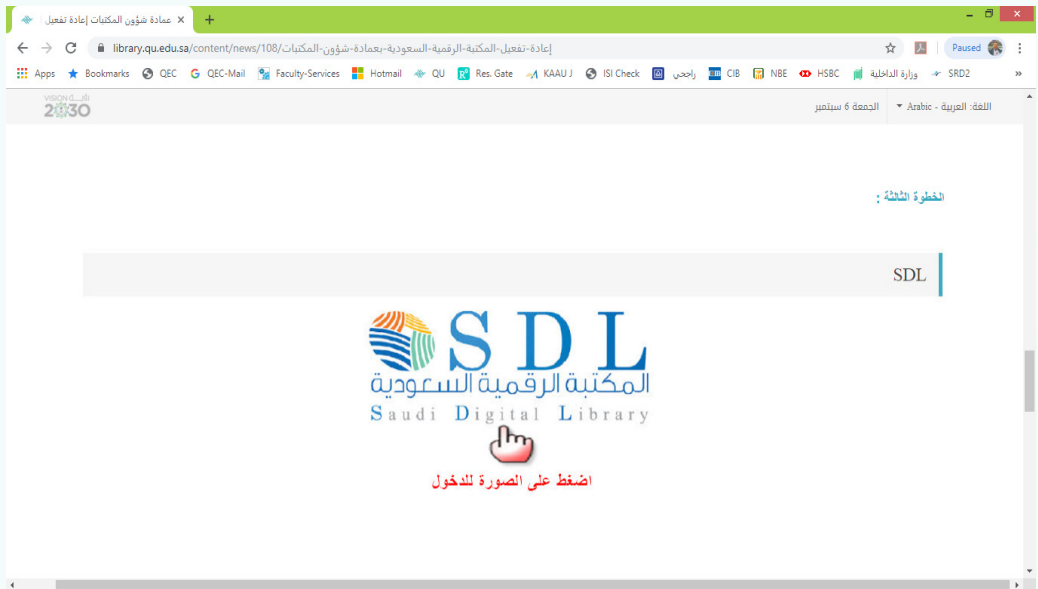
The first step



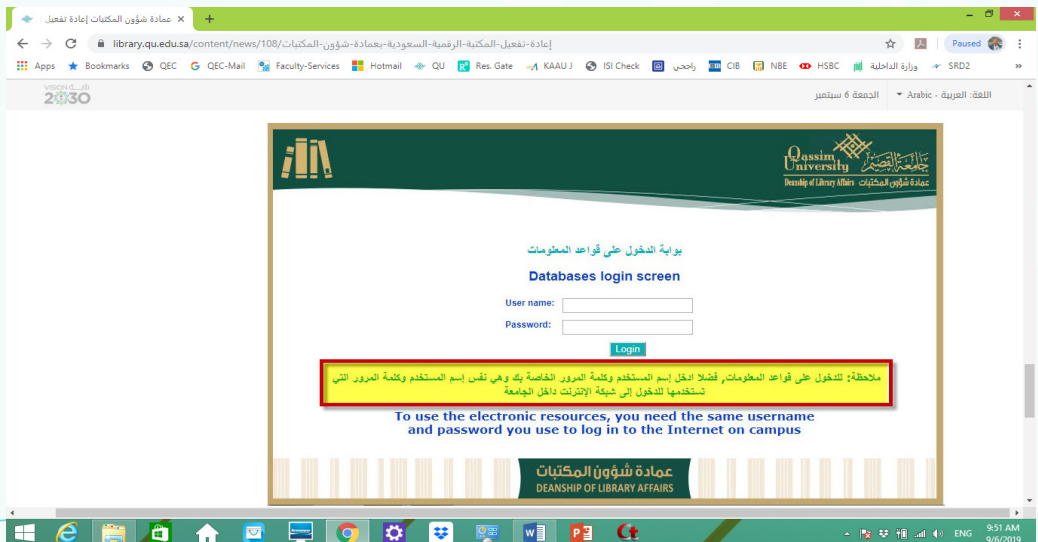
The second step



The Third step



The Fourth step



The Fifth step

The screenshot shows the Qassim University Library website. At the top, there is a navigation bar with the university's name in Arabic and English, and a language selector set to 'Arabic'. Below this is a header with the university's logo and the text 'Qassim University'. The main content area displays a 'Success' message in Arabic: 'تم تسجيل الدخول بنجاح' (Login successful). Below the message, there is a table with icons representing various library services: 'مركز المصادر' (Source Center), 'قواعد المعلومات العربية' (Arabic Information Sources), 'التصنيف الموضوعي' (Subject Classification), 'الأرشيف' (Archive), 'الرسائل الجامعية' (University Journals), 'الكتب الإلكترونية' (Electronic Books), 'قواعد المعلومات الأجنبية' (Foreign Information Sources), and 'قواعد المعلومات العربية' (Arabic Information Sources). The bottom of the page shows a footer with the date and time: '11/06/2019 12:55 PM'.

Chapter 10

Faculty Member's Guide to Quality

Contents of the directory

- 1 - Deanship of Quality Assurance and Accreditation
- 2 - Introduction to the importance and content of academic quality
- 3- Quality Terminology
- 4- National Center for Academic Accreditation and Assessment (NCAAA)
- 5- Criteria for the Academic Accreditation
- 6 - learning outcomes
- 7- Qassim University journey in quality assurance and accreditation
- 8- The role of the faculty member in quality
- 9- Why is the importance of accreditation?
- 10-Questions about quality and academic accreditation

Deanship of Development and Quality

The Deanship of Quality Assurance and Academic Accreditation was established on the basis of his Highness the kind approval No. 7807 / MB on 12/11/1431 AH and the decision of the Higher Education Council No. 23/61/1431 AH at its 61st session held on 26/10/1430 AH. On 19/4/1438 AH a decision of the Higher Education Council No. 1438/9/8 of merging the Deanship of Development and the Deanship of Quality Assurance and Academic Accreditation in the: Deanship of Development and Quality.

Vision of Deanship of Development and Quality

A national distinguished Deanship in the quality Assurance and Accreditation at Qassim University

Mission of Deanship of Development and Quality

Leading Qassim University units to meet the requirements of Quality Assurance and Accreditation, providing efficient support for the sustainable quality development of the University's activities and contributing to the endeavors to achieve Academic Accreditation on both the national and international levels

Values of Deanship of Development and Quality

Quality: We apply the highest quality standards in all works to distinguish our outputs and business.

Innovation: The Deanship creates an organizational climate that stimulates creative thinking and innovative behavior.

Transparency: The Deanship is committed to disclosing transactions and procedures and to strengthening accountability and integrity requirements.

University Work: The Deanship entrenches the culture of collective workers with thought and behavior.

The Secretariat: The Deanship performs work faithfully and is committed to professional ethics and ethics.

Goals of Deanship of Development and Quality

1. Spreading a culture of quality in all educational, administrative and research practices of the university units.

2. Verify the application of the best and the latest quality standards in the units of the university.
3. Providing effective support to the university units in all administrative and technical aspects.
4. Contribute to the achievement of quality requirements and accreditation at the institutional and programmatic level.
5. Developing and evaluating institutional academic performance.

Reasons for Increasing Interest in the Application of Quality in Higher Education

- Achieve a high level of performance in the educational process.
- Increase the number of students enrolled in higher education.
- life-long education.
- The ICT revolution and its impact on the educational process.
- Achievement of the outcomes of higher education institutions with the aspirations and requirements of society.
- Intense competition among educational institutions in the provision of higher education.
- Rationalize spending and set priorities in meeting community needs.

Introduction to the importance and content of academic quality

Quality comes at the forefront of the vital strategic concerns that face us in our lives in general, and in the areas of specific quality in particular, due to the success of scientific and technical progress and increasing competition between the productive and service institutions. The concept of quality goes beyond the traditional meaning of the quality of a product or service to include the quality of an organization or organization in order to improve and develop processes and performance, reduce costs, control time, achieve customer desires and market requirements and work team spirit and strengthen belonging and these can all be summarized in two key points:

- a. Compliance with specifications
- b. Recent developments in science and various academic fields have led to an increasing interest in academic quality in recent times. In order to reach graduates to internationally recognized standards so that they are able to compete locally, regionally

and globally, quality assurance and academic accreditation have become one of the most important topics of concern to the Ministry of Higher Education. This is through the establishment of an independent body to monitor quality issues in Saudi universities, the National Center for Academic Accreditation and Assessment (NCAAA).

Quality terminology/glossary

To help achieve a common understanding of the important concepts and terminology used in the accreditation and quality assurance system, definition of some commonly used terms are given below:

num-ber	Term	Definition
1	Quality	There is a lot of definitions for academic quality: It is summarized in achieving the accuracy and high standards with continuous improvement.
2	Full Quality	It is a philosophy with tools and techniques that aims to achieve the culture of continuous improvement which is achieved by all the institution workers in order to make the clients happy.
3	Accreditation	It is a recognized certificate issued from an approved organization that approves that the educational program or the institution is following a specific required set of standards and criteria.
4	Institutional Accreditation	Assessing the quality of the educational level of the university according to a specific set of standards and criteria from an external authority.
5	Assessment	A diagnostic formula for reviewing quality and evaluating the learning and the teaching process and programs by examining the course curriculums, the organization and infrastructure and the mechanisms of assessing the internal quality in the university.
6	Correction	Measuring the performance according to set of standards and predefined criteria.

7	Referenced comparison	The comparison points or the performance levels used to determine the goals and evaluate the outcomes.
8	External Quality assurance	The processes of assessing and evaluating the institutions, activities and its programs by an external authority.
9	Criteria	A diagnostic formula for reviewing quality and evaluating the learning and the teaching process and programs by examining the course curriculums, the organization and infrastructure and the mechanisms of assessing the internal quality in the university.
10	Targets	General statements that describe and provide a guide on putting goals and detailed plans
11	Internal Quality Assurance	The processes done by the educational system to ensure quality in all the activities.
12	International Accreditation	Accrediting an institution or its programs through an accreditation agency created in a different country.
13	(KPI(s	Selected (qualitative or quantitative) indicators used in assessing the performance.
14	Learning Outcomes	Knowledge and skills gained from participating in a specific program or taking a specific course.
15	Institution Mission	It is a general short announcement that states the main strategies of improving the institution
16	Goals	Specific statements that apply missions or desires of the institution in specific subjects.
17	Outcomes	The results of the learning, teaching and re-search in the institution.
18	Program Accreditation	Accrediting a program by providing the program a certificate that explains that it applies the proper standards of being acceptable as a valid educational program in a certain area with the required level.
19	Programs	A diagnostic formula for reviewing quality and evaluating the learning and the teaching process and programs by examining the course curriculums, the organization and infrastructure and the mechanisms of assessing the internal quality in the university.

20	Quality Management	Specification and implementation of the quality strategy and dedicate the recourses and activities towards achieving quality.
21	Quality Control	Includes the process of controlling the quality, the mechanisms, operational activities that aims to control the system.

National Center for Academic Accreditation and Assessment

The National Commission for Academic Accreditation and Assessment was established on the basis of His Highness kind approval with No. 7 / B / 6024 dated 9/2/1424 AH and the Higher Education Council Resolution with No. 3/28/1424 at its 28th session held on 15/1/1424 AH. A Royal Decree was issued. Afterwards Royal Decree No. (108) dated 14/02/1440 was issued to amend the name of the Education Evaluation Authority to be the Education and Training Evaluation Authority and the recommendation of the General Committee of the Council of Ministers No. 837 dated 08/02/1440 approved the organization of the Education Evaluation Authority. The Council of Ministers issued Decision No. (94) dated 7/2/1438 AH approving the organizational arrangements of the Education Evaluation Authority, which include that the authority is the competent body in the Kingdom to evaluate and accredit in education and training to raise their quality, adequacy and contribution. The National Center for Academic Accreditation and Assessment is one of the centers supervised by the Commission, an extension of what was formerly known as the National Commission for Academic Accreditation and Assessment, so that it enjoys the moral character and administrative and financial independence and is the authority responsible for academic accreditation and quality assurance in educational institutions. Secondary - governmental and private. In order to improve the quality of private and public higher education, ensure clarity and transparency, and provide a standard for academic performance. The center's duties include setting rules, criteria and conditions for academic evaluation and accreditation, and formulating the regulations that guarantee their application in higher education institutions.

Standards for Program Accreditation

In 2018, the National Center for Academic Assessment and Accreditation (NACAA) developed the standards and criteria for program accreditation to become six standards instead of the eleven standards, the details of which are as follows:

Standard 1: Mission and Objectives

The mission of the program should be consistent with the institution's mission. The mission of the program should be applied to the objectives and requirements of the program. The consistency of the mission of the program with the mission of the institution does not mean the need to include all the axes in the mission of the university, as the mission of the university is realized with all the efforts of programs, deanships and support units and departments in the university, and planning and decisions must be all in the direction of achieving the mission ,. There must also be a mechanism to develop and improve the message.

Standard 2: Program management and quality assurance

Program leadership is the responsibility of the head of the department, and academic leadership is the responsibility of the head of the department and the quality coordinator (program manager for quality). Program management must demonstrate effective leadership, and must reflect an appropriate balance between responsibility to senior management, the institution providing the program, and the flexibility to meet the specific requirements of the program in question. Stakeholders (such as students, professionals, employers, and faculty) should be involved in the planning procedures, in setting goals and objectives and reviewing and responding to results achieved.

If there are separate female student departments, the resources should be identical to those given to the male students' departments, and there should be an effective communication mechanism between the

two bodies. As a whole and continuously make adjustments quickly in response to feedback and according to developments in the external environment affecting the academic program.

The second **Standard** includes the following sub-standards:

2.1 Program Management

2.2 Quality assurance

Standard 3: Teaching and Learning

The learning outcomes of the program are formulated to indicate the student's knowledge, information, abilities, skills and values upon graduation, and the learning outcomes of the course are formulated to show the knowledge, information, abilities, skills and values gained by the end of the course.

Students' learning outcomes should be clearly defined and in line with the Saudi Qualifications Framework (formerly the National Qualifications Framework) and the requirements of work or professional practice. The quality of education and the effectiveness of programs are assessed by assessing student performance, surveying graduates and employers, and using feedback from those parties as a basis for future development plans.

If the program has a male and female section, the quality standards and learning resources should be the same, and calendars should include separate data for each department. Provide a description of the quality assurance response procedures used to verify that the regulatory framework and arrangements for verifying that teaching and learning are working properly (for example, if measures are taken to verify student achievement levels against appropriate external references, state what were the results of these actions?

The teaching and learning standard includes the following sub-criteria:

1.3 Designing the characteristics of graduates and learning outcomes

Procedures to ensure that the target learning outcomes are consistent with the Saudi Qualifications Framework (formerly the National Qualifications Framework), and the requirements for career or vocational work as defined by the experts' recommendations or the requirements of the relevant professional bodies or accreditation bodies include:

- Careful review of the National Qualifications Framework.
- Periodic survey of the knowledge, skills, abilities and values needed by the labor market.
- Quoting from the output determined by some accreditation bodies.

1.4 Curriculum

Components of the curriculum of university requirements and college requirements and program requirements and graduation project and field training / year of excellence with mandatory and optional identification

1.5 Quality of teaching and assessment of students

This sub-criterion includes information on teaching strategy plans for the development of targeted learning outcomes of the program, assessment of teaching quality, procedures for the preparation of course reports and program report, and how to utilize them. Through student feedback (or through other mechanisms).

It also includes teaching aids for students such as office hours, peer education, educational courses.

The conclusions reached on the quality of the program as a result of the use of program evaluation and review procedures are presented and, where appropriate, reference to information on indicators and

survey results should be noted.

Students are also evaluated and their outputs are evaluated by direct and indirect measurement methods.

Standard 4: Students

Admission procedures should be effective, fair and responsive to the needs of students enrolling in the academic program. Dispute resolution and appeal mechanisms are clearly set out and published, fairly administered, and career guidance should be provided to students regarding jobs related to the areas of study that the program deals with.

Much of the responsibility for achieving this standard rests with the institution's management rather than the program management, while the program is responsible for evaluating the quality of this standard.

Standard 5: Teaching Staff

Faculty should be optimally qualified and have the appropriate expertise to carry out the teaching responsibilities assigned to them, to use appropriate teaching strategies for different types of learning outcomes, and to participate in activities to improve the effectiveness of education.

The qualifications and experience of faculty members associated with program requirements should be indicated. Highlight the qualifications and experience of faculty members and provide a report with a list of strengths, recommendations for improvement and implementation priorities.

Standard 6: Learning Resources, Facilities and Equipment

Educational resource materials and associated services should be sufficient to meet the program requirements and courses offered

and accessible to students when needed. Information on academic program requirements should be provided by faculty in time to provide the necessary resources. Teachers and students should participate in evaluating the resources provided, and the requirements for references and data sources on the Internet and computer rooms and assistance in the use of these equipment will vary depending on the nature of the academic program and methodology of teaching.

Facilities should be appropriate, and should create an environment for the smooth functioning of the educational process and facilitate program activities.

Procedures for securing the necessary learning resources for the program should be clarified, including opportunities for staff or program administrators to provide the necessary resources, as well as information on the services provided and when they are available, the extent to which learning resources are equally available between the two parts of the student population, etc.

Explain the adequacy of facilities and facilities (classrooms, laboratories, study places, international network equipment, libraries, etc.) available for program activities.

Learning Outcomes

A group of knowledge, skills and competencies should be provided to the graduate and this is done through the inclusion of these knowledge, skills and competencies in the curriculum of the courses being taught. The content of those courses should be reviewed and evaluated periodically to ensure good results in the favor of the graduate that will benefit him in the labor market. Due to the importance of the student being able to identify the learning outcomes from the educational process, the following is a simple explanation of these outcomes:

1 - Knowledge: Ability to understand and present specific facts, concepts, theories and methods.

2 - Cognitive skills (mental) application of the foundations and theories in thinking and creative solution to problems and duties assigned and to unexpected new topics. In general, it is the ability to apply an understanding of knowledge to solve problems in creative ways and deal with critical situations.

3- Skills and Personal Responsibility: Includes leadership, teamwork, ethical behavior, and learning autonomy. Communication skills include the ability to communicate effectively when speaking or editing and using information resources and communication technology. Psychomotor skills in scientific fields that require it such as surgery, drawing, music and acting.

4- Competencies: The concept of sufficiency is closely linked to the labor market in general and to a particular situation (vocational or study) in particular. According to the National Qualifications Framework, Europeans consider that competence is “the ability to use personal knowledge, skills and behaviors in situations of work or study and for professional and personal development” Effective role, function, or activity. To work efficiently in a particular situation, Lopoterf says that human beings gather and mobilize their own resources (knowledge, skills and behaviors) and some of their environmental resources (such as professional networks, colleagues, documentary files, etc.) for this.

It should be noted here that Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) must be in full alignment with the Program Graduate attributes as well as QU Graduate attributes on page 10 above.

Qassim University journey in quality assurance and accreditation

In cooperation with the National Commission for Academic Accreditation and Assessment (currently the Education and Training Evaluation Commission), Qassim University has carried out several phases of localization of quality in order to reach world-class outputs for educational, research and community service.

The most prominent of these stages are:

First: the first stage of self-evaluation (1426 AH)

Through this study, Qassim University sought to assess the current and existing situation in the university to determine its position and the extent to which it meets quality standards at the institutional and programmatic level. The study concluded with a number of conclusions and recommendations that highlighted the strengths of the university and seek to maintain and strengthen them, and weaknesses and work to avoid them.

Second: the development study project (1427-1429 AH)

The development study project, which I put forward with the National Commission for Academic Accreditation and Assessment (currently Education and Training Evaluation Authority) and participated by three Saudi universities, including Qassim University, is the first work that serves the localization of quality in the participating universities and colleges, in addition to other activities that accompanied this project. Training, workshops and more.

Preparation for the implementation of the project started in 1427 AH and the project continued until 1429 AH. The project was a practical training (simulation) on how to prepare and adjust (restructuring) each of the educational, research and administrative activities to meet the requirements of academic accreditation with high standards.

The project was technically divided into two phases:

First Phase: Institutional Evaluation of the University

This section covers all aspects directly related to university performance. In particular, the study focused on the 11 axes of institutional quality formulated by the National Center for Accreditation and Academic Assessment.

Second Phase: Programmatic Evaluation

This section includes an evaluation study of seven academic programs distributed

among seven colleges of the university, namely: College of Medicine, Department of Electrical Engineering from the College of Engineering, Department of Accounting from the College of Economics and Management, Department of Veterinary Medicine from the College of Agriculture and Veterinary Medicine. Department of English from the College of Arabic Language and Social Studies, Department of Computer Science from the College of Computer, Department of Mathematics from the College of Science.

Project Outcomes

Several teams of quality and academic accreditation specialists from the Kingdom reviewed the results of the project and visited the university and the departments participating in the study. These teams issued important reports at the institutional and programmatic levels and were reviewed in the concerned departments.

The most important results of the study are as follows:

- Preparing the strategic plan of the university
- Establishing the University Vice Presidency for Development, Planning and Quality
- Establishing the Deanship of Quality Assurance and Accreditation
- Establishing the Deanship of Information Technology
- Establishing the Deanship of faculty and staff affairs
- Establishment of the University Advisory Council

Third: The official institutional academic accreditation project

After the completion of the university development study at the institutional and programmatic level and the visit of the external judges to the university and writing their reports, which included many recommendations, which the university considered obligatory in its implementation in order to continue improvement in the development and development of the university and raise the university's readiness to obtain institutional academic accreditation, On 15/7/1430 AH the formation of the committees of the project of academic accreditation to work on the preparation of an executive plan for the recommendations of the external auditors and verify its implementation and continuing the preparation for academic accreditation officially by the National Evaluation and Accreditation (Commission assessment of education and training now).

Project Achievements

- Preparation of the executive plan for the recommendations of the external auditors and approval of the Higher Committee for Academic Accreditation and start implementation.
- Determine the purpose and objectives of the institutional academic accreditation project and prepare the executive plan for the project and the timetable required for its implementation.
- Prepare the media plan for the project and the timetable for its implementation.
- Identify the different sources of information needed to prepare a self-study report for the project.
- Finalization of the quality assurance system for academic programs.
- Obtaining institutional accreditation for seven years from (May 2013 to April 2020)

The role of the faculty member in quality processes

First: Quality Activities:

- Transparency and serious handling of questionnaires distributed by the university, college or department.
- To participate in the quality activities at the university or college level and to seek to identify and culture.
- Maintaining student gains and rights, whether academic or extra-curricular, by participating in evaluating these services and demanding their improvement and proposing some solutions to help them.
- Ensure transparency and objectivity when participating in focus groups to discuss topics that serve quality issues at the university or college level.
- Ensure follow-up contact with the graduate's office at the university after graduation to follow up the activities of the university to serve the graduates and contribute to its development.
- Respond effectively to the invitation of the university, college or department to participate in the work of the committees of external auditors.

Second: Development Activities

- To participate actively in the University's external and internal activities in a way that contributes to raising the University's classification in student activities.
- To participate actively in the activities of the scientific and extra-curricular departments of the importance of this matter when reviewing the work and activities of the college or department with a view to accreditation.
- Adherence to the values of the university and announced in the context of the strategic plan of the university.
- Initiating development proposals for the college or department to improve the educational process.
- Ensuring participation in the membership of faculty councils, departments and committees related to activities
- Students, to achieve the principle of active participation in decision-making.
- Make sure to register and complete your personal data with the College Student Affairs Unit during the study and after graduation.

Third: Educational Activities

- Taking advantage of the scientific assistance provided by faculty members, especially office hours, as well as keenness to evaluate their effectiveness in helping students.
- Interact and participate in the activities offered in the classrooms that serve the quality of the educational process.

Why is accreditation important?

For students:

- Assists students in the process of selecting the university and knowing its reputation.
- Accreditation strengthens the University's reputation and popularity as an attraction for students and facilitates the process of attracting outstanding students.

For educational institutions:

- The direct advantage of accreditation for the university is to help build fame and brand for it, and be an attractive factor for regional and international universities to cooperate with them in academic fields, so that the University is proud to belong to members.

For discipline:

- Accreditation helps promote discipline among new and existing students.
- Accreditation is particularly useful for new and future specializations and is beneficial for industries facing a shortage of skilled labor.

For employers:

Accredited Universities and Specializations give local and international employers a good idea of the level of skills and behavior of graduates (prospective employees) before any actual hiring is done.

- Accreditation provides guarantees to employers that graduates of the program are able in their disciplines theoretically and practically and are ready to enter the labor market.
- For businessmen:
- Recognition by international accreditation bodies opens borders and facilitates the free movement of qualified and skilled competencies between different countries.

- Academic accreditation provides an appropriate assurance to businessmen that accredited university graduates have the minimum knowledge, skills and competencies necessary to make a successful business.

For the Country:

- Local and international academic accreditation, based on stringent quality standards, helps to build a stereotype of the country as an attraction for students seeking higher education and promotes educational tourism.
- Accreditation helps build a realistic image of the country as a source of high-caliber competencies to operate in global markets.

Electronic Platform (DAMAN)

The National Center for Academic Accreditation and Assessment is keen to contribute to achieving the Kingdom's Vision 2030 and the National Transformation Program, supporting national trends in the higher education sector, keeping pace with the global changes in the field of quality assurance and academic accreditation. DAMAN is an integrated system that converts electronic accreditation processes and procedures between educational institutions and the National Center for Academic Accreditation and Assessment from a traditional paper-based system to an integrated electronic system that saves time and Efforts and resources, as well as facilitating communication and answering of all queries electronically, as well as the management of academic accreditation for the teams of external auditors used in the accreditation processes.

The role of the Deanship of Development and Quality

In order to achieve the requirements of the electronic platform, the Deanship of Development and Quality through a team of consultants at the Deanship carried out the following tasks:

- Building the structure of the university programs: where the faculties of the university were addressed to obtain the program data for registration on the electronic platform, where the data (36) and (119) bachelor program were recorded.
- Prepare a user name and a secret number for the managers of the quality units in the colleges and support deanships and departments as well as for each program manager as

per the data received from the faculties of the university.

- Prepare a timetable for uploading program data on the electronic platform.
- Set up a Group on WhatsApp for program managers to answer queries related to the electronic platform
- Open a technical support line throughout the week, either during working hours or outside, through advisors from the Deanship to answer queries of quality members or those charged with completing the electronic platform data.
- In line with the policy of the National Center for Assessment and Academic Accreditation, and in order to complement the Deanship of Development and Quality Initiative with regard to field visits and visits, whether evaluation or development, the Deanship has developed mechanisms for quality rounds to include two basic phases. The timeline is followed by the review process and the initial evaluation through the relevant committee.
- Preparation of tables on the program “Excel” to facilitate the first evaluation process and determine the extent to which programs meet each of (program file - performance indicators - questionnaires - self-study).

Fig.1 shows the main screen of the platform

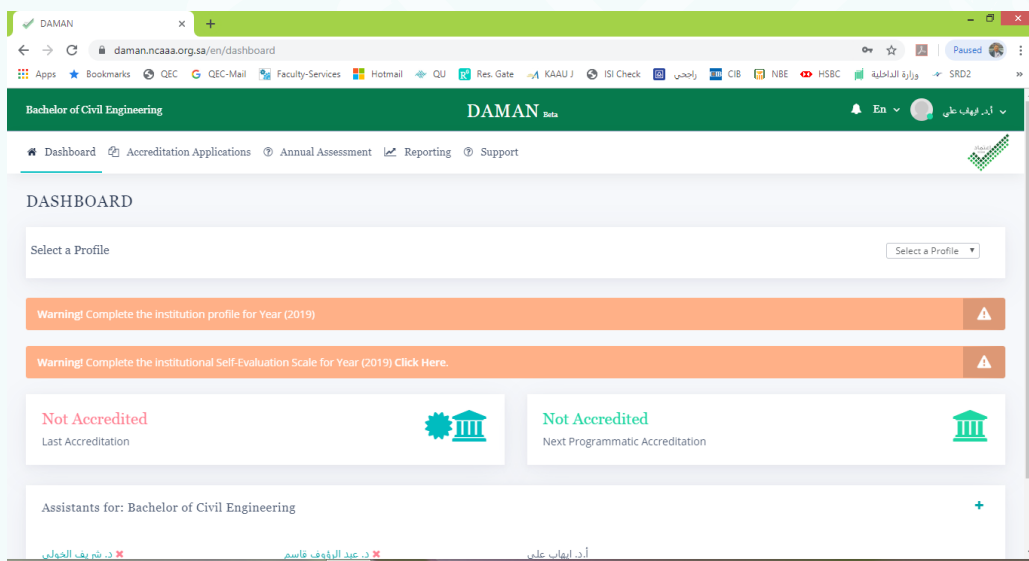


Figure 1: Main screen guarantee platform

Chapter 11

Training Programs Guide

Qassim University aims to develop the cognitive and performance capabilities of students, faculty and administrators, so the Deanship of Quality and Development and the Center for Leadership and Capacity Development have been established to undertake the mission of enlightenment, education and training in order to guide faculty members and improve their performance and ensure the quality of the outputs of the educational process, through the continuous development of the performance of members. The teaching and learning faculty in the fields of teaching and learning. Many of my innovations that work to bridge the gap between the knowledge and skills of faculty members and the level required to achieve performance, hence the traditional ways and strategies of university education seems unable to meet the individual requirements, and become the need for the application of what is a novelty issue cannot be delayed.

The university has developments that call for considering the training courses offered to the university faculty member on its various research, teaching and community service roles. While assessing its performance, it was guided by the Saudi Qualification Framework (SAQF) as it represents the broad categories of learning outcomes that the education program is intended to achieve.

Therefore, it is no longer acceptable to teach the student knowledge through theoretical explanation and clarification in the classroom, and it is no longer acceptable for the student to receive information passively. Active can gather information and data, and can discuss and solve problems, and has the ability to explore and investigate, so that it can deal with many life situations, using technological innovations consciously and knowingly, and employ its potential in teaching and learning.

Therefore, it is important to emphasize the teaching practices in the classroom through actual teaching in the mini-workshops that provide feedback on what the faculty member is doing. In order to achieve the quality of teaching and evaluation, it is important to hold such a program for new faculty members in terms of acquiring the necessary teaching skills for them in their university work, preparing them for their courses, whether paper or electronic, and preparing them for the material file, and evaluating them.

The Orientation Program Goals

The General Objective of the Program

This program targets all new faculty and similar staff. It aims to train new faculty members in the planning and design of teaching and learning attitudes, and the use of new methods, strategies, models and approaches to achieve the quality of teaching and to emphasize to support efforts to improve its quality, while training them on how to employ technological innovations in teaching, as a teaching aid for students, and increase their awareness of recent trends In the educational assessment, to achieve the indicators associated with the assessment of students, to gain them teaching skills based on positive and effective based on an in-depth understanding of teaching / learning theories.

Detailed Objectives of the Program

The current program seeks to:

- Improve the teaching and learning environment in an active and balanced manner, working to provide the necessary information and skills to the parties of the educational system.
- Faculty members are aware of the process of planning, designing

and implementing educational attitudes.

- Identify the foundations of building curricula and curricula and how to convert them electronically.
- Providing faculty with the necessary expertise to plan teaching sessions.
- Proficiency in teaching and learning strategies.
- Enlighten teaching staff with teaching materials and ways of using them in teaching.
- The use of faculty members for new methods of evaluation, and identify ways to prepare the tests and formulate questions and translated into an examination paper, with the establishment of a bank of questions in the subject.
- Training new faculty members on teaching skills in accordance with the steps of micro-teaching.

Expected Outputs of the Program

After the faculty member passes the program, he should be able to:

- Achieve consistency of targeted student learning outcomes and outcomes with the Saudi Qualifications Framework.
- Formulate learning outcomes consistent with professional practice requirements in Saudi Arabia.
- Develop educational plans in the form of integrated packages of educational experiences.
- Characterization of courses according to scientific and educational methods.
- Achieve consistency of content with course vocabulary and strategies
- Involve the student in designing the learning environment according to his / her own preparations and abilities.

- Training the student on discussion and dialogue and ask critical questions and answer scientific problems by providing a safe classroom environment, in which the student expresses his opinion freely.
- Linking previous learning experiences with the new experiences of the student, in a manner that enables him to deal with human experiences in an integrated manner.
- Preparing the student's personal work file while respecting the student's choices in evaluating the student.
- Employ technological innovations in teaching to bring new information and skills to the student.
- Provide educational learning experiences that support opportunities for cooperation between students.
- Encourage the student to self-learning by directing them to different learning resources.
- Linking educational activities to the needs of students and the nature of individual differences existing between them.
- Provide reinforcement that motivates students to research, explore, discuss, and solve problems.

Program Implementation Mechanisms

The program includes several mechanisms such as:

- Five training modules with two training days per module.
- Training on planning and design of teaching and effective teaching skills.
- Practical training through attitudes on ways and means of dealing with students.
- Use of micro-teaching mechanism, lecture activities, working groups, case studies, project work and educational simulation.

- Organization of workshops to build specifications for the examination paper and how to establish question banks, as well as to discuss some teaching and learning issues and some of the problems facing faculty members in their daily teaching.

Training Methods Used

- Lectures: Depends on the explanation and clarification of information using verbal symbols, preferably less use, or supported by audiovisual aids.
- Multimedia: Used when viewing the training material using the Data Show device, including text, animation, static and data.
- Discussion: Depends on asking relevant questions to solicit trainees' ideas and participate in presenting their opinions on the topic of discussion.
- Field visits: Depends on the trainee's tours outside the training place to observe the teaching performance of some faculty members or watch the performance of their colleagues and record their observations.
- Spraying work: It is based on collaborative work in small groups and within a structured timetable in which targeted discussions about teaching strategies, or simulating teaching situations through the presentation of micro-teaching positions.
- Brainstorming: trainees are given an issue or problem and are asked to think about it according to certain steps, starting with avoiding criticism and ending with new ideas about the issue or problem.
- Case Study: A description of a realistic teaching situation that sheds light on a problem, which can be solved in multiple ways, by applying certain principles and theories provided to the trainee.

Micro-teaching: the core of the course, where faculty members practice a teaching skill in front of colleagues at a specific time, and then watch his performance of the skill recorded on video, and provide self-criticism of what he has done, and then colleagues provide their

views on the performance of the colleague of the skill, In the light of the feedback he returns the skill again to be able to perform.

Training Bags and Selection of Trainers

The training package complies with international standards and includes literature, illustrations, aids, training sessions and practical cases. The trainers who have the necessary training competencies are selected according to the following criteria:

- Scientific and practical experience about the task to be carried out:
- Have the ability to communicate and communicate, and to develop human relations with the trainees
- Ability to brainstorm creative ideas
- Ability to analyze and transform the theoretical frameworks into practical applications related to teaching situations.

Evaluation of the Program

The program is evaluated by the following mechanisms:

- The trainer is evaluated by the trainees according to a card prepared for this purpose.
- The trainee is evaluated by offering them a lesson in their field of expertise in front of colleagues. The trainee then watches a recorded video of his teaching skills and does himself. This is followed by a peer commentary on his teaching performance in the mini-teaching cycle, thereby obtaining immediate feedback, and can implement the skills that he failed once again.
- You can refer to the actual performance of the faculty member, and find out the amount of change in his performance after the end of the training session.

Available Courses

1. Formulate educational objectives
2. Assessment of educational needs
3. The use of the Internet in forensic education
4. The use of electronic whiteboard in teaching
5. Program Description and Report
6. Course Description and Report
7. Using the mobile in teaching
8. Planning and organizing the university curriculum
9. University curriculum development
10. Make your lessons comprehensible
11. Respond to student differences
12. Skills of using modern technology in scientific research
13. Establish quality systems in colleges
14. Tele-education interactive teaching
15. Communication skills and the art of dealing with others
16. Program Quality Assurance System 1
17. Obtain research support from Qassim University
18. Establish quality systems in supporting deanships
19. Building the course electronically
20. Program Quality Assurance System 2
21. Teaching to large groups
22. Learning outcomes and direct measurement of academic program performance

23. Learning outcomes and direct measurement of the performance of academic programs.
24. Indirect measurement of program performance
25. Introduction to E - Learning
26. Time management skills, stresses and crises
27. Solving problems in the work environment.
28. Skills of using teaching aids.
29. The use of computers in office work
30. Learning and information processing strategies
31. How to explode the creativity of the university student
32. The use of computers and the Internet in university teaching.
33. The use of video, film and audio tapes in university teaching
34. The use of computer in the preparation of slides, transparencies and flyers
35. E-learning and its use in scientific research
36. Research Writing Skills
37. Thesis Writing Skills
38. Description and report of programs and decisions
39. Performance indicators and benchmarking
40. Research skills in electronic information sources
41. Methodology in the planning of scientific research
42. Preparing self-study reports for the program
43. Research and thesis preparation template
44. Scientific supervision of students
45. Total Quality Management

46. Competitive research projects
47. Strategic Planning
48. Successful educational planning skills
49. Psychological tests and measures
50. Academic excellence skills of the university student
51. Skills of academic excellence in university students.
52. the management of change
53. Evaluation of university student skills
54. Essay and objective achievement tests
55. Evaluation of university learning outcomes.
56. SPSS applications in scientific research
57. Computer presentation and presentation
58. Kaizen (Continuous Improvement)
59. The art of motivation
60. Self-Development Skills
61. Development of Leadership Skills
62. The ten habits of successful personality
63. thinking skills
64. Quality of life for university students
65. Visio Software
66. Microsoft Office Access
67. Guidance and guidance for the university student
68. Photoshop
69. Arabic language for non - native speakers

70. Quality assurance and program self-evaluation
71. The power of focus at work
72. English for non - native speakers
73. Practical training in communication skills in English
74. The use of technology in the service of the Koran
75. Performance indicators and benchmarking
76. E - Learning Management System
77. Color theories in design
78. Electronic management
79. Microsoft Office Word
80. Foundations of decorative design using computer
81. The use of technology in the service of the Sunnah
82. Intellectual Property Protection for Electronic Courses
83. Project management
84. Ways of acquiring knowledge
85. Training of trainers
86. Developing creative thinking
87. End Note program
88. Build and manage teams
89. Mental maps using the computer
90. Microsoft Office One Note 2010
91. Successful dialogue skills
92. Snagit 10 Program
93. CAMTASIA STUDIO 7

94. Foundations of decorative design using computer
95. Developing legal skills for academic leaders
96. Quality management from a legitimate and systemic perspective
97. Preparing university tests according to the total quality standards
98. Developing the legal skills of women academic leaders
99. Flash animation design
100. Flash presentations design
101. Electronic Questionnaire Design
102. Digital image processing
103. Web Tools 2.00
104. Design tutorials
105. Using wikis in education
106. Facebook as a learning management system
107. Face book as LMS
108. Learning Management System Bridges
109. Use of Twitter in Education
110. Using RSS in education
111. Design of electronic tests
112. The Six Hats Program
113. Multiple Intelligences Program
114. Habits of Mind
115. Schamber Creative Thinking Program
116. Risk program for critical thinking
117. WHAT NEXT program for the development of creativity and

forward-looking?

118. Creative Writing

119. Bright Stars program to develop the creativity of preschool students

More on these programs on the Center of Leadership and Talent Development's website at:

<https://cltd.qu.edu.sa/>

Chapter 12

The role of the faculty member in the academic guidance of students

Academic Advising is one of the pillars of university education in the Kingdom. Given the importance of academic guidance in the faculties of the university, it is necessary to form a unit or committee to be specialized in academic support and guidance.

General Concepts

The Academic Support and Counseling Unit is a unit established by a decision of the College Dean.

Academic guidance is the responsibility of all faculty members, not just the Academic Support and Guidance Unit. Therefore, all faculty members participate in academic supervision activities for students.

The Academic Advisor is one of the faculty members or similar in their assignment.

The unit works in coordination and cooperation with the Department of Guidance and Counseling Deanship of Student Affairs.

Academic Support and Guidance Unit (Committee)

a) Objectives

The Academic Support and Counseling Unit is concerned with providing support and guidance to the college students in order to benefit from their own abilities, work on developing their skills, and encourage them to excellence and academic creativity, to graduate in the specified time after they have gained scientific expertise and practical skills that provide them with a successful opportunity to

work and study their problems. Psychological, health, physical and functional and contribute to its solution. The objectives of the unit can be summarized as follows:

- Preparing students to know and adapt to university life.
- Provide students with correct information about the college, educational policies, resources and study programs.
- Enhancing the academic achievement of students, raising their abilities and overcoming obstacles encountered during their academic achievement.
- Reducing chances of academic failure (preventive counseling).
- Providing advice and assistance to students with academic problems of college students.
- Paying attention to students with low and stuttered academic achievement and follow up them so that they can improve their academic level.
- Care and help students socially, physically, health, psychologically and functionally if necessary.
- Attention to outstanding and talented students and provide them with what will enhance their abilities and support their creativity.

b) Tasks

The tasks of the Support and Academic Advice unit (committee) are as follows:

- Develop a plan for academic supervision at the College.
- Supervise the implementation of the academic supervision plan.
- Spreading awareness among students about the unit and its importance and how to benefit from its services through meetings, pamphlets and the college website.

- Introduce students to the objectives and mission of the college, its educational programs, scientific departments, the fields of work of its graduates, and the aspects of care and services that it provides to its students.
- Distributing new students to academic supervisors and publishing lists on bulletin boards and the college website at the beginning of each year.
- Periodically upload (mid-term) a report containing the work of the unit as well as a report on the levels of students to the college administration.
- Study the cases referred to it by the College Administration and prepare reports on them to be submitted to the competent authorities.
- Consider students' academic problems raised by mentors and seek to solve them with the college administration.
- Consider complaints of students of an academic nature and advise appropriate solutions or submit them to the college administration if necessary.
- Consider the students' complaints towards any course and find solutions and raise this to the college administration.
- Awareness of the importance of academic guidance and the importance of communicating with the academic advisor by publishing brochures and publications and using the college website for this purpose.
- Supervising orientation programs for new students to introduce the system of study and tests in the college.
- The Committee meets periodically every 4 weeks or as required to discuss periodic reports or exceptional reports from academic advisors.
- Contribute to solving the students' psychological, financial, social and functional problems and submit them when necessary to the Deanship of Student Affairs to take needed actions.

Tasks of the Academic Advisor

- Familiarity with the dates of registration, dropping and adding courses announced by the Deanship of Admission and Registration.
- Knowledge of the college study plan and graduation requirements for students. Ensure that the student's schedule is in line with the college study plan.
- Preparing and updating the academic guidance record file for each student. Or alerts from the course decision through which the level of the student can be assessed.
- Organize periodic interviews (at least once at the beginning of each semester) with each student supervised by:
 - Identify the performance of students in the last semester.
 - Urging the student to encourage more praise if he is distinguished in some courses.
 - Discuss the difficulties, if any, and seek appropriate solutions.
 - Discuss the appropriate options for the student in the next semester (recording or deleting courses, raising the rate, choosing a specialization etc ..).
- Helping the student in case of difficulty in registering or opposing some materials.
- Strict follow-up of the achievement of the student or scientific student in the materials recorded in it and write periodic reports and attach them in the file of the student.
- Addressing faculty members if the student's level is low.
- In case the student is not attending or his achievement level is weak, the advisor will intensify the regular meetings and discuss the student or the student accurately about the reasons and try to resolve or raise them to the Committee of Academic Guidance.

- Discover and develop students' talents.
- Helping students to make the most of the e-learning site at the college.
- Urge students to participate in academic and extra-curricular activities.
- The Dean or his designee does not sign a certificate of good conduct until after a letter from the academic advisor that the student has completed or finished all the requirements.
- It is necessary to build a relationship of academic friendship between the academic advisor and students.
- It is preferable that the role of the counselor as a social and career counselor for the student to know his or her social conditions and help to stabilize or the future of the student or student career and contribute to the opening of prospects for his or her employment opportunities, training or further study.
- Allocate office hours to meet students in his office to discuss problems encountered during the study.
- Introduce students to the objectives and mission of the college, its educational programs, scientific departments, the fields of work of its graduates, and the aspects of care and services it provides to its students. They are also enlightened and guided to select the appropriate disciplines that suit their abilities and capabilities.
- Submit a periodic report on the performance of students to the unit of academic support and guidance (before the end of the semester). The report covers the academic performance of the student (better or worse than before) and the measures taken to address the worst performance.
- Report on problems that require the intervention of the unit or the management of the college.
- Urge and encourage students to make use of the library and manage time effectively.

- Encourage students to study as groups and benefit from their peers.

It is preferable not to change the student's advisor from enrollment until graduation so that follow-up and coexistence will continue.

Student Responsibility and Role

- Take full responsibility for his academic performance as academic guidance is a mechanism of assistance.
- Undertake the college directory and website to learn about all the requirements of the department, college and university.
- Familiarity with the details of the academic calendar and critical dates related to registration, withdrawal, apology, etc.
- Knowledge of his academic advisor and office hours.
- Meet the mentor to consult on academic and professional goals, program and schedule, and inquire about all aspects of ambiguity.
- Implementation of the guide's recommendations and attendance of the guide as scheduled.
- Notify the advisor of any variables that may affect his program or academic performance.



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